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What we're all about

Mission

Residential Living cultivates a supportive living and learning environment for all residents that encourages community development, personal growth and academic excellence.
Notice of Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Dr. Pamela Foster**

Equal Opportunity Director, Washburn University
1700 SW College Ave. Topeka, KS 66621
785.670.1509
Important Contact Information

Residential Living Main Office: (785) 670-1065

The Residential Living Office is located in the Living Learning Center and serves as the main point of contact for questions or concerns. You may stop by our office or call us at 785-670-1065 from 8AM-5PM Monday through Friday. We can also be contacted via email at resliving@washburn.edu or fax at 785- 670- 1186. Our mailing address is: Residential Living 1801 SW Jewell Ave Topeka, KS 66621.

FRONT DESKS:

Lincoln Hall: (785) 670-3900
Living Learning Center (LLC): (785) 670-1016
Washburn Village: (785) 670-1076

There is a front desk located in the lobby of Lincoln, LLC (Living Learning Center), and the Village. The desks are staffed with Residential Living employees who are available to answer any general questions you may have about Residential Living or campus life.

RA ON CALL PHONES:

Lincoln Hall: (785) 633-7292
Living Learning Center: (785) 224-4063
Washburn Village: (785) 224-4083

The RA on Call should be called for issues that need immediate assistance, e.g. noise complaints, safety concerns, emergency maintenance issues, etc. For less immediate issues such as roommate disagreements, please contact your RA.

Washburn University Police: (785) 670-1153

In an emergency situation, please call WUPD (Washburn University Police Department).
Campus and Community Resources

Academic Advising..............................................................(785) 670-1942
Career Services...................................................................(785) 670-1450
Counseling Services.............................................................(785) 670-3100
Campus Advocate................................................................(785) 670-3100
Dining Services...................................................................(785) 670-1456
Emergency..........................................................................(785) 670-1153
Financial Aid........................................................................(785) 670-1151
Office of Diversity and Inclusion.........................................(785) 670-1622
Office of Student Involvement and Development...................(785) 670-1723
Office of Student Life..........................................................(785) 670-2100
Student Health Services.......................................................(785) 670-1470
Student Recreation and Wellness Center.............................(785) 670-1314
Meet Our Team

Director & Assistant Dean of Students: Molly Pierson

Molly manages and oversees all residential buildings, staff and students. She is responsible for providing overall direction of housing plans, student learning, day to day operations, and residential student crises and conduct.

Molly received her BS in Biology from Washburn University and her Master’s in College Student Counseling and Personnel Services from Bowling Green State University.

Assistant Director: Jared Dechant

Jared serves as the Assistant Director of Residential Living. He oversees housing contracts, occupancy management, placement, accommodation requests and room change processing. Jared also serves as Residential Living’s liaison between our primary software vendor, StarRez and the Washburn campus partners of Information Technology Services and the Business Office.

Jared graduated from Washburn University with his BA in Psychology and he received his Master’s from Newman University in Organizational Leadership.
Residential Living Coordinator: Kim Meehan

Kim serves as the Office Coordinator for Residential Living. In her role she is responsible for the daily operations of the Residential Living Office including the receiving and forwarding of campus mail and supervises the Office Assistant staff. Kim also serves as the primary contact for student and community questions. She also assists with processing of housing contracts.

Phi Delta Theta House Director: Karen Meats

Karen serves as the House Director of the Phi Delta Theta Fraternity House. In her role she oversees the day-to-day operations of Phi Delta Theta and provides counsel and advice to individual fraternity members and shares housing information with the members. She is also is responsible for overseeing and following up on maintenance requests.

Karen graduated from the University of Kansas with her BA in Language Arts Education and received her Master’s degrees from Emporia State University in Counseling and Kansas State University in Educational Administration.
Lincoln Hall Residence Hall Coordinator: Carolyn Jones

Carolyn serves as the Residence Hall Coordinator for Lincoln Hall. In her role, she is responsible for the day to day operations of Lincoln, serves as a Student Conduct Administrator, and serves on the residence life professional on-call rotation. Carolyn brings substantial experience in helping students through mental health crises, as well as graphic design experience.

Carolyn received her BA in Business Administration from Adams State University, and her Masters of Science in Counseling and Student Development from Kansas State University.

LLC Residence Hall Coordinator: Jack Van Dam

Jack serves as the Residence Hall Coordinator (RHC) for the Living Learning Center. In his role, he is responsible for the daily operations of the LLC, hears conduct cases, serves on the residence life professional on-call rotation, and oversees student staff training, and hiring. Jack also advises Washburn Residential Council (WRC) and supervises a staff of seven resident assistants, 10 desk Assistants and a desk manager.

Jack received his BA in Political Science from Washburn University and his Master’s of Education in Higher Education & Student Affairs from the University of South Carolina.
Washburn Village Residence Hall Coordinator: Derek Deeney

Derek serves as the Residence Hall Coordinator for the Washburn Village. In his role, he is responsible for the day to day operations of the Village, serves as a Student Conduct Administrator, and serves on the residence life professional on-call rotation. Derek brings substantial experience in collecting and analyzing data through assessment practices.

Derek received his BS in Social Psychology from Park University and his Masters of Science in College Student Affairs from Eastern Illinois University.
Student Staff

Student Office Coordinators
Office Coordinators (OCs) are student leaders who work during the day in the Residential Living Main Office or at the Lincoln Hall or Village offices. Office Coordinators provide quality customer service, understand and articulate student housing information, and provide general administrative support.

Desk Assistants
Desk Assistants (DAs) are student leaders who work at the front desks in each residential community. DAs provide quality customer service to residents and greet guests. They assist with lockouts, resident mail, tours of residence halls, and other general inquiries.

Resident Assistants
Resident Assistants (RAs) are returning students who are employed to be a role model, resource for residents, and leader in the residential communities. RAs help build and maintain a sense of community by facilitating programs, serving on duty, relaying information to the Residential Living Office, and enforcing the policies listed in the Residential Living Handbook and the Student Conduct Code. RAs serve in an on call rotation to provide support after hours. RAs take turns holding a phone to answer student’s calls day or night. You can call the RA for issues that need immediate assistance, such as. noise complaints, safety concerns, emergency maintenance issues, or lockouts after the front desk is closed.
Roommates & Suitemates Agreement

Establishing a good relationship with your roommate/suitemates is vital. Getting to know one another, establishing group rules and working out the day-to-day arrangements for sharing your bathroom or other areas will be a big part of the “settling in” process at Washburn. You will receive a suitemate agreement from your RA within the first week of class. You, your suitemates, and your RA should organize a time to get together to discuss and agree upon suite guidelines. Topics of conversation include:

- Study time in the room
- Visiting hours & socializing
- Cleaning the bedroom
- Cell phone use
- Use of the television
- Food in the suite
- Borrowing personal belongings
- Sleep and wake-up times
- Privacy needs
- Room temperature
- Cleaning schedules for the bathrooms and living rooms
- Visiting hours and socializing in common spaces (when applicable) and how they will be used
- Kitchen cleaning (when applicable)
- Bathroom and living rooms condition and damages
- Locking the suite doors (when applicable)
Proper Room Change & Roommate Changes

Contact your RA first if you are having roommate problems. RAs are returning students who are trained to help residents work through issues. Room changes will not be permitted until two weeks after the first day of classes each semester. Room changes are made only after a sincere effort has been made to work out a successful roommate relationship. The RHC, in consultation with the RA involved, will make any necessary room changes. Room/Roommate changes that have not been approved will result in a $100 unauthorized room change fee. Storage of belongings in a vacant room or empty side of room will result in a $100 using room space not reserved/paid for fee. These fees are per person for each resident involved.
What are Community Standards and why do we have them?

Community Standards are expectations created by Residential Living that outlines acceptable conduct and behavior. These policies exist to help students understand what a safe, inclusive, and respectful living environment should include.
What does a good community member look like?

Topeka is full of great community members who are not only mindful of their impact on others, but work towards bettering the community that they live in. Students who reside in on-campus housing also live in a community and have responsibilities not only to themselves but to the community. A positive community is one that is defined as being inclusive, respectful and having a sense of safety. As a member of the Washburn, Topeka, and Residential Living communities, you are expected to make mature, responsible and respectful choices regarding your behavior. You have the responsibility of working together with other members of your community to develop a positive living environment. You will be able to participate in on-campus housing activities, learn to work cooperatively with your roommates, and build skills that will positively serve you for the rest of your life.

Resident’s Rights and Responsibilities:

As a member of The Association of College and University Housing Officers International (ACUHO-I), Washburn University upholds the Resident Rights & Responsibilities as defined by ACUHO-I. Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right:

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
Residents have the responsibility:

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

(ACUHO-I Statement of Resident Rights and Responsibilities, Approved 1987, Revised 2002)
Peer Accountability:

Policies for our community aid in creating an environment in which residents may live together with maximum freedom while recognizing the rights of individuals and fellow residents. All residents should make an effort to be aware of how their actions impact their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted. When a resident infringes upon the rights of another individual or the community, they should first be confronted by the person(s) whose rights have been violated. We ask you to be the first person to handle a situation when you feel your rights or the community’s rights are being violated. If after confronting inappropriate behavior of another individual, the individual does not attempt to alter their behavior, you should visit with your Resident Assistant or Residence Hall Coordinator.

As a member of the community, you can do a great deal to communicate with and help others by adhering to the community standards that are included in this document. You are encouraged to take initiative to resolve issues as they arise and to appropriately, and positively confront fellow residents first and follow-up with Residential Life Staff for conflict mediation when appropriate.

Tips to keep in mind if you are approached by a staff member for an alleged policy violation:

Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests.

It is important to note that if residents in a suite/apartment are uncooperative with hall staff members, the Residence Hall Coordinator On Call will be called to assist with resolving the situation and the Washburn University Police Department may be called to respond as well. Additionally, the behavior the student is exhibiting will be noted in an incident report that is reviewed by a Student Conduct Administrator.
According to the Student Conduct Code, all students should carry their iCard and present it to university officials upon request. Residential Living staff members are considered university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation. If a staff member approaches your room for a policy violation and you are hosting guests (whether they be residents from another hall or from off-campus), it's important that you encourage your guests to cooperate with staff by answering their questions and providing a photo ID. It is important that you familiarize yourself with the policies. Not knowing the policies is not a valid reason for failing to follow them.

If your guests cannot provide ID or are being uncooperative with the RA, RLC or University Police, your guest(s) may be escorted out of the building. It's also important to note that you will be held responsible for your guests and their actions, so it's best if you explain the basic policies to your guests when they arrive so they know what you expect from them.

When being approached by a staff member, some students become nervous or scared and worry about “getting in trouble.” Despite your feelings, it's best to remain calm and be honest with hall staff members about what is happening and who is involved.

**Public View:**
The outside of suite/apartment doors and room windows are considered to be public viewing areas. Residents are expected to be considerate of the other members of their community when displaying materials in these areas. Please consider if what you're displaying in a public viewing area could be considered offensive, demeaning, intimidating or could create a hostile environment for other members of your community before it is displayed.

**Disclosure:**
Washburn students are responsible for knowing the information, policies, and procedures outlined in this document and in the Student Code of Conduct. Residential Living reserves the right to make changes to the handbook as necessary and once those changes are posted online, they are in effect. Residents will be provided a copy of this document in the form of an online link each academic year. Residents are encouraged to check online at https://washburn.edu/housing for the updated versions of all policies and procedures.
RESIDENTIAL LIVING POLICIES & PROCEDURES A-Z
Abandoned Property and Improper Check-Out

Residents not following the check-out procedures outlined in this handbook are subject to an **improper check-out fee**. as well as a minimum cleaning fee if the room is not left in the proper condition. If applicable, residents may also face charges for lost keys and re-coring of the locks.

Washburn University, the Residential Living Office and/or any of its staff are not responsible for any student property left in public areas. If a student abandons property in their residence hall room or apartment after leaving the University, Residential Living staff members will make reasonable efforts to contact them via phone and e-mail in an attempt to have that student retrieve their belongings.

- If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has cancelled their housing contract, etc.) hall staff will pack the student’s belongings and store them for 48 hours.

- Residential Living reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). If arrangements to retrieve belongings have not been made after 48 hours, items will be donated or disposed of at the discretion of Residential Living staff (any costs of removal will be at the owner’s expense).

- Residential Living will not ship items to owners. Owners may have another individual pick up their belongings during office business hours by contacting the Residential Living Coordinator to set up a date and time. The owner will be required to send a letter to Residential Living prior to pick-up with the following information: a photo of the former resident’s student ID, the former resident’s ID number, the former resident’s signature, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items.
Alcohol and Drugs

The consumption, possession (or presence of), being under the influence of, furnishing, distribution, or manufacturing of any alcoholic liquor, cereal malt beverage, illicit drugs, narcotics, controlled substances or drug paraphernalia is strictly prohibited in the residence halls, parking lot, etc. Containers, even for decorative purposes, are NOT permitted. Students found to be in the immediate area (regardless of consumption, use, or lack of use) in which alcohol/drugs are present may be held responsible for violating the alcohol policy. Please refer to the Student Conduct Code for further University policies.

Bicycles

Bicycles may be stored in designated areas. With permission of the roommate, students may store bicycles in their rooms. The bicycle must be in a designated area and must not be blocking any exit path. Bicycles may not be left in any interior or exterior stairwell due to the danger imposed in an emergency. Bicycles, skateboards, etc. may not be ridden inside the residence halls or inside the gated community of the Washburn Village. Motorcycles and mopeds are not allowed inside the residence halls or inside the Washburn Village gates at any time.

Bicycles left after May closing will be deemed abandoned property.

Breaks

Break housing is available during Thanksgiving Break, Winter Break and Spring Break with prior approval from the Residential Living Office. To receive prior approval, residents must complete an online break housing form. You will receive this via your Washburn email prior to break. Because the halls are officially “closed” during these periods, guests are not allowed without the prior approval of the Residential Living Office and the other occupants of the suite. Residents will be charged a daily rate according to their residence hall assignment. Students leaving during these breaks do not need to move out their belongings. However, it is recommended that students remove items of value such as laptops, TVs, iPads, etc.

Business and/or Moneymaking Ventures

Business and/or moneymaking ventures are not permitted in the residence halls.
Candles and Incense

Burning candles and incense are prohibited in the residence halls. Students may use candle warmers. If a candle is found to have been burnt, the resident will be required to remove the candle.

Cleaning

Residents are responsible for keeping their room, bathroom and living area clean. Vacuum cleaners, brooms and limited cleaning supplies are available at the front desks. Periodic health and safety checks may take place to help ensure cleanliness. Please be mindful that although custodians do clean lounge areas and other common areas of each building, this does not excuse residents from cleaning up after they use these spaces. Residents who leave behind excessive mess will be documented.

Clogged Sinks and Toilets

When cleaning dishes, do not put any food down the drains in student rooms, kitchens, or bathrooms. Food clogs up the plumbing, causing slow or no drainage. Hygiene products, paper towels and other bulky items should not be flushed down toilets. These items often cause toilets to overflow and create water damage. If maintenance is called to fix any of these problems resulting from any of the practices identified, responsible parties will be charged the repair cost.

Cohabitation

Guest policies are not designed to permit or encourage cohabitation. All guests must be registered at the front desk. Guests may stay no longer than three (3) consecutive days. Residents may have guests no more than five (5) nights a month. In addition, guests must be approved by the Residential Living Office and the affected roommate/suitemates during periods in which the halls are officially closed (e.g. Thanksgiving, Winter and Spring Breaks). Please see the Overnight Guest Policy (pg. 32) for additional information.
Consolidation
At any time during the academic year, if a student is placed in a double occupancy room but does not have a roommate, the resident may have a student placed in the same space.

If a resident is occupying a double room without a roommate, the resident then automatically enters into an agreement which binds them to the following:

- Keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.

Failure to follow these guidelines will result in the resident being officially assigned a single room, with the room charges being adjusted accordingly.

Contract Cancellation by Student
Residents who are incoming first-year students who cancel their Room & Board Contract after units open (August 19, 2021 for Fall; January 13, 2022 for Spring) will be charged the amount stated in their housing contract. Please see housing contract for full details.
Cancellation by Washburn University

Student Conduct (judicial process).
Residents who are required to vacate their room as a sanction for conduct, will be charged 100% of their room and board balance for the academic year. The Resident shall be eligible for a refund of the $100 damage deposit (minus any individual/community damage). The Resident may be eligible to use to the balance of their meal plan. If the Resident has been expelled from Washburn, or restricted from entering campus dining facilities, then they may apply for a refund of the meal plan as calculated in the Not Incoming First-Year Students Cancellation Fee section above.

Beyond Washburn University Control
If a part or all of University housing is closed due to an emergency, Washburn may terminate the housing agreement without prior notice. An emergency is an unforeseeable event, including but not limited to fire, flood, other severe weather, interruption of utility services, acts of terrorism, epidemic or pandemic, or an emergency declared by local, state, or Federal officials. Washburn has the right to maintain the safety of the premises by any means, including temporarily or permanently removing student(s) from University housing.

All Washburn obligations under a housing agreement will end as of the date housing is closed due to a declared emergency. Washburn is not obligated to provide alternate housing or to rebuild or replace any affected premises as a result of the emergency. Washburn will issue credit to Residents whose housing is closed due to an emergency as defined above. The amount of credit is calculated as follows, using the date Washburn declares housing closed: (1) the number of days remaining from the housing closed date to the end of the housing agreement term; plus (2) any amounts not used on a purchased meal plan, either the actual amount remaining for declining balance plans or the number of remaining days in a swipe plan; MINUS (3) $200 administrative fee.

The amount will be issued as a credit on each Resident’s University account and can be applied toward any future expenses the resident incurs at Washburn. For students whose housing or dining expense was paid by a scholarship, the amount will be credited to the scholarship, not to the student account. To request the credited amount be disbursed by another method, the resident must contact the Business Office.
Cooking
LLC & Lincoln Hall

Limited cooking is permitted in student rooms due to sanitation, health and fire safety. Cooking appliances permitted in the LLC and Lincoln are microwaves, coffee makers, electric kettles, and popcorn poppers. Buildings' kitchens are not meant to be used to cook foods that use or give off large amounts of grease. If the fire alarm system should become activated because of neglect while cooking, residents could face student conduct charges and a loss of cooking privileges.

Washburn Village

Items such as George Foreman grills, sandwich makers, toasters/toaster ovens, air fryers, instant pots, and rice cookers may be used in kitchen areas only. These appliances must be attended while in use. It is not permitted for a resident to use slow cookers (CrockPots) when the resident is not present. Please be mindful when cooking in your kitchen. These facilities are not meant to be used to cook foods that use or give off large amounts of grease. If the fire alarm system should become activated because of neglect while cooking, residents could face student conduct charges and a loss of cooking privileges.

Cooperation With Staff/Failure to Comply

Cooperation with any staff member's reasonable request is expected of all residents and their guests. This includes surrendering your Washburn ID upon request.

Damages

Residents of each room/suite are responsible for keeping the premises and its contents in good order and free from damage. This includes damage caused by both residents and/or guests. Residents understand and agree that they are responsible for the replacement or repair costs of any damages that may occur to the room and/or its contents. The cost of damages within a room or suite will be divided among all students residing there unless it can be determined, specifically, who is responsible for the damages. Additionally, damages caused to public areas (i.e. kitchens, lounges, hallways, living rooms, commons building bathrooms) will be assessed to all residents of that suite, floor, hall or building when the specific individual or group responsible cannot be identified. Examples of these common area damages can include not cleaning lounges after use.
Damage Deposit & Damage Charges
Each resident pays a $100 damage deposit with their contract. Individual and prorated common damage charges will be assessed to the resident’s damage account at the time of check-out. All living spaces (including bedrooms) will be inspected on a periodic basis and any applicable charges will be posted to resident’s accounts at that time.

Each resident will be notified of any charge posted against their account at the time of posting. Damages and lock-outs are first applied to the damage deposit. If damage assessed to the resident is over $100, the resident will be billed for the remainder of the damage costs. The damage deposit balance, after the cost of any damages or lock outs is applied, will be refunded to the resident at the end of the contract term. Those not returning to Washburn will be asked to provide an address for mailing damage deposit refunds. Refunds are released June 1st of every year.

Decorations and Room Condition
You are encouraged to decorate your room, keeping in mind that the room must be in the same condition when you check out as it was when you checked in. Please note the following:

- The painting and use of crayon and chalk on walls and room furnishings is not permitted.
- Residents are recommended to decorate with thumbtacks instead of adhesives such as Command Strips/Hooks as they are not permitted in residence halls. Any damage to the walls will result in a repair charge for patching and/or repainting the room.
  - All adhesive hooks are not allowed
  - The usage of duct tape (including on carpet) is NOT permitted.
- Stickers and bathroom adhesives (for shower floors) are NOT permitted.
- Items may NOT be hung from the ceiling due to fire hazards.
- Decorations/hangers or other items may not be hung from sprinklers and should not obstruct fire alarm equipment (e.g. smoke detectors, strobe lights).
- Alcohol and cereal malt beverage containers may NOT be used for decorative purposes. This includes bottles, cans, kegs, empty boxes, and/or items that contain or may have contained alcohol previously.
- When decorating your suite door, you should be mindful of how decorations in the public view may impact your community. Residential Living does not recommend placing decorations on your suite door that may be deemed offensive, demeaning, intimidating, or that otherwise may create a hostile environment.
Digital Millennium Copyright Act (DMCA)

Distributing copyrighted materials without the consent of the owner is against Federal Law. While it is common to use a variety of free software to do peer-to-peer file sharing, the use of such programs to share copyrighted material violates University and Housing policies, as well as Federal Law.

Door Propping

Due to fire code, the use of door stops to prop open suite doors is prohibited. This includes anything that prevents doors from closing and latching, such as the deadbolt lock or furniture. Use of the deadbolt lock to prop open suite/bedroom doors is strictly prohibited.

Electrical Appliances

Window air conditioners and space heaters are not permitted in any residence hall. Residents are allowed the use of popcorn poppers, coffeemakers, microwave ovens, and electric kettles in their rooms in the LLC and Lincoln. See cooking policy on page 26 for more information on the use of kitchen appliances. The elevators in Lincoln Hall and the Living Learning Center are provided for convenient transportation of students within the buildings. Please report any elevator problems to Residential Living staff. The elevator bell is for emergency use only. Do not try to fix the elevators yourself. Residents who attempt to fix the elevators, tamper with them in any way or purposely overload them, will be sent through the student conduct process and may be responsible for damages and repairs.

Extension Cords/ Surge Protectors

Extension Cords are not permitted. Multi-plug adapters or cube-tap devices are not allowed. Students are only to use surge protectors. (Please note, not all power strips are surge protected. Surge protectors will have a surge protected indicator lamp and the "UL" logo on them.)

Fire Equipment

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers, and alarms) within the residence halls. Any tampering or obstruction of such equipment or the setting of false or deliberate fire alarms will result in the student being sent through the student conduct process. (See Fire Safety section for more info)

Fireworks and Explosives

The possession or use of any fireworks, explosives, or dangerous chemicals in the residence halls and on campus is strictly prohibited.
Flooring

Lincoln Hall and Living Learning Center rooms are tiled; the bedrooms and living rooms in the Washburn Village are carpeted. Students may bring their own rugs/carpet; however, they may NOT use any type of adhesive (i.e. duct tape) to hold it down. Any damage to living room or public carpets will be charged.

Food Storage

For health and sanitation purposes, residents are asked to use good judgment in the storage of food. Make sure any open food bags or containers are properly closed. Do not leave any food that is not stored in a proper container out in the open and be sure to clean any food off the floors. Take open bags, boxes or containers home or dispose of them prior to leaving for breaks or vacations. Adopting these practices should help to deter unwanted bugs and pests.

Furniture

Room:
Room furniture may be rearranged following these guidelines:

- Residents may not move common space furniture into their individual bedrooms.
- Student rooms, with the exception of a few designated singles, are furnished with the amount of furniture sets based on the number of students designed to be in each room. Extra University-owned furniture may not be removed from or added to a room/suite. Students with private rooms (a double room with no roommate) must keep all University furniture within the room.
- All furniture MUST stay in your room. You will be responsible for any damage incurred from movement of your furniture. Furniture, with the exception of beds, MUST NOT be taken apart. Bed frames in the LLC may only be taken apart and put together with rubber mallets (if needed). These are available at the LLC front desk. DO NOT use a hammer on the beds as this will damage them. Beds in Lincoln Hall can be put into different configurations and taken apart, but tools are not needed and should not be used. Large furniture, such as beds and desks, may NOT be placed in front of windows as it poses a fire hazard.

Public/ Common Areas: All lounge or common area furniture must remain in its designated area. (For example: living room furniture may not be moved into a bedroom. Furniture from a study room may not be removed from the study room.) The removal of University furniture from its designated location could result in being sent through the student conduct process.
Garbage
Trash containers are located in each resident’s room and throughout the buildings. Students are expected to empty the trash from their rooms on a regular basis and to place the bagged trash in the centralized trash barrels located in the trash closets just outside of the kitchens in the Living Learning Center, the trash closets by the elevator in Lincoln Hall, and in the dumpsters at either end of the Washburn Village complex. All trash taken to a central location must be bagged. Trash that is left anywhere besides trash closets/dumpsters (such as outside of suites, hallways, and common spaces) is a fire hazard. Students found to be discarding their trash inappropriately will be subject to the student conduct process. Leaving garbage in a non-designated location will result in a warning being given to the residents of the suite. During finals week each semester, dumpsters will be placed on the south side of the Living Learning Center and Lincoln Hall. Students are to use these dumpsters for the majority of their garbage.

Guests
For additions to the Guest Policy for the 2021-2022 Academic Year, in response to the Covid-19 pandemic, please see page 59.
The following guest policy is designed for the safety and security of residents. Residents must check in and check out their guests with Residential Living Staff at the front desk of the residence halls. Residents may have guests in the residence halls until 11:00 PM. After 11:00 PM, guests become overnight guests. Residents must have their guests checked in by the time the desk closes. Please see Overnight Guest Policy below.

- A guest is defined as anyone who is present in a room that they are not contractually assigned to.
- Guests who live in the same building as their host do not have to check in at the front desk, but are expected to abide by all other guest policies.
- A host is defined as a resident who is escorting a guest in the residence halls. Hosts may only escort guests in the residence hall in which they are assigned. The host’s suitemates and (if applicable) roommate must agree to the guest(s) being present.
- *A maximum number of two guests at a time are allowed per resident
- Parents, legal guardians, and siblings may be exempt
- The resident must meet their guest(s) at the front desk to check them in and out. Guests are to be escorted at all times and are not to be left in a room/suite without their host.
- The host is responsible for their guests’ behavior. Guests must abide by the same policies as residents. If a guest violates the Student Code of Conduct and/or Residential Living policies, they may be asked to leave the residence hall. If a guest violates policy, the host will be subject to the student conduct process. If the guest is a Washburn student, they will also be subject to the student conduct process.
- Residents are prohibited from leaving their suite doors propped open or giving their iCards or room keys to guests.
• It is against policy for a resident to allow entry into the residence halls to anyone that has been issued a Notice To Leave by the University. Residents should be aware of those following behind them when entering Residential Living facilities. You should not allow access to a Residential Living facility to someone you don’t know.

• Guests must be accompanied by the host who checked them in at all times. If a guest wishes to be hosted by a different resident, they must check out with the original host and check back in with their new host.

• If a host no longer wishes to escort a guest, the guest must be checked out at the front desk and escorted out of the residence hall.

Overnight Guests

For revisions to the Overnight Guest Policy for the 2021-2022 Academic Year, in response to the Covid-19 pandemic, please see page 59.

• An Overnight Guest is defined as anyone who is not assigned to the room in which they are present past 11:00 PM.

• Overnight Guests may not stay without the permission of everyone in the suite/apartment. Overnight Guests must be checked in at the front desk by 11:30 pm each night.

• Overnight Guests must be accompanied at all times by the host that checked them in. Hosts must not leave their guest alone in the room or suite. If guests are found to be unregistered, they may be escorted out of the facility.

• Residents may have Overnight Guests no more than three consecutive nights.

• A maximum of two Overnight Guests per resident may stay over per night.

• Overnight Guests must abide by the Residential Living Handbook and the Student Code of Conduct. If a guest violates policy:
  ○ The host will be subject to the student conduct process
  ○ The guest may be asked to leave the residence halls.
  ○ If the guest is a Washburn student, they will be subject to the student conduct process.

• Overnight guests must obtain permission from the roommate/suitemate to use any University furnishings (bed, desk chair, etc.)

• Keys or iCards will NOT be issued to overnight guests. Residents should not leave their suite doors propped open or give their iCards or room keys to overnight guests.
Guests During Break Periods:
Residents must have prior approval from the Residential Living Office and their roommate and suitemates (written roommate and suitemates’ approval must be sent to resliving@washburn.edu) in order to get approval for guests. Residents are expected to follow the same guidelines for guests and visitors as described in the Guests section.

Halogen or Torchiere Lamps
Due to fire safety concerns, halogen or torchiere lamps are prohibited in the residence halls.

Improper Check-in/Move-in
Students who do not complete a Room Condition Report (RCR) within 48 hours of moving into the residence halls will be charged $25 for improper check-in. RCRs protect the resident from being assessed a damage charge for damages already present in their room at the time of check-in. Students who move into a space they are not assigned to, or who have not received permission to reside in that location will be charged $100 for using room space not reserved/ paid for.

Insurance
The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the residence halls. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Topeka area for further information.

Keys/Card Access
For Living Learning Center and Lincoln Hall residents, access into rooms is by key and access into suite doors and exterior doors of the building is by iCard followed by a four-digit pin number. Washburn Village residents will need to use their ID cards and their PIN number to get through the exterior gate that surrounds the Village courtyard. Each resident has their own individual PIN number.
*Note: If after entering your PIN, a yellow light flashes before you are given access, please report to the front desk, as this typically indicates the battery is running low and needs to be replaced. Reporting a low suite door battery early helps to prevent inconvenience later in the semester.

Students who have checked-out a temp card/key from the Residential Living Office/Washburn Village front desk and fail to return them by the next business day will be charged $25. It is important to report lost keys or an ID IMMEDIATELY to either your RA or to the Residential Living Office.

Please report any non-working or broken door locks or access card mechanisms to the Residential Living Office immediately. Please do NOT attempt to fix these items yourself. Residents who attempt to fix locks or access card mechanisms or intentionally abuse them may be charged for any damages and may be subject to the student conduct process.

Only keys issued by the Residential Living Office and cards issued by the Ichabod Service Center are permitted. Duplication of keys is strictly forbidden. To ensure safety of the community, residents are not permitted to let anyone else use their room key or iCard. Unauthorized keys or cards will be confiscated, and the student in possession of these item(s) will be subject to the student conduct process, as well as the rightful owner.

**Lock-Outs**

Residents should carry their keys/access cards with them at all times. If a resident is locked out, they will need to contact the RA on Duty or front desk and meet them in the main lobby. The RA on Duty will let them into the room. Because forgetting keys may turn into a habit, residents are issued one (1) free lock-out a semester. After the initial lockout, a $25 lock-out fee for each additional lock-out will be assessed. Lost keys and cards must be reported to the Residential Living Office or RA on Duty immediately.

Replacement costs:
- Mailbox key: $10
- Room/suite key: $25
- Room/suite lock: $85
- Cards: $15 for each replacement
Lofts
Lofts (loft kits, homemade bed lofts) are not permitted in the LLC, Washburn Village or the Phi Delta Theta House, but these beds are designed to be b bunked. The use of bed risers (designed specifically for this purpose) is permitted.

Beds in Lincoln Hall are designed to be lofted and/or b bunked or be configured in numerous ways.

Microwaves
Microwaves are allowed in student rooms and must be of 1100 watts or less. Unattended cooking which causes damage to property, University or personal, or that cause a fire alarm may result in student conduct action.

Mistreatment of Staff
Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and student conduct action may be taken.

Pets
For the purposes of health and sanitation, fish are the only pets permitted in hall communities. Fish tanks are to be no larger than 20 gallons. All other types of pets are not permitted. Students will be assessed a $20.00 fine per day that an unauthorized pet remains in the residential community and will also go through the student conduct process. It is important for residents to understand that Emotional Support Animals are different than pets, and their owners have gone through a process to have their animal approved to live on campus. Residents should not leave pets over break periods. Residents with Emotional Support Animals should follow the guidelines outlined in the Assistance Animal Agreement. Service animals are animals trained to perform a task and are not Emotional Support Animals or pets. A service animal does not have to be approved and is allowed by federal law to be in any place that its handler is. Service Animal owners do need to complete an Assistance Animal Agreement.
Postings and Mailbox Stuffers
Flyers and signs to be posted in the residence halls (with the exception of Residential living and WRC signs) must first be approved by the Office of Student Life (Morgan 240) and then by the Residential Living Office. Each office has an approval stamp. Non-residents may advertise in the halls, but they may not post the information themselves. The Residential Living staff are the only people permitted to post flyers and signs approved and stamped by both of these offices. Flyers and signs not stamped, or not posted in designated spots, will be removed.

Posting flyers directly on painted walls may result in damage. Persons or organizations that are posting flyers without approval, and/or that are causing damage to the facilities, may be subject to the student conduct process. Items to go in student mailboxes must be from a University sponsored organization/department and indicate a specific time/date/location of the event being advertised.

Quiet and Courtesy Hours
Noise and other distractions which interfere with a resident’s right to a productive learning environment, are prohibited. Courtesy hours: are in effect at all times in the residence halls. This means that noise (televisions, laptops, instruments, music, voices) in room and/or suites and public areas must be maintained at levels that will not interfere with the study or sleep of other residents. Quiet hours: are maintained to provide a suitable atmosphere for residents to study, do homework, to sleep and just enjoy time to themselves. When quiet hours are in effect, no noise should be heard outside one’s room. Residents should refrain from loud noise or conversation in hallways and common rooms. Noise in outside walkways and on the grounds directly around the residence halls should not unduly disturb others.

Quiet hours are as follows:
Sunday through Thursday, 11:00 p.m. until 9:00 a.m.
Friday and Saturday, 12:00 a.m. until 9:00 a.m.
Final Exam Weeks: 24-hour quiet hours begin at 12:01 AM Saturday before finals week begins.

It is important that each resident assume some responsibility for maintaining quiet and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when addressing noise concerns, especially since they may not realize they are disturbing others. They will appreciate your coming to them first. Similarly, if a fellow community approaches you about your noise level, you should respect their request or attempt to compromise. If noise persists, or if you encounter an uncooperative resident, please contact the RA on Duty. The staff member will help to resolve the situation.
Roommate Conflict

Residents are expected to resolve disputes or conflict in a cooperative manner. All parties in a conflict should work to create a compromise. Fights will not be tolerated in any Residential Living facility. Residents are encouraged to seek staff assistance to mediate disputes when necessary. If the issue is not resolved after mediation, additional support can be provided.

Room Condition Reports (RCR)

Visit the online Housing Portal via your MyWashburn account to complete your Room Condition report within 48 hours of checking into your room. Once the link has taken you to the Housing Portal, you will see the Room Condition tab as an option next to the Application and Maintenance Request tabs. You will need to review the condition of all the items in your room, and you will have the option of accepting or not accepting the current conditions of each item in your room/suite. While not required, there is the ability to leave comments in the comment boxes anywhere you want to add additional information about the condition of each item. The first person to move in will be responsible for filling out the Room Condition report for all shared spaces. There is an improper check-in fee of $25 for not completing this form.

Room Entry

Officials and/or employees of Washburn University reserve the right to enter student rooms to conduct health and safety inspections, to make repairs or conduct maintenance on University-owned property, to take action as may be necessary in an emergency, or to maintain an appropriate living environment in the residence halls. Generally, student rooms are not entered before 10 AM or when the occupants are not available, unless a maintenance request was submitted. On occasion, student rooms will be entered without permission when the occupants are present. This will occur only if there is reasonable belief that the residents or other members of the community are in immediate danger, or to address any building issue that is actively creating a problem for the community (ex: water leak, etc).

Room/Roommate Changes

Room/Roommate changes that have not been approved and/or storage of belongings in a vacant room, or vacant half of the room will result in a $100 Improper Room Change fee per resident involved in the change (See above section named Proper Room/Roommate Changes for additional details on process).
Room Inspections

Regularly scheduled room inspections will be conducted throughout the year (minimum of one a semester). Inspection dates and times will be posted in the halls a minimum of 24 hours prior to the inspection. Residents do not need to be present for the inspection. Residential Living staff will check for emptied trash, potential health or safety concerns, damages, policy violations and maintenance needs. If the staff finds a situation that is potentially unsafe, they will ask the resident to correct it or will take other action as necessary. Rooms failing the inspection will be rechecked until the situation is corrected and residents of the room will be documented and sent through the student conduct process. Any illegal or prohibited items found in plain view during room inspections will be documented and appropriate conduct procedures will be followed.

Smoking and Tobacco Use

All residence halls are non-smoking facilities. Smoking and tobacco use are NOT permitted anywhere in the residence halls, including in student rooms, common spaces, hallways, balconies or patios, stairwells or floor landings. Smoking and tobacco products include all forms of smoking and tobacco use, including but not limited to, cigarettes, cigars, pipe tobacco, electronic cigarettes, vapor-delivery devices, and chewing tobacco. If you choose to smoke outside the buildings, cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts will result in a community damage charge. Washburn University policy restricts tobacco use of any kind to a limited number of designated “smoking” areas on each campus. Please note – this applies to tobacco use of any kind including chewing tobacco and vapor delivery systems (both tobacco and non-tobacco.) All smoking/tobacco use must be done in the designated smoking area (where ash trays have been placed by University staff). For more information about designated smoking and tobacco use areas, please see Washburn University’s Smoking and Tobacco Use policy.

Solicitation

Door to door solicitation is not permitted in any residential community. Students who solicit door to door may be subject to the student conduct process.
**Sports and Other Activities**

To avoid building damage and for safety reasons, residents may not engage in activity designed to take place outdoors or in gymnasiums while inside the facilities. Examples include but are not limited to (playing football, having water fights, throwing water balloons or snowballs or using bicycles, scooters, hoverboards, skateboards or rollerblades, etc.) inside the residence halls. If you are unsure if an activity is allowed, please contact Residential Living staff. These sports and activities are encouraged outdoors, on the grounds between the buildings. The throwing or propelling of any objects indoors or toward the residence halls is prohibited.

**Student/Academic Load**

Students living in the residence halls must carry a minimum load of twelve (12) credit hours. If a student drops below 12 hours, it is the responsibility of the student to notify the Residential Living Office immediately. During the final semester before graduation, residents only have to maintain the required credits left for them to graduate.

**Vandalism**

Damage of university facilities or property is prohibited and will result in a report to the Washburn University Police Department and student conduct action.

**Weapons**

The unauthorized use of any weapons in the residence halls and on-campus is strictly prohibited. A weapon is defined as any object, including toys, or substance designed to threaten, inflict a wound, cause injury or incapacitate an individual.

**Windows**

At no time is anything to be thrown out of a residence hall window. In addition, windows should not be used as an entry into the facility. No decorations (including, but not limited to, flags, stickers, posters/signs/marker boards, tapestries, plastic, aluminum, and cardboard) may be placed in, on, or over windows. Traditional blinds and cloth curtains are the only items that may be placed over windows. Note: curtains may not include any of the items listed above that are prohibited from being placed on windows. Window screens may NOT be removed except in emergency situations. A charge will be assessed for screen replacement.
Student Conduct Process

Residence Hall Conduct Code and Policies
As Washburn University students, residents are subject to the Washburn University Student Conduct Code.
Roommate/Suitemate Accountability

A resident commits a violation of the Student Conduct Code and/or Residential Living Handbook policies when they aid another student in violating a policy, if they fail to immediately leave a situation where a violation is occurring, and/or if they are present while a violation is occurring and fail to report the alleged violation to Residential Living staff. Residents should not retaliate against other residents or staff members for reporting an alleged policy violation.

Reporting Alleged Policy Violations

There is no time limit on reporting violations of the Residential Living Handbook; however, the longer someone waits to report an offense, the harder it becomes to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit Washburn University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to your building’s RHC, the Residential Living Office (785-670-1065) and/or to the Washburn University Police Department (785-670-1153).

Philosophy

The student conduct process is intended to be educational, whereby a student’s behavior is affected positively. Residence hall policies have been established to maintain a positive, orderly community environment. All violations will be handled on an individual basis, first by the residence hall staff member present, and then by the RHCs, or possibly the Director of Residential Living and/or Associate Vice President for Student Life depending on the violation.
Process

When an alleged policy violation occurs, the student(s) will meet with a residence hall staff member regarding the inappropriate behavior. Students are asked to cooperate fully with the directions of the Desk Assistant (DA), Resident Assistant (RA), Washburn University Police, House Director, Residence Hall Coordinator (RHC) or any University Official. After the incident, the staff member will complete an Incident Report. Students also have the opportunity to complete Incident Reports if they witness a violation(s) of policy. If asked, each student involved in the alleged violation will be given the opportunity to see a summary of the report.

The violation of certain federal, state and/or local laws may warrant immediate action by the University, bypassing normal residence hall student conduct procedures. Examples include, but are not limited to, alcohol violations, the possession or selling of narcotic drugs, the use of an operable firearm or explosive material, acts of gross misconduct, or multiple policy violations. Please visit Washburn.edu/knowthecode for more information on the Student Code of Conduct or to report an alleged policy violation.

Sanctions/Obligations

Consequences of policy violations may include, but are not limited to, the following: verbal and/or written warning, residence hall probation, fines, community service, creative sanctions, or dismissal from the residence halls/apt/house. For a complete list of sanctions, please refer to the Student Conduct Code.

Appeal

A decision reached by, or sanction imposed by, the Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) to an Appeals Board within five (5) school days of the decision, barring exigent circumstances. Any exceptions are made at the discretion of the University. Failure to file an appeal within the required time period will constitute, and will be construed as, full acceptance of the findings by all parties. Appeal requests must be made in writing and shall be delivered to the Office of Student Life. The University reserves the right to require a student to move from a Residential Living facility prior to and/or during an appeals process. This will only be done in cases where, in the judgment of Associate Vice President for Student Life and Director of Residential Living, the student’s continued residency may jeopardize the physical well-being of him/herself, other residents and/or staff.
Safety & Security

General Recommendations

Your personal safety and security, as well as the safety of your belongings, is of utmost concern to the University. It also needs to be your number one concern. Residential Living facilities are designed to provide you with a safe environment (secure locks, outside lighting) but many of the necessary precautions are ones each individual must take.
Take the Following Precautions:

- Lock your doors. Your suite and bedroom doors are the first line of defense against most crimes.
- Carry your key/card at all times and do not leave a door open for your roommate, suitemate, or other guest. Guests should be greeted at the front desk (Lincoln, LLC & WV).
- Lock your windows when you are away from your room.
- Do not let people walk behind you through controlled access doors or gates, unless you are sure they are residents of the building.
- Do not prop open locked doors or fire doors.
- Do not let strangers onto your floor or into your suite, direct them to the front desk at Lincoln Hall, the LLC and/or Village.
- Report potentially dangerous individuals to WUPD at 785-670-1153.
- Be mindful when out after dark. Take a friend with you while walking on campus or call WUPD for an escort rather than return alone. Stay on well-lighted sidewalks.
- Don’t leave valuables in your car where they can be seen. Store items in the trunk and take packages inside. Always lock your car.

How to Get Help

Don’t be afraid to call for help when you need it. It is important to report all crime or reasonably suspicious activity to Washburn University Police. Anything that makes you uneasy should probably be reported. If you’re not sure what kind of help you need, call the Residential Living Office (open Monday – Friday from 8:00 a.m. to 5:00 p.m.), the RA on Duty, or WUPD. There’s someone close who can help with any situation.

You may also text Washburn Police using the same number (785-670-1153) if you are in a situation where you cannot call.

To report an incident of discrimination, harassment, or sexual violence contact the Equal Opportunity Director/Title IX Coordinator/ADA Coordinator at 785-670-1509 or by email at eodirector@washburn.edu
Reporting a Crime

Emergencies can be reported directly to WUPD at 785-670-1153, or to Residential Living Staff, who will then call WUPD. If WUPD or 911 are your first call, it is encouraged to contact your RA or the RA on Duty next so they can assist you until WUPD arrives.

Residential Living Staff are usually asked to assist the police because of their knowledge of campus and the residence halls. Crimes such as theft or vandalism may also be reported, especially if you know who may be responsible. Reporting suspected crime or other problematic behavior does not necessarily mean you must agree to prosecute. The report itself can help WUPD or the Topeka Police follow crime patterns, etc. even if you are uninterested in pressing charges in a particular instance.

Feel free to reach out to your RA, another member of Residential Living Staff, or WUPD for more information on campus safety.

Missing Person Policy

- Students may report a concern that a campus resident Student is missing to a Residential Living student or professional staff.
- Student may designate an individual to be contacted by the University not later than 24 hours after the student is determined to be a missing student;
- Student may designate another individual as a confidential contact in the event the student is determined to be missing for a period of more than 24 hours;
- Parents of students under 18 years of age and not emancipated will be notified if the student has been missing for 24 hours
- University Police Department will be notified after a student has been determined missing.
- “Missing Student” means a campus resident student whose whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable people as highly unusual or suspicious in consideration of such student’s behavior, patterns, plans, or routines.
Don’t panic. Quickly grab your keys and iCard, shoes and a jacket if necessary. These items should be kept in an easily accessible place at all times.

Gently feel the doorknob before opening the door. If it is cool, proceed to open the door slightly and check for heat or smoke.

If no heat or smoke is present, close your room door and proceed quickly, but with caution to the nearest exit or stairwell. Do NOT use the elevators.

Your RA or Residential Living Staff will designate a meeting point for your floor/building ahead of time. Upon exiting, go to this point. If you cannot remember where the designated meeting point is, stand at least 200 feet away from the building. Do NOT remain in stairwells or on walkways.

University Police and the Fire Department will identify the cause of the alarm and when your safety is no longer in danger you will be notified of when you may re-enter the building.

All alarms should be treated as if a fire may be present. Residents found remaining in their rooms will be subject to the student conduct process and possibly a fine. Failure to comply with a University official (including Residential Living staff) may result in student conduct action. For evacuations taking longer than 5 minutes, it will be assumed that the student was not making a conscious attempt to leave.

Residential Living Staff and WUPD will be notified of residents with visual, physical or hearing impairments and of their location in the buildings.

If You Are Aware of a Fire:

Proceed as listed above. If smoke is present, maintain a crouched position because heat and smoke rise.

Check the doorknob. If the doorknob is hot, don’t open the door.

Seal up cracks around the doors using sheets, pieces of clothing or whatever is handy.

Hang an object from the window to attract attention.

If there is a phone, call University Police at 785-670-1153 and/or the Topeka Fire Department at 911 and report that you are trapped in your room. Be sure to give any important location information and wait for the dispatcher to ask you any questions.
If you are able to proceed through the door, and the hallway is filled with smoke, move quickly in a crouched position to the nearest clear exit. If possible, place a wet towel or cloth over your head and face, taking short breaths through your nose. Cover your body with something that can be easily discarded if it catches on fire.

When you leave your room, remember to shut the doors tightly behind you to protect your room and belongings from smoke and fire damage.

If all exits are blocked, return to your room. Open a window if it is safe (don’t break out the window; you may need to shut it again). Signal through the open window.

If exits are clear, proceed outside to a pre-designated fire evacuation staging area. Follow the directions of the police and firefighters.

Always try to remain calm and never re-enter a building to try to save personal possessions.

**Fire Equipment**

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers and alarms) within all of the Residential Living facilities. Tampering of such equipment or setting off false fire alarms will result in student conduct action. It is a misdemeanor to tamper with fire equipment.

**False Fire Alarms**

Washburn University and the Topeka Fire Department take false fire alarms very seriously. It is important that you be aware of the dangers as well as the consequences of such an act. Initiating a false alarm is a Class A misdemeanor. If convicted, a person could be sentenced for up to one year in the county jail and/or a fine of up to $2500. Washburn students will also be adjudicated through the University's student conduct process.

**Shelter in Place:**

This “Shelter in Place” policy will be used to manage the response during and after an incident. “Shelter in Place” is triggered primarily by current events on campus, such as a suspected criminal/ criminal activity on campus, severe weather, or chemical spills. If an active threat exists, a Shelter In Place announcement may be issued via iAlerts, Phone, Email, and/or Website Announcements.
Active Shooter on Campus

An active shooter is a person(s) who appears to be actively engaged in shooting/killing or attempting to shoot/kill people in a populated area. These situations normally evolve rapidly.

Active Shooter Procedure:
1. An iAlert will be sent stating shelter in place procedures are in place.
2. If their building is not directly affected, Residential Living staff should lock exterior doors and assist residents as possible.
3. All occupants should lock their respective room doors, close and lock open windows and close blinds or curtains. Employees will lock office/work area doors.
4. All occupants should silence electronic devices, extinguish interior lighting, and position themselves as low to the floor as possible keeping out of line of sight of exterior windows.
5. Once in place, all occupants will remain motionless and silent.
6. Residential Living Staff and/or WUPD will secure all exterior entrances.
7. All occupants will remain in position until notified all clear by law enforcement. Occupants will keep silent in their rooms. In some situations, law enforcement may evacuate the premises.
8. Occupants should not unlock or open doors for any person(s) unless they are certain no threat exists.
Concealed Carry Information

For students interested in concealed carry on campus, the following requirements need to be followed:

- Must be concealed at all times
- Must remain in your direct control
- Must be carried:
  - In a holster which covers the trigger and external hammer
  - With external safety engaged
  - On an empty chamber
- May only be stored in a vehicle or an approved storage device
  - Approved Storage Device
    - Non-Flammable
    - Designed to contain entire firearm
    - Cannot be key only, must have combination or biometric

Severe Weather

Tornado Warning Tornado refuge area locations can be found on My Washburn with the campus safety information. Shelter locations are listed on the Safety-Planning and Emergency Management Web page.

- Benton Hall basement
- Bradbury Thompson Center basement
- Garvey Fine Arts Center basement
- Henderson Learning Resources basement KTWU basement
- Mabee Library lower level Law School & Law Clinic basement
- Morgan Hall basement, West wing
- Stoffer Science Hall basement
- Petro Allied Health Center lower level corridors
- Washburn Village basement of commons building
- Lincoln Hall ground floor
Tornado shelters are equipped with red emergency (911) phones. Once the handset is lifted, it will automatically dial 911 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or safety issues and not for personal use. WUPD is able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.

A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. One may continue normal activities, but supervisors should assign someone to monitor the situation.

A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

A **tornado watch** is when conditions are favorable for tornadoes. One may continue normal activities, but residents should monitor the situation as it progresses.

A **tornado warning** is when a tornado is occurring in the area. Seek shelter immediately! Proceed to the designated tornado refuge area in the building; if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor, away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if outside or in a vehicle.

When a **tornado warning** has been issued, it means **TAKE COVER IMMEDIATELY**. Outside sirens will sound when a warning is announced (for those not familiar, Shawnee County Emergency Management conducts a test of the sirens at noon each Monday). Weather conditions may be monitored on local Topeka radio and television stations; NOAA weather alert radios also have the most up-to-date weather information.
If you are in the residence halls at the time of a warning:

- Lincoln Hall Residents:
  - 2nd and 3rd floor: Go to the basement on Lower Level of Lincoln Hall
  - The remainder of the students may remain in their room moving into the foyer area/bathroom and closing the bedroom doors
  - LOWER LEVEL STUDENTS are under no obligation to allow other residents into their rooms during a tornado warning

- Living Learning Center Residents:
  - 4th Floor: Go to the Mechanical Room in the Lower Level of the LLC
  - 3rd Floor West: Go to the Boiler Room in the Lower Level of the LLC
  - The remainder of the students: may remain in their room moving into the foyer area/bathroom and closing the bedroom doors
  - LOWER LEVEL STUDENTS are under no obligation to allow other residents into their rooms during a tornado warning

- Washburn Village Residents: Go to the basement of the Commons building

- Phi Delta Theta House Residents: Go to the basement of the building (see tornado diagram that are located in the building for locations)
Additional Services & Information
Accommodations Requests
Students who require an accommodation are to contact the Office of Diversity and Inclusion to submit your request. Once you have registered with the Office of Diversity and Inclusion, have submitted your request, and it has been verified, they will work with us to help provide you with an option that will meet your needs.

You can contact them by: Voice: 785-670-1629.  TDD: 785-670-1025  Morgan Hall, Room 105

Approval for emotional support animals begins by contacting the Office of Diversity and Inclusion.

Exterior Doors
At the Living Learning Center, the south door near the front desk, the east door near Memorial Union, and the door in the breezeway connecting the Union to the LLC are the only doors unlocked for entrance. After 11:00pm, the south door and east door will be locked and will only be accessible to residents. All other doors are exit-only. Any student entering the building after 9:00pm is required to swipe in at the LLC desk.

At Lincoln Hall, the south door near the front desk of Lincoln Dining to Lincoln Hall are the only doors accessible to residents for entrance. The Lincoln Dining door will be locked after 11:00pm. The north door on the lower level is exit-only. Any student entering the building after 9:00pm is required to swipe in at the LLC Front Desk.

The door to the Village Commons will be locked for entrance at 12:00am Sunday-Thursday and 2:00am Friday and Saturday.
Equipment Check-Out

Game equipment, vacuums, brooms, and limited cleaning supplies are available at the front desks of Lincoln Hall, the Living Learning Center, and the Washburn Village. To check-out these items, you must leave a valid driver’s license or other state approved identification. When you return the item, your license will be returned. Do not pass these items on to someone else without first having the person check with the front desk. You are responsible for any items you check out that are lost or damaged. Please report any problems with equipment right away so it can be repaired.

Heating/Cooling

In the Living Learning Center heating and cooling are controlled by Washburn’s Facilities Services Office and are regulated per suite. It is important for residents in the Living Learning Center to sit down with their suite mates to discuss heating and cooling preferences. Please notify the Residential Living Office of any temperature needs, after checking with all suite mates/roommates. Thermostats in the Washburn Village and Lincoln Hall can be changed by the residents, once everyone in the suite has discussed and agreed upon a temperature setting.

Kitchens

Kitchen facilities are located in the middle of each floor of the Living Learning Center and the lower level and second floor of Lincoln Hall. These kitchens will be available for student use from 9:00 a.m. until 11:00 p.m. These facilities are provided in all residence halls for convenience and are not meant as a replacement of Washburn’s dining services or for food storage. Kitchens are provided as a privilege, and the Residential Living staff reserves the right to limit or discontinue access to the kitchens, if necessary, for safety reasons. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be mindful when cooking.

Residents are responsible for cleaning up after themselves by:

- Wiping down sinks, counters, stoves and tables.
- Do not put food down the sinks as there are no garbage disposals.
- Cleaning up spills and disposing of leftover food and crumbs.
- Cleaning out microwaves.
- Cleaning all dishes used.
- Throwing out excess food in refrigerators.
Items used for cooking should be removed after use. Dishes and opened food left in kitchens for more than 24 hours will be removed by staff and discarded. As a safety precaution, do not leave food that is cooking unattended. Be sure to turn off all appliances after use. Kitchens may be closed by Residential Living or privileges revoked for any of the following reasons:

- Equipment/Safety concerns
- Misuse of kitchen equipment
- Failure of residents to keep kitchen clean after use

Laundry Facilities
Laundry rooms are located in the commons building of the Washburn Village, on the second floor of the Living Learning Center, and 2nd West and Lower Level of Lincoln Hall. The machines are both coin and card-operated. Please report any broken or vandalized machines to the Residential Living staff at the front desk or via (see “Refunds” section). Please be as specific as possible about the problem and include the number of the machine. Washers and dryers should be emptied immediately upon completion of their cycles. We offer a Laundry Alert system which shows how many machines are currently available and can notify you when your machine is done. However, it is beneficial for residents to sit with their laundry if able. Clothes left in the laundry room for more than one week will be considered abandoned property and will be treated as such by staff. Please see abandoned property section for more details. The University is not responsible for the loss and/or damage to students' belongings. Laundry rooms are for the residents who live in that hall.

Lounge
Lounge is located in the Village Commons Building, throughout the Living Learning Center and 1st West and 3rd East in Lincoln Hall. Lounges are to be used for studying, watching television and socializing. Television volumes, conversations and other noises should be kept at a reasonable level in these areas. Residents are responsible for keeping lounges clean and for returning furniture to its proper place after use. All furniture must stay in the lounge and may not be removed. Residents who move Residential Living furniture without prior approval will be charged and will go through the student accountability process. Please take note of programming, meeting flyers, and signs, as these activities may take place in the lounges.
Forwarding Address
It is very important that a forwarding address card is filled out during check-out. The RAs will give residents this form prior to check-out and it must be returned to them or the Residential Living office. Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls, but are expecting mail in the meantime. To change a current address a student can go to the Self Service menu on the MyWashburn website.

Maintenance
Residents can complete maintenance requests by going to the Housing Portal through their MyWashburn. The maintenance request tab will be located across the top, and you need only complete the listed prompts. Try to be specific about the problem and report it as early in the day as possible, so the work can be scheduled and the issue can be repaired as soon as possible. Residents should complete maintenance requests for problems while they are small (e.g., a drain becoming clogged) so they may be addressed proactively. Please understand that submitting a maintenance request does give permission for maintenance personnel to enter your room in your absence to address the concern. Maintenance personnel typically enter rooms between 10:00 a.m. and 5:00 p.m. to complete requested maintenance work orders and/or to address emergency situations (electrical problems, etc.) that may arise.

Important Note: Please submit only one issue per request, and report any urgent issues or emergencies to the RA on Duty immediately. Concerns of requests that have not been completed within a reasonable amount of time can be sent to resliving@washburn.edu.

Motorcycles & Mopeds
Fuel-operated vehicles (e.g., mopeds, motorcycles) must be parked in the parking lot. These vehicles may not be parked inside the residence halls or on the walkways. If any of these vehicles are found to be in violation of this policy, removal will be at the expense of the owner.

Parking
Most of campus is considered open parking. Parking is first-come, first-served in most areas surrounding the residence halls. A parking sticker is not required. Please note, however, that in the reserved lot north of the Living Learning Center, and north of Lincoln Hall, there is no overnight parking (2:00 a.m.-5:00 a.m.). Vehicles parked overnight will be ticketed. The circle drives to the north and south of Living Learning Center and south of Lincoln Hall are fire lanes and parking is not permitted (exceptions may be made for designated move-in and move-out days.)
Mail Services

Mail is delivered to the halls, and outgoing mail is picked up Monday through Friday. Generally, the mail arrives early afternoon and is distributed to each resident’s mailbox. Packages that do not fit in mailboxes will be logged and the resident who is to receive the package will be notified via email. The mailing address to provide friends and family is as follows:

| Living Learning Center 1801 SW Jewell Ave Mailbox # Topeka, KS 66621 |
|------------------------|------------------------|------------------------|
| Lincoln Hall 1801 SW Washburn Ave. Mailbox # Topeka, KS 66621 |
| Phi Delta Theta 1810 SW Mulvane Ave. Mailbox # Topeka, KS 66621 |
| Washburn Village 2001 SW Jewell Ave. Mailbox # Topeka, KS 66621 |

When receiving letters or packages, your mail should be addressed in the following format:
Resident name
Residential Hall Street Address (see above)
Resident mailbox number
Topeka, KS 66621

It is not necessary to use “Washburn University” in the address, as this will slow mail service; however, it is important to include your name and mailbox number.

Please let the Residential Living Office know if you are expecting any mail under a different name (e.g., any mail that may be addressed under a parent’s name). Outgoing mail may be dropped in the appropriate slot in each hall. Please make sure to have a return address on each piece of mail and that the proper postage is applied.

It is very important that a forwarding address card is filled out during check-out. The RAs will give residents this form prior to check-out and it must be returned to them or the Residential Living office. Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls, but are expecting mail in the meantime. To change a current address a student can go to the Self Service menu on the MyWashburn website.
Plants
Potted plants may not be placed on walkway railings. All potted plants need to have a protective saucer under them. Water damage due to plants is at the expense of the residents who live within the suite.

Pest Control
Pest control services are scheduled throughout the term on a regular basis. It is important that residents let the Residential Living office know if their room will need these services. Proper cleaning, storage of food items, and disposal of pizza boxes and other food containers should prevent pest infestations. If these precautions are not taken and pest control services must be called, you will be charged for the visit.

Phones
There are community phones located at every front desk (LLC, Lincoln, the Village) that residents may use.

Reading Room (LLC)
The reading room is located in the Living Learning Center. This is a great place to read, study, or visit with a professor. Books, newspapers and magazines are provided for residents’ use.

Refrigerators
Refrigerators are permitted in the residence halls, if they are 4.5 cubic feet or smaller, and do not use more than 1000 watts of electricity.

Recycling
Recycling bins are located in the kitchens and the elevator lounges of the Living Learning Center. In Lincoln Hall, recycling bins are located on every floor in the closets by the elevators. Please be considerate and throw trash into the appropriate containers.

Refunds
Report the loss of money in the vending or washing machines to the Residential Living Office (M-F 8a-5p) or to the Lincoln Hall, the LLC or WV front desks. Please be sure to report which machine is malfunctioning so it can be repaired promptly.
Summer Housing
Housing Summer housing is available for Washburn students enrolled in classes over the Summer, or who will be living on campus the following Fall semester. Summer contracts are available online via MyWashburn beginning in April. Spaces are limited, so apply early!

Washburn Residential Council (WRC)
The Washburn Residential Council (WRC) is an organization for all residents. Members of a student board lead this council and plan activities throughout the school year for the entire on-campus community. The board consists of a president, a vice-president, a secretary, a treasurer, a program coordinator and representatives from each hall. All residents are encouraged to attend general WRC meetings. Besides planning social and educational activities, WRC also voices the opinions of the residence hall students to the university administration through the Residential Living Office. For information on how to get involved with WRC, contact your RA or the Residential Living Office. All residents living in the residence halls are automatically members.
Covid-19 Information
Residential Living’s Response to Covid-19

Residents acknowledge that the COVID-19 pandemic represents an ongoing health and safety risk, and that the University’s planning, policies, and operations – including in relation to Residential Living in particular – are subject to change at any time due to the pandemic.

The virus that causes COVID-19 can be spread from person-to-person, which means the risk of infection may increase in congregate or group living and dining situations that present greater opportunities for person-to-person contact. Residents acknowledge this risk and recognize that it is important that everyone do their part to help mitigate the spread of COVID-19.

Residents should stay informed of and follow the guidance from public health agencies like the Shawnee County Health Department, the Kansas Department of Health and Environment (KDHE), and the Centers for Disease Control (CDC). In addition to following any specific directives from public health officials, including those relating to travel, quarantine, and isolation, Residents will be expected to follow the University’s general policies and protocols concerning COVID-19, as well as any specific directives, rules, or requests issued by Residential Living.

Covid-19 Guest & Overnight Guest Policy

To help prevent the spread of Covid-19, no overnight guests will be allowed for the 2021-2022 academic year unless an exception is requested and granted by the Director of Residential Living (requests that are made in less than 5 days in advance may not be considered). Guests will be allowed in the residence halls between the hours of 9am-11pm, and all guests that enter Residential Living buildings must comply with Washburn’s mask policy on Page 60.

Additionally, to be mindful of the amount of people in our suites/apartments, and to allow for social distancing, a maximum capacity has been set for each of our spaces. The maximum capacity includes both the residents who live in that space, in addition to the guests that are present. Please use the table below to find the occupancy cap for your suite/apartment.

- Lincoln 6-person suites: 9 people
- Lincoln 4-person suites: 7 people
- LLC 4-person suites: 8 people
- LLC private suites: 3 people
- Village 2-person suite: 8 people
- Village 3-person suite: 9 people
- Village 4-person suite: 10 people
Face Coverings:
Beginning August 9 masks are required at Washburn University while indoors, regardless of vaccination status with some limited exceptions. Masks are not required if a person is alone in workspaces and offices. Masks are not required if social distancing can be maintained in public gathering spaces, but are strongly recommended. Masks are optional but strongly recommended in outdoor public spaces where social distancing is not. Please visit the Washburn University Covid-19 webpage for the most up to date information on mask requirements. Masks are not required in common spaces of residence halls (e.g. hallways and study lounges) as long as individuals can maintain social distance. Roommates and Suitemates are considered a “family” unit, so masks are not required in rooms or suites.

Traveling
Residents should consult the Kansas Department of Health and Environment for their travel guidelines. If going out of state, it is recommended that you consult that state’s travel restrictions too.

CDC Guidance for Unvaccinated People
- Getting vaccinated for Covid-19 prevents severe illness, hospitalizations, and death. With new, more infectious variants, this is more urgent than ever. Please visit the CDC webpage on the latest guidance on how to protect yourselves and others from the spread of Covid-19.

- If you are interested in getting vaccinated, please email Student Health Services at studenthealth@washburn.edu to schedule your appointment, or visit vaccines.gov to find Covid-19 vaccines closest to you.

CDC Guidance for Fully Vaccinated People
Currently authorized vaccines in the United States are highly effective at protecting vaccinated people against symptomatic and severe COVID-19. Fully vaccinated people are less likely to become infected and, if infected, to develop symptoms of COVID-19. They are at substantially reduced risk of severe illness and death from COVID-19 compared with unvaccinated people. To view the latest guidance and information from the CDC for fully vaccinated people, please click here.

Have you been fully vaccinated?
According to the CDC, in general, people are considered fully vaccinated:
- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

CDC Cleaning Guidance
Cleaning and disinfecting regularly, washing your hands regularly, and staying home while feeling unwell can all serve as ways to reduce the spread of Covid-19. Please visit CDC’s Cleaning & Disinfecting webpage on the steps to take to keep your suite/apartment hygienic and clean.
Residential Living Covid-19 Entry Testing & Vaccination Requirement

While welcoming students back to campus, their health & safety remains our top priority. In support of this effort, to be cleared to move-in, Washburn Residential Living is requiring residents to either:

1. Voluntarily provide proof of completed vaccination for Covid-19 to Washburn Student Health Services by emailing (studenthealth@washburn.edu) or faxing 785-670-1029 a picture or a copy of your vaccination card or equivalent document verifying you have completed all doses of the vaccine prior to your arrival to campus.

OR

2. Bring to move-in a copy of a negative COVID-19 test completed within 72 hours of the move-in time.

OR

3. Participate in COVID-19 entry testing (when available) and wait to enter the building until your COVID-19 results are verified as negative.

If you have not gotten vaccinated yet, we have a vaccine waiting for you. You simply need to sign-up by emailing studenthealth@washburn.edu with the subject line, "I want my vaccine" for an appointment. We are beyond appreciative for those of you doing your part in keeping our community safe.
Differences between self-monitor, self-quarantine, and self-isolation

**Self-monitor** is for a person or group who have been asked to self-monitor for signs and symptoms of illness and to check their temperature twice daily for 14 days. People whom have only been instructed to self-monitor are able to go to work and class, but should still wear a mask, practice good hand hygiene, sneeze or cough into their elbow, and practice social distancing. If the person starts to develop signs and symptoms of illness while they are in their 14 day period, they should immediately begin self-isolation and contact Student Health Services or their primary care provider.

For questions or concerns about a policy or information included in this handbook, please contact your building’s Residential Living Coordinator, or the Residential Living Office at resliving@washburn.edu or 785-670-1065.

**Self-quarantine** is for people or groups who don’t currently have symptoms but were exposed to COVID-19. It is a prevention strategy used to monitor and separate well people who may have been exposed to a disease for a certain amount of time to see if they become ill. Quarantine helps prevent the spread of disease. Quarantine usually takes place in the home or where a person resides. Quarantine is used if you have recently traveled internationally or to/from a US state with widespread community transmission of COVID-19, or been on a cruise or river cruise, or if you have come into close contact with someone who has COVID-19. Please contact Student Health Services at 785-670-1470 or studenthealth@washburn.edu if you are unsure if you should self-quarantine. Quarantine lasts for 14 days after your last exposure to the disease. Once your quarantine period has ended, if you do not have symptoms of illness, you may return to your normal routine. Student Health Services is working with Washburn University, Washburn Tech, Washburn Tech East, and Washburn Tech Cosmetology to coordinate contact tracing. If you have been advised to quarantine by anyone other than Student Health Services, please notify Student Health Services at 785-670-1470 or email studenthealth@washburn.edu.
What does this mean for my daily life? During quarantine, stay in your room and avoid close contact with others. Do not attend school, work, or any other setting where you cannot maintain a 6-foot distance from other people. It is acceptable to leave your room-suite for exercise as long as you adhere to 6-foot social distancing guidelines and wear a mask that covers your nose and mouth. Plan to do your workout alone and stay close to where you live. Call or video chat with friends and loved ones. Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often should continue to happen. If you are residence quarantine, monitor your symptoms and if you become ill and need medical attention, call Student Health Services at 785-670-1470 or your healthcare provider. If a student’s status has moved from quarantine to isolation Residential Living will temporarily relocate the student.

**Self-Isolation:** is for people who are already sick with the disease. Isolation is a prevention strategy used to separate people who are sick with an infectious disease from people who are not sick. Isolation helps limit the spread of disease. Isolation can take place in the home or place of residence or a hospital. Healthcare providers often send patients to home-isolation when they no longer require medical attention. Use isolation if you are waiting for COVID-19 test results, have tested positive for COVID-19, or have symptoms of the disease without a test. Contact your healthcare provider or Student Health Services at 785-670-1470 if you are experiencing symptoms severe enough to seek healthcare.

If symptoms are mild, stay at home and isolate away from others. Isolation lasts for 10 days from the beginning of symptoms OR 72 hours after fever is gone without the use of fever reducing medicine and other symptoms have significantly improved, WHICHEVER IS LONGER

For the health and safety of the community, students who need to self-isolate will temporarily be relocated. Please contact the Residential Living office at 785-670-1065 or your building’s Residential Living Coordinator and they will make the necessary arrangements to relocate you and to ensure that you will receive meals from Dining Services. Do not leave your room-suite unless it is an emergency. If you are in a suite with someone else, stay in your room by yourself and use the bathroom that has been designated for your use. Guest(s) are not permitted. Call or video-chat with friends and loved-ones. Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often should be continued. Monitor your symptoms and if you need medical attention, contact Student Health Services at 785-670-1470 or your healthcare provider. If it is after 4:30 PM, contact Health Connections at 785-354-5225. If it is an emergency, please call 911.
**How do I know if I will need to relocate?**

These are the three different levels that Residential Living will use to assess if a resident should be temporarily relocated or if the situation is such that the student can self-quarantine in their own room – self-monitor, self-quarantine, and self-isolate. Here is one example, if there are two people in a suite and each have their own rooms and both individuals have been directed by medical staff to self-quarantine, then these two individuals would be approved to stay in their own suite.

Anytime, Residential Living is notified that a student needs to self-quarantine or self-isolate we will assess the living situation and see if any of the residents of that suite should be temporarily relocated. If the answer is yes, we will make arrangements to relocate the student. The next step will be to notify Dining Services. Dining Services will be the ones to will reach out to the student to arrange for meals. It will be important to check your Washburn email so you can receive all this information.

To continue to use the example above, if either of these two residents begin to develop Covid-related symptoms and is directed to self-isolate, then the resident who has developed symptoms would be relocated to another suite. Our efforts to mitigate the spread of Covid-19 will only work as well as students communicate their situation and their concerns. Residential Living can only assist with relocations and contacting Dining Services, if we have been notified to do so.

**Washburn University**

**Student Conduct and Community Standards- COVID-19**

In response to the COVID-19 pandemic, Washburn University has implemented a variety of regulations related to public health and safety. Examples include: masks, social distancing, quarantining, and self-isolating as appropriate. These regulations are subject to change and it is the responsibility of students to remain aware of the most up-to-date information.

**Non-Compliance/Concerning Behaviors**

Students who violate the mask or other public health regulations (e.g., social distancing, quarantine, self-isolation) will engage in a student conduct code process. Conduct processes are designed to support accountability and behavior change. Students who knowingly expose others to COVID-19 will be held accountable and receive more severe sanctions than those who fail to adhere to public health and safety related regulations (e.g., mask, social distancing, quarantine, self-isolation). Violations occurring in the classroom should be first addressed by the instructor and/or the academic department. Students failing to comply with the directives of their instructors, after being notified of the violation by the instructor/academic department, will be referred to the Associate Vice President for Student Life.
Reporting
Campus community members who become aware of potential violations should report the issue by using this form. The incident reporting form, along with forms that can be used to report academic impropriety and/or University Behavior Assessment Team (UBAT) issues, can be found at www.washburn.edu/knowthecode.

Critical Considerations
Student Conduct Administrators (SCA) will attempt to engage in an educational conversation with the student accused of engaging in behavior that violate student conduct and community standards related to COVID-19 prior to initiating a formal student conduct process. In the event a SCA has engaged in one or more unsuccessful educational conversations and/or the student fails to engage with the SCA, the SCA will proceed with formal student conduct action. Since the goal is to change behavior that exposes others to COVID-19, SCAs will work to act on reported violations as quickly as possible.

Conduct Charges
Student conduct charges SCAs will consider when addressing mask and public health violations include, but are not limited to:

- A 34- Failure to Comply with Other Policies and Regulations (For all mask and public health violations.)
- A 7- Disruptive Behavior (Reserved for ongoing violations and/or hostile response to notification of policy violation)
- A 32- Failure to Comply (For cases intentionally ignoring previous notifications/ warnings)
- A 21- Harm to Persons (Reserved for the most serious violations)

Appropriate Sanctions
Students found responsible for violating public health and safety regulations (e.g., mask, social distancing, quarantine, self-isolation) will be assigned appropriate sanctions.

Appropriate sanctions may include, but are not limited to: Warning/ disciplinary probation, educational program, reflection paper, and suspension from housing or the university. A full list of possible sanctions can be found in Section 7 L of the Student Conduct Code.

Questions
For questions or concerns about a policy or information included in this handbook, please contact your building’s Residential Living Coordinator, or the Residential Living Office at resliving@washburn.edu or 785-670-1065.