

# Frank Phillips College

## Housing Handbook

# 2011-2012

*Frank Phillips College is an equal opportunity community college.*



# Welcome

Welcome to Frank Phillips College Student Housing! Living on campus can greatly enhance your college experience, and it is our hope that it will be a positive experience.

Being a resident on campus means exposure to a variety of cultures, lifestyles, and behaviors that may be different from your own. However, you must practice personal discipline and integrity to be congenial with those differences.

As a student you have personal rights and obligations. This manual will serve as a guide to our expectations from all residents. Observing these regulations will benefit everyone while ensuring your rights as you respect the rights of others.

It is our goal to provide a safe environment with pleasant surroundings that enhance your academic success. It is our hope that you will be involved with the dorm council or food service committee, and participate in activities planned on campus.

Good luck on a very successful, rewarding experience at Frank Phillips College!

## *Important Phone Numbers*

FPC MAIN NUMBER	806-457-4200
FIRE AND POLICE	911
GOINS HALL	
Rachel Redd – Director of Goins Hall	Cell 806-433-7736
	Office 457-4200 X 857
STEPHENS HALL	
Eric Rodewald – Director of Stephens Hall	Cell 806-440-4142
	Office 457-4200 X 856
TYLER STREET	
Kena Potter – Director of Tyler St	Cell 806-681-7508
	Office 457-4200 X 859
BCAC	457-4218
	457-4219
Dean of Student Services	457-4220
Dean of Instruction	457-4200, ext. 732

### **FORWARD**

Frank Phillips College Student Resident Handbook is a source of valuable information regarding the student's responsibilities, obligations, and privileges while residing in student housing. This handbook is distributed to residents during room check-in. Additional copies are available in the Student Services office. Failure to read this handbook does not excuse students from the requirements and regulations described herein. Since the policies and statements contained herein are subject to continuous review and evaluation, Frank Phillips College reserves the right to make changes at any time without notice. This publication is for information only. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity sponsored or conducted by Frank Phillips College, on any basis prohibited by applicable law including, but not limited to, race, color, origin, religion, gender, or disability. Frank Phillips College reserves the right to refuse service to any person convicted of a felony. Individuals required to register by Texas Law or Megan's Law will not be allowed to live in Frank Phillips College Student Housing. Although we believe the individual can be rehabilitated, we also have to take into consideration the safety of the entire community.

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## 2011 – 2012 Academic Calendar

	FALL '11	SPRING '12	SUM I '12	SUM II '12	SUM LG '12
<i>Residence Halls Open for Occupancy</i>	Aug. 17	Jan. 11	May 29	July 7	May 29
<i>Cafeteria Opens</i>	Aug. 17	Jan. 11			
<i>Final Day to Withdraw Without Penalty</i>	Aug. 19	Jan. 13	May 31	July 10	May 31
<i>Orientation</i>	Aug. 19	Jan. 13			
<b>Classes Begin</b>	<b>Aug. 22</b>	<b>Jan. 17</b>	<b>June 4</b>	<b>July 11</b>	<b>June 4</b>
<i>First Day of Class 2<sup>nd</sup> 8 week</i>	Oct. 17	March 19			
<i>Final Day to Register</i>	Aug. 26	Jan. 20	June 7	July 12	June 7
<i>Open Registration Begins</i>	April	Nov	April	April	April
<i>Final Examinations</i>	Dec. 12-16	May 7-11	July 9-10	Aug. 15-16	August 15-16
<b>Last Day of Classes</b>	<b>Dec. 16</b>	<b>May 11</b>	<b>July 10</b>	<b>August 16</b>	<b>August 16</b>
<i>Residence Hall Close</i>	Dec. 16	May 11			
<i>Graduation Application Deadline</i>	Dec. 1	April 20	Aug. 4		
<b>Commencement</b>		<b>May 4</b>			
<b>PAYMENTS AND REFUNDS</b>					
<i>Final Day to pay without late fee</i>	Aug. 19	Jan. 13	May 31	July 10	May 31
<i>Final Day for FACTS Payment Plan</i>	Aug. 19	Jan. 13	May 31	July 10	May 31
<i>Final Day for 100%</i>	Aug. 19	Jan. 13	May 31	July 10	May 31
<i>Final Day for 80%</i>	Aug. 26	Jan. 23	June 6	July 16	June 11
<i>Final Day for 80% 1<sup>st</sup> 8 week</i>	Aug. 24	Jan. 19			
<i>Final Day for 80% 2<sup>nd</sup> 8 week</i>	Oct. 19	March 21			
<i>Final Day for 70%</i>	Sept. 2	Jan. 30			June 16
<i>Final Day for 50% Refund</i>	Sept. 12	Feb. 6	June 12	July 19	
<i>Final Day for 50% 1<sup>st</sup> 8 week</i>	Aug. 30	Jan. 25			
<i>Final Day for 50% 2<sup>nd</sup> 8 week</i>	Oct. 25	March 27			
<b>ADD/DROP AND TOTAL WITHDRAWAL</b>					
<i>Final Day for Schedule Change</i>	Sept. 2	Jan 27	June 7	July 12	June 14
<i>Final Day for Schedule Change 1<sup>st</sup> 8 week</i>	Aug. 26	Jan. 20			
<i>Final Day for Schedule change 2<sup>nd</sup> 8 week</i>	Oct. 21	March 23			
<i>Final Day to Drop a Course</i>	Nov. 18	April 13	June 21	Aug. 2	Aug. 2
<i>Final Day to Drop a Course 1<sup>st</sup> 8 week</i>	Oct. 7	March 2			
<i>Final Day to Drop a Course 2<sup>nd</sup> 8 week</i>	Nov. 18	April 13			
<i>Final Day to Totally Withdrawal</i>	Dec. 9	May 4	July 5	Aug. 9	Aug. 9
<b>HOLIDAYS AND VACATION DAYS</b>					
<i>Labor Day Holiday</i>	Sept. 5				
<i>Fall Break</i>	Nov. 21-25				
<i>Christmas Holiday</i>	Dec. 21-Jan 3				
<i>Martin Luther King Jr. Day</i>		Jan. 16			
<i>Spring Break</i>		March 12-16			
<i>Good Friday Holiday</i>		April 6			
<i>Memorial Day</i>		May 28			
<i>Independence Day</i>				July 4	
<b>MINI TERM DAYS</b>					
<i>Fall</i>	Dec 21-Jan. 3				
<i>May</i>		May 14-25			
<b>FACULTY/STAFF INFORMATION</b>					
<i>Offices Open</i>		Jan. 9			
<i>In-service</i>	Aug. 15-16	Jan. 5-6			
<i>Faculty and Staff Report</i>	Aug. 15	Jan. 4			

## **FRANK PHILLIPS COLLEGE CAMPUS HOUSING**

Frank Phillips College is committed to providing an environment that is conducive to learning. To help fulfill this commitment, the college operates safe, secure, and well-maintained residential living facilities. Residence halls are located on the western slope of the campus, west of the Classroom Learning Complex, and one block south of the main campus at 200 Tyler St. Parking is available in front of each residence hall. Room preference for fall will be given to students whose application and deposit are received by June 1. Rooms are available on a first-come, first-serve basis. Reservations will be held through the first class day.

### **ROOM DEPOSIT**

A \$150.00 refundable room deposit is required to reserve occupancy in student housing. If at time of check-out the student has no outstanding charges or room damages and has followed proper check-out procedures, the room deposit will be processed for refund (*see Room Deposit Refund*). The deposit will not be reimbursed unless the student has checked out of their room properly.

### **MEAL PLAN**

Board is provided as part of the fees for both the fall and spring semesters and is MANDATORY for all student residents. Board consists of nineteen meals per week (three meals per day, Monday-Friday, two meals Saturday and Sunday) for fall and spring semester. Meals not eaten are not transferable to others. Meals are not served on holidays.

### **FOOD SERVICE**

The College dining hall, located in the Fine Arts Building is operated by Great Western Dining food service. The dining hall offers a variety of appetizing foods - a spacious salad bar, hot soups, deli-style sandwiches, fresh fruits and vegetables, and a great diversity of entrees.

### **REQUIRED VACCINATION**

Effective January 2010 Texas legislation mandates that every new student or new transfer student to any Texas college or university who is planning to live in campus housing will be required to have a Meningitis Vaccination at least 10 days prior to living in campus housing. Students will not receive a housing assignment until shot records are provided. Specific information on how to provide this documentation will be provided by the university after a student has been admitted and has applied for housing.

### **HOUSING FEES**

Room Deposit - \$150.00

Room Fee - \$500.00 double for Stephens & Goins/\$900 for private

Room Fee - \$600 double for Tyler St/\$1000 for private

Board Fee - \$1510.09

Student Residence Hall fees are subject to change. For current information, contact the Student Services Office.

## **PAYMENT OF HOUSING FEES**

The student agrees to pay housing fees and other properly billed charges (i.e., damages) at the times scheduled by the College. Room and board charges are due and payable by the semester and may be paid by one of the following methods:

1. Total semester charge paid at the time of occupancy.
2. Enrollment in the FACTS payment plan.

NOTE: The room deposit is not a part of the room fee.

Frank Phillips College accepts the following methods of payment: Visa, MasterCard, Discover, money orders, cashier's check, personal check or cash. Contact the Frank Phillips College business office with any questions.

All rates as well as any additional charges for room use are subject to change by the College with appropriate notice.

## **DORM DEPOSITS**

- A. It is the responsibility of the student to request his/her room deposit refund. Failure to properly check out will result in forfeiture of the deposit.
- B. Students vacating housing space prior to the conclusion of a semester will forfeit their room reservation deposit.
- C. Any room deposit not requested following the student's last date of room occupancy will become the property of the College.

## **ROOM AND BOARD REFUND**

- A. Except in cases where medical reasons preclude being enrolled in college, room rent is not refunded.
- B. Students withdrawing from classes and leaving before the end of the semester will be refunded the unused portion of their meal plan. For purposes of refund, unused portion will be defined as the remainder of weeks in the semester immediately after the date the checkout card is signed. No refund is made for missed meals.
- C. If a student makes partial payment and moves out prior to making full payment, that student is liable for the entire portion of the semester room fee.
- D. For the purpose of establishing charges and refunds, occupancy is defined as being assigned a room and in possession of the room key.

## **HOUSING CONTRACTS INFORMATION**

### ***TERMS***

- A. The terms of the housing contract apply to the academic year starting with the beginning of the fall semester and ending at the termination (last day of finals) of the spring semester. Contracts may also be made for either or both summer terms. Contracts shall also be held in force for the remainder of the academic year, should the student occupy the assigned space after the beginning of the fall semester.
- B. The housing contract does not provide housing when class is not in session\*:
  1. after fall semester finals until spring semester regular registration;
  2. after spring semester finals until first summer term regular registration;
  3. after second summer term finals until fall semester regular registration;
  4. any designated holidays according to the college calendar.

C. The student is liable for all applicable rates, deposits, and fees for the entire length of the contract regardless of occupancy.

D. This contract is an agreement between FPC and the student. If the student is under 18 years of age, this contract is also an agreement between the College and his/her parents, guardian, or other guarantor. The parties to this contract in consideration of the mutual covenants and stipulations set out herein agree as follows:

1. The College agrees to furnish room and board on a space available basis in accordance with the terms of this contract.
2. The student agrees to pay to the College a room and board fee in accordance with the terms of this contract.
3. If the student is under 18 years of age, the parent, guardian, or other guarantor agrees that if the student for any reason fails to make such payments, the parent, guardian, or other guarantor shall make all such payments to the College.
4. Rooms not occupied by the end of the first class day may be released to other students.
5. Board consists of nineteen (19) meals per week for fall and/or spring semester(s). No refund is made for missed meals or meals not eaten due to early departure after finals, and meals not eaten are not transferable to others. No board is included in summer contracts. No meals will be served on days the college is closed.
6. The student's room shall not be sub-let nor used for commercial purposes.
7. Students vacating housing space before the conclusion of the contract period will forfeit their room deposit.
8. Rooms not occupied by the end of the first class day may be released to other students.
9. The College reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by housing standards and regulations, or who demonstrates behavior which is incompatible with the maintenance of order and propriety in college housing.
10. To the extent authorized by law, the student shall indemnify, save, and hold harmless the College, its employees, and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the student pursuant to the terms of this contract.
11. The student agrees to pay all court costs and reasonable attorney's fees, whether or not court proceedings are necessary, that may be incurred in enforcement of FPC rights under this agreement

### **STUDENT NONCOMPLIANCE**

In the event the student fails to comply with the terms and conditions of the Student Housing Contract, the Student Resident Handbook and/or conduct rules as stated in College publications, the College may take the following actions against the student:

1. Cancel this agreement without notice.
2. Serve notice to vacate the premises pursuant to applicable College policies.
3. Take action to recover the cost of damage caused by the student and/or his/her guest(s).
4. Utilize any and all remedies, including equitable and legal, judicial and/or administrative relief which is available.

## **TERMINATION OF CONTRACT AFTER OCCUPANCY**

### ***A. BY THE COLLEGE:***

1. Upon reasonable notice and for good cause, the College reserves the right to terminate the housing contract. Good cause means any conduct which disregards College policy or disrupts the orderly administration and/or function of the College or any of its activities. Reasonable notice will normally be twenty-four (24) hours.
2. Failure by the student to abide by provisions set forth under —Payment of Housing Fees.
3. Failure by the student to maintain twelve (12) semester hours in the fall and the spring and three (3) semester hours each summer term.

NOTE: No refund of housing charges is made for removal under these conditions.

### ***B. BY THE STUDENT:***

1. The College fails to fulfill its responsibilities as set forth in the housing contract.
2. Circumstances determined by the College to be beyond the control of the student which prohibits his/her continuation as a student, such as death or disabling illness or accident. In each case, the contract may be terminated only after the appropriate forms and documentation have been filed with the President.

## **ROOM ASSIGNMENT**

The College reserves the right to assign or reassign space for the benefit of the College, individual student, roommate, or suitemate(s). Students who do not have a roommate will be given the option to contract for a room as a single when space will permit or agree to accept the assignment of a roommate. Consolidation is an effort to fairly achieve maximum use of the student residence center space. If a conflict between the two residents arises, one or both may choose to select new rooms at the discretion of the Housing Directors. A student who elects to use a room as a single or fails to consolidate is subject to additional charge.

NOTE: Single occupancy will not be considered until all double occupancy requests have been satisfied.

## **ROOM CHANGE**

Before changing rooms you must first fill out a “room change” request form, which can be obtained from your housing director. Any room changes without proper authorization can result in the loss of your security deposit, and you could be forced to return to your original room.

## **ROOM INSPECTION**

For compliance with health, maintenance, safety, and college housing regulations, the College reserves the right to periodically inspect a student’s room. All attempts will be made to have the inspections announced in advance and scheduled when one or both residents are available, although some inspections such as curfew check, drug or alcohol check, etc., may be unannounced.

## **ROOM ENTRY**

The College reserves the right of entry into residents' rooms for the purpose of inspection, verification of occupancy, safety, health maintenance, and to reclaim college property. The room may also be entered at break periods to insure that established closing procedures have been followed. College officials, upon proper identification and purpose, may enter the room without consent if either probable cause and/or an emergency situation exists. The Dean of Student Services, Director of Housing, and maintenance and custodial staff have master keys in order to serve these conditions.

## **COLLEGE LIABILITY**

The College shall assume no responsibility for the theft, vandalism, destruction, or loss of money, valuables, or other personal property belonging to, or in the custody of the student for any cause whatsoever. It is the student's responsibility to keep their rooms locked at all times. Students are encouraged to carry their own property insurance.

## **CHECK-IN/CHECK-OUT PROCEDURES**

### ***CHECK-IN***

Each resident should report directly to the housing director. Please follow the instructions to insure a smooth and proper check-in:

- A.** Go to the housing facility and report to the residence hall staff member on duty.
- B.** Sign in to receive your room assignment and fill out a check-in form.
- C.** Go to your room with the check-in form and check the condition of the room. Be sure to note ANY damaged or missing items. If you are in doubt about whether to list something, do it. You may be charged for unreported damage. Sign and return the form to the staff member on duty.
- D.** Sign for your keys and Student Resident Handbook. All students are issued a mailbox key, a room key and an outside door key by the housing director or residence hall assistants. The loss of a key should be reported immediately to the director. In order to maintain security, the lock will be changed and new keys issued. There will be a charge for the cost of this service. For security purposes, one's room should be locked at all times. The student shall not alter or duplicate any room or mailbox key. Any student in possession of a duplicate key will be charged for replacing the lock.

### ***CHECK-OUT***

The housing directors or residence hall staff member and the student must complete the check-out form. The amount for damages will be assessed and written on your check-out-form. These damages will be taken out of the housing deposit. The student must sign the check-out form and leave it with the residence hall staff. Failure to check out properly and turn in the room key can result in academic records being withheld by the College and will result in forfeiture of the room deposit. It is the responsibility of the student to request his/her room deposit refund. Requests are made by one of the following methods:

- A.** When moving out of assigned space, properly checking out will automatically initiate the refund procedure, if applicable.
- B.** A written request for deposit refund.

Failure to request refund via one of these methods will result in forfeiture of the deposit. . If there are damages in excess of the deposit, the College reserves the right to withhold academic records until the damages are paid.

When checking out:

- A.** Check out through the housing director using the proper form. Any student checking out before the end of the semester must follow the same procedure.
- B.** Be sure that all items are still in the room that were there when you moved in. These may be checked against the check-in/check-out form.
- C.** Clean the room and bathroom. Any student leaving a room dirty will be charged the cost for cleaning service.
- D.** Turn in room key and mailbox key.
- E.** Personal mail will be forwarded for period of 3 months to the address given by the student at checkout.

### **HOLIDAYS**

Goins and Stephens Halls and the cafeteria are CLOSED during official college holidays, i.e., Thanksgiving, Christmas, between semester break, and Spring Break. Students are responsible for arranging their own accommodations during these periods. Room rates do not include semester breaks and holidays when the campus is closed.

### **ATHLETIC HOLIDAY HOUSING**

Many times over the holidays athletes will need to remain in the dorm during a closed holiday to represent Frank Phillips College. All arrangements will be made by the coaches with the housing director.

### **HOUSEKEEPING**

Housekeeping services are provided by the College custodial personnel who take care of public areas in residence halls. All residents are responsible for the cleanliness of their rooms and bathrooms. Residents are also responsible for keeping personal items picked up in common areas.

### **MAINTENANCE AND REPAIRS**

Student residents must report all maintenance problems and any damages to the housing director. Maintenance services are provided by the physical plant personnel who are responsible for all the residence halls.

### **STUDENT HOUSING AMENITIES:**

#### **CABLE SERVICES**

Basic cable is provided in each public lobby. For service in the rooms, students must contact the local cable office to make arrangements at their expense. Cable One – 273-3744

#### **MAIL SERVICE**

Mail is delivered to the campus by the U.S. Postal Service Monday thru Friday. Mail will be placed in student mailboxes by resident hall supervisors by 4:00 pm Monday thru Friday. Your address is:

Your Name

FPC – Your Box Number

P O Box 5118

Borger, TX 79008

## **INTERNET**

Students are responsible for maintaining their personal computers which includes updated virus protection. Downloading is prohibited. A student may lose his/her privilege to Internet access if they violate this policy. Please understand that the Internet service provided is for educational use only.

## **VENDING MACHINES**

Vending machines are provided in the student housing.

## **LAUNDRY SERVICES**

A laundry room with coin-operated washing machines and dryers is provided in each housing facility for resident use. The College cannot be held responsible for items left in the laundry room.

## **HOUSING REGULATIONS**

The purpose of regulations in the living facilities is to protect the safety and rights of all students. If an individual infringes upon the safety and rights of others by violating these regulations, that individual may be subject to disciplinary action.

## **STUDENT RESPONSIBILITIES**

**A. HOUSING MEETINGS** – Students will periodically be required to participate in mandatory Housing meetings. In order to better benefit from living on campus, the Housing and Student Services staff use this time to inform students of rules and regulations, upcoming student activities, health and safety information, campus updates and other general housing information.

**B. DAMAGES** - The student is individually responsible for the cost of replacement or repair of any breakage or damage to his/her room or furnishings, or any damage for which the student is responsible. The student is jointly responsible for the cost of any extraordinary cleaning and replacement or repair of items (such as vending machines, washers and dryers, and phones, etc.) due to theft, breakage, or damage in the common areas within his/her assigned dormitory. Charges will be evenly assessed to each member of the assigned room in which the student resides in the event the responsible person remains anonymous.

## **REPAIR/ REPLACEMENT COSTS**

Damages or losses to public areas of the hall will be charged collectively and the bill divided equally among the residents of the hall. These damages may be paid as they are charged or subtracted from your room deposit. A cleaning fee or \$50 maybe levied at the time of checkout if your room is not properly cleaned. Miscellaneous fees are as follows:

Broken Mirror \$ 50.00

Light Panels \$ 75.00

Lock Damage \$ 100.00

Dirty Room \$ 50.00

Wall Damage \$ 25.00

Door Refinish \$ 50.00

Lost Key (Mailbox & room) \$ 25.00

Ceiling Tile (each) \$ 10.00

Window Blinds \$ 150.00

Door Replacement \$ 400.00

Floor Tiles (each) \$ 10.00  
Metal Drawer Channels \$ 25.00  
Ceiling Vents \$ 50.00  
Fire Extinguisher Refill \$ 50.00  
Nail Holes (each) \$ 1.00  
False Fire Alarm \$1,000.00  
Repaint Room \$ 100.00  
Furniture and Windows Replacement Cost: Discretionary  
Lost Outside Door Key \$ 600.00  
Chair \$ 75.00

**C. INTERNET** – The student is responsible for proper use of the Internet services provided. Excess use of bandwidth, unlawful downloading and any other illegal activity will be monitored and may result in termination of this service.

### **INAPPROPRIATE NETWORK USE**

On Frank Phillips College computers and on personal computers connected to the Internet in the student residence halls, students may not download, upload, save, receive, send or publish web pages, e-mail, messages or other material related to, containing, or including any of the following:

1. offensive material of any kind, including pornographic, obscene or other inappropriate material;
2. material promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
3. information promoting, encouraging or facilitating illegal activities, including terrorism;
4. political messages, campaign materials, or solicitation for votes;
5. information or messages encouraging the use of illegal substances;
6. abusive, inflammatory, obscene or otherwise objectionable language;
7. information or messages threatening or encouraging violent behavior;
8. copyrighted materials, including but not limited to music, movies, and software, subject to the following two exceptions:
  - a. the student has paid for the downloaded item and it is downloaded to a student-owned computer in a student residence center;
  - b. the student has been directed to download the item by a FPC College instructor.

### **PROHIBITED E-MAIL/INTERNET USE**

Frank Phillips College's Internet and e-mail services must not be used for any of the following:

1. commercial advertising;
2. publishing material or sending messages for personal financial gain;
3. unethical or illegal solicitation;
4. sending a message with someone else's name on it;
5. sending a large number of personal messages from computers on campus
6. knowingly placing a computer virus, worm or Trojan on the network;
7. publishing or distributing unlawful information;
8. sending unsolicited bulk e-mail messages commonly known as spam;
9. gambling;

## **PERSONAL PROFILING**

If you have a Social Network account, i.e. Facebook, Twitter, etc., or any type of profile on an internet based community, please be aware of the following:

1. Do not put your room or phone number, cell phone number, class schedule, or other personal information on your profile. Also, do not allow someone to access this information from your profile. This is extremely dangerous and could open you to stalkers, identity theft, and other problems.
2. Remember that parents, students, administrators and police have access to these accounts and to these profiles. Do not write anything or post any pictures considered offensive.
3. Keep in mind that while we appreciate a person's need for self expression, Frank Phillips College must conduct business and maintain a safe and secure environment for the well being of all our students. If you use any online community you are responsible for the information on your profile. Providing your room number and/or room phone number as well as photos and/or information that may violate any Frank Phillips College rules and regulations is prohibited.

***D. ALTERATIONS/ROOM MODIFICATION*** - No changes will be made in college housing by the student without written permission from the President. This includes but is not limited to shelves, partitions, wallpaper, painting, plumbing, heating, and other structural changes, alterations to furniture, or the removal of furniture and its replacement with items owned by the student. The use of nails and marking pens on walls, furniture, mirrors, or doors is prohibited. Do not remove locking screws or screens from your windows. Sleeping on a mattress without a mattress cover and a sheet is prohibited. Please do not remove lounge and common area furniture.

***E. ITEMS PROHIBITED IN STUDENT HOUSING*** - The following items shall not be used or held in the student's room, private lobby or lobby; and violations will result in the item(s) being confiscated and disciplinary actions taken.

1. Firearms, ammunition, explosives (including firecrackers, fireworks, etc.), weapons, hunting bows, arrows, martial arts equipment, hazardous chemicals, gasoline driven vehicles of any kind i.e. motorcycles, vehicle parts, heavy repair equipment or accessories to any vehicle or engine parts.
2. Illegal drugs and/or paraphernalia. Student will be subject to immediate suspension.
3. Alcoholic beverages and/or their containers. 1<sup>st</sup> Offense: Probation & \$200 fine. 2<sup>nd</sup> Offense: Removal from college housing.
4. Electrical items other than clocks, radios, stereo equipment, televisions, or other approved appliances. Microwave ovens must use less than ten (10) amps of power. Refrigerators must be 4.5 C.F. or less.
5. Outside television or radio antennas.
6. Waterbeds or water filled furniture. Students are required to use the furniture provided.
7. Motorcycles of any type.
8. Pictures or items deemed by the housing director to be obscene or pornographic.
9. Street signs and other public signs are considered to be stolen property and are not allowed in College Housing.
10. Open flame, burning or heat producing items, including candles are totally prohibited and may result in loss of housing privilege.
11. Animals of any type.
12. Destruction of Frank Phillips College property which includes tampering with lights and thermostats.
13. Tampering with laundry facilities can result in the laundry room being shut down.

**F.** The student is responsible for cleaning his/her room, removing waste materials regularly, and maintenance sanitation and safety standards. Rooms are subject to regularly scheduled inspections.

**G.** The student is responsible for all guests and activities in his/her assigned room in accordance with this contract, college and housing policies, and federal, state, and local laws.

**H.** The student is prohibited from tampering with any college lock or installing new or additional locks or bolts. The student shall not alter or duplicate any room or mailbox keys. Any student in possession of a duplicated key will be charged for replacing the lock and may face criminal charges.

**I.** The student shall not disturb, annoy, harass, or interfere with the residence staff in the performance of their duties.

**J.** The student will not tamper with any fire equipment, i.e. pull alarms, fire extinguishers, smoke detectors, etc. Violations of the above will result in a fine and/or notification of Borger Fire Chief/security officers or local law enforcement agencies for possible criminal charges.

**K.** Solicitation is prohibited. Report of any door-to-door salesperson, flyer, or brochures must be made to the housing director immediately.

### **STANDARDS OF CONDUCT IN STUDENT HOUSING**

Students are expected to conduct themselves in accordance with generally accepted standards of good behavior and good taste. Standards and procedures which comprise the Code of Student Conduct are considered as college policy. Enrollment in Frank Phillips College is considered by the College as implicit declaration of acceptance on the part of the student of college regulations. It is stressed that all local, state, and federal laws are supported by the College. Being a student does not exempt a person from being a law abiding citizen.

All student housing residents are expected to become familiar with the Code of Student Conduct found in the *Student Handbook*. In addition to the Code of Student Conduct, individuals occupying student housing are also prohibited from the following:

**A.** A student that harms themselves or any other student is in violation of the Code of Student Conduct. You will be sent home.

**B.** Inappropriate behavior such as nudity, spectator sex, and any other behavior deemed as inappropriate by the housing director and/or Dean of Student Services.

**C.** Gambling for money.

**D.** Possession/use of alcohol beverages or containers and illegal drugs is prohibited. Students caught with either substance will be subject to disciplinary action. College personnel may contact parents in accordance with the Higher Education Reauthorization Act of 1998 in regards to issues of concern with student's use of drugs and/or alcohol under the age of 21. The President or Housing Directors have the option to contact parents regarding violation of drugs or alcohol when deemed necessary. Students who have a Frank Phillips College scholarship are subject to the drug education, testing, and counseling policy.

**E.** Abusive or threatening behavior is not tolerated. Any such behavior or language directed towards a Frank Phillips College official or student will result in disciplinary action.

### **TOBACCO USE POLICY**

Frank Phillips College is a smoke free environment. Students must smoke outside all campus buildings in designated smoking areas. Students found in violation of the smoking policy will be will be subject to disciplinary action. Students may use chewing tobacco in their rooms as long as it is used respectfully. Any student found spitting on the floors, sinks or water fountains will be subject to disciplinary action.

## **QUIET HOURS POLICY**

Living in college housing requires that each student be considerate of every other student. No individual, in attempting to exercise his right, may impose on the personal rights and liberties of others living in college housing. Therefore, housing units will be quiet each evening beginning at midnight until noon the following day. Music, conversation, etc., must be quiet enough that anyone outside the room will not be disturbed. Quiet hour policy will be posted in residence halls semester-by-semester.

## **STUDENT HOUSING VISITATION POLICY**

Members of the opposite sex and all guests not registered for overnight visitation are permitted to visit students in their rooms only in accordance with the following schedule:

### **12:00 Noon until 12:00 Midnight**

The above visitation hours apply **seven days per week** and will be strictly governed by the Housing Directors and Resident Assistants, and the following rules and regulations of this policy.

1. Anyone visiting the dorm must be signed in at the front lobby upon arrival and must sign out upon leaving.
2. All guests must enter and exit through the FRONT main lobby door ONLY.
3. NO excessively loud music or noise.
4. No one will be allowed to enter the dorm before posted time or remain any later than the posted time.
5. Individuals will be responsible for any and all actions that occur in their dorm rooms. Visitors are expected to share this responsibility.
6. Visitors must be at least 18 years of age to be in the dorm (Family members are the exception).
7. All visitors must have a picture I.D. on their person at all times when they are participating in dorm visitation. Anyone who does not have an I.D. when asked will be removed from the premises.
8. If any rule is broken by one dorm resident, the visitation may be suspended for all residents of that dorm or both dorms.
9. All visitors must go directly to and from the room to be visited and remain there while visiting.
10. Students are not to be congregated or visiting around the outside doors past the visitation hours.
11. All rules and regulations will be strictly enforced.

## **GUEST POLICY**

No person is allowed access to the Residence Halls unless they live in that residence hall, or they are a bona fide guest of someone living in the student housing. Any resident may have an overnight same sex guest in his or her room if it is approved in advance by the housing director (maximum - two (2) nights per month). Any non-resident person spending the night in the Residence Hall must be the guest of the resident. Roommates must be informed about the guest. All overnight guests who share a student's room MUST register with the housing director and pay a charge of \$5 per night. All unregistered guests will be asked to leave the campus. The host or hostess will be held responsible for the conduct of the guest. Guests must understand the rules and regulations. The guest must not be left unattended if the host or hostess will be gone for any length of time. Residents may not loan their key to non-residents.

## **COUNSELING**

Confidential and professional counseling assistance is available for all Frank Phillips College students through Student Services. Please understand that the members of the Housing staff are not licensed counselors. However, a member of the Housing staff may refer a student to see a counselor. Students will immediately be referred to a counselor if a student shows signs of alcoholism, an eating disorder, suicidal behavior, cutting and/or harming themselves, or any other disturbing behavior as identified by the staff and housing director.

## **EMERGENCY/DISASTER POLICIES AND PROCEDURES**

### ***FIRE EVACUATION PROCEDURES***

If the fire alarm sounds, students are to evacuate the building IMMEDIATELY, following the instructions listed below.

**A.** If your door is hot to touch, do not open it.

1. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
2. Close windows, turn on lights, and close room doors but do not lock.

**B.** If your door is cool to the touch, open it slowly.

1. If you encounter heat and/or pressure in the hallway, leave your room, carefully, closing the door behind you, and proceed to the nearest exit. (If possible, alert other students on your way to the exit).
2. If the hallway is clear, close your door behind you and proceed to the nearest exit. (If possible, alert other students on your way to the exit).

**C.** If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)

**D.** Once outside the building, move far away from the building and wait until recalled by an authorized College official. When appropriate, students will be asked to report to the Plainsmen Gym in order to account for all and make way for fire equipment.

A false fire alarm and/or the abuse of fire equipment (including smoke detectors) is an offense of the Texas Penal Code and may be considered a misdemeanor or felony. The College may elect to deal with these violations and/or refer them to appropriate law authorities. College action can include disciplinary action or expulsion from Frank Phillips College. Safety equipment is here for your protection.

### ***TORNADO/SEVERE STORM PROCEDURES***

**A.** The warning signal is a CONTINUOUS sounding alarm. This indicates that a tornado has been sighted in the area and there is immediate danger!

**B.** When you have ADVANCED warning go to a bathroom located on the inside of your building. Take your pillow.

**C.** In an emergency where insufficient warning is given do the following:

1. Stay AWAY from windows and open areas.
2. Go to an INTERIOR hallway or bathroom.
3. Remain CALM and wait for the all-clear signal from a College official.

**D.** If outside, lay down in a depression or ditch.

## **STUDENT HOUSING STAFF**

The housing directors are employees of FPC and are responsible for the operation of student housing. The housing staff goals are to foster an academic environment favorable to successful scholastic experiences, to aid the resident in transition from the family environment to that of the broader social and educational community, to promote mature, realistic evaluation of daily living, to promote proper habits for good mental and physical health, to promote participation in democratic group environment, and to work toward the development of a sense of community among all residents.

## **CAMPUS SECURITY**

Students are required to cooperate with campus security by showing student identification when requested or in any other way since these officers are acting for the well-being of the College community. Students are urged to report any suspicious incidents or individuals on campus to campus security. To contact campus security, a student may call (806) 886-5047, or in emergencies, when time is of the essence, a student should call the Borger Police Department by dialing 911.

## **STUDENT HOUSING SAFETY**

- A.** Keep your door locked. Keep your keys on your person. Do not loan them out.
- B.** Ask who is at the door before you open it.
- C.** Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- D.** If someone harasses you on the campus or you think someone is following you, contact the housing director.
- E.** If you see someone wandering in the area that does not look like they belong, call the housing director and report it immediately. Do not let the situation pass.
- F.** In case of emergency, call the housing director or the campus security immediately.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Frank Phillips College to provide an environment free from implicit and explicit sexual behavior used to control, influence, or adversely affect the well-being of any member of the College community. Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action.

Please see the *Student Handbook* for the college's definition of sexual harassment and the complaint procedure.

## **GETTING ALONG WITH YOUR ROOMMATE**

Honesty, consideration, mutual respect, discussion, compromise, and understanding are important in learning to live with your roommate. If you experience initial difficulties in adjusting to a new roommate or to student housing life, remember, you are not alone. It would be surprising if you felt at home right away. The following steps work towards establishing an amicable relationship with your roommate.

- A.** Communicate - discuss pet peeves, personal habits, sleeping and rising schedules, musical tastes, needs, wants, and expectations.
- B.** Set ground rules - How are you going to divide the room? Who is going to water the plants? Who gets first dibs on bathroom/shower on what days? When and Who is going to clean the bathroom? Who can

borrow what, when, and for how long? What will studying time be? What about overnight guests? Make arrangements and keep your word!

C. Talk to your roommate - An initial discussion on how to arrange the room, how to decorate, and with what. What items somebody has which might be useful (refrigerator, lamps, etc.). What plants and other accessories to buy, etc.

### **SUZANNE'S LAW/MISSING RESIDENTS**

If Frank Phillips College becomes aware of a missing resident, it is our policy to react seriously to this event. The National Child Search Assistance Act allows police to report missing persons under 21 to the National Crime Information Center. The student designated emergency contact person will be notified. Frank Phillips College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, age, color, gender, religion, national origin, or disability consistent with Titles IV, VI, and VII of the Civil Rights Act of 1964, and Titles IV and IX of the Higher Education Act as amended in 1972 and 1976, and with Executive Order 11246 as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 (PL-93-112) and Americans with Disabilities Act of 1990. To report a missing person, call Dr. Jud Hicks, FPC President, at 806-457-4217 or after hours campus security at 806-886-5047.

### **PARENT NOTIFICATION PROCEDURE**

As of fall, 2010, Frank Phillips College may notify parents when students younger than 21 are caught on campus violating the College's policy regarding drug or alcohol consumption or possession.

This procedure is in accordance with the Family Education Right and Privacy Act (FERP) Subpart D – Disclosure provisions – Disclosure to parent of student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

### **BACKGROUND CHECKS**

All resident students are required to complete a background information form. Documentation is required to obtain the criminal history record information. Applications with a pending charge or a conviction for a felony, class A misdemeanor, class B misdemeanor may be declined housing privileges.

# FRANK PHILLIPS COLLEGE HOUSING COST & FINE SHEET

## **BEHAVIORAL INCIDENT**

<b>VIOLATION:</b>	Animal in Dorm	Arguing	Bouncing Balls	Disrespectful
Quiet Hours	Inappropriate Behavior	Visitation	Lack of Respect	Throwing Objects
1st OFFENSE = \$50.00 + 5 Hours College Community Service				
2nd OFFENSE = \$100.00 + 10 Hours College Community Service				
3rd OFFENSE = REMOVAL FROM COLLEGE HOUSING				
<b>QUIET HOURS = 12 a.m. MIDNIGHT to 12 p.m. NOON (7 DAYS A WEEK)</b>				
<b>VISITATION HOURS = 12 p.m. NOON to 12 a.m. MIDNIGHT (7 DAYS A WEEK)</b>				

*Note: Visitation Hours will not begin until noon on Tuesday, September 6, 2011 at the earliest.*

## **ILLEGAL ITEMS/INCIDENT**

<b>VIOLATION:</b>	Alcoholic Beverages	Illegal Drugs	Ammunition	Hunting Bows/Arrows
Weapons	Alcoholic Containers	Firearms	Explosives	Drug Paraphernalia
1st OFFENSE = \$200.00 + 10 Hours College Community Service				
2nd OFFENSE = REMOVAL FROM COLLEGE HOUSING				

## **LOCKED OUT OF ROOM or DORM & PARKING VIOLATION**

1st OFFENSE = \$5.00	EACH OFFENSE THERE AFTER = \$5.00 x # of OFFENSE
\$10.00 \$15.00 \$20.00 \$25.00 \$30.00 \$35.00 \$40.00 \$45.00 \$50.00 \$55.00 \$60.00	

NOTE: All fines, punishments, decisions, and removal from housing are subject to the discretion of the Frank Phillips College Dorm Supervisors, Regina Haney, & Dr. Jud Hicks. These are just standard guidelines set forth by Frank Phillips College with the understanding that the administration of Frank Phillips College has the power to go above and beyond the amounts listed.

as of 8/3/2011

## **DORM REPAIR/REPLACEMENT COST**

\$1.00	Nail Holes (each)	# of Holes =	x \$1.00 =	\$
\$10.00	Ceiling & Floor Tile (each)	# of Tiles =	x \$10.00 =	\$
\$25.00	Wall Damage	Mailbox Key	Room Key	Metal Drawer Channels
\$50.00	Broken Mirror	Dirty Room	Refinish Door	Ceiling Vents
\$75.00	Light Panels	Chair	\$150.00	Window Blinds
\$100.00	Lock Damage	Repaint Room	\$400.00	Door Replacement
\$600.00	Outside Door Key		\$1,000.00	False Fire Alarm Pulled
Furniture & Window Replacement Cost = Discretionary \$				

Type of Violation: _____	OFFENSE: _____	COST: \$ _____
Student: _____	DORM: Tyler	ROOM # _____
Student Signature: _____	Date: _____	
FPC Employee: _____	Date: _____	