



RESIDENCE LIFE

The mission of the Office of Residence Life is to encourage the educational and personal growth of all students. This is accomplished by facilitating residential communities that support both curricular and co-curricular experiences. Students have an opportunity to live in a diverse, fun and safe living-learning environment. Activities and opportunities within the residence halls are provided to stimulate intrapersonal and interpersonal development and growth. The Office of Residence Life at Keystone College strives to create a student-centered community to enhance their college experience.

Residence Administrative Offices

The Residence Life Administrative Offices are located on the 2nd floor of the Hibbard Campus Center. Here, you can meet with the Residence Life Staff, to discuss housing issues, roommate concerns, or ask a question. The Office of Residence Life works to ensure that you have an optimum living and learning experience at Keystone College.

Residence Life Policies

The Residence Life Office oversees nine residence halls. In order to help maintain responsible living for our residents, the College has established the following policies and procedures:

Meningitis Vaccination

Since 2002, Pennsylvania Law has required all students living in college residence life housing to have a meningococcal vaccine.

First-year students

First-year students who live outside a 50-mile radius from Keystone College and who are under the age of 21 must live on campus if they are not residing with a parent or legal guardian. There are three residence halls (Moffat, Hollinshead, and Tewksbury) designated for first-year students. The residence halls compliment what happens in the classroom through the First Year Experience Community (FYE). The FYE Community focuses programming on adjusting to college, life skills, personal growth, and social development.

Residence Hall Occupancy Policy

Students living in the residence halls must be registered, full time (12+ credits) students at Keystone College. Students who fall below full time status (less than 12 credits) will need approval and must submit a written request to the Office of Residence Life, located on the 2nd floor of the Hibbard Campus Center, to remain living in the residence halls for the duration of the semester. This request must clearly state the reason(s) why the student wishes to carry fewer than twelve (12) credit hours and still live in the residence halls. Approval must come from the Director of Residence Life.

Any student, who falls below 12 credits and their appeal to remain in the residence is denied, will have to move out of the residence halls within 24 hours. Students can only request a pro-rated refund on their meal plan, not their housing, in this circumstance.

Students who fail to attend classes on a regular basis may be subject to expulsion dismissal from the residence halls.

Students may reside in the residence halls during the academic year when classes are in session. Students are not allowed to stay in the residence halls over breaks or when the residence halls are closed. Students are responsible to make arrangements to stay with family or friends over breaks or when the residence halls are closed.

Students may reside in the residence halls when the residence halls are closed only if the student is participating in an approved Keystone College sponsored activity (Athletics, Student Activities, Academic related project, etc.). To be eligible to reside in the residence halls over breaks or when the halls are closed, the following needs to be done:

- Student must submit a written request or email to the Office of Residence Life detailing the reason for needing to stay in the residence halls.
- Coaches or faculty/staff advisors should contact the Office of Residence Life to confirm a student's request and need to stay in the residence halls.
- All requests should be made at least two (2) weeks in advance.
- Coaches or faculty/staff advisors will be responsible for the conduct of their students over breaks or when the residence halls are closed and there is no residence life staff available. Inappropriate conduct within the halls during this time period may result in loss of privilege, causing the student to not be eligible to remain in the residence halls during breaks or when the halls are closed.

All student requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the student request, in writing, after the request has been submitted.

Residence Hall Early Move-in Policy

Students moving into the residence halls for the fall and spring semester should plan to move into the residence halls during the allotted times, as set by the Office of Residence Life. Move-in times will be posted in the residence halls (for the spring semester), the Keystone College Residence Life website and the Facebook page.

Students, who need to move-in early, should meet the following requirements for early arrival:

- Student should be an active member of a Keystone College athletic team and needs to return early for practice or scrimmages
- Student needs to return early due to the start of an academic internship or student teaching position.
- Student should be an active member of a Keystone College student organization and needs to return early for trainings or events
- Student needs to make arrangements because he/she is arriving via other means of transportation (bus, airplane, etc.)

Students, who need to move-in early, should contact the Office of Residence Life at least two (2) weeks prior to the move-in day and submit a request in writing. This ensures that keys and rooms are ready for student arrival. Requests from faculty, staff and coaches are encouraged in order to verify the legitimacy of all early move-in requests. All student requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the student request, in writing, after the request has been submitted.

College Property

All college owned property must remain in its original place at all times and shall not be damaged or moved or removed without consequences. In a residence hall setting, an individual is not only responsible for his/her own room and the contents therein, but also shares responsibility for the living units (floors, suites, etc.) and ultimately the entire residence hall.

Damage to a Resident's Room

Any damage to a resident's room, including the door and entire locking system, is the responsibility of that resident(s). The resident(s) room must be in the condition it was when the student(s) checked in. This includes but is not limited to bunked beds, all furniture, all personal belongings and trash must be removed. The student will be assessed the dollar amount, including labor and cleaning costs necessary to repair any damage or return the room to its original condition. The residents(s) and any other individual(s) identified as being responsible for the damage will be billed, and may be subject to disciplinary action.

All College furniture must remain in the student's room. No object may be fastened to walls, woodwork, windows, ceilings, or doors except with masking tape, poster putty, or sticky tack.

Please note that Keystone College is not responsible for the personal belongings of the student. Students are strongly encouraged to carry an appropriate level of personal property insurance or can order personal property insurance through www.CollegeStudentInsurance.com

Damage to Public Areas

The responsible party will be billed for material and labor for any damage or excessive cleaning within a hall or common area of a specific living unit (floor, suite, hall, bathroom, etc.). In the event that individual responsibility cannot be determined for any damage that occurs in public areas, ALL RESIDENTS in the specified living area will be held responsible and equally assessed for the damage or clean-up. Any disciplinary action due to excessive damage may be administered at the discretion of the Area Coordinators or the Assistant Director of Residence Life and Coordinator of Student Conduct.

Damage Payments

Damage bills are issued each semester. All damage bills include the cost of material and labor required in replacing or repairing the damaged item. Students will receive a written notification of any damage billing charged to their account. In the event of a building wide charge, students will be notified either verbally or issued a letter. Appeals: Student may file a written appeal for consideration of damage bills to the Office of Residence Life within ten (10) days after notification. The appeal should clearly state the reason(s) why a student feels the bill should be reconsidered.

Fire Safety

Resident students are limited to 4 guests to a room at a time in addition to the students living there. This includes resident and non-resident guests. There should be no more than 6 people occupying any room at any time for any reason to ensure proper fire safety codes.

When a fire alarm is going off all residents within a residence hall are required to leave the building. Even though there are some false alarms each student should treat every fire alarm as if a real fire is occurring and evacuate the building promptly. The Residence Life staff and Campus Safety Officers will check all rooms to ensure the building is clear and everyone is out safely.

Resident students are expected to comply with all fire safety rules and policies. Items considered to be violating fire safety policies include, but are not limited to, intentionally setting off the fire alarm; tampering with fire/safety equipment; failure to evacuate during a fire alarm; having/using candles or incense; or smoking in the residence halls.

Listed below are the consequences for any violations of fire safety policies.

| <i>Fire Safety Violation:</i> | <i>Sanction(s):</i> |
|---|---|
| Intentionally setting off a fire alarm | 1 semester housing suspension, \$200 fine |
| Tampering with fire/safety equipment | \$100 fine, potential housing suspension |
| Failure to evacuate during a fire alarm | 1 st offense: \$50 fine, educational sanction 2 nd offense: \$100 fine, housing suspension |
| Possession of candles / incense | \$50 fine, community service, educational essay |

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| Smoking in the residence halls | \$100 fine, community service, educational essay |
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Power Outages

If the power goes out in the residence halls, find a Residence Life staff member to speak with to find out what is going on. If the power outage is expected to last longer than a couple minutes, all students living in the building may have to evacuate to the Hibbard Campus Center. Members of the Residence Life staff will give instructions and will assist in evacuating the residence halls if necessary. Once all the buildings are evacuated, the residence halls will be locked down until the power is restored. All students need to remain out of the residence halls until instructed to return by a Residence Life or Campus Safety staff member. Any students found in the residence halls after being evacuated will be subject fines and sanctions under the Fire Safety policy.

Noise and Public Disturbances

An atmosphere conducive to normal living and study must be maintained 24 hours a day/seven days a week in the residence halls. The individual student's conduct in the residence hall has a direct effect on other residents. Therefore, respect for the rights and freedoms of other residents should be the basic guideline for your behavior. For this reason, the college insists that all students exercise responsibility, thoughtfulness and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. The Residence Life Office will establish minimum guidelines. Students residing in each hall, wing and suite may further restrict quiet hours for their area and must take responsibility for enforcing these hours.

Courtesy Hours

Courtesy hours are in effect 24 hours a day in ALL residence halls. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also means showing courtesy for fellow residents by acknowledging requests made for sleep or study.

The College understands that different students have different conceptions of what constitutes noise in excess of what is allowed by the above guidelines. Therefore, the Resident Assistants, in consultation with the Senior Resident Assistants and Area Coordinators, will make the determination of acceptable noise levels.

Residence Hall Meetings

Residence hall meetings are held on a regular basis and are announced at least 24 hours in advance, unless there is an emergency situation. All resident students are required to attend the meeting of their respective halls. Notices will be posted in lobbies, hallways, and on bulletin boards in your residence hall. Failure to attend these meetings without notifying and obtaining permission from the Residence Assistant, Senior Resident Assistant or Area Coordinator may result in disciplinary action.

Health and Safety Inspections

Authorized college personnel may enter resident rooms at any time for reasons of health, maintenance, safety, security, and/or general welfare. The Residence Life Office may conduct unannounced inspections of residence hall rooms each semester. During inspection of resident rooms, any violation of college and residence life policy will be documented. When the college is closed for regular breaks, residence life staff will check the halls and resident rooms for safety and fire prevention purposes. It is the resident's responsibility to lock the door and window(s).

Gambling

Gambling is prohibited inside and within the immediate vicinity of any College-owned building or residence hall.

Residence Hall Pet Policy

Students living in the residence halls are allowed to have pets such as: fish, frogs, turtles, hermit crabs and other aquatic pets. These pets are allowed in the residence halls in tanks but the tanks are not to exceed 10 gallons.

The following items are prohibited in the residence halls:

- Any reptiles such as snakes or lizards (with the exception of turtles)
- Any mammals including but not limited to: cats, dogs, rodents, etc.
- Any kind of birds
- Tarantulas

Exemptions are granted for animals which assist people with disabilities. The Office of Residence Life reserves the right to ask any student to remove their pet from the residence halls if causes an inconvenience, safety or health concern to the student population. All pets should be taken home over semester breaks. All electrical items (including aquariums) are unplugged during breaks. The College will not be held responsible for the safety of the pets in the event of a power failure or an emergency.

Unapproved Solicitation in the Hall

Solicitation and sales of any service or product door-to-door in a residence hall or by way of the college telephone system, is strictly prohibited. Solicitation and sales by student registered organizations of any service or product in the lobby of a residence hall must have approval of the Director of Residence Life two business days in advance of the sale. Commercial sales will not be allowed from individual student rooms or other areas within the residence halls. Anyone interested in selling within the residence halls must receive approval from the Director of Residence Life. The residents may not use residence hall rooms or telephone numbers as a place of business, or for purposes of solicitation, or for any purpose other than as a residence. Advertisement, sale, or

solicitation of alcoholic beverages is not allowed in the residence halls or student mailboxes and, therefore, will not be approved.

Public/Privacy Issues

While privacy of the individual's residence hall room is respected, it is also recognized that the part of the room visible to the general public reflects upon the policies, commitments and philosophy of the College. Therefore, signs, containers, trademarks and other overt displays in windows or on doors of College-owned residence halls which advertise or represent products (such as alcoholic beverages, behaviors, philosophies, etc.) not compatible with College policies or commitments are prohibited. Any material that is deemed explicit or inappropriate by any member of the campus community must not be posted in a location that can be viewed by the general public. In addition, the display in windows and on doors of College-owned residence halls of signs or other facsimile which appear to be the property of municipalities or private businesses (without proof of ownership) is also prohibited and is subject to judicial referral. Violations of the afore-mentioned procedures and the following policies can result in the cancellation of one's housing contract or the non-renewal of one's housing contract for the next academic year or semester.

Residence Hall Student Storage Policy

Students living in the residence halls may not store their belongings in the residence halls when the residence halls are closed for summer break. All students must remove all of their belongings prior to leaving the residence halls. The Office of Residence Life is not responsible for items left in the residence halls after the students have checked out of their room. Any items left behind may be discarded. Students are ultimately responsible for their belongings after leaving the residence halls. If a student is in need of storing their belongings when the residence halls are closed for the summer, the student should contact the Office of Residence Life to receive a list of local storage facilities within the local area around Keystone College. The College is not liable for items stored in recommended storage facilities.

Students can keep their belongings in the residence halls during the normal academic year when the residence halls are closed (Thanksgiving break, Winter break and Spring break). Students can also keep their belongings in the residence halls while they are residing on campus during Intersession or Summer Session classes.

Micro-fridge Policy

A micro-fridge is a refrigerator/microwave combo. Keystone College has an exclusive contract with Campus Specialties Incorporated of Dunmore, PA. The micro-fridge unit from Campus Specialties Incorporated meets energy and safety requirements for the residence halls. Personal refrigerators and microwaves are not permitted in the residence halls unless purchased/rented through this company. If students bring their own refrigerators or microwaves into the residence halls, they will be asked to remove them. For more information regarding the micro-fridge or other products from Campus

Specialties Incorporated, please refer to their website www.mymicrofridge.com or call them at 1-800-525-7307. The purchase or rental of a micro-fridge unit is a direct contract between the student and Campus Specialties. Keystone College will not be held liable for any issues regarding this contract.

Residence Hall Facilities

Lounge Furniture

Lounge furniture is provided in the halls for the use of resident students. ***It cannot be removed from the common areas for any reason.*** Any loss or damage to furniture or equipment will result in residents being charged accordingly.

Laundry Facilities

Laundry facilities are located in each residence hall or within a close distance to a residence hall are offered at no extra charge. These facilities are for the sole use of the residents of the hall in which they are located. The College is not responsible for the condition of items washed or dried in the machines. Several factors contribute to the efficient operation of laundry machines. Please follow the guidelines posted in each laundry room in order to increase the efficiency of your use of the laundry room.

Additionally, residents are encouraged to remove their laundry in a timely fashion of the benefit of all.

Kitchens

Students are not permitted to cook in their rooms except through the rental or purchase of a MicroFridge unit (see below). Therefore, some residence halls have a small kitchenette unit for the use of all the residents in their respective building. These kitchen facilities are equipped with at least a microwave and refrigerator. Residents are asked to keep the kitchen areas clean and to be considerate of others when using the facilities.

Cable TV

All student rooms are cable ready for the hook-up of one TV. There is no charge for basic cable service. Students will need to provide their own cable that connects the television to the cable jack.

Network/Internet Connectivity from Residence Halls

Keystone College residence halls all provide connectivity to the campus network and the Internet. Each building has an 802.11b wireless system (a.k.a. "Wi-Fi").

All of the residence halls have wireless connectivity in an array of strategically placed wireless access points. Since many factors influence wireless reception (distance to nearest access point, interference from other electronic devices, student equipment compatibility, etc.), the college cannot guarantee signal strength. In the event of

reception problems, the College will assist in verifying proper setup of student equipment. Students with connectivity problems should contact the helpdesk at extension 8778.

Parking

Students can apply for their parking permit by logging onto MyKC and filling out the parking pass form. Parking permits can be obtained at the Student Business Services in Ward Hall. The entire parking policy can be found online through the Campus Safety web site or at the Campus Safety Office.

Accommodations

Standard accommodations

Most residence halls are coed and separated in gender by floor or suite. The majority of residence hall rooms are double occupancy.

Single room availability for upperclassmen will depend on supply and demand

Special accommodations

There are limited housing spaces available for special accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 of the Americans with Disabilities Act (ADA). Special housing accommodations are not standard. In order to determine if special housing is a reasonable request, we must receive detailed documentation. Documentation must be from a medical doctor or licensed professional with expertise in the area of diagnosis. The documentation must include date of initial diagnosis.

Process for consideration for special accommodations

A resident student requesting a recommendation from Keystone Health and/or Counseling Services for a special room assignment for health reasons should contact Campus Health Services and/or Counseling Services for the proper forms. Health and/or Counseling Services will request additional consultation with the primary care provider that will include health history, treatment plan, and the role a special accommodation will play in the treatment plan.

Upon receipt of the recommendation, Health and/or Counseling Services will consult with Residence Life, and a team assessment of necessity will be made. The final decision to arrange for special housing accommodations will be made based on availability and the assessed needs of the student and the College and on a first- come-first served basis.

39 College Ave, Davis Hall, Keystone Commons, and the Keystone-In-Town properties:

These buildings are home to the Independent Living Community. This community creates an environment that fosters independence, responsibility, and communal living while still experiencing the benefits of living on campus and preparing for life after college. To be eligible to live in this community you must be at least a sophomore, have at least a 2.5 grade point average and be in good social standing with the College. In addition, to be eligible for 39 and Davis you must be 21 years old.

Additional Housing Opportunities

Room Consolidations

Consolidations may occur at any time in the semester when space is needed. Every attempt will be made to assure that students paying double room rates have a roommate. As stated in the Housing Contract:

“The College reserves the right to reassign or remove any student from a particular resident hall or a specific room due to the need to consolidate residence hall space”

If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student who has been reassigned must move their belongings within 48 hours of notification and must follow the proper room change procedure.

Single Rooms

A very limited number of single accommodations are available. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life due to health problems or other extenuating circumstances.

If you are without a roommate and depending on the number of available spaces, you may be given the option to remain in a single. Payment for a single must be made within two weeks following room exchange or you will receive a roommate.

Room Selection

Residence Life conducts a room selection event to allow current residents the opportunity to select a room for the next academic year. Students will have the option to reserve their current room, switch rooms/halls or reserve a room in one of the campus communities. Residents will receive notice of the housing selection process, important dates, and requirements during the spring semester. Please note that in order to participate in the room selection process, students must pay a deposit prior to the room selection event they will be attending and must have a roommate unless selecting a single. Single room availability will depend on supply and demand and will be offered on a first-come first-served basis.

Once a student has paid the housing deposit and been cleared of any financial and academic holds, they will receive a housing contract submit a housing application. After the housing contract is signed and a room is selected and a the application is submitted ***it is the responsibility of the student to check MyKC for their official residence hall and room placement.*** Any student in need housing should contact the Office of Residence Life in the Chamberlin Center for Student Life in the Hibbard Campus Center. Housing is available on a first come, first serve basis dependent upon availability in the residence halls.

Please be aware that the College still reserves the right to reassign a student when deemed necessary.

Residence Hall Procedures

Check-in Procedure

After you have paid your housing deposit, you will receive a housing contract. After your housing contract is returned to the Office of Residence Life, students are to log onto MyKC to check their housing information. MyKC will contain the information regarding your room assignment and roommate information. Check-in and check-out dates and times are listed on the Keystone College website under the “Living at Keystone” section. Check- in events are held in a specific place and at specific times. All requirements and clearance for check- in must be completed prior to arrival. Upon checking into your room, you will be required to complete a room condition form that verifies the condition of the room upon occupancy.

Winter Break Check Out Procedure

The residence halls will close at the end of the fall semester for winter break. Prior to leaving for winter break, students must return their keys to the Office of Residence Life. *If the student is returning for the spring semester:*

- Clean room and unplug all electronics. Make sure the trash is taken out. Clean out refrigerator and make sure it is defrosted prior to departure.
- Return all keys to a member of the Residence Life Staff. If keys are not returned, the student may be fined or sanctioned for non-compliance.

If the student is not returning for the spring semester:

- See the Advising Center, prior to leaving to officially withdraw from the College.
- Schedule a meeting with your Area Coordinator for an exit interview.
- Follow the End of Year Check-out procedure below.

End of the Year Check-out Procedures

A resident student leaving the college at the end of the academic year, or leaving permanently during the year, must complete the following tasks:

- Remove all personal items and clean the room. If the room is vacated and there is an excessive mess, the student(s) may be billed for excessive cleaning charge.
- Have the room inspected by a member of the Residence Life Staff and complete and sign the room inventory form and key information form. It is extremely

important that the student take great care in completing the room inventory form because he/she will be billed for any damage to the room. Damage will be determined by examining the difference between the room inventory form at check-in and checkout. The student will be charged for improper checkout. ALL ROOMS SHOULD BE RETURNED TO THE SAME CONDITION AS THEY WERE UPON MOVE-IN!

- Return all keys to a member of the Residence Life Staff. If keys are not returned, the student will be charged for a core change.
- If furniture is left in the room and must be removed by Keystone College staff (or removed and must be replaced), there will be an additional charge.
- All personal belongings left in the room or the residence hall will, after two weeks from departure, become the property of the college and will be disposed of.

Satisfy all financial obligations at Student Central

Roommate Change Procedure

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

- Both roommates must meet together with their Resident Assistant to discuss their concerns. Resident Assistant will mediate between the roommates.
- The residents will create a roommate contract with their Resident Assistant, Senior Resident Assistant or Area Coordinator, designed to resolve specific needs/concerns of both roommates.
- The roommates must make every effort to abide by this contract for a minimum of one week.
- If the roommate differences are still irreconcilable at the end of the one week contract period, both roommates must again meet with their Resident Assistant, Senior Resident Assistant and Area Coordinator to discuss a room change.
- It is the resident's responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- It is the responsibility of the residents involved to decide who is moving out of the room. If a decision cannot be reached, a decision will be made by the Area Coordinator.
- Upon approval, rooms must be inspected by the Resident Assistant prior to the move.
- Residents who are changing rooms are responsible for making arrangements to be properly checked out of his/her room (including the room inspection by a Resident Assistant).
- The Office of Residence Life reserves the right to charge a \$25.00 room change fee in the event of students not following proper room switch procedures.

NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING THE PROPER PROCEDURES OR WITHOUT THE APPROVAL FROM THE RESIDENCE LIFE STAFF.

Residence Hall Visitation Policy and Procedure

Current Resident or Commuter Student Visitors:

Any person who is a currently registered resident student at Keystone College may have open visitation in the residence halls. They must be accompanied by their resident host at all times while within the residence hall. Resident students have unlimited visitation in the other buildings.

Commuter visitors have limited visitation as outlined below

- Can visit between the hours of 10:00 am – 1:00 am (do not have to be signed in)
- Non-Resident Students can stay overnight no more than three (3) consecutive nights during the week, Sunday-Thursday with an UPPERCLASSMAN host. (MUST be signed in at Campus Safety and have a pass)
- Freshman/First Year Experience students are not permitted overnight guests Sunday- Thursday. Non-Student may have 24 hour visitation on Fridays and Saturdays. (MUST BE SIGNED IN at Campus Safety and have a pass).

Non-Keystone Student Visitors

Any person who is not a currently registered student at Keystone College (16 years or older) must be signed in at all times and accompanied by their resident host while visiting the residence halls. For visitors under the age of 16, see the Minors Residence Hall Visitation Policy. The resident student host must go to Campus Safety to obtain a visitor's pass and be signed into the building.

Non-Keystone College visitors have limited visitation as outlined below for upperclassmen and freshmen

- Can visit between the hours of 10:00 am – 1:00 am (MUST BE SIGNED IN)
- Non-Students can stay overnight no more than three (3) consecutive nights during the week, Sunday-Thursday with an UPPERCLASSMAN host. (MUST be signed in at Campus Safety and have a pass).
- Freshman/First Year Experience students are not permitted overnight guests Sunday- Thursday. Non-Student may have 24 hour visitation on Fridays and Saturdays. (MUST BE SIGNED IN at Campus Safety and have a pass).

All visitors who stay overnight will be issued an official Keystone College visitors pass which the visitor must have in their possession at all times while visiting the campus. The Residence Life staff and the Office of Campus Safety reserve the right to decline overnight visitation or ask visitors to leave the residence halls. All visitors to the residence halls must adhere to all Residence Life policies as well as all policies outlined in the *Student Handbook* Failure to follow College policies or sign into the residence halls under the terms listed above will result in fines and loss of privileges for the host resident student and their visitor.

Minor Person Residence Hall Visitation Policy and Procedure:

Any person under the age of 16 years old is considered a minor. Minors are not permitted in any residence hall unless they are a relative of the resident student or participating in a college—sponsored event or visitation is approved through the Office of Residence Life.

Daytime Visitation

- Minors may visit the residence halls between the hours of 10:00am – 8:00pm
- All visitors, especially minors, must be signed in at all times at the Campus Safety and accompanied by their resident host while visiting the residence halls.
- Visitor should have visitor pass with them at all times while visiting the residence halls.

Overnight Visitation

- Any related or unrelated minor must meet the following conditions to stay overnight in the residence halls regardless of participation in a college-sponsored event:
 1. The minor must be invited by the host resident student
 2. Prior to signing in, minor must provide a signed parent/guardian liability release and medical permission form to the Campus Safety and given approval from the Director of Residence Life.

Room Keys and Lock Outs

Students should remember to carry his/her keys at all times when leaving their rooms.

Residence hall keys are not to be duplicated or lent to any other person, including Keystone students and guests. Residents found in violation of this policy will be sanctioned accordingly. In addition, students are not permitted to lend their Keystone College ID to another student for the purposes of entering a residence hall.

In the event that a student is locked out of his/her room, students should first go to their Resident Assistant (RA), Senior Resident Assistant (SRA), Area Coordinator (AC) or other staff member in their building. If there is no building staff available, the student may contact Campus Safety at extension 8989 for assistance. Either Campus Safety or a Residence Life staff member will respond to the lock out. Students may have to wait until a Residence Life staff member or Campus Safety Officer is available to address the lock out. Verification is made of the identity of the student before the door is opened. Verification of key possession is also made at this time.

The fine for a lock out is \$5.00. Following the first lockout, each additional lockout will increase in \$5.00 increments (\$5.00 for the 1st, \$10.00 for the 2nd, \$15.00 for the 3rd etc.). All fines will be billed to the student's account.

Room Key Replacement

A lost key is a serious security concern and must be immediately reported to the Senior Resident Assistant, Area Coordinator or the Office of Residence Life. Lost keys will require a core (lock set) change and replacement keys at a substantial cost to the student. You have 24 hours after the date the key was reported missing, to find it. After the 24-hour grace period has expired, the Area Coordinator will request a core/key change.

Missing Resident Student Policy and Procedure

Policy:

This policy has been established by Keystone College in order to be in compliance with the *Higher Education Opportunity Act of 2008*. The policy applies to all Keystone College students living in on-campus housing or housing properties leased by the College. For the purpose of this policy a “missing student” is considered to be anyone whose absence from campus is contrary to his/her normal usual pattern of behavior and/or a concern that unusual circumstances may have caused the absence on campus. Such unusual circumstances may include, but are not limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and has not been heard from after giving a specific return time to friends or family.

In the event of a missing student, College Officials will need to refer to the missing student's emergency contact information. Students are responsible for updating their emergency contact information on a regular basis and should update their emergency contact information at least once each semester by logging onto MyKC. Keystone College faculty and staff remind the students of this important task at the beginning of each semester. Each student who files an emergency contact is solely responsible for the accuracy of the contact phone number and for update of information should the emergency contact person and/or number change.

Notification will be made via information provided in the “Annual Crime Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The report is published on the Keystone College Campus Safety website, http://www.keystone.edu/about_us/campussafety/.

Procedure:

A student is determined to be missing when a report comes to the attention of a Keystone College Official and when a Keystone College Official determines the report to be credible. Circumstances may include, but are not limited to establishing that:

a. a student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;

- b. circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- c. circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- d. circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time
- e. existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to such student requires that the Department of Campus Safety at Keystone College be notified immediately to conduct an investigation in conjunction with the Residence Life staff and make a determination that a student who is subject of a missing report has been missing for more than twenty-four (24) hours and has not returned to campus.

During the investigation, the following information should be established and documented in a Campus Safety Incident report:

1. Name and location / contact information of the person reporting the missing student
2. Name / vital information of the student reported to be out of contact
3. Nature of the circumstances supporting the determination that the student is out of contact (time /date last seen or in contact with)
4. Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a Keystone College official; parental notice or notice from reporting person outside the College; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Keystone College facilities / services; concern of incident of criminality or safety, etc.)
5. Dates and times of notifications made

The Associate Dean of Student Life, Director of Residence Life, and the Dean of Student Life will be informed by the Keystone College Department of Campus Safety after the officer's initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. During regular business hours, the Dean of Student Life may also involve other Keystone College faculty, staff or administrators to assist in establishing contact or avenues to pursue contact. The Dean of Student Life will be notified by the Department of Campus Safety as the investigation of the incident progresses.

The emergency contact listed in the Keystone College database as well as any confidential contact listed with the Dean of Students will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the Dean of Student Life.