

**2020-2021**

**University of Nebraska at Kearney  
Office of Residence Life**



**Handbook of Information, Policies, & Rules**

**This handbook is designed to provide residents with the information needed to be a successful community member while living in the residence halls. It includes the policies and rules that all students must adhere to while living on campus.**

***Please note - Residence Life policies and rules may be modified upon written notice.***



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## INFORMATION

### Mission Statement

The Residence Life office is responsible for staffing and providing an educational experience for students living in the residence halls. Residence Life also works cooperatively with the Facilities Department to keep the halls clean and well maintained. The Residence Life staff works with students to find pride in their community and encourage students to be fully engaged in the campus community via our Residential Curriculum also known as our LOPERS Residence Education Plan. Residence Life offers a wide range of services to support the academic pursuits of students that live in the halls. We want students to be engaged in their campus community and become mindful citizens of Nebraska.

The LOPERS Residence Education Plan is established based on the following learning narratives we assist each student to attain living in our halls:

1. Learning Occurs: Learning opportunities exist in many different forms, from the classroom, to policies, processes, and experiences. To accomplish this, students will venture beyond their comfort zone and know learning happens in the residence halls.
2. Personal Enrichment: Through engagement with the UNK community, students will develop their own thoughts, self-efficacy, and well-being with an awareness of impact on themselves and others through intercultural competence.
3. Relating to Others: Students will find many opportunities to connect with people, places, and services to help them identify resources. These connections will help them feel safe, a sense of mattering and form life-long bonds with UNK.

Students at UNK are prideful LOPERS fully engaged in the campus community and mindful citizens.

The primary contact for students that live in the residence halls is their Resident Assistant or RA. Each resident has an RA that lives in their community. The RA is responsible for providing educational strategies to assist students in meeting our learning goals, maintaining a safe community, and is available to assist residents through their experience at UNK. RAs report to a professional staff member that lives in the community and is also available to assist residents during their time with us. If residents need any assistance, they should not hesitate to seek out any member of the Residence Life team or stop by the main office, which is located in Warner Hall.

### Emergency Situations

In case of life-threatening emergencies, call 911. If possible, also contact a Residence Life staff member on duty and UNKPD at (308) 865-8911. For non-life-threatening emergency situations please contact the Office of Residence Life and UNKPD.

### Tornado Alarms and Shelters

When a tornado siren is sounded residents should seek shelter at the lowest available floor, clear of all windows. Do not use elevators. The following is a list of the shelter areas in the residence halls:

Antelope Hall-----Basement  
Nester North -----Basement  
Nester South -----Basement  
Centennial Towers -----Basement

Mantor Hall ----- Basement room at center-west stairwell  
Men's Hall ----- Basement, away from windows  
Randall Hall ----- Interior basement hallway  
URN and URS ----- Ground floor hallway

### Fire Evacuation

According to the State Fire Marshal, the residence halls at UNK meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room.

For your safety, we advise that you familiarize yourself with the fire evacuation routes in your hall and follow posted procedures for evacuation in the event of a fire alarm. Please calmly make the quickest and safest exit out of the building. The following is a list of gathering points in case of a fire.

Antelope Hall ----- South of flag poles by MSB & COPE  
Nester North ----- South main entrance to Antelope  
Nester South ----- South main entrance to Antelope  
Centennial Tower East ----- Parking lot #1 corner of 9<sup>th</sup> Ave & 29<sup>th</sup> St  
Centennial Tower West ----- Parking lot #4 north of NSUnion  
Mantor Hall ----- Between Men's Hall and the football field  
Men's Hall ----- Parking lot between Otto & MSB  
Randall Hall ----- Parking lot #11 far west of Randall  
URN ----- Parking lot #14, by HSC & COE, west end  
URS ----- Parking lot #14, BY HSC & COE, east end

### Active Shooter

UNK encourages students faced with the threat of an active shooter, to engage in Run, Hide, Fight guidelines:

- Call 911 if and when it is safe to do so.
- Provide 911 with as much specific information as possible: location, description, time, etc.
- Consider: Run. Hide. Fight.
- Run: If it is safe to do so for staff and students, run out of the building and far away until you are in a safe location.
- Hide: If running is not a safe option, hide in as safe a place as possible
- Fight: As a last resort, adults in immediate danger should consider using force and items in their environment: fire extinguishers and chairs.
- Remember: Law enforcement's top priority is to stop the bad guy! They will look for the person(s) with a gun.

## Hall Procedures

### Residence Hall Fees

At the beginning of each term (Fall and Spring), residents will be assessed \$65.00 to their student account. This fee will be divided as follows:

- a) Hall social fee (\$5)
- b) Residence Hall Association (\$5)
- c) METS payment (\$5)
- d) Laundry Fee (\$50)

### METS

"Managing the Environment Through Students" (METS) is a program designed to promote responsibility among students for their residence hall community. Damages in public areas where individual accountability cannot be determined are assessed equally to students

within a particular living area and withdrawn from the METS account. Money remaining in the account at the end of the academic year is used for hall specific improvements.

## Check-In

Check-in occurs when the assigned room key is issued to a resident. The following is an explanation of a resident's responsibilities when checking into a new room:

- Pick up key(s) from residence hall staff
- Review the Room Condition Report (RCR) on Roompack and acknowledge or note the condition of items in the room. Failure to do so 72 hours after check in will result in automatic acceptance of the room condition and the university items within the room.

## Check-Out

Residents must follow the proper check-out procedures when changing rooms or vacating the premises such as, withdrawing or transferring from the University, moving off-campus, etc. Failure to check out in-person, with a residence life staff member, will result in a minimum of a \$50 improper check-out fee. At the time of check-out, if keys are not returned an appropriate fee will be assessed. Students must be checked out 24 hours after their last final. Please follow the guidelines below to ensure proper check-out:

- Make arrangements to check out 24 hours in advance with a staff member. **Some procedures may be subject to change do to the pandemic.**
- Rooms should be cleaned prior to the check-out appointment and to same condition as received at Check-In.
- Return keys to staff member.
- **Verify the room condition in Roompack upon check out.** Upon checking out a staff member will assess the condition of the room. Any damages that have occurred will be recorded on the room inventory. Residents are responsible for room damages. Residents are not charged for damages that were initially recorded during check-in.
- Pay for damages, if any. Charges will be billed to student MyBLUE account.
- Any appeal to a charge must be made in writing and within 10 days of notification of charges.

## Keys and Lock Outs

Residents are responsible for carrying their room keys at all times. If a resident should find themselves locked out of their room, they first should contact their residence hall front desk for assistance. If the desk is closed, the Resident Assistant on Duty should be contacted. The following points will apply:

- All residents will be required to show the assisting residence hall staff member a picture ID either before or immediately after being let in the room to ensure the safety and security of all residents.
- Residents will be required to produce their key to the assisting residence hall staff member. If the key cannot be produced, the staff member will notify hall staff. The next business day, the hall staff will initiate a lock change at the resident's expense.

If a resident has misplaced their key, they should follow these steps:

- Check with hall staff to see if the key(s) has been turned in.

- If not found, the hall staff will start the replacement process. The lock will be re-cored and re-keyed and the resident will be assessed the replacement costs listed below.

## Replacement Key Costs

Key	Cost	Applies To
Room keys:	\$55	All Halls
Mailbox keys:	\$20	Antelope/Nester, CTE, CTW, Mantor, Men's and Randall Halls

## Laundry Rooms

All our washers are High Efficiency (HE) machines. Therefore, we recommended, HE detergent. A \$50 laundry fee is assessed to each resident every semester. Non-residents are not permitted to use laundry facilities. The University is not responsible for damaged or stolen laundry. Clothing left in laundry rooms for an extended period of time may be placed in a designated lost & found and will be donated or disposed of if not claimed within 15 calendar days.

## Mail Service

Mail is delivered daily, except Sundays and Holidays, to the hall mailroom. Residents are assigned a mailbox according to their room number.

When a resident receives a package, they will receive an email, and a text message (if information has been updated in MyBLUE account). Residents can opt out of receiving texts messages by contacting the Residence Life main office. Standard text message rates apply to all package notifications students receive. Residents are required to have their student ID to pick up a package during regular desk hours.

## Cleanliness

Residents are asked for their cooperation in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. Residence Life is not responsible for providing cleaning supplies. Mops, buckets, brooms and vacuums are available in each hall. Residents are responsible for emptying their own trash in the dumpsters provided outside the building.

## Maintenance Work Requests

We appreciate resident's participation in maintaining the high quality of our residence halls. If you notice a maintenance or have a concern with residence life facilities, please fill out a maintenance work request online at ([www.unk.edu/offices/facilities](http://www.unk.edu/offices/facilities)). Also, please report the problem to hall staff.

## Renter's Insurance

The Office of Residence Life is not liable for loss or damage to personal property in resident rooms or public areas. It is always the responsibility of all residents to keep their rooms locked. Residents may be covered by their family's personal property insurance and are encouraged to carry a private insurance policy to cover their property against loss.

## Safety and Security in the Residence Halls

Residents are responsible for locking their room. Room should be looked at all times. Exterior doors and doors leading to living areas are locked twenty-four (24) hours a day. However, each resident entering and leaving the hall should make sure that doors are secured and locked. It is important that residents are security conscious in the halls,

on the campus, and in the community. Students should be familiar with safety precautions. Residents should be aware of their actions and the potential danger that could be inflicted on other persons or property.

## Single Rooms

There are a limited number of designated private rooms on campus. Private rooms are not guaranteed and extremely unlikely to be available to new students at the beginning of the fall semester.

## Winter Break

The halls that remain open during Winter Break include: Antelope, Men's, Nester North & South, Centennial Towers East & West, Mantor and Randall. Break accommodation is guaranteed only for those residents residing in these halls. An additional break fee is assessed to all residence hall students living in these halls.

University Residence North & South are closed during Winter Break. If residents of these halls require Winter Break Housing, please contact the Office of Residence Life or your Residence Hall Coordinator.

## Liability/Disruption of Services

The Office of Residence Life is not responsible for the continuation of food, mail, custodial, heating, maintenance, or security service at normal level in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, power-water-sewer interruptions from on-or-off campus sources, or in the event of other catastrophic events beyond the control or reasonable anticipation of Residence Life.

## Life in the Residence Halls

Students at UNK are prideful LOPERS fully engaged in the campus community and mindful citizens. Through our residential curriculum and student leadership initiatives: CAN, Campus CAN/RHA, NRHH, and student employment opportunities, we foster a vibrant community. We encourage students living in the residence halls to be responsible residents, empowered to articulate their own needs and live respectfully, even when they may have differences with others. Still, we understand that conflict may arise during the year. Seemingly small incidents can build up into a major quarrel, if left unaddressed. It is important to approach interpersonal conflict in an appropriate and respectful manner. Hall Staff are available for assistance with mediation as needed.

## Resident Responsibilities

Upon moving into the residence halls, residents are responsible for the following:

- Knowing and adhering to the rules and regulations of the State, University, and Residence Halls as stated in this handbook.
- Attending floor meetings.
- Activities that occur within the resident's assigned room. Even if not present or involved in a policy violation, residents may be held responsible.
- Guests and their conduct while present in the halls. Residents may be subject to disciplinary action because of their visitor's behavior.

## Community Assembly Night (CAN)

Student representatives involved in CAN create activities to enhance the community within the building. Students also can give voice to issues on campus and work on projects that grow out of the interests of hall residents. Look for information on how to get involved and for meeting times and locations. Most CANs meet Tuesday at 9:00 PM.

Each Residence Hall's CAN is responsible for sending student representatives to Campus CAN/RHA to give voice to greater issues on campus.

The Fraternity/Sorority Life Housing Board is the CAN for University Residence North & South. Representatives to the FSL Housing Board are appointed by each chapter. They must live in URN/S and are usually the chapter's House Manager.

## Campus CAN/RHA

Campus CAN/RHA is the overall representative governing body for the residence halls. Campus CAN/RHA promotes a positive on-campus living environment by addressing and representing the residence hall system as a unit in determining issues and concerns affecting all on-campus students.

## National Residence Hall Honorary (NRHH)

NRHH consists of the top 1% of students living in the residence halls who have shown outstanding recognition, service and leadership. NRHH promotes such activities as "Of the Month" awards in programming and individual leadership. NRHH also promotes and sponsors programs which encourage leadership development for students living in the residence halls.

## POLICIES

### COMPLIANCE WITH LAW

The Office of Residence Life at the University of Nebraska at Kearney complies with the Fair Housing Act and other federal laws. Each residence hall contract shall be governed by and enforced in accordance with the laws of the State of Nebraska.

**By federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation; however, we do reserve the right to deny housing to those who have been convicted of a crime or have pending criminal charges.**

### On-Campus Living Requirement

The Board of Regents and the University of Nebraska at Kearney require all full-time students under the age of 19 on the first day of class in the fall semester are required to live in University housing for the duration of the academic year, unless one of the qualified exemptions is met:

1. Residency
2. Married Student
3. Student is a Parent
4. Designated Off-Campus Housing
5. Disability or Medical Condition
6. Special Circumstance

For more information, please visit our website:  
<http://www.unk.edu/offices/reslife/on-campus-residency-requirement.php>

*Approval of an exemption from on-campus residency requirement does not negate the cancellation terms. Housing Contract Exemptions must be approved by the Office of Residence Life.*

## Gender Inclusive Housing Policy

The Office of Residence Life at University of Nebraska- Kearney are committed to providing a safe and inclusive community for all students. Providing Gender Inclusive Housing ensures students are able to live, learn, and belong in our community regardless of gender identity or gender expression. While we still provide living opportunities that are designated male or female spaces in various communities; regardless of gender identity all students are welcome to live in our various campus communities.

The Office of Residence Life does recognize not all students may identify as female or male and we are happy to find an environment for you if you do identify as trans\*gender, genderqueer, gender non-conforming, and/or non-binary. Please email us at [housing@unk.edu](mailto:housing@unk.edu) or give us a call at 308-865-8519 to find a suitable assignment or if the options available on your MyBlue account's housing portal are not lining up with your preferences. You can also feel free to contact Trelana Daniel, Associate Director of Residence Life at [danieltd@unk.edu](mailto:danieltd@unk.edu) or 308-865-8519.

Room changes are requested and considered on a case by case basis. The Office of Residence Life will not be requesting anyone to move out of a designated room because of a roommate's discomfort with a protected status such as race, ethnicity, sexual orientation, gender expression, ability status, age, veteran's status, religious expression and/or socio-economic status.

## Sexual Misconduct Policy

The UNK Sexual Misconduct Policy applies to all persons involved in the operations of the University and prohibits unlawful harassment by any student or employee of UNK. Any attempt by a student or guest to physically or verbally harass a resident/student, or other University staff member because of the performance of his/her duty will be viewed seriously and result in disciplinary action, including the possibility of University suspension or expulsion.

The University of Nebraska at Kearney is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and UNKPD immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

**Any complaints of sexual misconduct, including dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking, should be reported immediately to the Title IX Coordinator. Please see the UNK Sexual Misconduct Policy for further details.**

## Abandoned Property

Property left by a resident at the end of their contract period or when the student leaves an assigned space is considered abandoned and will be packed up by a University official in the presence of a witness. The contents will be inventoried and stored in another location. A letter and a copy of the inventoried items will be sent to the student at the student's home address and/ or email on file with the University, informing the resident that they have sixty (60) days to claim the

property. Items not retrieved within this time frame will be donated to a local charity or disposed of at that time. The University has no liability for the loss or damage to a resident's personal property if the property has been abandoned.

## Room Entry and Search

The University reserves the right to enter and search rooms in order to serve institutional purposes, which include protecting the health and safety of students, enforcing University rules and regulations, and other reasonable purposes. Searches generally will not be conducted unless there is an emergency requiring immediate action (i.e., medical concern, extreme community disruption, or danger to the campus community) or unless there is a search warrant. UNKPD may also assume responsibility for a search.

## Painting of Rooms

All painting requests are to be made by filling out a work request. Painting will be done on an as-needed basis by the Facilities staff. Painting is not to be done by the student.

## Public Areas

Each residence hall is staffed with custodians. The custodians are responsible for maintaining the public areas such as bathrooms (with the exception of CTE and CTW), laundry rooms, lounges, stairwells, hallways, building entrances/exits, and kitchens. Custodians are not expected to clean up personal messes or dispose of personal trash. Excessive messes may result in charges or access removed.

## Health and Safety Inspections

Periodic health and safety inspections are conducted by the Residence Life staff. The intent of these inspections is for preventative and corrective action. Residents will be given a 24-hour notice prior to the inspections. If a room does not meet minimal health and safety standards, residents will be asked to address the issues in a timely manner. Items found that may be illegal or in violation of Residence Hall policy will be documented and may be confiscated.

## Confiscation

The Office of Residence Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract. Items that are legal to possess, but are in violation of residence hall policy (i.e. certain cooking equipment) may be confiscated by Residence Life staff. The hall staff will hold these items and the resident will be responsible to collect them.

A resident will receive written confirmation of any items confiscated from his/her room. Items that are confiscated and returned must be removed from the residence hall and campus as directed by the hall staff. Unclaimed items will be donated or disposed after 15 business days.

## Damages

All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. The University recognizes that some allowances must be made for normal wear and tear usage. Each room is furnished, according to room capacity. All University furniture must remain in the room for the duration of the contract. While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities. Students should not attempt to repair damages on their own. The University will be responsible for

making such repairs and will charge for damages accordingly. All costs are subject to change due to rising cost of materials, goods, and labor. Charges assessed to the student(s) is determined based on the full cost of repair, parts, labor, and other replacement costs associated with the damage

## **Room Changes**

If interested in changing rooms, please contact a residence life staff member. Students may request to change rooms after the first two weeks of each semester. Opportunities to change rooms may be limited throughout the year.

All room changes will be considered on an individual basis. The Office of Residence Life will not consider requests based on protected status such as race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. Please see UNK's Non-discrimination Statement for more information about UNK's commitment to inclusion:

[www.unk.edu/about/compliance/aaeo/policies/nondiscrimination\\_statement.php](http://www.unk.edu/about/compliance/aaeo/policies/nondiscrimination_statement.php).

It may become necessary to assign students to a temporary room. If a student is assigned to a temporary room, the Office of Residence Life will notify the student as soon as possible. Room changes for any reason must be approved by the Office of Residence Life.



## RULES

Residency on campus carries with it the expectation that residents will be a responsible member of the residence hall community. By signing the Residence Life contract, residents agree to abide by all published University policies, rules and regulations.

### Accidents/Losses

Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in the residence halls to their hall staff.

### Alcohol

Use, possession, manufacturing, or distribution of alcoholic beverages on University premises (except as expressly permitted by the University), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age in the State of Nebraska. Any student or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless a resident informs a staff member of the violation or removes themselves from the room. Residence Life staff reserves the right to contact parents/guardians about any resident who is transported to the hospital for acute alcohol intoxication.

Possession of alcoholic containers is not allowed in the residence halls. Possession of alcoholic containers, includes, but is not limited to, kegs, party balls, beer bong, bottles, shot glasses, and cans.

### Appliances

Only items with enclosed heating or lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Residents may use coffee makers within their rooms. Other appliances such as, toasters, toaster ovens, George Foreman-style grills, electric skillets and infrared ovens may be operated in residence hall kitchens only. Microwave ovens, standalone freezers and window mounted air conditioning units are not allowed to be brought to campus. Residents that reside in Antelope/Nester are permitted to have and use toasters, toaster ovens, George Foreman-style grills, electric skillets, electric grills, and infrared ovens in the kitchen area. These items are not permitted for use in sleeping rooms.

### Bathroom

Residents and guests may only use bathrooms in the residence halls that are designated for their gender identity.

### Candles and Incense

Candles (including lit and unlit decorative candles) and incense are not permitted in the residence halls. No-flame candle plates are not permitted. Wax warmers, with enclosed miniature light bulbs, are permitted.

### Children

Residential housing is solely reserved for students enrolled at UNK and Residence Life staff members serving such students. Children are not allowed to reside in residential housing unless they are a dependent child of a Residence Life staff member. Any child visiting must have adult supervision at all times. Babysitting is prohibited in the residence halls.

### Compliance

Residents are expected to cooperate fully by furnishing all the requested information and complying with all requests made by a University official and/or Residence Life staff member. This includes,

but is not limited to, providing student ID when requested, meeting with Residence Life staff members as directed, and/or completing sanctions outlined as the result of an administrative disciplinary meeting. Pranks, verbal harassment, swearing, or any similar disrespectful behavior directed toward a staff member will not be tolerated and may lead to further disciplinary action.

### Computer Usage

Theft or other misuse of computer facilities and resources, including but not limited to; unauthorized entry into a file, to copy, use, read, or change the contents, or for any other purpose, unauthorized transfer of a file, use of another individual's identification, username/userid and/or password, use of computing and information technology facilities and resources to interfere with the work of another Student, faculty member or University Official, use of computing and information technology facilities and resources to send obscene or abusive messages, use of computing facilities and resources to interfere with normal operation of the University computing system and information technology systems, use of computing and facilities and resources in violation of copyright laws, any violation of the University Computer Use Policy (Executive Memorandum No. 16). Computer labs located in residence halls are for resident use only. Wireless routers are not permitted in the residence halls.

### Controlled Substances

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or drug paraphernalia, except as expressly permitted by law. Possession of drug paraphernalia that can be demonstrated to be linked to illegal drug activity is also a violation of this policy. Students and their guests are not permitted to possess paraphernalia such as bong, rolling papers, deseeding trays, roach clips, scales, or any item used to inhale/ingest illegal substances or any item used to disguise the use of drugs. Misusing legal substances to obtain an altered state is prohibited. Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician for personal use or are not available on the legal open market. Any person known to be in possession, using, or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

### Cooking

Cooking is prohibited in resident rooms. Cooking may only be done in hall kitchens or in the individual kitchenettes in the Antelope/Nester complex.

### Disorderly Conduct

Behavior that is disruptive to orderly community living is prohibited. Conduct that is disorderly or indecent, including but not limited to, public urination; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the University community.

### Displaying Offensive/Disrespectful Items

Items deemed disrespectful or offensive by Residence Life staff is prohibited on room doors or when visible through the window or open room doors. Some displayed items may also violate the harassment policy and will not be allowed.

### Elevators

When elevators are out of service because of misuse by students, those students identified as being responsible for the misuse will be charged for the service call of the elevator company employees. Defacing or vandalizing elevators is also prohibited and will result in charges to the individual or individuals found responsible. If the individual(s) cannot be identified, all community members will be charged at checkout for an equal portion of the damages.

## Extension Cords and Surge Protectors

Extensions cords and surge protectors maybe used in the residence halls. Extensions cords and surge protectors must be Underwriters Laboratory (UL) approved and contain a 3 prong grounded plug. Extension cords and surge protectors cannot exceed 12 feet in length and should not be strung together with other extension cords.

## Fire Safety

State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action. Smoke detectors are provided for your safety in each room/apartment and should not be tampered with or disconnected.

Any person who misuses fire safety equipment (including smoke detectors and sprinkler systems) may be subject to severe disciplinary action and/or arrest. If you are aware of anyone tampering with the equipment, please report to a Residence Life staff member.

Residents and guests should not falsely activate the fire alarm or tamper with the alarm equipment (heat detectors, pull stations, fire extinguisher, exit/emergency lights, and sprinkler heads or smoke detectors) and is a federal, state and local violation of the law. Equipment that needs repair or is malfunctioning should be reported to Facilities Management immediately at 308-865-1800 or to hall staff.

Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc. Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time. Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants.

## Furniture

Furniture purchased for the use of residents living in University residence halls and designed for the common areas (lounges) shall remain in the common areas; it is not to be taken by residents to their rooms for personal use. There is a \$10.00 per day per item charge. Furniture provided in residence hall rooms must remain in the assigned space. Furniture may not be elevated.

## Gambling

Unlicensed gambling is a violation of state law. Gambling is not permitted on state property.

## Guests

The guest policy has been amended for the pandemic. When guests are allowed, a resident may only host one same-gender overnight guest at a time and for a limit of three consecutive nights in a week. Approval to have an overnight guest must be obtained in advance from the host's roommate. Keys will not be loaned to guests. The host resident is responsible for the actions of their guests. Guests must be escorted in public areas at all times.

### Guest Policy – Phase I

On campus residents may not have guests/visitors in student housing including personal space and community spaces such as lounges. Guests are defined as anyone without a contract with Residence Life for any residence hall. Further, we are encouraging residents that live on

campus to limit entering personal spaces and suites of other approved residents for your own protection. Suggested practices of self-hygiene and social distancing in common spaces is highly encouraged. Students that do choose to enter other resident's personal spaces and common areas are required to wear a mask. In the event you are aware of someone that is a UNK student without shelter or resources, please contact the Dean of Students Office who will explore resource options with them.

### Guest Policy – Phase II

Village Flats & Antelope/ Nester Suites:

Residents living in Village Flats, Antelope, or Nesters may have up to 6 total guests in their suite or apartment common area.

CTW, CTE, Mens, Mantor, Randall, URS, URN:

Residents living in traditional residence halls may have up to 3 total guests in their room.

All guests must follow all State of Nebraska directed health measures. All guests must comply with the following health guidelines during their visit:

- Guests must wear a mask that covers the mouth and nose **in all public and shared environments while in the residence halls and apartments. This includes** common areas, restrooms, elevators, hallways, and lobbies. This includes outside areas when a 6ft distance cannot be maintained.
- Guests are not permitted who have been diagnosed with COVID-19 unless now symptom-free and cleared by a medical professional.
- Guests are not permitted who have been in direct contact with someone diagnosed in the last 14 days.
- Guests must not be experiencing symptoms of COVID-19 which includes being fever-free with a temperature under 100 degrees, no cough present, and not experiencing respiratory problems for 24 hours and it has been one week since your symptoms first appeared.
- Guests who have travelled internationally must be in quarantine for the minimum 14 days and symptom-free before permitted to visit an on-campus resident.

CDC (Center for Disease Control) guidance for social distancing, wearing masks, and frequent hand-washing are the best protections from the virus. This guidance comes from the Nebraska Department of Health and Human Services and policies for guests may be limited in the future as virus conditions warrant.

## Hall/Sports Equipment Use

Sports activities inside the residence halls are not permitted, with the exception of Residence Life provided table sports. This includes, but is not limited to, roller-blading, skateboarding, having water fights, bike/scooter riding, rough housing, and playing pranks. The operation, use, and storage of non-traditional means of transportation including but not limited to bicycles, mopeds, skateboards, scooters, in-line skates, roller skates and recreational electric personal mobility devices is prohibited. Residents should refer to the Campus Mobility Devise for more information.

## Harassment

Harassment in any form, threats, demands, and retaliation is prohibited. The University maintains a strict policy prohibiting sexual misconduct and harassment on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, age, or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful and will not be tolerated.

## Hazing/Endangerment

Hazing, defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any Student organization (regardless of whether the organization is formerly recognized as an RSO). Such hazing activity shall include, but not be limited to, whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, any brutal treatment, or the performance of any act which endangers the physical or mental health or safety of any person.

## Decorations

Residents are encouraged to decorate and personalize rooms to the extent that it does not damage the room or its contents. Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Posters must not be placed edge to edge so that a continuous path of fuel is established in the event of fire.

Many holiday decorations are highly combustible, special care must be taken in decorating. Cut live trees are NOT permitted in student rooms. Light cords used on artificial trees or in room decorations (including lights used in windows) must be Underwriters Laboratory (UL) approved and should be checked for safety. Lights must be turned off when leaving the room. Window decorations celebrating the current holiday are permitted to be displayed but cannot obstruct the window. Room doors may not be completely wrapped in paper due to fire hazard.

## Identification

Misrepresentation or misuse of student identification is prohibited. Residents, visitors, and guests are required to produce their UNK ID or other picture ID (i.e. driver's license) immediately upon request to a University official to verify their identity. Anyone who cannot show appropriate identification may be asked to leave the residence halls immediately. Misuse of the University ID card by allowing others to gain hall access is prohibited. Presentation of a false ID is considered criminal impersonation, which is a violation of Nebraska state law (Nebraska Rev. Stat. §28-638).

## Keys

Residence hall keys may not be loaned or duplicated for another person's use.

## Littering/Trash

Improper disposal of personal trash is considered littering. Residents are responsible for the proper disposal of their trash in the dumpster located outside their building. In the event that a resident litters in a public area (i.e. hallway, stairwell, lounge) or the surrounding grounds of the building, that student will be responsible for the cost of the cleanup. Room trash and litter found in common areas will result in disciplinary action.

## Lofts

Residents are not permitted to bring their own lofts. University provided and/or approved rented lofts must be used properly and for intended purposes.

## Pets

Only non-dangerous fish are permitted in the residence halls; all other pets are prohibited. Each room is allowed to have one aquarium no larger than 10 gallons. The cost of pest control and cleaning will be assessed to the resident if this policy is violated.

Students who wish to seek an accommodation should contact Disability Services for Students.

## Posting Policy

UNK offices, departments and student organizations with information they want disseminated in the residence halls should bring 8 printed flyers to the Office of Residence Life, located in Warner Hall, second floor AND submit a suitable graphic to be displayed on our ResLife Network via <http://unk.orcatv.com/>

No posting is to be done by individuals, but will be distributed from the Office of Residence Life for posting in halls and on digital platforms. Materials, digital or printed, that have not been approved with the UNK Checkmark Stamp, will not be allowed to be posted and will be removed. For more information: <https://www.unk.edu/about/files/unk-policy-on-posting-materials-on-university-property.pdf>

## Prohibited Areas

Unauthorized individuals are not allowed on the roof, overhangs, or awnings of any residence hall building or adjoining facilities. Unauthorized occupation and entry into any residence hall facility or student room is prohibited.

## Quiet Hours/Noise

Quiet hours are established to provide periods during which noise and other disturbing activities are prohibited to allow residents a peaceful time to sleep and/or study. Courtesy hours are in effect twenty-four (24) hours a day and require that all residents and guests keep their noise to a level that does not interfere with others. Residents responsible for excessive noise and/or disruptive behavior will be subject to disciplinary action. Sound equipment may not infringe on the rights of others. At no time may amplified sound be directed out of windows. Quiet hours are Sunday-Thursday 11:00pm-10:00am, Friday and Saturday 1:00am-10:00am.

All residence halls will begin twenty-four (24) hour quiet hours on the Sunday prior to the start of finals week.

## Refrigerators/Microwaves

Residents may bring a small refrigerator for their room. The maximum size permitted is 4.5 cubic feet. Only one refrigerator per resident is allowed.

Personal microwaves are not permitted. Renting a MicroFridge through the Office of Residence Life is the only way to have a microwave in the student's room. Please contact the Office of Residence Life for more information.

## Room Cleanliness

Residents are required to keep their rooms clean and orderly. Routine and spontaneous Health and Safety Inspections will be held periodically throughout the year. Residence Life reserves the right to clean and charge for the cleaning of rooms deemed unsanitary. Residents will receive a minimum of twenty-four (24) hours notice prior to inspections, and given 24 hours to correct any problems or violations.

## Safety & Security

Secured doors (those locked or with an ID Card Reader) may not be propped open. Unauthorized entry is not permitted. Residents are not allowed to exit a residence hall through the emergency doors/fire exit except during an emergency. Suite bathroom doors may not be tampered with in any way.

## **Solicitation/Sales**

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions - whether it is UNK related or not, is not permitted in the residence halls. This includes going "door-to-door" in the residence halls for the above reasons. Putting "door hangers" on doorknobs and/or sliding flyers underneath doors into students rooms is not permitted. Residence hall rooms are not to be used for any commercial purposes or selling via personal business.

## **Theft**

Theft is a violation of local, state and federal laws and is prohibited. Report instances of theft to UNKPD.

## **Tobacco and Vaping**

The use of all forms of tobacco and vaping products is prohibited on University of Nebraska at Kearney property with the exception of parking lots. The prohibition extends to vehicles and venues owned, operated, leased, occupied or controlled by the University. "Tobacco products" includes all forms of tobacco, inclusive of but not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices, and smokeless tobacco products.

## **Vandalism/Damages**

Damages, destruction or defacement of University property is prohibited. Common area damages are charged equally to all students residing in that area. If, however, an individual resident or group of residents is responsible for damage to the hall and can be identified, the responsible party will be required to pay the cost incurred.

## **Violation of Federal, State, or Local Law**

Violation of federal or state law, or a county or municipal ordinance or regulation within residential premises will not be tolerated.

## **Violence/Fighting/Threats or Intimidation/Assault**

Threats of violence (verbal, physical, sexual, etc.), assault, bullying, or conduct that threatens the health, safety, or welfare of any person in or around the residence hall community will not be tolerated. Posts via social media are also included under this policy.

## **Weapons/Firearms/Explosives**

Weapons are not permitted in the residence halls. This includes, but is not limited to, firearms, ammunition, explosives, tear gas, large knives, pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air such as airsoft or Nerf guns. Recreational weapons such as, but not limited to, sling shots, electronic stun guns, pellet guns, air soft guns, etc., are not permitted in the residence halls. Objects that are used in the martial arts, such as nunchakus, throwing stars, and bolas, and those used in hunting, such as bows and arrows, are not permitted in the residence halls. Students who use an object in the form of a weapon to injure someone are subject to disciplinary action under this policy. Residence Life staff may search a room if there is reason to believe a weapon is located in the room. Violation of this policy may result in termination of the housing contract. The only exception to this policy is legal chemical dispensing devices, such as pepper sprays, that are sold commercially for personal protection.

## **Windows**

Throwing, dropping, hanging, etc., of any object from a residence hall window is prohibited. Removal of window screens and entering or exiting a residence hall by way of a window is prohibited.

# **RESIDENCE LIFE AND UNIVERSITY CONDUCT PROCESS**

Any time individuals of varying life-styles come together to live in a community environment such as a residence hall, rules and regulations such as those previously described become necessary. When violations of these rules and regulations occur, the Residence Life staff is responsible for determining if action should be taken to protect the welfare of the community and/or the physical maintenance of the residence halls. The process by which action is taken comprises the Residence Life disciplinary process.

Resident Assistants and all other staff members must address every violation of which they become aware. Do not expect or ask staff members to ignore policy violations. Be aware that the staff is dealing with an alleged violation of student responsibility, and this is not an indication of feelings about the student as an individual.

## **Student Conduct and Residence Life**

Policies stated in the Residence Life Handbook are an extension of the University of Nebraska at Kearney's Student Code of Conduct. On-campus residents are required to adhere to both the Student Code of Conduct and the Residence Life Handbook. Failure to comply with the policies stated in the Residence Life Handbook and/ or Student Code of Conduct may be documented and referred to the Student Code of Conduct office.

## **Student Rights**

Any time a student goes through the Student Code of Conduct process they have the following rights. The following information regarding student rights comes directly from the Student Code of Conduct:

Per Article IV, Section 2.5 of the UNK Student Code of Conduct, please be advised of the following rights and responsibilities:

- a) You will be advised of the source and nature of the misconduct complaint that has been filed.
- b) You are entitled to be accompanied by legal counsel or an advisor at your expense at any meeting or hearing relevant to the misconduct alleged in the complaint.
- c) You are under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged.
- d) Any statement that you may make can be used against you the student in accordance with the Disciplinary Procedures.

## **The Student Conduct Process**

Students who have potentially violated a Student Code of Conduct policy will be documented and referred to the Student Code of Conduct office. Once a documentation has been received it will be reviewed by a hearing officer who will then determine the next steps. If a violation has potentially occurred the hearing officer will contact the involved student(s) via email about setting up a hearing. Information and specifics about the code of conduct process will be given in the initial email communication.

At the start of a conduct hearing, a student is given the choice between an administrative disposition or a University Conduct Board hearing. An administrative disposition is an individual meeting between the conduct officer and the student(s) involved in the potential violation. The results of an administrative disposition are determined by the

conduct officer and agreed to by the student(s) involved in the hearing. If a student does not agree with the outcome of the administrative hearing and/or fails to sign and return the administrative disposition form within three days the conduct case will be referred to the University Conduct Board for a hearing.

The University Conduct Board is made up of Faculty, Staff and Students. The University Conduct board will hear the case and make a decision. The University Conduct Board's decision may be appeal but only for the following reasons:

- The information presented to and received by the Conduct Board was not sufficient to support its decision.
- The sanctions imposed by the Conduct Board were excessive and/or not in keeping with the gravity of the misconduct.
- The Conduct Board failed to follow the Disciplinary Procedures and that as a result of such failure the Student or RSO did not receive a fair and impartial hearing.

Should an appeal occur the case will be heard by the University Appeal Board for a final decision. The appeal board is made up of UNK faculty, staff and students who are separate from the University Conduct Board.

Detailed policies and procedures for conduct hearings can be found within the University Of Nebraska Student Code Of Conduct.

## Sanctioning

In the event a student is held responsible for a policy violation, sanction(s) may be assigned. Below is a list of potential sanctions. Please note that this list is not exhaustive and the assignment of sanctions is determined by either the conduct officer or student conduct hearing board.

The following sanction(s) may be imposed upon any individual student found to be "in violation" of the University or Residence Life Conduct Rules and Regulations.

- a. Warning:** An oral or written notice that the student is violating, or has violated, one or more University or Residence Life Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional conduct action. Also, that the incident has been documented and shall remain in the student's file for the remainder of their UNK career.
- b. Probation:** A formal, written reprimand for a student's violation(s) of specified University or Residence Life Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student's UNK career. It includes the University or Residence Life Policies during the probationary period.
- c. Loss of Privileges:** Denial of specified privileges for a designated period of time.
- d. Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.
- e. Educational Sanction:** Educational Sanctions are meant to help students learn from their decisions and reflect on what they want to get out of the University experience. If you are involved with the conduct system it is likely that you'll have the chance to discuss and education sanctions that you think are appropriate.
- f. Referral:** The student is encouraged to complete all follow-up recommended from the referred office(s). Any costs or further actions associated with the referral are a responsibility of the student.

**g. Conduct Sanctions:** In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the University or Kearney community, parental notification, University suspension, University expulsion, or other related discretionary assignments or sanctions. Any costs associated with the assignment or sanction are the responsibility of the student.

**h. Residence Hall Relocation:** Moving a student from one residence hall to another.

**i. Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**j. Residence Hall Expulsion:** Permanent removal of the student from any and all of the residence halls. Student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the UNK Housing Contract. Depending on the seriousness of the violation a referral may be made to the Assistant Dean of Students.

A student may be removed from the residence halls upon being found responsible of one or more violations of University or Residence Life Rules and Regulations. Termination of a student's right to tenancy is not considered a denial of the individual's right to an education.

## Confidentiality & Privacy

Student records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Education records, as defined by FERPA, include all records that schools or education agencies maintain about students. Students have the right to review the contents of records, and challenge information they believe is not accurate. The review of records must be supervised by appropriate University personnel, and challenges must be directed through the appropriate administrative office. For a parent, legal guardian, or designated person to be given access to records, they must have legitimate need to know, and written permission from the student (this includes housing contract information, change of contract information, change of meal plan information, financial information, and conduct information). For more information on the law and procedures, contact the Dean of Student Affairs at 865-8528. All conduct records concerning Residence Life are confidential, and kept at the Office of Residence Life. The University has the right to notify parents if the student is a threat to self or others in accordance with FERPA.

## More Information

For more information about the Student Code of Conduct and the Student Code of Conduct process please refer to the full document and appendices.

The complete Student Code of Conduct can be found here: [http://www.unk.edu/offices/reslife/\\_documents/university-of-nebraska-at-kearney-student-code-of-conduct.pdf](http://www.unk.edu/offices/reslife/_documents/university-of-nebraska-at-kearney-student-code-of-conduct.pdf)