

# Florida Keys Community College

## Residence Hall Community Guide

*Welcome to Lagoon Landing, where island living meets island learning!*

We are pleased that you have chosen our community and want to make your stay with us as comfortable and enjoyable as possible. There are numerous advantages to living at Lagoon Landing, but residency requires adjustment to new and important responsibilities.

This Community Guide outlines these new responsibilities which are designed to ensure a pleasant living environment that promotes individual privacy and quiet surroundings; conducive to studying. It contains information, policies, procedures, and standards intended to support the safety and rights of all residence hall community members.

All residents are expected to know and conduct themselves in accordance with the policies and procedures in this Residence Hall Community Guide as well as the terms and conditions of the FKCC Housing Contract and FKCC's Student Handbook.

**REMEMBER: The Community Guide is part of your housing contract, and any violations of this Guide's provisions will result in appropriate disciplinary action.**

### **Students' Rights and Responsibilities**

As an FKCC student, you are guaranteed all the rights, privileges, and freedoms granted to all citizens; however, with these rights come responsibilities. FKCC students are expected to abide by all federal, state, and local laws. Alleged violations of these laws may be referred to the appropriate court or law enforcement authority. Violations of applicable laws may also result in College disciplinary action. When you enroll at FKCC, you assume responsibility for following the College Student Code of Conduct and institutional policies, which the College adopted to maintain an environment conducive to learning and growth.

### **Resident Bill of Rights**

Your enjoyment of life in Lagoon Landing depends on thoughtful consideration and common courtesy among suitemates and neighbors. The basic rights of a resident include the following:

1. The right to live in a clean building and suite.
2. The right to expect that suitemates will respect one's personal belongings.
3. The right to a redress of grievances. College staff are available to assist in resolving conflicts.
4. The right to read and study without undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbance from noise, suitemates' guests, etc.
6. The right to free access to one's room and facilities without pressure from a suitemate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harms.
9. The right to have guests during visitation hours with the expectation that those guests are to respect the rights of the host's/hostess' suitemates and other hall residents.
10. The right to a smoke-free environment.

## College & Resident Manager

College housing personnel and offices are located in Building A and are accessible during regularly scheduled College services hours; primarily Monday through Friday, 8:30am to 5:00pm. The Resident Manager is available in the residence hall to respond to emergencies and major facilities concerns. Contact information for the Resident Manager or Resident Assistant on call is posted throughout the residence hall.

## Environmental Sustainability

The College is committed to assisting residents in developing and maintaining ecologically sustainable living habits. This includes, but is not limited to the following practices:

- Turn off computers, stereos, televisions, and lights when not in use.
- Take shorter showers.
- Report any leaks (dripping faucets, showers, etc.)
- Always use compact florescent or LED light bulbs.
- When possible, choose ENERGY STAR® compliant electronics, such as sound systems, alarm clocks, computers, and televisions.

Develop good sustainable living habits and encourage your friends to do the same.

## Fire Safety Systems

The residence hall is equipped with fire and smoke detection systems and alarms, linked directly to local 9-1-1 emergency dispatch. Additionally, the residence hall is equipped with an automatic sprinkler system and fire extinguishers. Tampering with, disabling, or falsely activating fire detection systems, alarms or equipment, is a violation of Florida Fire Prevention Code 10.8, and students in violation will be subject to the College disciplinary process and could face fines and arrest by local fire safety personnel.

- **Smoke Detectors**  
The residence hall is a non-smoking facility. Smoke detectors are located in each room of every suite which will sound an alarm in the presence of smoke. The smoke alarms can be set off accidentally by smoke, aerosols, steam, or other substances. Smoke detectors must never be covered or disarmed. Residents who

cause smoke alarms to activate when there is no fire may be subject to the College's disciplinary process for violation of the student code of conduct.

- **Fire Sprinklers**

Tampering with sprinkler heads may cause the sprinkler system to activate resulting in significant water damage to the building, College property, and student possessions. Residents who cause sprinklers to activate when there is no fire may be subject to the College's disciplinary process for violation of the student code of conduct.

- **Fire Alarms**

In the event of a fire alarm, all residents and guests must evacuate the building immediately. Exit the building through the nearest emergency exit; never use the elevator. Move away from the building. To ensure staff members are able to account for as many residents as possible, residents are required to gather in the parking lot in front of the public safety building after evacuating the residence hall. Residents are expected to follow directions from police, fire, and rescue personnel. Anyone remaining in the building during a fire alarm will be subject to the College's disciplinary process for violation of the student code of conduct. Anyone who requires assistance in the event of an emergency evacuation due to a temporary or permanent disability must notify College housing personnel or the Resident Manager to make arrangements prior to an emergency.

- **In the event of a fire:**

- Activate a fire alarm.
- Do not attempt to fight the fire unless you are certain that you can extinguish it.
- Quickly proceed to the nearest building exit, closing living unit and stairwell doors behind you.
- Do not use the elevator.
- Call 9-1-1 from a safe location to report the fire.

- **If a fire alarm sounds:**

- Before exiting, carefully touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway.
- If the door is not warm, crack the door to see if there is smoke.
- If clear to exit, quickly proceed to the nearest building exit.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low to the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call 9-1-1.
- Close doors behind you as you evacuate to help prevent the spread of fire.
- Do not lock the doors.
- Do not use the elevator.
- Call 9-1-1 from a safe location to report the fire.

- **Fire Drills:**

Fire drills will be conducted on a regular basis in cooperation with local fire department personnel. Residents must follow the same procedures for fire drills as they would with any fire alarm. Failure to leave a building during a fire drill is a violation of Florida Fire Prevention Code and students who do not participate may be subject to fines and arrest by fire prevention personnel as well as the College's disciplinary process for violation of the student code of conduct.

## **Housing Administrative Information**

- **Housing Contract**

All residents of FKCC's residence hall, Lagoon Landing, (hereafter referred to as the residence hall) are required to sign a contract with the College. The contract defines the terms and conditions of occupancy, the rental rate, and procedures for termination of the contract. It is each resident's responsibility to be familiar with the content of the contract. Residents who cancel their housing contract two weeks prior to the published move-in date will be charged a \$1500.00 fee. **NO REFUNDS WILL BE GIVEN** for housing contract cancellations on or after the first day of move-in.

- **Eligibility**

Residents must be students registered for at least 12 on-site credit hours at Florida Keys Community College for each academic term of occupancy. Preference will be given to first-time-in-college, full-time, degree-seeking students. Exceptions to the class registration requirement for the Summer Term must be authorized by the Dean of Student Affairs. Any resident dropping below the required number of on-site credit hours without written permission from the Dean of Student Affairs will be evicted.

- **Live-On-Campus Requirement**

All registered full time students who are not Monroe County, Florida residents at the time of their admission and initial matriculation must reside in the residence hall if space is available, unless they meet one of the following exception criteria:

- 1) living with a relative within Monroe County;
- 2) living with spouse or domestic partner;
- 3) living with dependent child/children;
- 4) age 21 or older prior to the first day of classes of their first term of enrollment;
- 5) financially independent as determined by financial aid classification.

Requests for exemption to the live-on-campus requirement on the basis of compelling individual circumstances will be considered. Any such exceptions will be granted on an individual basis and based on documented circumstances. Students who wish to be exempt must apply for an exemption prior to the start of the academic term.

Cancellation of enrollment and revocation of student status at Florida Keys Community College may be initiated as a result of failing to comply with the live-on-campus requirement. This may be the result of:

- 1) providing false or misleading information on an application for admission, housing contract, in connection with a request for exemption, or any other college-required documentation
- 2) failing to comply by not registering for housing and/or assuming occupancy in the residence hall
- 3) revocation of a residence hall contract
- 4) receiving a disciplinary sanction that requires removal from the College residence hall
- 5) being convicted of breaking any local, county, state or federal law

- **Room Assignments**

Assignments for new, incoming students are made according to their eligibility as defined in the Eligibility section of this document. Secondary considerations will be:

- 1) the date the completed application form, application fee and security deposit are received.
- 2) the student's stated preference for suitemate(s), if any.

Eligible applicants will receive their contract and be notified of their suite and suitemate assignment as soon as possible prior to the term when the contract begins. Every effort is made to accommodate suitemate preferences when:

- 1) applicants request one another;
- 2) the College receives complete application materials
- 3) space is available.

In making housing assignments, the College shall not unlawfully discriminate on the basis of race, religion, gender, age, sexual orientation, marital status, national origin, disability, or veteran status.

- **Reassignment**

The College may reassign students to other rooms or suites when it is deemed to be in the best interest of the residence hall community or when it is determined that a student is not actually residing in his or her assigned space. If the College needs to close a suite for maintenance purposes, or due to low occupancy times (i.e., summer), students may be reassigned to another room, suite, or floor.

- **Room Changes**

Residents may request a change of assignment to a different room or suite by contacting the College. Such changes are made on a first-come, first-served basis when space is available. A fee will be assessed for an unauthorized move as per the housing contract.

The College reserves the sole right to make all suite and room assignments and to make any subsequent changes the College deems advisable or necessary. Students are assigned to rooms based on available space and the information submitted on the Housing Application. While every effort

is made to honor preferences and match roommates, no guarantees can be made.

All requests to change a room and/or suite assignment should be submitted according to the procedure announced by the College. Changes will be granted priority by request type in the order the requests are received and to the extent practicable as solely determined by the College. A charge of \$50.00 will be assessed to any student who changes his/her room or suite assignment without prior approval of the College

- **Occupancy**

The residence hall is open as announced in publications prior to the Fall Term each academic year. Residents may remain in the hall at the end of a term for 24 hours after their last scheduled exam, or until the residence hall closes (whichever is earlier).

- **Housing Fee Payments**

All housing fees must be received by the College before move-in. The College reserves the right to prohibit move-in until and unless fees are paid.

The College Business Office will be responsible for collecting rent and other housing-related charges.

- **Check-in and Check-out Procedures**

Information about check-in and check-out is emailed to students prior to each term. To facilitate move in, FKCC may assign timeframes to students enabling efficient use of elevators, parking and stairwells. When a student checks into an assigned residence hall space, he/she will be given an opportunity to review the Room Condition Report (RCR). It is the responsibility of the resident to verify that the information cited on the RCR coincides with the actual condition of the room at check-in. If there are potential discrepancies between the RCR and the actual room conditions, the resident must notify the Resident Manager within 24 hours of checking in. After 24 hours the resident accepts all conditions of the room as describe in the RCR.

Anytime a resident moves out of a room or suite, whether moving off-campus, leaving the College, or transferring to another room or suite,

check-out procedures must be followed. Failure to do so will incur a \$500 improper checkout fee. The checkout process is as follows:

- Schedule a check-out time with a Resident Assistant at least 48 hours in advance of the anticipated check-out time.
- Remove all belongings and clean the room and suite and any common rooms. The resident and the Resident Assistant will then check the room against the RCR for damages. If there are any damages, they will be noted on the RCR.
- The damage charges will be assessed by the College. Failure to pay damage costs will result in a business hold being placed on the student's account.
- Complete a forwarding address card with the US Post Office.
- Upon check-out, turn in the suite/room keys and the mailbox key.

## **Policies and Procedures**

### **Access Control**

Access to the residence hall, suites, and resident rooms is controlled through keyed entryways. Each resident will be issued a key for the common areas, suite, and his/her room. It is necessary for residents to keep their suites and rooms locked at all times for personal safety and to avoid potential theft. The College is not responsible for property that is damaged or stolen. For safety reasons, leaving exterior suite doors unlocked is not permitted. If Management finds a unit unlocked, the exterior door will be locked and the resident and/or residents will be subject to a \$25.00 fee. Violations of access control policies will result in students being subject to the College's disciplinary process for violation of the Student Code of Conduct.

Residents must have their suite/room key at all times in order to gain entrance into the residence hall. Residents having difficulty with suite/room keys should contact the Resident Manager. At no time shall any resident, guest or staff member directly or indirectly bypass or disable residence hall access control systems through door propping, blocking of latches or any other methods. To protect the safety of others and student property, residents must not allow non-residents to "tailgate" into the residence hall by following them through keyed entryways. Residents and

their guests/visitors may not prop open or block any access or egress door. Residents and their guests/visitors must enter and exit the residence hall through designated entrances and exits. Emergency exits should only be used for evacuation in times of emergency such as a fire alarm. Residents should never loan their suite/room key to anyone. If a resident loses their suite/room key, they should contact the Resident Manager immediately.

If a resident is locked out of their room or suite they may request to be let in by appointed staff members by contacting them according to instructions posted within the residence hall. To gain entry a resident must show a valid photo ID to the staff member. A resident may only access their assigned spaces and will not be given access to any other space under any circumstances. One complimentary lockout will be given to residents each semester. After the first lockout is used any further lockout requests within the same semester will incur a \$25.00 lockout charge, which will be billed to the resident's student account automatically.

If a key is lost or misplaced, residents must notify the Resident Manager immediately. Keys lost by residents will result in required payment of a lock change charge, even though the lost key may later be found. The fee for a lost key/re-core is \$200.00 and the lost parking garage transmitter fee is \$25.00.

Keys must be returned by all residents upon move-out. Failure to check out properly and/or return all keys by the check-out deadline will result in College account holds and disciplinary fines and/or charges. An improper check-out fee is \$500.

### **Acts of Intolerance**

Acts of intolerance are prohibited in or around the residence hall. Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group because of their race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status or sexual orientation. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including residence hall doors), as well as jokes, posters or comments.

### **Air Conditioning, Heating, and Ventilation**

A thermostat located in each unit monitors heating, ventilation, and air conditioning for that unit. In order to reduce energy costs, students are asked to monitor the energy usage of their suite setting the thermostat between 70-72 during warm months and 75-80 during cooler months.

### **Alcoholic Beverages**

College Board Rule 4.430: The possession, sale, exchange, consumption, or giving away of any beverage of alcoholic content is strictly prohibited on campus or at any College-sponsored function. Students and their guests will not be admitted to any College function while under the influence of alcohol. In accordance with State statute and College policy, alcohol is strictly prohibited in Lagoon Landing and the College campus. The consumption of alcohol on campus compromises the learning process and the academic integrity of all students.

**ALL students found in violation of the College's zero tolerance alcohol policy, as described in the community guide, student handbook and College policies and procedures, will be immediately evicted, terminating their privileges to reside or visit anyone living in the residence hall.** In addition, all sanctions as listed in the Student Handbook will apply.

### **Boating, Fishing, Swimming Policy**

College Board Rule 3.200: The property and grounds of Florida Keys Community College are designed to support learning, research, contemplation, and recreation. In order to ensure the safety of all users and preserve the College for future generations in this diverse learning environment, all students, staff, faculty, alumni, and guests are expected to observe the following regulations. Individuals not adhering to these regulations shall be subject to disciplinary actions.

- **Boating**

Boat launching from College property is not permitted, unless it is a college-sponsored or college-approved activity. This prohibition includes, but is not limited to, the launching of powered, unpowered (e.g. rowing shells, kayaks, canoes, daysailers, paddleboards, and rafts), and recreational crafts or vessels.

- **Fishing**

Fishing is not permitted from College shoreline or in the Lagoon, as these areas constitute underwater classrooms, and must remain in untouched condition to support learning and research.

No crab pots/traps are permitted to be installed from, within, or upon College property.

- **Swimming**

Swimming activities and events are hosted in the College pool and, as appropriate, are open to student, staff, faculty, alumni, and guest participation.

Swimming from College shoreline within College waters, or into the Lagoon, is not permitted at any time, unless such swimming is in conjunction with a college-sponsored or college-approved activity.

### **Bicycles/Mopeds/Motorcycles/Scooters**

Bicycles, motorcycles, mopeds, scooters and similar vehicles are restricted to the designated parking areas beneath or adjacent to the residence hall and are not permitted in student suites or rooms. All such vehicles not in designated parking will be towed.

The College requires all mopeds, motorcycles and scooters to be registered with the College. A \$60 per semester fee is assessed for any motorized vehicle such as a moped, motorcycle and scooter that is parked under the residence hall. Parking elsewhere on campus is free.

Bicycle racks are available adjacent to the residence hall. Bicycles must not be attached to railings, trees, benches or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left in other areas may be removed as abandoned property.

Residents are encouraged to register their bicycles with the Monroe County Sheriff's Office/Key West Police Department for ease of tracking in the event of loss or theft.

### **Cable Television**

Digital cable TV service connections are located in each student room. Students are prohibited from splicing into the cable system or running cable wires to unauthorized areas.

### **Common Area Room Reservations**

Residents may reserve the lobby and the adjacent outdoor grounds for activities and meetings. For complete information about the available hours and guidelines, residents should contact the College Department of Student Affairs. The lobby and fitness room in the residence hall are available for student use on a first-come, first-served basis.

### **Cooking and Kitchens**

Each suite is equipped with a kitchenette. Residents must read the Cooking, Appliance, and Electrical Guidelines Policy for guidelines and restrictions. To avoid damage, residents must not cut directly on the counter top. Food that is cooking must never be left unattended. Cleanliness is essential due to the potential of disease and pest problems associated with unsanitary cooking areas. Residents will be held responsible for damages or excessive clean-up as a result of the misuse of the kitchens. Never dispose of food or grease in sink drains.

### **Cooking, Appliance, and Electrical Safety Guidelines**

Considering the potential for fire, injury and loss of life and property, cooking and electrical safety are essential to the well-being of all residents. For this reason, anyone who resides or cooks in the residence hall must be aware of, and comply with, the following guidelines:

1. All cooking shall take place within the kitchen with the cook(s) attending to the cooking at all times.
2. Appliances to be used for cooking shall be limited to those which do not have an open flame or element.
3. No additional microwaves or refrigerators are allowed in residence hall suites other than the ones provided.
4. Multiple outlet "power strips" with built in circuit breakers must be used when additional electrical outlets are desired. They must be UL approved. No extension cords.
5. Resident-owned air conditioners, space heaters, halogen lamps, refrigerators, microwave ovens, exterior antennas and satellite dishes are prohibited.
6. Irons must only be used in conjunction with proper ironing boards.
7. Use of halogen light bulbs is not permitted due to the danger of fire associated with these types of bulbs.

### **Damages/Vandalism**

Residents are responsible for the condition of their rooms, assigned suites and all the furnishings assigned to them. If the room is damaged, or furnishings damaged or lost, residents are financially responsible and shall reimburse the College. Residents of an individual room, suite, or residence hall will also be required to share the expense of repairing or replacing property in common areas (such as hallways, common areas, or lobbies) when such repairs are determined to be above and beyond normal wear and tear. The intentional or reckless destruction or dismantling of any College property or equipment will result in disciplinary proceedings. Charges for damages and cleaning will be determined by the College. Repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will have holds placed on their College accounts, preventing them from registering for classes, obtaining transcripts, or receiving grades.

### **Decorations/Modifications**

Personalizing your residence hall room is encouraged. While resident creativity is expected, the College has a responsibility to ensure no safety or fire hazards are created, that walls, floors, ceilings and furnishings are not damaged, and performance of periodic maintenance will not be impeded. Tape (regular and double-sided), large nails, screws, bolts, and wall anchors are not permitted on the walls, doors, furnishings, or fixtures. Tacks, nails and screws must not be used on any wood door. Residents will be required to redesign or remove all furnishings, structures and decorations that do not meet the standards set by the College and/or the State Fire Marshal. If these changes are not made as directed, the College reserves the right to remove them from the room.

### **General Decorating Guidelines**

All residents should follow these general guidelines when decorating:

- 1) Electrical accessories must be UL approved. Electrical devices must not be spliced into existing wires.
- 2) Students working on room decorating projects are responsible for clean up; failure to do so will result in a cleanup charge. All constructed items must be free-standing and not attached to any wall, ceiling or college furnishing or fixture. No construction materials are permitted in hallways as they are safety hazards.

- 3) When students move out of a room that has been decorated, the room must be returned to its original state. Residents are responsible for any damage to the room.
- 4) All residents of the suite must agree to any decorations located in the suite's main living area.
- 5) All carpets/rugs must be rated fire retardant Class A or B.
- 6) All drapes must be made of fire retardant fabric.
- 7) The use of contact paper in the residence hall is prohibited.
- 8) Residents may not paint their rooms.
- 9) Hanging items from or on residence hall windows is prohibited.
- 10) No clothing or paper is permitted around or inside the skylight tubes. Aluminum foil may be used to darken the room.
- 11) Alcoholic beverage containers, (cans, bottles, etc.) or advertisements, posters, or signs for decorative purposes, displays or otherwise are not allowed.

### **Door Decorations**

All decorations must be contained to the interior of student suites and individual rooms. Decorations on the outside of doors are not permitted. The College reserves the right to remove any item in violation of this policy.

### **Holiday Decorations**

- 1) No live trees are permitted in the residence hall.
- 2) Artificial trees made of aluminum or any other metal must not be wired with tree lights.
- 3) Residence hall entrance doors, doors and windows in other public areas, and doors and windows in student suites may be decorated in a manner that does not deface or damage property or create a fire hazard. Artificial snow or any other material that is difficult to remove or might result in damage when removed is not permitted.
- 4) Holiday lights are prohibited.
- 5) Leaves, grass, straw, or other natural flammable items must not be placed in residence hall common areas, student rooms, and suites.

### **Wall Decorations**

Limitations on the types of adhesives and wall hangers are designed to reduce possible damages. To hang posters, calendars, and other lightweight items on walls, use sticky tack, small nails or tacks. Double-

sided tape, large nails, screws and wall anchors and mounts are not permitted.

### **Disruptive Behavior**

Behavior that interferes with the normal functioning of the residence hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes, but is not limited to: behavior where the safety of participants, other students or property is compromised; hall sports; water fights; pranks; horseplay; student displays/demonstrations that create a disruptive environment; lewd or indecent behavior; or other actions of a person or group that require a response by the Resident Manager or other College employee.

Rude, belligerent, threatening, violent, uncooperative or deceptive behavior toward College or Security personnel will not be tolerated at any time and will be cause for disciplinary action and/or eviction.

### **E-mail Communication**

E-mail is the College's official method of communication. Residents can expect regular communications regarding the residence hall via their FKCC e-mail accounts. Check your account regularly for important housing information regarding room sign-up, break schedules, check-out procedures, judicial notifications and other announcements. Every student is responsible for information sent to him or her. For assistance with email account problems, call the IT Department at 305-809-3135.

### **Firearms & Weapons**

The College is designated as a school safety zone. It is illegal to possess a weapon on or within 500 feet of any property owned or used by the College. This includes classrooms, vehicles, and the residence hall. It is a felony to break this law, and the penalties can be severe, including expulsion from the College. Prohibited weapons include the following:

- a) any firearm or weapon whether operable or inoperable as defined in Florida law or any object of like character, including, but not limited to, paintball guns, air soft guns, BB guns, stun guns, tasers, potato guns, spears, spear guns, knives (including dive knives), or razor blades;
- b) any dangerous weapon, machine gun, sawed-off shotgun or rifle, shotgun, or silencer;

- c) any bacteriological weapon, biological weapon, hoax device, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas;
- d) any explosive materials;
- e) any fireworks.

**Fire Safety**

Candles and incense, lit cigarettes, pipes, or any other open flame device, non-regulation halogen lamps, oil lamps, space heaters, flammable liquids, fireworks, ammunition, or other flammables are not permitted in the residence hall. Do not drape material over skylights, lampshades or light fixtures. No air conditioners, appliances with open coil elements, refrigerators or microwaves are permitted. Use heavy-duty fusible power strips instead of extension cords. Tampering with fire extinguishers, smoke detectors, sprinklers, fire doors and other safety equipment is also prohibited. In addition, motor powered vehicles are not permitted inside the residence hall.

The reckless obstruction of a fire exit in the residence hall or at a residence hall-sponsored activity is prohibited. Stairwell and other fire doors must not be left open unless equipped with a magnetic fire door hold-open device. Hallways and stairwells must be kept clear (no shoes, bicycles, furniture or trash). Never block the exit door to your room or suite.

Fire drills are conducted in the residence hall once each term. Failure to evacuate during a fire alarm or fire drill will result in disciplinary action and possible arrest.

**Fireworks**

The possession and/or use of fireworks inside the residence hall, on College and residence hall property, or at a residence hall-sponsored activity is prohibited.

**Gambling**

FKCC does not permit gambling on campus or in the residence hall.

**Gym Etiquette and Hours**

Residents are encouraged to enjoy the gym at the residence hall. In order to respect the suites/rooms adjacent to the gym, residents must wear

headsets/earphones if they want to listen to music while exercising. The use of stereos/boom boxes is prohibited. Removal of any equipment from the gym is also prohibited. Gym hours are 7am to 9pm.

**Health and Safety Inspections**

Health and Safety Inspections are completed as scheduled throughout the term. During a Health and Safety Inspection, a College representative or Resident Manager will enter each suite unit to check facility conditions. This is to resolve any potential facility, sanitation, and/or safety issues. Residents will receive advance notice of scheduled inspections. If there are items that warrant resident action, a designated amount of time will be given to correct the condition. Failure to comply within the allotted time will result in an administrative fee and disciplinary action. Damages noted in a suite during a Health and Safety Inspection may result in residents being charged for repairs and/or replacement.

College officials are legally obligated to report evidence of unlawful acts in "Plain View." This means that if illegal items such as marijuana plants, weapons, etc. are found during a normal inspection (for maintenance reasons, or due to an emergency situation, or for health and safety reasons), the evidence can be seized and used against the student in a disciplinary determination.

**Health & Safety Inspections Coordinated with Law Enforcement Officials & Drug-Detecting Canines**

The College is committed to maintaining a safe environment and will work with students to promote effective security of person and property in the residence halls. As such, the College reserves the right to coordinate with law enforcement officials and drug-detecting canines to conduct health and safety inspections of Lagoon Landing. Said law enforcement officials and drug-detecting canines are authorized to search for and seize items related to suspected illegal activity or violation of College policy, local, state, and/or federal laws. Students suspected of illegal activity or violations of College policy, local, state, and/or federal laws, are subject to possible College disciplinary action and/or arrest.

### **Illegal Drugs**

The possession and/or use of illegal drugs and narcotics is against State law and College regulations and is not permitted in the residence hall. Possession of such drugs and related paraphernalia is a violation of the Student Code of Conduct and may result in expulsion from FKCC and possible arrest.

**ALL students found in violation of the College's zero tolerance drug policy, as described in this community guide, student handbook and College policies and procedures, will be immediately evicted, terminating their privileges to reside or visit anyone living in the residence hall.**

### **Internet Connectivity**

The residence hall has wireless internet connectivity for residents provided through the College network at no additional charge. Use of the College network may be used for lawful purposes only. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat or violates export control laws. For more information on use of the College network and guidelines, refer to the College Student Handbook.

### **Laundry Room**

A laundry room with washing machines and dryers is located on the second floor of the residence hall and is for the exclusive use of residents. Remove laundry from machines immediately at the end of the cycle. Any laundry left for 24 hours will be removed as abandoned property and donated.

### **Mail and Packages**

Residents' mail is delivered to the residence hall. Mail of students no longer in residence is returned to the U.S. Postal Service for further handling. Mail, packages and other correspondence sent to residence hall students should be addressed using the following format:

[Resident's Name]

Lagoon Landing, Room XXX  
Florida Keys Community College  
5891 College Road  
Key West, FL 33040

Residents receiving items via UPS and/or FedEx will be notified via FKCC email that a package has been delivered to the College. USPS regulations do not allow the College to place these items in your residence hall mailbox. Upon receipt of the email notification, residents may contact the College to schedule a time to pick up delivered packages.

### **Maintenance Requests**

The College provides routine maintenance to the residence hall. Residents who need to request repairs in their room, suite, or common areas of the residence hall must complete a work order requisition, Form #30.1(A). The work order requisition is available for download at <http://www.fkcc.edu/current-students/formsproc.da>. If there is an emergency such as a water leak, contact Facilities at (305) 809-3240 and the Resident Manager. Provide your name, suite and room number, cell phone number, and a detailed description of the problem. While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear, as assessed by the College, may result in assessment of charges.

### **Parking**

Residents who keep a vehicle on campus must display a Lagoon Landing Parking Decal affixed on the back left bumper/window of the driver's side of the vehicle. Permits for limited access, reserved, covered parking on the ground floor of the residence hall are available for a semester fee on a first-come – first-served basis, and are restricted to compact vehicles only. Residents must park in designated spaces only. Visitor campus parking is on an as-available basis. Parking violations will result in fines and possible towing.

Automobile repairs are not permitted on the premises. Washing vehicles is prohibited on the premises. All cars must be in drivable condition. Any vehicle found on jacks or with bare wheels, flat tires or expired licenses, etc., will be towed away at the owner's expense.

No parking of boats, trailers, motor homes, campers, semi's or large trucks on premises.

### **Personal Property**

The College accepts no responsibility or liability for loss or damage to student property or for items left in the residence hall by a student who has vacated. Residents are encouraged to carry appropriate insurance to cover their personal property and may find that coverage is available through a parent's homeowner policy. Residents are strongly encouraged to lock their room and suite doors to reduce the threat of theft of their belongings.

Property will be considered abandoned and the owner(s) and will be assessed a minimum of a \$50 disposal charge under the following circumstances:

- A resident who vacates the residence hall room or apartment, having given proper notice but not properly checking out and leaves personal property behind (an additional \$500 improper check-out fee will also apply).
- A resident who vacates the residence hall without giving proper notice and leaves behind personal property (an additional \$500 improper check-out fee will also apply).
- A resident who misplaced or reported as lost an item(s) that was recovered, the owner was notified and the owner failed to claim the property within 24 hours of notification.

### **Pest Control**

The College provides regular monthly pest control on the exterior perimeter of the residence hall. Residents must complete a maintenance request if there is a problem with insects or other pests in a room or suite. Maintenance staff will enter the room or suite during regular business hours to address the problem. Residents do not have to be present, but must provide an accurate description of the problem. All non-perishable food must be stored in airtight containers and be well wrapped. Food must be properly stored or discarded during vacations.

### **Pets**

No pets, other animals, or reptiles, with the exception of service animals, are allowed in the residence hall at any time, not even with visitors.

### **Photo Identification Cards**

Students residing at the residence hall are required to have a Lagoon Landing Residence ID card and are expected to carry their card on them at all times. Residents must produce a current Lagoon Landing Resident I.D. card upon request by College and/or Resident Manager and Security personnel. Students who refuse or fail to produce proper identification when requested may be directed to immediately leave the premises.

Original ID cards are free; however, replacement cards cost \$5.00. Lost cards should be reported to the Resident Manager immediately.

Cardholder Responsibilities:

- Use of the Lagoon Landing Residence ID card by anyone other than the person to whom it was issued is strictly prohibited.
- The cardholder is subject to disciplinary actions or other penalties for improper use of the card.
- The cardholder is responsible for any and all losses associated with the card.
- Punching holes, marking on the card, adding stickers or altering the card in any way is strictly prohibited.

New students can expect to receive their Lagoon Landing Residence ID card at residence orientation. Returning students will receive their renewed card and/or sticker each term and will be contacted by the College for renewal.

### **Plumbing Fixtures**

To prevent leaks in the residence hall plumbing system, modifications to standard fixtures are not permitted, including installation of special shower heads, massagers and/or filters. Do not dispose of food or cooking oil/grease in kitchen or bathroom sinks. Residents must not use drain cleaners. Submit a work order if a drain becomes clogged.

### **Quiet Hours**

Quiet hours are periods when sound should not be audible from outside the room of source. Quiet hours extend from 9:00pm to 9:00am seven days a week. At all times, stereos, TV's and noise should be kept at a level not to be heard outside the room. Loud noises from car radios and boom boxes will not be permitted. A resident's right to request a quiet

environment must be honored at all times. Infractions are subject to College disciplinary action and/or eviction. Quiet hours will be strictly enforced!

### **Recycling and Trash**

Residents are encouraged to recycle paper, aluminum cans, and glass and plastic containers. Residents are responsible for the removal of their trash and recycling to the dumpster across from the main entrance to the residence hall. Failure to dispose of trash or recycling properly could result in a removal charge.

### **Room Entry**

The College reserves the right to enter resident suites and rooms for the purposes of: safety, facility improvements, routine maintenance or safety checks during break periods, to manage the facility in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, or to maintain a quiet environment where residents may sleep and study. Residents will not be given access to any room which is not their own. In cases of suspected policy violations or violations of local, state or federal law, approval to search a room or suite can be granted by the Dean of Student Affairs, Coordinator of Residence Life, or designee.

### **Room and Suite Furnishings**

Each bedroom is furnished with a bed, desk, chair, dresser, closet space, Internet service, and cable TV outlet. Residents will share a common room area, furnished with sofa, club chair and end tables, and kitchenette area furnished with a stovetop, refrigerator, microwave, cabinets, dining table, and chairs. Room size and window dimensions vary from room to room. Residents may not move additional items into their rooms from the residence hall public areas or from other suites. College-furnished items may not be removed from rooms or suites.

### **Services for Students with Disabilities**

The residence hall has been designed and constructed to be ADA compliant to meet the needs of residents with physical disabilities. Student requests for disability accommodations, including requests to have a service animal accompany a student on campus, in classrooms, and the residence hall are determined by the College's Disabled Student Services, through an

accommodation request and review process. Students can contact this office by calling 305-809-3269.

### **Severe Weather**

When potential exists for severe weather in the area, residents should pay attention to the local weather reports and be prepared to respond if weather conditions worsen. If a severe weather warning is issued, residents must proceed to the second floor interior corridor, stay away from windows, and remain there until the "all clear" is given by staff members.

#### **• Hurricane Watch, Warning, and Evacuation**

Hurricanes can be tracked and their courses are often predicted many days in advance of their arrival. Local Emergency Management officials determine whether the county's residents are subject to a mandatory evacuation. If an evacuation is implemented and the Key West High School Shelter is opened, residents will be instructed to leave the area within 24 hours of the evacuation issuance and the residence hall will be closed and secured. It will not be an option to stay in the residence hall during an evacuation mandate.

Comprehensive hurricane procedures are available on FKCC's website.

#### **• Tornado Watch and Warning**

Residents must follow these guidelines when there is a threat of tornados:

During a tornado watch, residents must pay close attention to the local weather reports to stay abreast of potential development and review tornado warning procedures.

During a tornado warning, residents must proceed to the second floor interior corridor, away from windows, and remain there until an "all clear" is be given by staff members. Residents must remain in the building during a tornado warning.

### **Smoking**

Smoking of any materials is prohibited in the College residence hall and other campus facilities. No smoking is allowed on stairways, landings or

outdoor patio of the residence hall. Refer to the Smoke Free Policy in FKCC's Student Handbook for details.

### **Solicitation**

Solicitation and/or selling within the residence hall is not permitted under any circumstances. Refer to the Solicitation section of the Student Handbook for details.

### **Swimming**

FKCC's pool may be used by students at announced times when a lifeguard is on duty. Swimming in the pool at any other time is prohibited. Swimming in the lagoon or gulf from any FKCC campus water edge is prohibited.

### **Telephone Service**

Each suite has an Emergency 911 telephone line. Local and long distance calls will require the use of a personal cell phone.

### **Toilets**

Residence hall suites are equipped with 1.5 gallon flush toilets. These toilets are designed to conserve water. To prevent clogging and overflows please make sure limited amounts of paper are being flushed at any one time. If your toilet does not flush properly the first time, do not flush a second time: to do so may cause an overflow. Plungers are available in the event of a clog. Should your toilet overflow, there is a water cut-off valve under the toilet. Turning off the water during an overflow can prevent water from flowing into your suite. In the event of a toilet stoppage or overflow, call in a work order immediately.

### **Unauthorized Entry or Use of College Facilities**

No resident shall make or abet unauthorized entry into or use of any College facility, building, office, attic, or onto any roof or other College space.

### **Visitation and Overnight Guests**

The residence hall is viewed by the College as the home of the student residing there. Therefore, the students have the general right to come and go as they please, as long as they do not infringe upon the rights of other residents or become destructive to College property. Residents, members

of residents' families and guests shall at all times maintain order in the residence hall and at all places on the grounds, and shall not make or permit loud, improper or boisterous conduct or otherwise disturb the comfort or interrupt the sleep of other residents. The residence hall is open to residents and their invited guests at times not designated as quiet hours (9pm to 9am). A guest or visitor is defined as any individual who is not a legal occupant of the residence hall, is at least 18 years of age or an immediate family member. All guests in the residence hall must have a resident student as a host and be accompanied by that host at all times. Any guest or visitor without a host will be asked to leave and escorted from the campus. Hosts are responsible for the behavior of their guests.

Roommates who are disturbed by guests may report their concerns to the Resident Manager or College housing representatives and appropriate actions will be taken, which may include the issuance of a "No Trespass Warning" by the Monroe County Sheriff's Office barring the visitor from Lagoon Landing and/or all College premises. Violation of this rule will result in appropriate disciplinary action and/or eviction.

#### **• Overnight Guests**

With the permission of the College and your suitemates, you may host a same-gender member of your immediate family ONLY as an overnight guest. Consideration must be given to the individual rights and privacy of suitemates and neighbors. Residents are permitted a maximum of three overnight guests per semester and each guest's stay may not exceed two nights. Overnight guest request forms may be accessed online: <http://www.fkcc.edu/skins/userfiles/file/Lagoon%20Landing/Overnight%20Visitor%20Request%20Form.pdf>

**Waterbeds** Residence hall rooms are fully furnished and mattresses are provided. Waterbeds, or mattresses which contain water, are not permitted.

**Windows** Residence hall windows are designed to be inoperable for reasons of energy conservation and safety. Tampering with, or attempting to open windows is prohibited.

## **STUDENT CODE OF CONDUCT**

The College Student Code of Conduct is in effect on College premises, on property owned by Florida Keys Community College and at functions sponsored by or participated in by the College regardless of the locations.

If a student is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident which allegedly occurred on property other than College premises, or a function sponsored by or participated in by the College regardless of location, and if that incident is determined to have an adverse impact on the educational program, discipline, or safety and welfare of the College, then the College has the right to suspend the student pending final adjudication, of the criminal charge.

If the student is adjudicated guilty, then the student may be recommended for expulsion through the normal expulsion procedure. With this exception, the College will not ordinarily impose sanctions on a student who is subject to criminal prosecution for off-campus activity.

The Student Code of Conduct is found in the Student Handbook. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end for the term, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The following are a list of infractions/misconduct. For a detailed explanation of each item, please refer to the Student Handbook.

1. Alcohol/Drugs
2. Academic Integrity Violation
3. Arson.
4. Bomb Threat
5. Bullying
6. Burglary
7. Cheating
8. Computer Fraud
9. Cyber Attack

10. Disorderly or Disruptive Conduct
11. Extortion
12. False Fire Alarm
13. False and Misleading Information
14. Felony Transfer
15. Fighting
16. Force or Violence
17. Gross Insubordination or Open Defiance
18. Harassment
19. Hazing
20. Inciting, Leading or Participating in a Major Student Disorder
21. Intentional Damage of College Property/Personal Property
22. Other More Serious Miscellaneous Conduct
23. Physical abuse
24. Plagiarism
25. Sexual Battery
26. Sexual Harassment
27. Sexual Offenses
28. Standards of Dress
29. Theft
30. Trespassing
31. Unauthorized access to College Property
32. Unauthorized Use of College Name
33. Unauthorized Use of Other Person's Name or Signature
34. Vandalism
35. Victimization/Extortion or Threats/Intimidation of a More Serious Nature
36. Weapons

## **DISCIPLINARY PENALTIES & SANCTIONS**

A student who has committed or attempted to commit the aforementioned misconduct, is subject to the following sanctions: The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Reprimand
- Restitution
- Fines

- Withholding of diplomas or transcripts pending compliance with rules
- Restrictions on the use of or removal from campus facilities
- Community Service
- Educational requirements
- Probation
- Suspension
- Expulsion
- Revocation of Admission and/or Degree.

More than one of the sanctions listed above may be imposed for any single violation.

Please refer to the Student Handbook for additional information regarding student code of conduct and disciplinary procedures:

<http://www.fkcc.edu/skins/userfiles/file/Advising/Student%20Code%20of%20Conduct%20%26%20Violation%20Procedures.pdf>