

# **Berea College Residential Living Guide**

Welcome to the Residence Halls!

The resident hall program at Berea exists to foster a strong spirit of community throughout its residence halls. This program is designed to fulfill the commitments and purposes of the College by promoting social interaction and responsibility, interracial and intercultural living, academic pursuits, spiritual growth, and individual development. It provides opportunities for leadership, work, exploration of values, and the development of lasting friendships.

The residence hall experience is an important component of a Berea College education. The Student Life Team and the residence hall student staff seek to support the academic mission by creating and maintaining an environment conducive to good study habits. The college also recognizes the inherent educational value of the residence hall experience. By being engaged in a process of positive interdependence whereby you can create communities, you will develop invaluable life skills such as communication, empathy, conflict resolution, and compromise. The residential experience is based on a shared sense of common good, something students should learn to value, and see to create throughout their lives.

The purpose of the policies and protocols in this Residential Living Guide is to promote a healthy living/learning community based on respect, honesty and concern for others. A successful residence hall community requires a shared sense of positive interdependence. Each resident must realize his or her responsibility to every other resident since individual choices in a residence hall environment have the potential to impact the entire community. Likewise, each resident has an important role to play in establishing and maintaining the standards by which the community will live. Therefore, in instances where the standards are not met by a member or members of the community, it is the responsibility of any of the members of the community to report such behavior. Community members who fail to report any breach of protocol assumes a portion of the responsibility as well as the consequences for such action. It is expected that all Berea students will become familiar with and uphold these principles daily.

In addition to the rules and regulations stated in the Berea College Student Handbook, which apply to the whole campus, the following policies apply to residents living in residence halls.

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d practices related to living as a student at Berea College.

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## Staff Members to Know

### Office of Student Life

### **Fairchild 4 ext. 3150**

The Office of Student Life manages the administrative affairs of the department, including student affairs, policy development, and supervises the Student Life Team.

<b>Name</b>	<b>Title</b>
Virgil Burnside	Vice President of Student Life
Gus Gerassimides	Associate Vice President of Student Life
Dr. Channell Barbour	Associate Dean of Student Life
Carla Roberts	Executive Assistant

### Student Life Team Member Offices

**Alumni Building 201**

**ext. 3290**

**Woods-Penn 302**

**ext. 3115**

Beverly Abney	Sr. Administrative Assistant	3115
Elaine Adams	Ecovillage	3179
Benjamin Dunn	Deep Green and James	3115
Dara Evans	Student Life Program Associate	3834
Olivia Coleman	Pearsons and Elizabeth Rogers	3308
Alicia Klopfer	Dana and Home Management House	3484
	Student Involvement/Engagement Coordinator	3534
	Blue Ridge	3292
Kelly Rogers	Anna Smith and Fairchild	3112
Johann St. John	Bingham and Danforth	4422
Michael Thomas	Kentucky and Talcott	3491
Dondolyn Jackson	Seabury Hall and Kettering	3292

## **Student Life Leaders – Residence Halls**

Student Life Residence Hall leaders are upperclass students who serve as area supervisors as part of the Labor Program. While they serve in residence halls, they also serve as leaders in Student Life throughout campus. Each hall has a Hall Coordinator (HC) and a Program Specialist (PS). A list of student staff and positions is located in both Woods-Penn 302 and Alumni Building 201 (Campus Life).

## **Student Life Leaders – Campus Life**

Student Life – Campus Life leaders supervise and maintain the operations of the Campus Life Office, but serve in multiple leadership roles throughout campus. A list of student staff and positions is located in both Woods-Penn 302 and Alumni Building 201 (Campus Life).

**Resident Student Life Team Member:** Professional staff members, primarily with Master degrees, that support and work with the students, live in the residence halls. All first-year residence halls have a Resident Student Life Team Member living in the hall. They facilitate the day-to-day operations in the residence hall and are responsible for management of the hall staff, work with housing placements, sustaining community standards, facilitate building maintenance, create a comprehensive educational environment, and provide support to students in their academic, professional, and personal growth.

**Resident Advisor (RA):** RAs are student staff members that work closely with the residents in their hall by providing appropriate, individual support and referral, as well as, helping to resolve communal issues and concerns. Additional duties of an RA include provide programming for students, help ensure the safety and security of the hall, assist with the maintenance and cleanliness of the hall, serve as a role model for the community, and be available to students in the evening during “duty” hours.

**Hall Coordinator (HC):** HCs are upper-class students that are chosen for their maturity and leadership skills. This is a fifteen-hour primary labor position which includes all of the duties of an RA, with additional responsibilities. These responsibilities include the supervision of RAs, advise the House Council, and work with the hall’s resident Student Life Team Member. The HC is responsible for the residence hall when the Student Life Team Member is absent and, in certain residence halls, the HC will be the primary live-in leader.

**Program Specialist (PS):** Programming Specialists are part of a team of students who develop and implement residence hall and campus-wide programming. They also have a duty night in a residence hall.

**Student Chaplain:** Student Chaplains provide a wide variety of services, such as peer counseling, programming, and religious education and leadership. A Student Chaplain’s primary focus is placed on pastoral care and meeting the spiritual needs/concerns of residents. A Student Chaplain seeks to serve as a channel of Christ-like care through service to others. Student Chaplains are employed by the [Campus Christian Center](#), but provide services and resources to all students, regardless of their personal faith practices.

**Visitation Attendant (VA):** Visitation Attendants assist with oversight of Co-ed Visitation. VA's monitor the visitation log, provide assistance to residents as needed, and address potential violations of hall and College policies. This is a 5-hour secondary labor position that serves a residence hall from midnight until 1 AM Sunday through Thursday.

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## Student Involvement

As a member of the residential community, students have the opportunity to influence, change policies, plan and coordinate events, and guide some of the day-to-day standards and special projects/activities for your hall. Below are descriptions of elected residence hall leadership positions.

### **Board of Residents (BOR)**

The Board of Residents is a part of the Student Government Association and is comprised of elected representatives from each residence hall's House Council. The Board of Residents is the body that supports the House Council by providing leadership development, service opportunities, and funding to support hall events. The Board of Residents is committed to improving the quality of the residential living experience at Berea College.

### **House Council**

The House Council is a group of residents elected by each residence hall to serve as a guiding body for interests specific to that hall. The House Council will work with the hall community to develop Community Standards and provide programming opportunities for the hall and campus in collaboration with the residence hall staff. All Community Standards must be submitted to the Student Life Team Member and approved by the Associate Dean of Student Life. House Council members include, but are not limited to: President, Vice-President, Treasurer, Secretary, Floor/Suite Representative, and Board of Residents Representative.

### **In-Hall Programming**

All students are encouraged to develop, plan, and implement programming in residence halls in conjunction with residence hall staff. If you have ideas or are interested in hosting an event in a residence hall, you are encouraged to contact the Program Specialist for your hall. They may have ideas about obtaining funding, food, marketing, and managing such an event.

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## Housing Policies & Procedures

### Check-in

When moving into a new room, you need to check in with your new Hall Staff and complete the necessary paperwork to receive your new keys when applicable. The Room Condition Inventory (RCI) form will note the condition of college furniture and property upon check-in. This form will be kept on file until you check out of the room.

### Check-out

Whenever a resident vacates his/her room, all personal belongings must be removed, all furnishings must be returned to original locations, and the room should be cleaned and left in the condition in which it was found. The resident should schedule an appointment with the Hall Staff to have the room inspected and to turn in his/her room key when applicable. The Room Condition Inventory (RCI) form that was completed upon check-in will be used to note damages to College furniture and property, if any. Failure to follow the proper check-out process will result in the resident being charged an improper check-out fee, in addition to fees for any damages. See [Student Handbook - Fees, Fines, and Charges](#)

### Early Returns

Students cannot move into residence hall rooms before the assigned hall's opening day. Opening Days for residence halls are posted on the Student Life homepage. Student organizations and labor departments that need students to arrive before the official move-in date should make these requests.

Other students who return to Berea early must find accommodations off-campus until the scheduled date of arrival. If you have questions about move-in dates, please contact [housing@bera.edu](mailto:housing@bera.edu).

Housing assignments are re-evaluated at the end of each academic term during the Room Change Period for that term. A student will not be asked to change room assignments once the Room Change Period ends unless there is a need to address a specific safety or medical concern.

If a student occupies a double-occupancy space with no roommate, there is a possibility that a new roommate could be assigned to that space at any time. Thus, all standard room furniture must be left in the room at all times.

### Room Changes

Room changes should be initiated through the Student Life Team Member or the Campus Housing Team (extension 3115). A room change involving a change in halls must be approved by the student's current and future Student Life Team Members, in collaboration with the Campus Housing Team. Final decisions will be made by the Associate Dean of Student Life, and must be made during the Room Change Period that takes place at the beginning of each semester. Any changes made outside this process will not be recognized. Any individual who moves outside of this process will be expected to move back to his/her original room. Room change requests concerning roommate conflicts will FIRST be handled by mediation before any other action is considered.

## **First-Year Student Housing**

First-year students are primarily housed together to assist them in the transition to college and for the purpose of orientation to Berea College. First-year students at Berea who have previous residence hall experiences may be placed in upper-class buildings (if space is available). First-year students may not switch rooms until the Spring term, unless it is determined by the Student Life Team Member that an emergency warrants such a move.

## **Insurance**

The College does not maintain insurance for your belongings and is not responsible for lost, stolen, or damaged items. Students may consult with an insurance agent to determine if any existing policy covers their belongings, or if additional insurance is recommended.

## **Keys & Locks**

Under no circumstances is any student permitted to have duplicate keys made for any College lock. Keys issued to students by the College are not to be transferred to individuals who are not authorized to possess the keys. Students are responsible for the loss or misuse of all keys issued to them. Students may not replace, damage, tamper with or vandalize any College lock or security device. If your keys are missing, please report this to your hall staff or Student Life Team member for assistance. There is a charge of \$50.00 when the lock and keys must be replaced. Additional charges apply for lost suite keys. There are no refunds once the locks are changed. Each resident is allowed three (3) unlocks per academic year with no penalty. For any subsequent unlocks, the Student Life Team member may assess a \$20.00 charge per unlock.

## **Single Rooms**

Single rooms in residence halls are available only as space allows. Single rooms will be filled during room selection season in the following manner:

- a. Students currently residing in single rooms may elect to keep their singles for the following academic year.
- b. Remaining singles will be available during room selection and will be filled in order of classification (Seniors, Juniors, Sophomores, First-Years), and lottery number (computer-generated random numbers assigned to students for the purpose of room selection).
- c. A Single Room Waiting List, consisting of students wanting a single room, will be maintained in the Student Life Office. Students may sign up for this list during the room selection process or by accessing the waiting list form on *myberea.edu*.
- d. After the room selection period ends, this list expires.

## **Security Policy for Students or Residents with Disabilities**

If you have a disability or suspect that you may have one, you should discuss your concerns with Lisa Ladanyi, Coordinator of [Disability and Accessibility Services](#) (DAS, Ext. 3327). The DAS Office is located on the first floor of Lincoln Hall. To receive services, you must:

- Register with the Coordinator of Disability Services.
- Provide current documentation of your disability.

- Sign an information release form.

**Room Assignments:** Berea College is committed to providing equal educational opportunity for persons with disabilities. It is the policy of the College that all students with disabilities will be provided an accessible and reasonably safe environment in which to live and study. It is the responsibility of the student to inform the Student Life Office and the Coordinator of Disability Services if special on-campus residential arrangements are needed to accommodate a disability. Every effort will be made to respond to such requests in a timely manner, however, there may be circumstances that delay this process. In such instances, the student will be notified of the delay and given an expected response date.

**Appeals:** If a student, student's family, or advocate believes that the institution's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student, a written appeal may be filed with the Associate Dean of Student Life within fifteen (15) days of the assignment.

If the student remains unsatisfied, within seven (7) working days the student may request an appellate review by a board comprised of the Section 504 Coordinator, Director of Public Safety, and Director of Facilities Management. Appeals should be submitted, in writing, to the Coordinator of Disability Services, who will forward it to the review board. The student shall be notified of a decision within ten (10) working days. The decision shall be final.

**Emotional Support and Service Animals:** Emotional Support Animals and official Services Animals are allowed in residence halls ONLY after proper documentation and approval. For all questions relating to support/service animals and policies, please contact Lisa Ladanyi, Director of the [Office of Disability and Accessibility Services](#) in Lincoln Hall.

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## Housing Options

Berea College offers several styles of residence halls with a variety of living style features.

First-year students are assigned to a residence hall before arrival. Upperclass students select housing each spring for the upcoming fall term.

### **Traditional Residence Halls**

Most rooms are designed for double-occupancy, with a shared community restroom on each floor with several showers, sinks, toilets, etc. Blue Ridge, Dana, Pearsons, Bingham, Elizabeth Rogers, Fairchild, Anna Smith, Deep Green, Kentucky, and Talcott are considered traditional residence halls.

### **Suite-Style Residence Halls**

The suite-style residence halls have two or more double-occupancy bedrooms that share a single bathroom. Some suites also have a common living space that is shared by suitemates. James, Kettering, and Danforth are suite-style residence halls.

### **Dual-Functioning Residence Halls**

Dual-functioning halls allow residency by both male and female students in separated areas within the same building. Danforth, Deep Green, and Kentucky-Talcott are dual-functioning residence halls.

### **Gender-Inclusive Housing**

Gender-inclusive housing allows for students to live together in a community based on gender identity with support from their allies. These are suite-style areas in Danforth Hall and are available by special application only.

### **Ecovillage**

The Ecovillage is a community of townhouse-style apartment units particularly designed for single parents and married students. Residents of the Ecovillage dedicate themselves also to sustainable and environmentally-friendly living practices. More information about the Ecovillage can be found [here](#).

### **Off-Campus**

Students can apply to live off campus if, they are 23 years of age or older, married, or have a dependent. Students who have completed 8 semesters at Berea College can also apply for off campus. They may apply to live off campus during the room selection process.

If a student wishes to live off campus and their circumstances meet one of the off campus housing criteria, they can complete the two-page Off Campus Housing Request, and attach all applicable supporting documentation. For further questions, please contact the Student Life office (859-985-3115) or email [housing@berea.edu](mailto:housing@berea.edu).

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## **Facilities Information**

This section provides information about the amenities provided in residence hall rooms, as well as, expectations about room and hall maintenance.

### **Cleaning & Supplies**

The student Facilities Assistants (FAs) work hard in your living environment to make your hall a comfortable and pleasant place in which to live. Facilities Assistants are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the hall will make their jobs easier and create a pleasant atmosphere in the hall. Cleanliness of the hall is the responsibility of every resident, and all residents are expected to contribute to this effort. There are vacuums, brooms, and cleaning supplies available for your use in each residence hall upon request. Large items, such as pizza boxes and bags of personal trash, should be taken directly to the dumpster.

## Kitchenettes

All halls have kitchenettes available for student use. These kitchenettes include a stove/oven, sink area, refrigerator and microwave. Some halls also have cookware, coffee pots, and toasters that can be checked out for short-term use. Residents should stay in the kitchenette while their food is cooking and they are responsible for cleaning up after they use the kitchenette area. Use of these facilities by any other individual is considered misuse of college property.

## Laundry

Each residence hall has laundry facilities available for student use. There is no additional fee for the use of these facilities. Laundry detergent, fabric softener, and other laundering supplies are the student's responsibility. Each residence hall will have a set of Community Standards that address proper laundry use (how to identify your clothing, how long clothing may remain in machines, etc.) Use of these facilities by any other individual is considered misuse of college property.

## Pest Control Protocols

If your residence hall room seems to have a problem with insects or other pests, this should be reported immediately to Facilities Management through the use of the WebTMA system (see [Repairs](#) for further details) and to the Student Life Team Member for your hall (see [Staff to Know](#)).

If your room is determined to have an issue with bedbugs, there are very specific protocols created by Facilities Management designed to prevent the spread and continued infestation. Once these protocols are put into place, it is extremely important that you and your roommate comply with the provided directions, as listed below:

### Bedbug Protocols

1. It is imperative that all occupants of the room continue living in their assigned room throughout the process. Moving to other rooms may spread the infestation further.
2. Each resident will be provided garbage bags of two different colors. The black bags should be used for all cloth items in the room: clothing, bed linens, blankets, etc. Place ALL cloth items in these bags.
3. Launder all items in the black bags and heat-treat them in a dryer, drying for a minimum of 30 minutes. Once finished, the clean dry cloth items should be placed in the **CLEAR** bags, sealed, then returned to your room and kept sealed.
4. **These bags should not be re-opened until Facilities Management notifies you with approval to do so. They will be treating your room during this time, which is usually within 12 hours.**
5. All surfaces of your personal belongings and the College furniture in your room should be rubbed down with rubbing alcohol. Rags and alcohol will be provided to you for this purpose.
6. After Facilities Management notifies you to do so, remove the cloth items from the clear bags and you must store them in clear plastic containers/totes with airtight lids (NOT drawers, closets, etc.). You may remove items as necessary, but after use, they should be promptly laundered, heat-dried, and placed in the plastic containers/totes.
7. Facilities Management will continue monitoring your room for additional pests. During this time, continue to follow Step 5 (above) and regularly wipe down all surfaces with alcohol 1-2 times per day.

8. After Facilities Management has determined that the infestation is clear, you may then place your clothing items in drawers and closets. This process usually takes about 2-3 weeks, so long as residents follow the instructions carefully.

### **Public Area Furniture**

Furniture placed in lounges and other public areas is for the use of all residents and may not be moved to a student's room. If common area furniture is rearranged in any way, it should be returned to its original placement after use. Any furniture removed will be considered misuse of property and/or theft.

### **Recycling**

Recycling bins are available in designated locations throughout each residence hall. Recyclable items must be free from contaminants such as food, drink, and other debris. Berea College utilizes single-stream recycling, which means all recyclable materials may be deposited in bins without sorting in advance. For more information about recycling at Berea, please check the Office of Sustainability website by clicking [here](#).

### **Repairs**

When something in your room is not functioning properly, it is important to inform the proper personnel immediately. Some issues can be indicators of a potentially serious problem. To report a problem within your residence hall, you may submit a report through the WebTMA system, located at: <http://bit.ly/2bqXnEQ>.

### **Room Care**

Check-in/check-out records are kept for each student, listing the furniture and room condition. **All furniture must remain in the room.** The student will be held responsible for missing furniture, equipment, or unusual damages to room, furniture, or equipment. Mattresses must be kept on the beds. Due to fire regulations, only Berea College mattresses are approved to be used. Exceptions to this policy must be approved by the Resident Student Life Team Member. The use of tacks, nails, tape, or other products that damage or remove paint is not recommended on walls, woodwork, or windows. Residents will be charged for any wall damage resulting from the use of any of these items. Sticky tack (also known as blu-tack or poster putty) may be used for hanging wall decorations.

Every residence hall room will be entered by the residence hall staff and inspection team (consisting of Student Life Team Member, Public Safety, and Facilities) to check on general health and safety of the living spaces. This will include checking for general cleanliness, electrical hazards, fire safety issues, and potential repairs. Professional staff will give students a 48 hour notice.

### **Suite Living**

For upperclass students living in [suite-style residence halls](#), the shared area between individual rooms is considered a common area, but requires Co-Ed Visitation sign-in/sign-out as applicable. These areas are maintained by Facilities Management and may have posted cleaning schedules that should be respected by residents. Residents should keep these areas reasonably clean at all times. The storing of personal belongings or bedroom furniture in the suite common areas is not permitted.

Unusual damages to public areas or furniture in the suite common areas will be charged to the person(s) responsible. If no responsible person(s) is/are identified, all suite residents may be charged for damages (see “Repairs”).

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## Resident Conduct Policies

This section of the guide describes certain expectations of students residing in Berea College residence halls. It is each student’s responsibility to understand residence hall conduct policies and abide by them. Failure to do so may result in student conduct sanctions as outlined in the [Community Judicial Code](#) in the Berea College Student Handbook.

### [Community Standards](#)

Community Standards are policies set forth by each residence hall’s House Council for specific behaviors that may not apply in all halls. These standards are developed in addition to those otherwise specified in the Residential Living Guide and Berea College Student Handbook. They do not override or detract from the standards set forth by Berea College.

### [Babysitting](#)

Babysitting is not permitted in the residence halls. Children under the age of 16 are only permitted in residence halls under specific guidelines set forth in the [Guests](#) policy.

### [Garbage](#)

Everyone is responsible for taking her/his own garbage to the dumpsters located outside the residence hall. Garbage is not to be placed in bathrooms, kitchens, hallways, stairwells, lounges, or recycling areas. Recycling bins are in each residence hall (see [“Recycling”](#) for more information).

### [Unlocks](#)

Most residence hall rooms are equipped with doors that automatically lock when closed. Residents are advised to keep room keys and student ID cards on their person when leaving their rooms. Residents should not prop doors or set locks to keep doors open, as it jeopardizes the security of personal belongings and the safety of the residents.

There may be times when a resident manages to be locked out of his/her room. In these cases, you may contact a hall staff member or the Resident Student Life Team Member to unlock your door. However, these are recorded in hall records and each resident is permitted three (3) unlocks per year at no charge. Unlocks beyond three (3) will result in a \$20.00 fine per unlock.

If a resident loses a room key, it is his/her responsibility to report this to hall staff immediately. A room lock re-core will be ordered at the cost of \$35.00, and keys will be provided to all residents of the room. There are no refunds if a keys have been found after the re-core has already been done. See [Keys & Locks](#) for further information about the proper handling of College-issued keys.

## Paraphernalia

The possession, use, consumption, sale or distribution of alcohol and drugs is prohibited on campus. Therefore, possession of drugs and/or alcohol paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs of any material, hash pipes, empty and/or decorative alcohol bottles, hookahs, and devices used for rapid alcohol consumption such as funnels. If there is suspicion with probable cause, room searches will be conducted with the approval of the Associate Dean of Student Life.

## Pets

No pets are allowed in the residence halls. Each resident may have one aquarium (fish only) no larger than a 10-gallon capacity.

## Emotion Support Animals

An **emotional support animal** (ESA) is a type of Assistance Animal that is prescribed by a healthcare or mental healthcare provider to an individual with a mental health disability as part of the individual's treatment plan. Emotional Support Animals may NOT be brought onto student housing without prior written approval by Disability & Accessibility Services (DAS). Students living in student housing may request permission to have an Emotional Support Animal.

For more information about Emotional Support Animals, requirements, and responsibilities, please see Assistance Animal Policy and Procedures in the [Student Handbook](#) and [Disabilities & Accessibility Services](#)

## Quiet Hours

A residence hall is a place where students live and have the opportunity to study where there is reasonable quiet. If, at any time, noise is disturbing others, the complainant should ask to have the noise level reduced. If it is not reduced, then the complainant should report it to a staff member immediately. A resident should only seek assistance from a staff member once he/she has attempted to have the noise reduced and the attempt was unsuccessful. With the exception of certain approved times, quiet hours must be maintained by all students outside and inside campus buildings. Excessive noise produced by stereos, TVs, radios, voices, and musical instruments may not only affect nearby academic buildings, but also the residents of a particular building. Excessive noise outside buildings should be reported to the Residence Student Life Team Member or Public Safety. Campus violators may be referred to the judicial process.

- **Reasonable quiet** means that no one will be able to hear noise further than two doors away from the point of origin. Reasonable quiet will be expected at all times. A resident should be able to ask his/her neighbors for reasonable quiet at any time of day.
- **Strict quiet** means that no one will be able to hear noise next door. Strict quiet will be in effect in all residence halls, Sunday through Thursday, from 10:00 PM to 8:00 AM; and Friday through Saturday, from 12:00 AM to 8:00 AM. This is a period beginning with finals reading period of each semester and ending with the last day of that term. Strict quiet will be in effect 24 hours a day.

## **Roof Access**

No person may walk upon the roof of a college building (including structures over building entrances) except when emergency access to a fire escape is necessary. Violations may be referred to the Judicial Process.

## **Roommate Conflict**

Conflicts between roommates are a natural part of the college experience. All First-year students will complete a roommate contract within the first week on campus. In the event that there is a conflict, residents are strongly encouraged to contact a hall staff member or the Resident Student Life Team Member for guidance.

Changes in housing assignment are considered a last resort, and will only be used after options for mediation have been exhausted, OR, if the continued housing arrangement presents a material threat to the health and safety of either resident.

Regardless of the nature of the conflict or level of responsibility for a grievance, neither party in a roommate is guaranteed a solution completely free of inconvenience. The most appropriate solution for a roommate acting as complainant may be for that resident's housing assignment to change, as determined by the Student Life Team Member of the hall, in consultation with the Office of Student Life. Such a decision will be made with careful consideration, and utilizing all resources available at the time of the conflict.

## **Smoking Policy**

There is no smoking in any buildings or on the grounds except where posted as such (and identified on the designated smoking area map).

Therefore, smoking is prohibited in all areas not designated for smoking. Please note that Main Street and Short Street are not considered campus grounds and are not included in the College's policy. These are public areas.

For more information on the Berea College Smoking Policy, please view the related article [here](#).

## **Windows and Screens Policy**

Residents may not remove screens from windows except when emergency access to a fire escape is necessary. If a screen is not fully secure in the window frame, residents should notify the Hall Staff or the Resident Student Life Team Member. Any student who removes a window screen may be fined or have judicial sanctions filed against them.

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# **General Conduct Policies**

This section discusses campus conduct expectations that relate to all students at all times. Some residence hall policies and regulations directly relate to these, so you should understand that violating hall standards can lead to student conduct sanctions. The following actions are considered

“Unacceptable Actions: Rules of Conduct,” and taken directly from that section of the Berea College Student Handbook [here](#).

Conduct charges are classified under a letter for a category, then a number identifying the specific violation. For example, a C-2 charge is for a Property: Vandalism violation.

### **(A) Violence**

The following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:

1. Violence of any kind perpetrated on another person, including rape, such as various sorts of physical assaults or interference with others' legitimate movements;
2. Possession or use of weapons, firearms, or explosives.\*

These prohibited acts are punishable by suspension or expulsion; in cases involving weapons or other circumstances that constitute an emergency, special judicial procedures apply. Cases deemed by the President or designee to be of an emergency nature will be referred to the Student Life Council for immediate action. In an emergency situation, the Vice President for Student Life may take disciplinary action pending completion of judgment by the Student Life Council.

*\*Except under relevant provisions of Kentucky Revised Statute 527.020(8)*

### **(B) Offenses against Persons**

The following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:

1. Any acts or course of actions aimed at specific persons in order to disgrace, threaten, intimidate, restrain, or injure them, whether the harassment be physical, verbal, or visual, whatever the medium used (such as electronic, telephonic, mail, etc.), and whatever the reason for the harassment (such as race, religion sexual orientation) (See [Harassment](#)).
2. Unwelcomed behaviors of a sexual nature and any acts or course of actions that constitute sexual harassment, including rape and sexual assault and inappropriate and unwelcome behavior of a sexual nature. (See [Sexual Misconduct Policy](#)).

These prohibited acts are punishable by a range of sanctions, from mediation to suspension or expulsion, depending on the nature of the harassment. Special reporting, adjudicative, and disciplinary procedures may apply, as specified in the College's Sexual Misconduct Policy. Students found in violation of rape will be expelled.

### **(C) Property**

The following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:

1. Thefts of any kind, such as embezzlement, fraud, exploitation, or physical takings; thefts by any means, such as use of technology, checks, or forgery; and thefts of any kind of property, including others' ideas, exams, papers, copyrighted computer material, etc.;
2. Vandalism, defacing, abusing, or damage to others' property, including College property, land, books, library holdings, computer materials, etc.;
3. Unauthorized entry or presence in buildings, rooms, areas on campus, computer files, electronic accounts or programs.

These prohibited acts are punishable by restitution, punitive monetary damages, probation, suspension, or, in extreme cases, expulsion from the College. In cases involving thefts of academic property (such as plagiarism, cheating, exams, or papers), special reporting and adjudicative procedures may apply. (See [Hutchins Library Material Use](#) and [Campus Safety and Security](#), and [Network Usage Guidelines](#))

### **(D) Dishonesty**

The following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:

1. Academic dishonesty of any kind, such as plagiarism, cheating, misrepresentation of authorship by ownership of work, etc. (See [Academic Honesty](#) and the [Network Usage Guidelines](#));
2. Presentation of false information, misrepresentations, or altered documents (such as identification cards, records, papers), whether they be academic, labor, financial aid, housing, etc.; misrepresentations or false testimony in any judicial body, whether in writing or orally.

These prohibited acts are punishable by fine, probation, compulsory work to address community needs, suspension, or, in extreme cases, expulsion from the College. In cases of academic dishonesty, special reporting and adjudicative procedures may apply. (See [Academic Honesty](#))

### **(E) Offenses Against the Community**

The following actions are unacceptable and thereby Berea College prohibits students to engage in such conduct on campus, or on College property, or while participating in any officially sanctioned or supported activity on behalf of the College:

1. Intoxication, whatever the cause, such as intoxication by alcohol, hallucinogens, or any illegal, controlled substance;
2. Possession, use, consumption, sale, or distribution (including trafficking) of alcohol or of any illegal, controlled substance;\*
3. Disturbing the peace, being a nuisance, disorderly conduct, creating a safety hazard, or inordinately disruptive activities, whether committed individually or in assembly with others;
4. Lewd, lascivious, indecent, or obscene activities when imposed on others or in plain view of others, or in places openly accessible by others.

Students found in violation of trafficking or distributing drugs will be suspended or expelled.

These prohibited acts are punishable by fine, probation, compulsory work to address community needs, suspension, or, in extreme cases, expulsion from the College. Participation in treatment, counseling, or education programs may also be required. (See [Sanctions Levels for Drug and Alcohol Violations](#)).

\*While Berea College does not condone nor sanction the use of alcohol while participating in College-sponsored or approved activities, the consumption of alcoholic beverages by students engaged in international cultural immersion or international travel experiences shall not constitute a violation of the Rules of Conduct provided such consumption is consistent with rules and regulations of the host institution and with the culture and laws of the host country.

### **(F) State and Federal Laws**

Actions prohibited under Kentucky and/or Federal law are prohibited under the Rules of Conduct for Berea College. The College, however, reserves the right not to adjudicate acts of nonviolent civil disobedience for reasons of conscience.

College response need not await, depend upon, nor be constrained by any State provision for punishment or judicial process unless otherwise indicated in the Community Judicial Code or Student Conduct Regulations. Any student convicted of a crime may be suspended or expelled by the College.

### **Failure to Comply**

Students are expected to comply if a residence hall staff member, Student Life Team member, administrator or Public Safety officer ask for identification or other information relating to an incident. Students are expected to comply if a meeting is requested by a Student Life Team member or an Administrator. Failure to cooperate in any of these situations could result in student conduct hearings and/or administrative actions.

### **Leave of Absence**

In certain circumstances, it may benefit you as a student to take a temporary leave from the College. There are very specific actions and deadlines within an academic term to request a leave of absence. They can be found in the Student Handbook [here](#).

### **Withdrawal Process**

If you decide to leave the College indefinitely for any reason, it is very important that you go through appropriate procedure to withdraw. The process begins at the Student Service Center on the first floor of Lincoln Hall, and more details can be found [here](#).

### **Motor Vehicle Policy**

Berea College has a set of guidelines that impact a students' ability to possess motor vehicles on campus. These are located in the Student Handbook [here](#), and information can also be located at the Public Safety office in the Woods-Penn building. All students receiving a parking decal should abide by all parking regulations, which are available to each student purchasing a decal.

### **Sales and Solicitation Policy**

To protect resident security and privacy, the practice of canvassing or solicitation of funds, sales, subscriptions, or distribution of literature, advertise, solicit customers, recruit volunteers, employees, or members, seek donations, or make sales on campus is prohibited unless permission is first granted in writing by the Associate Vice President of Student Life. Campus organizations and residence hall groups should contact the Associate Dean of Student Life for permission to distribute literature, community service campaign items, collection boxes, before placement or display of such items occur. Both of

these Student Life administrators can be contacted in the [Student Life Office](#) in the basement of Fairchild Hall, or by calling extension 3150.

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## Guest and Visitor Policies

This section describes policies and procedures related to having visitors in the residence halls. Failure to abide by these policies may lead to student conduct sanctions as outlined in the Berea College Student Handbook.

### Guests

All guests must abide by College and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident.

Residents who wish to have overnight guests (of the same sex, who are not Berea College students) must sign them in with the residence hall staff, indicating the room in which they are staying and the name of the host/hostess. Non-student guests will be charged \$15 per night for lodging. Parents or siblings of residents are not charged. Guests less than eighteen (18) years of age are not permitted to stay overnight.

Whether or not guests are Berea College students, cohabitation or the excessive presence of any guest in your room is not permitted. Resident Student Life Team Members may use their sole discretion in allowing or not allowing guests in the hall.

### Co-Ed Visitation

For safety and potential emergency protocols, it is essential that hall staff have an accurate accounting of building occupants at all times.

ALL guests of a resident must sign in using the Visitation Log, at ALL times, and regardless of whether or not the visit constitutes co-ed visitation. On the Visitation Log, there is a column to indicate whether the guest is a co-ed visitor (and hence, with restrictions on allowed hours) or not.

At the beginning of Fall Term (Spring Term for first-year halls), an in-hall election will be conducted to determine whether or not that hall wants the Co-Ed Visitation privilege in place.

As designated by the General Faculty Assembly, residence halls have the privilege of co-ed visitation under the conditions specified below:

1. Co-ed visitation is not permitted for any students in first-year residence halls during the Fall term. During this time, first year students are not permitted to participate in co-ed visitation in their rooms or residential rooms in upperclass halls during designated visitation hours.
2. Students participating in co-ed visitation outside permitted parameters will be subject to the judicial process.

3. All persons who participate in visitation must be either Berea College students or at least 18 years of age. Non-Berea College students must present valid photo ID.
4. Upper-class halls have the option of visitation year round. Effective in the Spring Term, first-year students are eligible to participate in co-ed visitation. Residence halls shall have visitation during the following times:

<b>Monday-Thursday</b>	5pm— 12am (1am w/ VA)*
<b>Friday</b>	5pm— 1am
<b>Saturday</b>	12pm— 1am
<b>Sunday</b>	12pm— 12am (1am w/ VA)*

\*A Visitation Attendant (VA), if available in your residence hall, supervises the additional hour of visitation leading into the five main working campus days. If no Visitation Attendant is on duty in the hall, visitation ends at midnight during those five days.

5. Residents participating in co-ed visitation will sign in and out all guests in the visitation log at the front desk, noting the resident's name, the guest's name, the time, and the resident's contact number and room number. Failure of the residents to comply with the sign in procedures or any aspects of this policy will be referred to the judicial process.
6. Residence Hall Staff are responsible for ensuring visitation has ended by asking guests to leave if they have not at the close of visitation.
7. No person may enter an individual's room except in the company of the resident. Roommates are expected to make mutually acceptable visitation arrangements early in the year. Either roommate may deny the privilege of visitation in his/her room to any person. Respect for personal property of residents is expected.
8. Visitors of the opposite sex are not to use balconies or bathroom facilities located on the residential floors unless officially designated for that sex. Restroom facilities for guests, located near the main lounge areas, are to be used by opposite sex visitors.
9. Guests must be accompanied by their host at all times; exceptions are made for bathroom usage where the host is expected to escort their guest to the bathroom, wait for them to exit the bathroom, and escort them back into the living quarters.
10. Visitation is defined as the "act of visiting" not cohabitating.
11. Residence hall staff is to post signs at the sign-in desk indicating whether co-ed visitation is in effect, and if so, permitted times for visiting. The House Council and/or a resident Student Life Team Member may deny privileges when deemed necessary in the interest of safety or other college obligations.

12. Current rules as approved by the Student Government Association, Board of Residents and the Residence Life Office will be posted in every hall at the beginning of each term. Minor changes will be reflected in this posting. Changes of substance, as determined by the Student Life Committee, require approval of the General Faculty.
13. Visitation will begin the first day of classes and close on the last day of classes at the end of each semester.
14. Exceptions to this policy shall be limited to those approved by the resident Student Life Team Member in which it is necessary for a member of the opposite sex to enter living quarters outside the hours of visitation.
15. A report of any infractions of these rules shall be forwarded to the Resident Student Life Team Member.

## Visitation Policy

All Incident Reports (IRs) regarding Co-Ed Visitation are forwarded to the campus Judicial Team. If is determined that the reported actions can be addressed with a learning conversation, and is the first or second visitation issue, the situation is addressed as follows:

**First Report:** The Hall Coordinator or a hall staff designee will have a conversation that will be documented on a Visitation Policy Follow-Up form. This form will be returned to the Judicial Team for processing and records.

**Second Report:** The resident Student Life Team member will have a conversation that will be documented on a Visitation Policy follow-up form. This form will be returned to the Judicial Team for processing and records.

The first and second visitation reports accumulate over the course of a student's full time at Berea, and do not "reset" each year. Thus, if a student is reported for visitation twice during his/her first year, then again during junior year, that would be considered the third report.

For visitation reports beyond the second offense OR visitation reports that involve other conduct infractions, these incidents may likely be referred to a student conduct hearing board, similar to the unacceptable actions listed [here](#).

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# Hall Safety

## Safety Hazards

As indicated in the Student Handbook, the possession or use of weapons, firearms and explosives on campus is prohibited. Therefore, students are strongly discouraged from having decorative, recreational or other personal items in their rooms or on campus that may fall into this category. The College reserves the right to confiscate any item deemed inappropriate. This includes, but is not limited to: decorative swords, flare guns, paint guns, air guns, stun guns, and brass knuckles. If you have questions about whether a particular item is acceptable, please contact your Student Life Team Member.

Members of a residence hall community have a responsibility to report items that could be considered safety hazards. These safety hazards might include, but are not limited to: the presence of mold, water leaks, electrical issues, faulty security devices, damaged furniture, removal of window screens, and propped doors (any door altered from its original state to close properly and completely). Ongoing failures to report these issues may result in disciplinary measures, such as fines, for a resident or a group of residents.

### **Hoverboard Policy**

Consistent with the College's Fire Prevention Policy, the use, possession or storage of Hoverboards, self-balancing scooters or similar devices are prohibited on Berea College property due to safety concerns, including but not limited to the risk of explosion, fire and spontaneous combustion. This prohibition applies to all persons and includes all residence halls, student family housing, college rental housing, academic buildings, other campus buildings, the Berea College Square, campus grounds, the College Farms and Forest, sidewalks, and parking lots. All such devices must be immediately removed from College property or turned over to Public Safety for temporary storage in a secure location until removal can be accomplished. This policy is effective immediately.

### **Fire Prevention**

It is the policy of Berea College to provide students with a safe living environment free from potential fire hazards. As a result, the College strives to recognize hazardous conditions and take appropriate action before such conditions result in fire. This is accomplished by conducting periodic safety inspections of fire systems and residence hall facilities; keeping facilities in compliance with all applicable federal and state fire codes; and increasing the residents' fire safety awareness through education and drills. Fire exit drills are conducted in each residence hall two times each semester.

To further minimize the potential for fires, smoking is prohibited in all residence halls. (For additional information about the College's smoking policy, please see the "Smoking Policy" section.)

Additionally, all students must observe the following regulations:

- The use or presence of open flames, candles, incense, electrical wax pots, potpourri pots, candle burners, lava lamps, electric plates and explosives are prohibited.
- All appliances must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. However, some appliances are not permitted to be used in rooms and may only be used in common areas such as kitchens. This includes popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, electric grills, et al., those that have a self-contained heating element.

- Extension cords must be in good working order and have the U.L. seal of approval. Cords must not be spliced or changed in any way; and should not be used under rugs or furniture, or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used; and it is recommended that students use surge protectors for all electronics (i.e. laptops, video game consoles, televisions).
- Curling irons or other heat-generating styling tools are to be used in the bathroom and are not to be left plugged in, even if they are turned off. Hair dryers are the only styling tool that can be used in the bedrooms, and they must be unplugged after use.
- Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. However, U.L. adapters may be used.
- Irons are to be used only in laundry rooms or other designated areas within the halls.
- The College will provide necessary window coverings for all students. Screens, drapes or structures of any type may not be installed in the rooms by students.
- No decorative items may be placed in or on light fixtures or lamps. Additionally, no halogen lamps are permitted in rooms.
- Items such as sheets, flags or banners may not be hung from the ceiling. Room numbers must be visible above doors and may not be covered up.
- Hanging plants, clothes hangers or other items may not be placed or hung on the sprinkler system or fire alarm equipment.

### **Fire Reporting**

All students and employees must immediately report fires to the Public Safety Office (ext. 3333) or 911. Potential fire hazards must be reported to Facilities Management, Public Safety or the Resident Student Life Team Member.

Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident to the Residence Life Office, Facilities Management or Public Safety. Knowledge of all fire situations is an important aid to investigation and follow-up aimed at preventing similar future incidents and alerting others in the halls to potential dangers.

### **Fire Safety Equipment**

Fire extinguishers, fire alarms and doors are vital for protection of property and people in the residence halls. It is against College regulations to tamper with life-saving fire equipment (e.g., fire extinguishers, smoke detectors, fire alarms, etc.). Students who choose to discharge a fire extinguisher when there is no fire or to set off a false alarm will be referred to the student judicial process. It is also against regulations to prop doors open.

Violators may receive the following assessments as well as pay for any resulting repair:

Disable or covering a smoke detector	\$75.00
Discharge a fire extinguisher when there is no fire	\$75.00
Setting off a fire alarm falsely	\$75.00
Failure to evacuate during an active fire alarm	\$75.00

Community members may be subject to judicial action through Residence Life for actions such as propping open a fire door or failure to follow proper procedures during a fire drill.

### **Fire Evacuation**

Every member of the residence hall community and their guest(s) have the responsibility to familiarize themselves with the evacuation procedure posted in each building. This includes being aware of evacuation routes and of the location of exits, stairwells, phones and elevators. Building evacuation routes are posted on the back of the door of each room and in public areas; fire alarm information will also be shared at a residence hall meeting at the beginning of the Fall term.

Evacuation procedures begin with the sounding of a building alarm. Students should immediately move to the nearest stairway and exit the building. Occupants should not use elevators during fire evacuation. After exiting the building, students should proceed to a designated assembly area until notified that it is safe to reenter the building. If an immediate exit is not possible, students should move a safe distance away from the danger area.

Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so they can inform emergency responders. If unable to contact anyone else, individuals should call Public Safety at (859) 985-333 (ext. 3333 from a campus telephone) or call 911. They should give their name and location, and describe the emergency and any special needs they might have.

For individuals with disabilities, it is critical to their health and safety that they provide prior notification of their needs during an evacuation. Students with a permanent disability who may need assistance during an emergency evacuation of a residence hall should complete the Emergency Evacuation section on the Student Information Card upon residence hall check-in annually. Residence Life, the Office of Disability and Accessibility Services and Public Safety will retain a list of persons completing the form who may need assistance during the academic year. Students with temporary disabilities should inform their resident Student Life Team Member or Hall Coordinator each semester in which they may need assistance. Students should also personally notify labor supervisors and instructors since evacuation may be required from the workplace, classroom or laboratory. Students who fail to evacuate during a fire alarm may be assessed a fine and/or referred to the judicial process.

### **Security**

Part of the responsibility of residents living in a residence hall community is to help safeguard the living environment. Because of this, residents are encouraged to keep their rooms locked at all times (even while they are in the room). Residents should report individuals who seem to be suspicious, tampering with locks, etc., to a staff member or to Public Safety (ext. 3333) right away. Doors are not to be propped open (any door altered from its original state to close properly and completely). Residents are advised to be particularly security-minded during check-in/check-out, holiday breaks or whenever fewer residents are in the halls. Public Safety officers' duties include securing building entrances and aiding in the resolution of disturbances. (See also "[Insurance](#)").

### **Severe Weather**

In the event of severe weather (severe thunderstorm or tornado warnings), Madison County's warning siren system is activated. The sirens will sound for 3 minutes. In the event of a tornado warning, you should take cover in the designated shelter area(s) in your hall.

Do not use elevators. If you are caught in a room when a storm hits, protect yourself by getting under heavy furniture. Stay away from windows and doorways where you may encounter flying glass and other debris. The County will NOT sound an “all clear” signal when the danger has passed. It is suggested that you tune to a local radio or television station to get weather updates.

Madison County tests its alarm system every first Saturday and every third Wednesday of the month at 12:20 PM.

### **Student With Physical Disabilities – Emergency Procedures**

Special accommodations and emergency procedures can be put in place for those students who have physical disabilities that may interfere with the notification and evacuation process. To make these arrangements possible, students with such disabilities are advised to contact Lisa Ladanyi in Disability and Accessibility Services (Ext. 3327). See also [Residential Life Security Policy for Students with Disabilities](#) for additional details concerning these matters.

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## **Appendix A - Frequently Asked Questions**

### **Q. What do I do if I get locked out of my room?**

A. Contact a hall staff member or the Resident Student Life Team Member to unlock your door. However, these are recorded and each resident is permitted three (3) unlocks per year at no charge. Unlocks beyond three (3) will result in a \$20.00 fine per unlock. For more details, see [Unlocks](#).

### **Q. Can I have/use <a household appliance> in my room?**

A. Some appliances **are not permitted** to be used in rooms and may only be used in common areas such as kitchens. This includes popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, electric grills, et al., those that have a self-contained heating element. All appliances must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. For more details, see [Fire Prevention](#).

### **Q. I have a specific question about having a family member or other guest in my room. What should I do?**

A. Residents who wish to have overnight guests (of the same sex, who are not Berea College students) must sign them in with the residence hall staff, indicating the room in which they are staying and the name of the host/hostess. Non-student guests will be charged \$15 per night for lodging. Parents or siblings of residents are not charged. Guests less than eighteen (18) years of age are not permitted to stay overnight. For more details, see [Guests](#).

### **Q. Ugh! My roommate is always/never doing <insert offensive action here>. It's driving me crazy. What should I do?**

A. Conflicts between roommates are a natural part of the college experience. All First-year students will complete a roommate contract within the first week on campus. In the event that there is a conflict, residents are strongly encouraged to contact a hall staff member or the Resident Student Life Team Member for guidance. For more details, see [Roommate Conflict](#).

## **Appendix B – Campus/Community Contact Numbers**

To contact a campus phone extension from a campus phone, simply dial the 4-digit extension number.

To use campus phone extensions from a cell phone, dial (859) 985-####, replacing the last four digits (the hashtag signs) with the extension numbers listed below.

<a href="#">Academic Services</a>	3237
<a href="#">Campus Life Office</a>	3290
<a href="#">Counseling Services</a>	3212
<a href="#">Information Systems &amp; Services</a>	3343
<a href="#">Public Safety</a>	3333
<a href="#">Residence Life Office</a>	3115
<a href="#">Student Disability &amp; Accessibility Services</a>	3327
<a href="#">Student Financial Aid Services</a>	3310
<a href="#">Student Labor Program</a>	3611
<a href="#">Student Life Office</a>	3150
<a href="#">White House Clinic</a>	1415

## **Appendix C – Berea College Student Handbook**

The policies and procedures outlined in the Residential Living Guide are subject to and extensions beyond those found in the Berea College Student Handbook, which contains more information about academic policies, conduct guidelines, and other procedures relevant to students. The Berea College Student Handbook is available to all students on the Berea College website, or by following the link [here](#).

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