

2024  
2025



**EARLY COLLEGE  
PROGRAMS**  
AT FORT HAYS STATE UNIVERSITY

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**KAMS-AMS Student/Parent Handbook**

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[www.fhsu.edu/kams](http://www.fhsu.edu/kams)  
[www.fhsu.edu/ams](http://www.fhsu.edu/ams)

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Research Help	(785) 639-6180
Text for Research Help	(785) 527-9483
International Student Services	(785) 628-4176
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Health and Wellness Services	(785) 628-4401
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## Introduction

This handbook provides information and guidance to students, parents, guardians, and other stakeholders regarding the policies, procedures and operations of the Kansas Academy of Mathematics and Science (KAMS) and the Academy of Mathematics and Science (AMS) during the academic year. KAMS/AMS is part of the Division of Student Affairs. Being part of Student Affairs will provide a wide spectrum of events throughout the year that will benefit KAMS/AMS students. The Student Affairs staff will coordinate many out of class programs and services, including Residential Life, counseling and academic support, career services, first-year-experience, and student activities.

KAMS/AMS offers students the opportunity to complete two years of college concurrently with the last two years of high school in a unique living and learning environment designed to accelerate students' education and personal growth. KAMS/AMS students live in a campus residence hall and take classes from FHSU faculty with traditional FHSU students. KAMS/AMS students will be presented with challenges and given support to face those challenges. Being a member of the KAMS/AMS community is a privilege, not a right. Students must earn continued membership in the KAMS/AMS community through academic performance and behavior.

KAMS/AMS students are required to follow Residential Life, University, and KAMS/AMS regulations as well as all local, state, and federal laws. All policies are applicable at all times from move-in day in August through check-out in May. Students and parents/guardians are expected to become familiar with the policies and procedures outlined in this KAMS/AMS handbook, the FHSU Student Handbook, as well as the Residence Hall Handbook. FHSU policies are online:

- **FHSU Student Handbook**      <https://www.fhsu.edu/student-handbook/>
- **FHSU Residential Life**      <http://www.fhsu.edu/reslife/Forms/>

These documents are intended to function as guidelines for general information. KAMS/AMS is a dynamic organization, and because needs and expectations change, KAMS/AMS policies and procedures are subject to change. Discipline is administered according to the judicial system described in the FHSU handbook, with KAMS/AMS specific situations addressed by the KAMS/AMS staff.

## Mission Statement

KAMS/AMS provides accessible quality education to exceptional high school juniors and seniors in an innovative residential environment to develop engaged global citizen leaders.

## Objective

The KAMS/AMS objective is to encourage KAMS/AMS students, living and working in a community of peers in a college environment, to develop the creativity, curiosity, reasoning ability and self-discipline that lead to independent thought. This will be accomplished through college level instruction, research activities, and other learning experiences. Additionally, service-learning activities along with civic engagement and community leadership will foster a sense of commitment and integrity in KAMS/AMS students that will encourage good citizenship and benefit society.

## A Note to Parents / Guardians

As a KAMS/AMS student, individuals are leaving the security of family and high school to take on the challenges offered through college coursework and residence hall living. The KAMS/AMS staff share the parents/guardians' concerns for their student's well-being, and we want to help students overcome any difficulties that may arise. While we will keep in contact regarding each student's progress and Academy events, it is not always possible for us to be aware of what individual students are experiencing. Therefore, we depend on parents/guardians to communicate with us and to encourage students to do the same. We have an open-door policy in our KAMS/AMS offices and encourage the students to visit our offices on a regular basis. Please feel free to contact us with any questions, suggestions, or concerns. KAMS/AMS protects the confidentiality of students and parents/guardians. However, there are limits of confidentiality, such as, if a student is in immediate danger, whether from oneself or others. In addition, parents/guardians are welcome at the Academy any time.

## Volunteers

We encourage people to be an advocate for KAMS/AMS. Some of the many things a volunteer may do for the Academy include:

- ♦ Encouraging prospective students/parents/guardians to consider applying to KAMS/AMS.
- ♦ Distributing brochures and information on behalf of KAMS/AMS.
- ♦ Helping the Academy identify sources of private funding.
- ♦ Help keep our alumni database updated after students complete the KAMS/AMS program.
- ♦ Help identify high quality academic opportunities such as summer research experiences.

## History

The Kansas Academy of Mathematics and Science (KAMS) was established in 2006 by the Kansas Legislature. The establishment of this innovative program stemmed from national concern regarding anticipated shortages of students who would be sufficiently well prepared in mathematical and scientific problem solving. Recognizing that American youth would need to compete in an increasingly technological global society, several states opted to create alternative educational programs that would attract students to the fields of mathematics and science as well as offer bright, motivated young people an accelerated education in these areas of study.

Beginning in 2000, Dr. Donald Norwood and Mr. Gerald (Jerry) Magliano, both of Lenexa, Kansas, worked tirelessly in support of the original KAMS legislation. Once passed by the Kansas Legislature, a broad-based steering committee studied the KAMS legislation and the operation of similar academies in other states. The steering committee prepared a Request for Proposals (RFP) to assist the Kansas Board of Regents in selecting the state postsecondary institution to establish and operate KAMS. Fort Hays State University's (FHSU) proposal was accepted, making KAMS the sixteenth such Academy in the country.

## Core Values of KAMS/AMS: Excellence, Engagement, and Ethical Actions

Excellence, Engagement, and Ethics are the foundation of KAMS/AMS student development and academics. Student development and academic excellence are both necessary for individual success at KAMS/AMS. Our goal is not to merely produce academically accelerated adolescents who are going to college but produce academically accelerated young adults who are prepared to succeed in leadership roles in mathematics and science related fields. KAMS/AMS students will be expected to develop and demonstrate good citizenship and high integrity. We believe the KAMS/AMS mission and objectives are supported by academic, co-curricular and extra-curricular programs that encourage academic Excellence, Engagement, and Ethics. We believe that our graduates will have a strong foundation in academics, solid grounding in ethical values, and will make lasting positive contributions to society.

Our approach to the development and growth of KAMS/AMS students is based on research in the areas of talented and gifted students and student development. To appreciate the services and opportunities provided by the student development staff, it is important to first understand the student population. While engaging in university-level academic material, KAMS/AMS students are simultaneously engaging in a unique form of college life. The engagement in college life leads them to develop in ways that a traditional high school program cannot provide. They are still emotionally developing students who will benefit from experiencing a rich out-of-classroom learning environment. As an example, many KAMS/AMS students may have had experiences where they have often been able to quickly give the right answer. However, as the student engages in life at KAMS/AMS, their academic knowledge and social abilities will be tested in the new and more challenging environment. KAMS/AMS students may have strong academic abilities, but tempering that with the ability to accept feedback, utilize strengths and recognize weaknesses will lead to competence versus the need or desire to simply "be right." The provision of a diverse array of activities will allow students to have comfortable successes and appropriately uncomfortable challenges resulting in the ability to deal with each.

KAMS/AMS will provide support, opportunities, and experiences for an environment that will encourage the following:

### I. Excellence

#### A. Excellence in Academics

- a. Achieve to the best of the student's ability
- b. Strive for mastery and contribute something new
- c. Achieve success far beyond the student's known abilities

#### B. Excellence in Behavior

- a. Commit to classroom productivity and community involvement
- b. Grow emotionally and socially
- c. Strive to meet personal standards of excellence

### II. Engagement

#### A. Engagement in Learning

- a. Participate actively in one's own learning
- b. Contribute to new learning
- c. Demonstrate commitment to learning

#### B. Engagement in Community

- a. Respectfully help others who are not as talented in a specific area
- b. Give back to the community through service learning
- c. Contribute to the communities in which one lives (KAMS/AMS, FHSU, city, state, nation, world) in an ethical and meaningful way and become engaged in the community and look for areas to be a leader.

### III. Ethics

#### A. Ethics in Learning

- a. Have academic honesty
- b. Develop competence in ethical and moral reasoning
- c. Accept responsibility for their own actions as a learner

#### B. Ethics for Living

- a. Have integrity; demonstrate right actions; keep in mind the greater good
- b. Develop good habits; develop awareness of consequences of how actions affect others
- c. Show positive actions promoting the health and growth of ones' self and others while respecting and caring for the world around them



Students at KAMS/AMS are expected to demonstrate commitment to excellence, engagement, and ethical actions in all aspects of their behavior. This commitment extends to, among others, living in and contributing to a diverse community of peers. It is each student's responsibility to help make the best living and learning environment for everyone.

Each member of the KAMS/AMS community is expected:

- to respect the rights of all KAMS/AMS and FHSU students, faculty, staff, alumni, and visitors
- to know and follow the applicable policies and expectations as set forth by KAMS/AMS and FHSU, and
- to behave in ways that do not interfere with the learning of others, do not disrupt the educational process, and do not reflect negatively on the KAMS/AMS community

## I. KAMS/AMS POLICIES

### Policy Highlights

The student's decision to become a member of this unique community constitutes an agreement to actively support KAMS/AMS, as well as FHSU's expectations for students. KAMS/AMS rules and regulations, along with those of FHSU are designed to provide a high degree of personal and community safety, stability, and civility. Community and individual success will depend on the cooperative efforts and mutual respect of everyone.

### General Policies

Since participation in the KAMS/AMS program is a privilege, we require that all students, regardless of age, follow all policies and procedures. KAMS/AMS requires that a parent, legal guardian, or responsible adult family member serve as a contact for permission, emergencies, and routine correspondence. If the responsible party is not a parent or legal guardian, a signed authorization from the parents/guardians designating the responsible party as the contact must be on file with KAMS/AMS. To ensure consistency and effective communication, this contact person will serve as a liaison for the student's family and the KAMS/AMS community. KAMS/AMS will comply with applicable state and federal law including, but not limited to, the Family and Educational Rights and Privacy Act (FERPA) which mandates direct communication between KAMS/AMS and the student, rather than the student's parents/guardians when the student turns 18. FERPA details are outlined in the FHSU Student Handbook.

**Being a member of the Kansas Academy of Mathematics and Science or Academy of Mathematics and Science is a privilege, not a right. At any time, students deemed unable or unwilling to accept the commitment to be successful in this special learning environment may be asked to return to their sending school. A violation of certain policies may result in a student being dismissed from and/or not being asked back to the KAMS/AMS program.**

### Equal Opportunity - Disability Accommodations

FHSU is an equal opportunity institution and complies with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. FHSU will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of education programs and activities operated by FHSU.

Students with disabilities are required to register with Student Accessibility Services (SAS) Office to make use of their services and to receive accommodations. The SAS Office and FHSU are committed to providing "reasonable accommodations" for students registering with the office. "Reasonable accommodations" mean adjustments to rules, policies, or practices so that they do not discriminate against qualified individuals with disabilities. Accommodations for qualified students are determined on a case-by-case basis. Students may not require accommodations in every class and do not receive every available accommodation.

KAMS/AMS will make reasonable adjustments in its policies for qualified students with disabilities who wish to participate in the program. KAMS/AMS will assist with registration and scheduling and work with the SAS Office to furnish certain educational auxiliary aids for students whose disabilities necessitate special accommodations.

Disability related information is considered confidential information and is only released with the written permission of the student and parents/guardians. Students with disabilities are encouraged to share that they have a disability with their instructors.

Students requiring special accommodations because of a disability should notify the KAMS/AMS staff at least 30 days prior to the beginning of the semester of enrollment. Documentation of each disability must be submitted to KAMS/AMS and the SAS Office in support of any accommodations and services that are being requested. Accommodations for disability services cannot be provided until complete documentation has been received.

### Individual Education Plans (IEP's) for Gifted Students

If a student is admitted to KAMS/AMS, the sending school has the option of holding an IEP exit meeting prior to the end of the student's sophomore year. KAMS/AMS staff will attend an annual IEP meeting via zoom if the IEP is continued.

### **504 Accommodation Plans or Individual Education Plans (IEP's) for Non-Gifted Students**

KAMS/AMS students with an IEP (excluding gifted IEP's) or Section 504 Accommodation Plan will need to self-identify to the Health and Wellness Center or KAMS/AMS staff member serving in this capacity.

- ♦ Parents/Guardians will need to sign a form to allow the sending school to release special education reports, records, and IEP's or the 504 Accommodation Plan to the Health and Wellness Center or KAMS/AMS staff member serving in this capacity as well as the Accessibility Services Advisor will review all records.
- ♦ A meeting will be scheduled with relevant sending school staff, the Health and Wellness Center or the KAMS/AMS staff member serving in this capacity and the FHSU Disabilities Student Services Director and parents/guardians to discuss what, if any, services or accommodations will be necessary. Changes to the current IEP or 504 Plan may be made at that time. If services are needed, they are not retroactive.

### **Academic Program Policies**

This section of the Student-Parent Handbook describes the Academic Policies of KAMS/AMS. However, because it is not possible to describe every circumstance that may arise, the KAMS/AMS Director has the authority to determine the best course of action in instances not specifically described below and to modify these procedures from time to time, with or without notice to KAMS/AMS students. KAMS/AMS students are expected to maintain the highest level of honesty and integrity in academic pursuits.

#### **Admission Criteria**

KAMS/AMS staff, in cooperation with FHSU professors, are committed to the success of all students who enroll. While it is a KAMS/AMS expectation that most Academy students will excel in their courses at FHSU, a few students may not perform as well as predicted by their high school records or by our other admissions indicators. This section outlines procedures for handling these cases as well as a variety of other academic issues.

KAMS/AMS students may earn up to 68 credit hours over the two-year academic period and those students not making adequate academic progress may not be invited back to KAMS/AMS. In each of these situations, the student has the opportunity to appeal to the KAMS/AMS Appeals Committee (see page 18). Inadequate progress is defined as:

- ♦ A GPA below 3.00 for any single semester and/or
- ♦ A GPA below 3.00 for any single semester if the cumulative FHSU GPA is below a 3.00 and/or
- ♦ A grade of "U" in any course.

Because every student is different, KAMS/AMS will approach this determination on a case-by-case basis. The following factors will be considered by KAMS/AMS when determining whether to invite a KAMS/AMS student to return:

- ♦ Performance of the student in prior semesters/academic years.
- ♦ Class attendance of the student in current and prior semesters.
- ♦ Progress of the student since admission to KAMS/AMS.
- ♦ Participation in co-curricular and service activities.
- ♦ The student's discipline record.
- ♦ Successful appeals process with documentation, development of academic improvement plan.
- ♦ Adherence to FHSU/Early College Programs BIT Student Success Plan.
- ♦ Any other factor deemed important to be considered by KAMS/AMS.

The KAMS/AMS staff will make every effort to keep parents and guardians informed about the academic progress of each student throughout the school year. Parents and guardians need to contact the designated KAMS/AMS staff member for information about progress. Unofficial grade reports and academic performance at mid-terms will be communicated to parents and guardians by a KAMS/AMS staff member. KAMS/AMS staff members will meet on a regular basis to discuss action plans for each student who may be having difficulties.

#### **Success at the Kansas Academy of Mathematics and Science/Academy of Mathematics and Science**

All students who accept the invitation to enroll in KAMS/AMS agree to fully, willingly, and productively participate in the entirety of the program including the two-year continuous residential component. Specifically, all students agree to:

- ♦ Live in the KAMS/AMS residence hall for the duration of two successive academic years.
- ♦ Earnestly work toward completion of the KAMS/AMS program by the conclusion of the second year.
- ♦ Honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential experience.
- ♦ Attend established regular meetings with KAMS/AMS staff when deemed necessary.
- ♦ Attend established tutoring sessions.
- ♦ Conduct research as prescribed by KAMS/AMS staff.
- ♦ Attend mandatory scheduled seminar/leadership sessions.

The KAMS/AMS Directors will review each student's academic and disciplinary record at the end of each semester. We reserve the right to make decisions about whether a student continues at the Academy or not, depending on individual circumstances.

## II. ACADEMIC REQUIREMENTS

### Curriculum

#### Curriculum Philosophy

KAMS/AMS is designed to build a strong background in the sciences and mathematics through a selection of undergraduate courses that provide foundational knowledge in biological sciences, chemical sciences, physical sciences, computer sciences and mathematics. Communication competencies (written and oral) are extremely essential in academia. Undergraduate courses in English composition are intended to improve the students' communication competency skills. Courses in history, government, science, and humanities enable students to be critical in their thinking about issues that confront them as citizens and as human beings. They add an understanding and appreciation of the experiences of others in different times, places, and cultures. KAMS/AMS students, with approval from the KAMS/AMS staff, may enroll in a limited number of non-core elective classes of their interests. Generally speaking, a student who is maintaining an appropriate GPA will be considered to enter this type of situation. These non-core electives may be additional undergraduate courses in science or mathematics, or they may be from other departments within the University including music, foreign languages, economics, art, philosophy, etc. The ability to take non-core electives is dependent upon status of credits needed for the student's high school diploma and progress in the KAMS/AMS curriculum. The KAMS/AMS curriculum is not intended to satisfy all the needs of all students.

#### KAMS/AMS Curriculum and Preparation to Meet State Minimum High School Graduation Requirements

KAMS/AMS students should consult with their high school's counselor to assure that local graduation requirements will be met through the 9<sup>th</sup> and 10<sup>th</sup> grade courses when combined with the KAMS/AMS curriculum. While the KAMS/AMS staff will work with each student to assure completion of all requirements for local graduation, **final responsibility lies with the students and parents/guardians.**

KAMS/AMS students do remain enrolled with their sending high school each of the two years they are enrolled in the Academy; therefore, they are concurrently enrolled.

The following tables (Table 2 through Table 9) are provided as a reference in determining coursework for meeting state and local high school graduation requirements. This is based on the following minimums: 4 Units of English, 3 Units of History and Government, 3 Units of Science, 3 Units of Mathematics, 1 Unit of Physical Education/Health, 1 Unit of Fine Arts, and 6 Units of Electives. Remember to consider the student's local high school's graduation requirements when planning, as the school districts may have unique graduation requirements.

**Table 2.**  
**English (4 units, but can be waived to 3)**

Suggested Courses taken at the High School:		Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
English I		1	ENG 101 Comp I	3	0.5
English II		1	ENG 102 Comp II	3	0.5
			GSCI 376 Apparent/Geosciences: Earth Space Science Research & Writing	3	0.5
			** Departmental Research and Writing Course	3	0.5
Total:		2	Total:	12	2
<b>Grand Total = 4</b>					

\*\* Title will vary by research department

**Table 3.**  
**Fine Arts and/or Practical Arts (1\* unit)**  
[TO BE DETERMINED BY LOCAL REQUIREMENTS AND COMPLETED PRIOR TO ATTENDING KAMS/AMS]

Suggested Courses taken at the High School:		Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
Fine Arts/Practical Arts		1*	-	-	-
<b>Grand Total = 1*</b>					

\* Local variations on number of units

**Table 4.**

**History and Government (3 units)**

[Must include: World History, US History, Government, Economics/Geography, Kansas History]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
World History I	0.5	HIST 130 US History before 1877*	3	0.5
World History II	0.5	HIST 131 US History after 1877*	3	0.5
		POLS 101 American Government	3	0.5
		Social Science Elective	3	0.5
Total:	1	Total:	12	2
<b>Grand Total = 3</b>				

\*World History if the US History Requirement is previously met

**Table 5.**

**Physical Education (1\* unit)**

[TO BE DETERMINED BY LOCAL REQUIREMENTS AND COMPLETED PRIOR TO ATTENDING KAMS/AMS]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
Physical Education/Health	1*	-	-	-
<b>Grand Total = 1</b>				

\* Local variations on number of units

**Table 6.**

**Science (3 units)**

[Physical, biological, earth and space science with one unit as a laboratory course]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
Science (physical/earth)	1	CHEM 121/121L University Chemistry I	3/2	.5/.5
Science (biology)	1	STEM Elective	3	0.5
Science (chemistry)	1	PHYS 211/211L Engineering Physics I	4/1	1/.25
		STEM Elective	3	0.5
		BIOL 180/180L Principles of Biology	3/1	0.5/.25
Total:	3	Total:	18 - 24	4
<b>Grand Total = 7</b>				

**Table 7.**

**Mathematics (3 units)**

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
Algebra II +	1	MATH 130 Pre-Calculus (or other math course)	3	0.5
Functions/Statistics/Trigonometry	1	MATH 234 Calculus I (or other math course)	5	1
		MATH 235 Calculus II (or other math course)	5	1
Total:	2	Total:	13	2.5
<b>Grand Total = 4.5</b>				

+ Assumes Geometry was taken in Middle School - - if not Geometry would also be included in this list. Algebra 2 and Geometry are prerequisites to attending KAMS/AMS.

**Table 8.**

**Electives (6 units)**

[TO BE DETERMINED BY LOCAL REQUIREMENTS]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS/AMS:	Credit Hours:	Unit Equivalent:
Free Electives	1	Computer Science Elective (different than Technology class at high school)	3	0.5
Technology	1			
Foreign Language I	1			
Foreign Language II	1			
Total:	4	Total:	3	0.5
<b>Grand Total = 4.5</b>				

## KAMS/AMS Curriculum

Each student's schedule will vary and will depend on prior classes taken in high school, credits already earned from college, and academic ability of student. If a student has completed the equivalent KAMS/AMS courses in History, English, or Communications at their local school, elective courses at KAMS/AMS may be selected pending approval by a KAMS/AMS Director. A mathematics placement test will be used to determine appropriate mathematics placement. Students are required to take three semesters of mathematics and are encouraged to take four.

**Table 9.**

**Sample of KAMS/AMS Curriculum for an Entering Student:**

11 <sup>TH</sup> GRADE				12 <sup>TH</sup> GRADE			
Fall Semester		Spring Semester		Fall Semester		Spring Semester	
COURSES:	Credits:	COURSES:	Credits:	COURSES:	Credits:	COURSES:	Credits:
MATH 130 Pre-Calculus Mathematics (or other math course)	3	MATH 234 Analytic Geometry & Calculus I (or other math course)	5	MATH 235 Analytic Geometry & Calculus II (or other math course)	5	Social Science Elective	3
BIOL 180/180L Principles of Biology	4	ENG 102 English Comp II	3	PHYS 211/211L Engineering Physics I	5	STEM Elective	3 - 5
ENG 101 English Comp I	3	HIST 131 US History Since 1877	3	Elective Course of Interest	3	POLS 101 American Government	3
HIST 130 US History to 1877	3	CHEM 120/120L University Chemistry I & Lab	5	STEM Elective	3	Computer Science Elective	3
GSCI 376* Geosciences: Earth Space Science Research & Writing	3			** Departmental Research and Writing Course	1	**Departmental Research and Writing Course	2
JR Res Seminar	1						
<b>Total: 17 Credits</b>		<b>Total: 16 Credits</b>		<b>Total: 17 Credits</b>		<b>Total: 14 - 16 Credits</b>	

\* GSCI 376 transfers back to the sending school as an English credit.

\*\* Course title for research and writing determined by the department selected for research and these credits transfer back to the sending school as an English credit. See KSDE: <https://rb.gy/cn1wfv> Scroll to the bottom of the page and click on:

[KAMS-KCCMS Table](#)

## Leadership Seminar

Each KAMS/AMS senior is **REQUIRED** to participate in Leadership Seminar during the fall and spring semesters. Each KAMS/AMS junior is **REQUIRED** to participate in the junior research seminar course during the fall semester. During the spring semester, junior KAMS/AMS students are required to participate in Leadership Seminar. The KAMS/AMS staff will indicate required Leadership Seminar dates/times. The foundation of Leadership Seminar is to provide information and influence practices which will lead to success at KAMS/AMS and beyond. The Leadership Seminar sessions will provide opportunities for KAMS/AMS students to interact with KAMS/AMS staff; FHSU faculty, staff, and departments; successful alumni from Kansas institutions. KAMS/AMS students will have an opportunity to hear presentations made by leading faculty and admissions personnel from the Regents institutions to provide early exposure to Kansas opportunities. Leadership Seminar also includes topics that encourage the growth of the eight dimensions of wellness.

## Credit Hour Limit

KAMS/AMS students may not register for more than 18 credits without the approval of the KAMS/AMS Director. The student and/or family are responsible for tuition and fees for any courses above the 68 credits.

## Research Opportunities

First year KAMS/AMS students will be presented with information regarding ongoing or potential departmental research opportunities during the fall semester junior research seminar and through the KAMS/AMS staff. Students will learn much about research during their junior year as they are enrolled in Geosciences: Earth Space Science Research and Writing. Faculty from all departments across campus including science, mathematics, political science, agriculture, business, and psychology will be invited to present information during junior research seminar.

KAMS/AMS students will enroll in a Research and Writing Department course during the fall or spring semesters. The students in these courses will work on a research project facilitated by a professor. KAMS/AMS students will be required to submit and present their research at an approved forum via a poster presentation or other communication format approved by their professor. These three credit hours are transferred back to the sending school as English/Language Arts credits.

## **KAMS/AMS Program Completion Requirements**

For successful completion of KAMS/AMS, students must:

- ♦ pass every KAMS/AMS course that has been designated for successful completion
- ♦ complete the required number of credit hours
- ♦ completion of required research and presentation

If a student is able to complete any of the requirements earlier than expected because they either joined KAMS/AMS with college credit or was able to start the sequence of courses at a more advanced level through testing and placement, the hours become non-core elective hours to be completed in the same general areas, or the student may choose to advance their curriculum. The non-core elective courses must be approved by the KAMS/AMS Directors. KAMS/AMS students are not permitted to complete the program prior to the end of the second year. KAMS/AMS reserves the right to modify the requirements for KAMS/AMS program completion when warranted by future events or circumstances.

## **Textbooks and Academic Materials**

Each student enrolled in a Kansas public high school, will be provided with books and a laptop to use while at KAMS/AMS. Laptops are distributed when students arrive on campus in August. Students must sign a usage and damage replacement agreement prior to receiving a laptop for use during their tenure at KAMS/AMS. Laptops cannot be checked out during the summer. We suggest you provide your own printer or make arrangements to share with your roommate. A color printer is available in Forsyth Library and the Fischli-Wills Center for Student Success. KAMS/AMS staff will not print for you.

KAMS laptops are purchased through and are under warranty by a contract company. Any damage that happens to the laptop needs to be repaired by the contract company. This ensures that the warranties are maintained on each laptop. Repair costs vary depending on the damage done to the laptop. If any damage happens to a laptop, the cost of replacement or repair is the student's/parent's/guardian's responsibility.

Non-Kansas students are required to purchase their own books and bring their own computer.

The KAMS students will purchase books through the Fort Hays State University Bookstore. The fiscal and business specialist, Marcy Bleske, will send out specific instructions each year, which must be followed for the books to be provided by the State of Kansas.

Students are responsible for providing standard classroom supplies, such as notebooks, printing paper, pens, pencils, index cards, examination books, laboratory kits, etc. Students will be responsible to pay for damages incurred in the laboratory. KAMS/AMS will assist the student with limited approved funding for research.

## **Class Attendance and Conduct**

Regular and punctual class attendance is required of all KAMS/AMS students. KAMS/AMS students are expected to be alert and attentive in class and to conduct oneself in a manner that is conducive to the learning environment. Failure to attend class can have a negative impact on one's grades.

The policy of KAMS/AMS is that a student is never formally excused from class, regardless of the attendance policies of individual instructors. Students are always responsible for the material covered in class, even if there are important circumstances that prevent a student from attending. **All absences, for any reason, must be reported to the KAMS/AMS office and the student's faculty member in advance.** It is the responsibility of the student to contact the instructor and to determine work to be made up in the case of an emergency situation or pre-arranged absence from KAMS/AMS and FHSU.

Be aware that multiple absences from class, failure to report absences, and/or disruptive classroom behavior puts Academy students at risk of being dismissed from KAMS/AMS and FHSU. Whenever class absences are excessive (more than 2 absences) or the classroom behavior of a student is disruptive (as determined by the instructor in the class or by KAMS/AMS), the student will be required to meet with the KAMS/AMS Director who may:

- place the student on academic probation and impose sanctions
- send the student back to their sending high school.

Disruptive behavior in the classroom (any behavior which distracts the instructor or other students, or which shows a lack of respect for the learning environment) is subject to disciplinary action. Disciplinary action may include loss of privileges and the possibility of being asked to leave the Academy.

A designated KAMS/AMS staff member will be in contact with faculty teaching KAMS/AMS students to get feedback about student attendance, performance, and behavior. A designated KAMS/AMS staff member may make random spot checks to determine class attendance. If requested, attendance reports will be forwarded to the appropriate sending school designee. The sending schools need this information for the KSDE audit.

### **KAMS/AMS Behavioral Intervention Team**

The KAMS/AMS Behavioral Intervention Team (BIT) is a multi-disciplinary group whose purpose is meeting regularly to support students, faculty, and staff via an established protocol. The team tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from co-workers, community members, friends, colleagues, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then deploys its resources and resources of the community and coordinates follow-up. Student Success Plans are determined by the KAMS/AMS Behavioral Intervention Team.

### **Class Schedule and Registration**

The KAMS/AMS Assistant Director/Academic Advisor will register or direct the students to register for their courses. Students must complete all required courses to complete the KAMS/AMS curriculum. A KAMS/AMS staff member will also send student’s class schedules to sending schools each semester.

### **Auditing Courses**

Auditing a class allows a student to gain educational experience without a grade being assigned. KAMS/AMS students are not permitted to audit a required class. However, with appropriate permission from the KAMS/AMS Director and the instructor, students may audit an elective class. Auditing a class is subject to the University’s policies and procedures. A student does not receive academic credit for the class.

### **Courses Taken at Other Colleges or Universities**

Students who have taken college courses prior to attending the Academy will need to submit an official transcript to the Registrar’s office. The Registrar’s office will verify whether or not the credits earned will transfer to FHSU.

The KAMS/AMS curriculum is carefully designed to provide students with a strong foundational preparation in science and mathematics. Once attending KAMS/AMS, students are required to take KAMS/AMS courses through FHSU. However, prior to attending KAMS/AMS, a student may transfer some credits from another institution if those credits meet the criteria established by FHSU. Following admission to KAMS/AMS, students must consult with the KAMS/AMS Directors before taking courses from another institution to confirm acceptability and transferability.

### **Online Courses**

FHSU offers many high-quality online courses through FHSU Online. If a course is offered in-person students must enroll in the face-to-face course. If conflicts occur with other classes, students may seek permission from the KAMS/AMS Director to register in an online course.

### **Summer School**

Some KAMS students may choose to take FHSU courses during the summer. This situation would require approval by the KAMS/AMS staff. Summer school courses are all on-line. The difference between on-campus and on-line tuition is the responsibility of the KAMS student and/or family.

### **College Level Examination Program (CLEP)**

Students with KAMS/AMS staff approval may CLEP out of a course. The fee for taking the CLEP test is the responsibility of the student and/or family. Another option is to take a course through modernstates.org, which is a free preparation website that pays for students to take a CLEP test. If the student is unsuccessful with the CLEP test they are responsible for taking that class. It is the student’s responsibility to verify that their sending high school accepts CLEP credit. [www.fhsu.edu/testing/clep](http://www.fhsu.edu/testing/clep)

### **Skills Enhancement**

The following services are available for KAMS/AMS students.

- KAMS/AMS office
- FHSU Writing Center (Forsyth Library)
- Fischli-Wills Center for Student Success (tutoring)
- Departmental tutoring (mathematics and science)
- Free online course material (lectures, notes, practice tests, etc.) are also available through MIT, KHAN Academy, and Coursera

### **Standardized Tests**

KAMS/AMS encourages all students to take certain standardized tests such as:

- The Kansas State Assessments (KAMS only)
- ACT/SAT
- PSAT will be administered Fall of the student’s Junior year. This test is the qualifying test for a KAMS student to be named a National Merit Semi-Finalist.
- Other surveys and assessments to evaluate KAMS/AMS.

Although KAMS students will have taken the ACT or SAT before enrolling, it is recommended that students take the exam at least once more if not several times. Certain scores bring scholarship eligibility. ACT and SAT exams are administered at FHSU. The scores from any subsequent test need to be reported to the KAMS/AMS Administrative Specialist we maintain them in our KAMS/AMS Data Profile.

It is critical to the success of KAMS/AMS, and important to the sending high school, that students perform to the best of their ability on the Kansas State Assessments as these scores go back to the sending school and are very important to them. Results from these tests are used in a variety of ways:

- ♦ Determination of individual student progress and needs so that the KAMS/AMS staff can provide a positive experience for the student.
- ♦ Determination of the effectiveness of the academic programs in which students are enrolled; and providing accountability reports to FHSU, the Kansas Board of Regents, the Kansas Legislature, and the Kansas State Department of Education.
- ♦ These assessment scores are also maintained in the KAMS/AMS Data Profile.

## Grades

### Grade Reports and Grade Point Average (GPA) Computation

The KAMS/AMS staff will make every effort to keep parents/guardians informed about the academic progress of each student throughout the school year. Grades will be sent to parents/guardians and sending schools by a KAMS/AMS staff member. FHSU posts each student's interim and semester course grades online in Workday. It is strongly suggested that KAMS/AMS students provide "3<sup>rd</sup> party access" to their parents/guardians.

FHSU's grade point average (GPA) is calculated by dividing the total number of points earned by the total number of credit hours in which grade points were recorded. GPA is a weighted average of student's grades for each course. The grades assigned to courses that carry a larger number of credits will have a larger effect on student's GPA than the grades assigned to courses that carry a smaller number of credits. The grade of A is worth 4 grade points for each credit hour, B is worth 3 grade points for each credit hour, C is worth 2 grade points for each credit hour, D is worth 1 grade point for each credit hour, and U is worth 0 grade points. The college gpa calculator is a good resource: <https://gpacalculator.net/college-gpa-calculator/>

### Grades of "I" (incomplete) Policy

Students who are assigned grades of "I" must complete the work required for removal of the "I" prior to June 1 in order to return for a second year. The KAMS/AMS Director may make an exception to this rule in cases of unusual circumstances.

### Academic Risk: Appealing

A general appeal occurs when a student receives a GPA lower than 3.0. A GPA of 3.0 each semester is not a "hard cutoff" for students being asked to return to their sending high school, but it is a program "goal" that all students achieve a 3.0 or higher each academic semester. If the GPA goal of 3.0 is not met, a student can appeal to the KAMS/AMS Appeals Committee. If a student does not meet the Academy goal of a 3.0 semester GPA and wishes to pursue an academic appeal, they will need to complete the following steps:

- ♦ Fill out the appeal form.
- ♦ Submit a typed explanation that clearly states the reasoning of the appeal and circumstances surrounding the appeal.
- ♦ Submit an outline on how the student plans to be successful at improving their GPA, which needs to include some specific steps and actions the student will personally take to improve their GPA.

If the appeal process is successful, the KAMS/AMS staff will send out a formalized Academic Improvement Plan that the student and his/her parents/guardians will need to review and agree to. To do this, both parties will need to sign the agreement form and return to KAMS/AMS by the date provided.

### Being Asked to Return to the Sending School or Withdrawing from KAMS/AMS

Students may be asked to leave the Academy and return to their sending school for the following academic reasons.

- ♦ Any student who earns less than the KAMS/AMS "goal" of a 3.0 in any semester (unless successful completion of the appeals process).
- ♦ A student who receives a grade of U in any course (unless successful completion of the appeals process).
- ♦ If it becomes impossible for the student to complete their sending high school's graduation requirements in a timely fashion.
- ♦ Documented cases of academic dishonesty.
- ♦ A student is not attending class regularly, as determined KAMS/AMS staff.

### Dropping a Class

**Students will not be allowed to drop a course, unless approved by the Director.** The Director's decision will be based on a case-by-case basis. If a KAMS student is allowed to drop a required course, the student/parent/guardian is responsible for payment when re-enrolling in that specific course.

### Retaking a Course

A student may attempt to improve a grade in any course by enrolling in and completing the course again. All grades will remain on the student's transcript, and the grade for the last enrollment in the course will be used in determining GPA. The grade in the course being repeated will also contain a notation RP (Repeated) on the transcript. **Repeated courses must be done at FHSU and are the financial responsibility of the students and his/her parents/guardians.**



When continuing education after leaving KAMS/AMS, students and parents/guardians must realize that some institutions allow for grade duplication, but others do not. If students are applying to a school that does not allow duplicate grades, their GPA calculation may be a lower calculation than the GPA calculated by KAMS/AMS and FHSU.

#### **Pass/Fail Option**

KAMS/AMS students are not permitted to take any required or elective course at FHSU for a grade of pass/fail.

#### **Official Transcripts**

Students or parents/guardians need to request an official transcript through the FHSU Registrar's Office website, <https://www.fhsu.edu/registrar/transcripts/>, and pay the appropriate fees. The KAMS/AMS office does not provide official grading documentation.

If a KAMS/AMS student is transferring or returning to a high school, an unofficial copy of the student's grade report will be sent at the high school's request.

For any other purpose, KAMS/AMS will provide unofficial copies of academic work only with the written consent of a parent or guardian. Examples of items covered by this policy are grade reports, verification of good standing with KAMS/AMS, full-time student load, and academic honors. Requests for academic records or verification of items related to academic records should be sent to the designated KAMS/AMS office.

#### **College and Career Advising, Applications, Letters of Recommendation, and Scholarships**

Academy students will be submitting applications for college admission and scholarships in the fall semester of their senior year. A designated KAMS/AMS Assistant Director/Academic Advisor will provide assistance with college and scholarship applications. Seminar presentations and workshops about the application process are given by a designated KAMS/AMS staff member. Applications may require letters of recommendation from faculty and the KAMS/AMS staff. It is important that students become acquainted with faculty and with KAMS/AMS staff so that recommendation letters can be stronger and reflect unique characteristics of the student. When requesting a letter of recommendation, it is necessary to provide a copy of the student's resume and any information about where the letter is to be written. This resume needs to be developed during the student's junior year. Attitudes and classroom behavior that exhibit alertness, promptness with assigned work, imagination, and eagerness to learn are important characteristics to cultivate. It is necessary to give faculty and staff ample time to prepare recommendation letters – at least two weeks before the deadline for submission.

## **III. Student Life**

### **Policies & Procedures**

#### **Student Life Philosophy**

Students selected for the KAMS/AMS program are joining a unique living-learning community designed to promote academic achievement and personal growth. KAMS/AMS will assist students not only in making the adjustment, but making the most of this opportunity by offering:

- 1. Structure** - provided through Student Life policies and the Conduct Code.
- 2. Opportunities** - Fischli-Wills Center for Student Success offers leadership and enrichment opportunities; there are also a multitude of opportunities through Residence Life, the Custer Hall Community Council, clubs, organizations, the university, and the community.
- 3. Support** - provided by the Division of Student Affairs, the Health and Wellness Center, as well as the KAMS/AMS Staff.

The goal of the student life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

#### **Family Emergency**

Student, parents and/or guardians are asked to contact the KAMS/AMS office in the case of a family emergency such as the death, injury, or major illness of a family member (parent, guardian, sibling, grandparent, etc.). If the emergency requires the student to leave the Academy and return home, the KAMS/AMS Director and/or Hall Director need to be informed. Parents or guardians should approve the student's travel plans. The KAMS/AMS staff would like to know of travel plans prior to the student's leaving. It is also equally important to let the Residential Life staff know what is happening and what the plans are. We strongly recommend that students be picked up by an adult family member or use public transportation rather than be allowed to drive when upset. Verification of the emergency may be requested in some instances. If classes are missed, a designated Student Affairs staff member will notify faculty members. KAMS/AMS staff can be relied on to assist in whatever way we can to help to ease the crisis.

**IMPORTANT NOTE:** Please help us be prepared to assist in an emergency. If parents or guardians travel frequently or will be out of Kansas for an extended period of time, please be sure to give the KAMS/AMS office emergency contact information for an adult family member or an adult friend of the family who will be in Kansas. If family addresses and phone numbers (home or work) change during the year, notify the KAMS/AMS office ASAP, so our records are up to date.

### **Service Learning, Volunteerism and Civic Engagement**

Being a successful KAMS/AMS student means contributing meaningfully to the world around them, fellow students, FHSU and the Hays community, their country, and their environment. Civic leadership calls on the development of citizen leaders who are committed to making our world a better place. In its simplest form, civic leadership encourages us to not only be responsible for ourselves, but more importantly, to take responsibility for those around us. This approach to leadership development operates on the basic assumption that all of us have the ability to serve as leaders, and therefore, should participate in civic action for the purpose of making a difference in our communities. We encourage KAMS/AMS students to be active in the community by taking on leadership roles.

KAMS/AMS students are encouraged to volunteer in community involvement and engagement activities. These activities may be sponsored by KAMS/AMS or FHSU student organizations, FHSU Tigers in Service, or through individual initiatives. For more information: <https://tigerlink.fhsu.edu/organization/tigersinservice>.

Service learning differs from volunteerism because service learning engages students outside of the classroom to enhance their academic learning and growth while simultaneously benefiting the community. The experience is closely related to the academic goals of the classroom that include student reflection on the experience.

### **Diversity**

The KAMS/AMS community encourages an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community. Quality diversity experiences are essential for functioning effectively in our global society. We consider mutual respect, an ethic of openness, and harmonious coexistence to be important values. Through the living and learning experiences at KAMS/AMS, we celebrate diversity as an opportunity to broaden our cultural experiences, enhance understanding of other cultural and gender perspectives, and value each person's heritage.

### **Athletics**

KAMS/AMS students will be able to participate in a wide variety of FHSU intramural activities. Any extracurricular activities are subject to KAMS/AMS staff approval. The Kansas State High School Activities Association (KSHSAA) does not permit KAMS/AMS students to participate in state sanctioned high school activities/athletics at this time.

### **Intramural**

Intramural and wellness activities are offered as part of FHSU and KAMS/AMS programming and may include such activities as basketball, golf, soccer, volleyball, tennis, a 5K run, racquetball, bowling, softball, Frisbee golf, E-Sports Tournament, billiards, table tennis, ping pong, chess, card and other table games. Other events may be added as more student interests are indicated. For a complete list of current intramurals offered and the description of each, please visit <http://www.fhsu.edu/intramurals/>

Cunningham Hall is part of the total Health, Physical Education and Recreation/Athletic complex at FHSU. Cunningham Hall houses Health and Human Performance (HHP) offices, classrooms, a swimming pool, four full-sized gymnasiums, eight handball/racquetball courts, a weight room, two dance studios, and a wrestling room. These facilities are available for KAMS/AMS students to utilize on a drop-in basis at no cost. Some of these areas need to be scheduled for use.

### **Student Organizations and Clubs**

Students will be able to join student organizations with common purposes that are consistent with the philosophy, rules, and regulations of KAMS/AMS and FHSU. For a current list of FHSU student organizations, please visit <http://www.fhsu.edu/csi/>. Membership in student organizations is an important part of a KAMS/AMS student's experience. KAMS/AMS student organizations provide opportunities for all students to grow mentally, physically socially, and spiritually. Students have a responsibility to conduct the activities of the organization in a manner that is compatible with the mission of KAMS/AMS and FHSU.

Additionally, please note:

- ♦ KAMS/AMS students cannot join fraternities or sororities nor attend their functions unless they are academic recognitions with a group that is in good standing by FHSU standards.

### **Work**

After a KAMS/AMS student's first semester, they may ask about the opportunity to work. In certain situations, with an approved GPA, students may be allowed to work after mid-term of their first semester in KAMS/AMS. In all cases this work must be approved by the KAMS/AMS Director, who will convey what the acceptable GPA must be for the student to be approved to work. We require students to find work on campus and will assist students with this process if possible. Students are not allowed to work off-campus while the Fall/Spring semesters are in progress.

## Living in Custer Hall

### Room Assignment

New students are assigned rooms by Residential Life based on information provided on the roommate preference forms. Race, color, national origin, religion, creed, age, or being handicapped are not criteria used for room assignments, nor will they be considered a basis for a room change. Roommates are matched according to similar interests, lifestyles and personal requests. Students have a choice of living on the following floors in Custer Hall: biological male floor, biological female floor, or a gender inclusive floor. Students who choose to live on the gender inclusive floor must be 18 years of age or have parent/guardian consent. Contact the KAMS/AMS office for the consent form, if under the age of 18 and requesting to live on the gender inclusive floor. Students are strongly encouraged to contact their roommate once they find out who they are so they can become acquainted. It is a good idea to discuss what items each roommate is bringing so that their room is not cluttered with duplicate items.

### Packing List:

#### Essential items:

- Photo identification - Driver's license or state-issued ID card and FHSU ID card
- One set of nice clothes for KAMS/AMS special events
- Linens-sheets 80" twin XL size, towels, blankets, pillow, bedspread, etc.
- Alarm clock
- Laundry items-laundry hamper, detergent, iron, etc.
- Backpack
- Raincoat, umbrella and a winter coat. (gloves and a hat are recommended)
- Desk lamp or floor lamp (NO Halogen bulb lamps)
- Surge protector
- School supplies including appropriate graphing calculator
- Comfort items-whatever will make the student feel at home (e.g., family photos)
- First aid kit (bandages, thermometer, ointment, etc.)

#### Unessential items, but nice to have:

- Popcorn popper-choose either the hot air type or one with an enclosed heating element.
- Microwave and/or mini fridge
- Cooking materials and plastic storage containers for use in the Custer Hall kitchen.
- Under-the-bed boxes or plastic crates for packing and storage.
- Study pillow/Backrest
- Shower caddy or washing/shaving/make-up kit.
- Bathrobe and slippers or flip flops -for walking to/from group bathroom.
- Bicycle with good locking device.
- Cell phone and charger.

#### Not recommended, but not prohibited:

- Computer games (reminder: if gaming becomes too much of a distraction or grades are not up to required levels, we reserve the right to limit gaming and/or ask students to return their gaming equipment to their home)
- Televisions/DVDs/VCRs. Note: there is a TV in the lounge areas.
- Large or expensive stereo equipment, especially large speakers. Rooms are small and noise carries so the temptation to play the stereo loudly could result in a Quiet Hours violation.

#### Prohibited items:

- Hot plates, electric grills, or toasters
- Candles or incense
- Any halogen lights
- Pets (other than fish)
- Weapons or firearms of any kind, including knives other than ordinary pocketknife
- Dangerous scientific equipment, such as lasers
- Laser pointers

## Residence Hall & Life on Campus

### Holiday Decorations

If students decorate their rooms or floors for holidays, these guidelines must be followed:

- ♦ All materials used (i.e., paper, foil, etc.) must be flame resistant.
- ♦ Trees and other greenery must be artificial.
- ♦ Lights must be UL-approved and of low wattage.
- ♦ Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
- ♦ All decorations are to be removed within one week following the holiday or prior to the last day of the semester, whichever occurs first.
- ♦ No candles or any open flame can be used in any floor or room decoration.

### Windows /Screens

Any resident who removes the screen from a window for any reason will be assessed a \$50.00 damage charge and face disciplinary action. Anyone throwing items from a window will face disciplinary action and/or criminal charges.

### Damage

Residents are responsible for the condition of their room. Damages, malicious or not, incurred during the school year will be charged to the responsible student(s). Malicious damage will have disciplinary sanctions as well. If individual responsibility cannot be established, both roommates jointly share the financial and/or disciplinary responsibility of any room damage. The following are measures that can be taken to properly maintain rooms and therefore avoid the most common charges.

- Use a waterproof mattress pad.
- Be careful with walls.
- Do not use nails.
- Be careful with room furniture.

### Maintenance

Anytime a member of the maintenance team, etc. enters a resident's room they will be accompanied by either a Residential Life or KAMS/AMS staff member. The maintenance personnel will leave notification as to the time of entry and the purpose of entry. All staff are required to lock the door behind them upon departure. It is important for students to carry their room key and Tiger Card at all times to avoid being locked out.

Entry to dorm rooms for maintenance or inspection purposes may occur from time-to-time. Should evidence of a violation of law or policy be in plain sight, the violation will be reported to a KAMS/AMS or Residential Life staff member for review/action.

To submit a work order for a repair in your room, or a common space (kitchen, lounge, family room, hallway, Tiger's Den, game room, etc.) in Custer Hall, use the following link: <https://www.fhsu.edu/reslife/Forms/>.

### Personal Property and Insurance

Neither KAMS/AMS nor FHSU insures the personal property of students, faculty, or staff against theft, loss, or damage of any kind either on or off-campus. Therefore, all such property brought on campus shall be at the resident's own risk. It is strongly recommended that parents/guardians make certain that all valuables are adequately insured through their homeowner's policy. We have not, and do not expect to have, theft issues.

### Confiscated Items

If any item needs to be confiscated by a staff member, the item(s) will be able to be picked up by the student or parents/guardians when the student returns home. The item will be stored in the Community Director's office or another designated space. Any illegal items confiscated will not be returned. When contraband or suspected contraband is found, the item(s) will be confiscated and turned over to the University Police. Any item turned over to the University Police will be noted in writing.

### Kitchen Use

The provided kitchen areas are a privilege. Students are responsible for cleaning up after themselves immediately after use. If kitchen areas are not kept clean, the use of the kitchen areas can be temporarily discontinued. This could include shutting off the electricity and water to the room, rendering it unusable.

Any food or supplies which are kept or left in the kitchen, are considered community property and might be used by any student at any time. If a student does not wish to have their items utilized by other students, they must keep their items in their rooms. It should also be noted that staff may exercise the right to throw away food that may be spoiled. Any dishes left in the sink or on the counters (dirty or clean) may be collected by the staff and will be kept in the Hall Director's office. Students may reacquire their property by contacting the Community Director or designee who may keep the items until a specified time.

### Identification and Tiger Cards

Students will be issued a FHSU Tiger photo identification card (Tiger Card) which should be carried at all times and presented to KAMS/AMS or University officials upon request. Tiger Cards are not allowed to be loaned out or borrowed, with the exception of a sick tray (see Sick Tray).

The Tiger Card is required for the check-out of library materials and access to residential life meal plans and cafeteria flexi-cash, tickets for athletic and cultural events, computer labs and HHP recreational areas. Other uses for the Tiger Card may include vending, copying, etc.

There is a replacement fee for any card that is lost, stolen, thrown away or mutilated. If a student needs to cancel their Tiger Card or if a Tiger Card is lost, they need to contact the Tiger Card Center in the Memorial Union (room 208) **immediately**, as this is the student's only access to Custer Hall. Once a Tiger Card is lost and replaced, the previous card, if found, cannot be reactivated.

### Dining on Campus

Each KAMS/AMS student is on a meal plan, which is part of the room and board fee through Residential Life. All incoming students must choose the Open Access Plan their first semester. After that time, meal plans can be changed but not eliminated. For dining times, refer to the Residential Life handbook.

The Tiger Card functions as a meal card and must be presented at each meal. Each meal plan allows a certain amount each semester for Dining Dollars, which can be used at the Memorial Union or at Starbucks. Unused dining dollars from the 1<sup>st</sup> semester will roll over to the 2<sup>nd</sup> semester. However, dining dollars not used in the 2<sup>nd</sup> semester will not transfer to any other semesters. Here are some helpful hints:

- Students need to carry their Tiger Card.
- Shirts and shoes are required in all eating areas.
- Return dirty dishes to designated area.
- No shouting, yelling, or foul language will be tolerated.
- If the Tiger Card is lost, contact the Tiger Card office (replacement charge).
- Be courteous to those standing in line; in other words, no pushing or "cutting in line".
- Keep track of "dining dollars" since they are limited each semester.
- Use up all dining dollars by the end of the 2<sup>nd</sup> semester.

### Laptops

KAMS/AMS provides one laptop to each Kansas student who is enrolled in a Kansas public high school for use for the academic year. Non-Kansas students are required to purchase or bring their own computer. All rooms have internet connections and almost all of the campus has wireless capability. Students may wish to bring an external hard drive to store non-school related digital information. Recreational use of computers should not take precedence over or interfere with academics. If non-academic use of the laptop is deemed to be interfering with the student's success as a KAMS/AMS student, use could be restricted. (Refer to the FHSU Handbook for further information on proper internet use). Most students have an additional computer for non-academic use. Be sure any downloads are legal as the FHSU officials will note any illegal downloads, etc. and Residential Life will be contacting you in that event. Disciplinary measures may be enacted by the Student Conduct Board.

### Cell Phones

Students must be courteous in their usage of their cell phone. Students should either turn their ringers to silent or turn cell phones off during quiet hours.

### Communication

With so many students living and learning at KAMS/AMS and so many activities and events happening, effective communication becomes vitally important. Students will be provided with a mailbox in Custer Hall. **Students should check their university e-mail, personal e-mail and Custer Hall mailbox on a daily basis.** The official means of communication between KAMS/AMS staff and students is by FHSU email, which will be assigned upon acceptance into KAMS/AMS. **At times staff also rely on texting students (through the use of an app) as a speedier means of communication. Please make sure we have an accurate phone number on file. It is a good rule of thumb for KAMS/AMS students to check in with the KAMS/AMS staff on a daily basis.**

Bulletin boards are located on all KAMS/AMS floors in Custer Hall and throughout buildings on campus. KAMS/AMS students should be alert to bulletin board postings and other signage. Residential Life, as well as the KAMS/AMS staff, will post new information periodically. It is important for students to review this information carefully. Use of social networks and/or other electronic means of communication may be used to provide information to students and/or parents/guardians.

### Mail Service

Mailboxes will be assigned to each KAMS/AMS student. Each resident will be assigned a mailbox combination when they move in. If combinations are lost or forgotten, students need to contact their CA or go to the Community Director's office for their combination. The KAMS/AMS office does not have access to these. Mail will be delivered and put in the addressee's mailbox by 3:00 p.m. When packages arrive, a block will be put in the student's mailbox. When students are off campus (i.e. Winter Break) sometimes packages will be located in the KAMS/AMS office and a note will be sent to the student. Stamps may be purchased at the Memorial Union Information Center. KAMS/AMS student's campus address is:

Post Office  
STUDENT NAME  
1 Custer Hall  
Custer Hall Room #  
HAYS, KS 67601

Fed Ex/UPS  
STUDENT NAME  
Custer Hall Room #  
420 Custer Drive  
Hays, KS 67601

### **Automobiles and Motorized Vehicles**

Students bringing automobiles to KAMS/AMS are subject to all laws and policies applicable to operating and parking motor vehicles on FHSU's campus. The speed limit on campus and toward the downtown area is 20mph. The student is responsible for the safe and proper operation and parking of the vehicle, and in no event will KAMS/AMS or FHSU be responsible for any damage or loss caused by or to a student's vehicle, whether by accident, vandalism, or otherwise.

Parking permits are required for all vehicles parked on-campus. Parking permits need to be purchased in the University Police Department Office, located in the basement of Custer Hall. At that time, students need to note the campus areas to park as some areas are specific and will result in tickets being issued.

### **Motorcycles**

Students with motorcycles on campus will need to follow the same procedures as having a vehicle on campus.

### **Audio Systems**

Students are not to play audio systems loudly enough to be heard outside their room. Repeated offenses may result in the loss of audio system privileges. Headphones are a small investment that can alleviate potential problems regarding noise levels and music tastes. Both courtesy and respect go a long way in building positive relationships with roommates and other students.

### **Video Games**

Video games are not recommended; however, they are not restricted. Students need to manage their gaming time appropriately. If gaming becomes a distraction and grades are negatively affected, KAMS/AMS staff reserve the right to limit gaming time and/or to request that the gaming system be returned home.

### **Musical Instruments**

Any student playing an instrument that can be heard outside of the room must be courteous and comply with quiet hours' policies. Practice rooms are located in Malloy Hall. They are available for use whenever the building is open. Please do not leave personal belongings in the practice room or leave it vacant for longer than 15 minutes. Practice may be allowed in room 115 (Palmer Recital Hall) or room 126 (large group rehearsal hall) anytime they are unoccupied. To reserve these rooms ahead of time, contact the Music Department in Malloy 114. If students are ten minutes late, students must forfeit the room if someone is waiting to use it. Students should have a luggage tag (name plate) on their instrument case and keep it in their room.

### **Indoor Recreational Choices**

Activities and games designed for indoor play are welcome in Custer Hall. For safety reasons, games or activities traditionally played outdoors or in gymnasiums are not to be played in Custer Hall. Games/activities prohibited in the Custer Hall include, but are not limited to: running in the hallway, rollerblading, skateboarding, having water fights, throwing water balloons or snowballs, wrestling, football, basketball, Frisbee, hacky-sack, etc. Free weights cannot be left unattended in any public space in the hall. Board games and yard games can be found in the lounge.

### **Lost and Found**

Lost or stolen items should be reported to the Community Director.

### **Library**

Forsyth Library provides a variety of materials to support the academic curriculum, foster learning and encourage personal enrichment. Supplementing these holdings is the Interlibrary Loan Service that obtains books and journal articles held by other libraries. The Center for Ethnic Studies, The Learning Commons, and the Writing Center are located in the library. For additional information, please refer to Forsyth Library on the FHSU website.

### **Money and Banking**

It is not advisable for students to carry large sums of cash with them or leave large sums of cash in their rooms. Tiger Cards should be used whenever possible. The Tiger Card Center is located in the Memorial Union. KAMS/AMS does not assume responsibility for monitoring a student's financial practices nor can we be responsible for theft.

International students must be 17 years and 6 months old to open a bank account without a co-signer through Commerce Bank, main branch located at 2200 Vine Street. Bank of Hays, located at 1000 West 27<sup>th</sup> Street, allows 16-year-old international students to open bank accounts without a co-signer. All other banks require a student to be 18 years of age to open an account without a co-signer.

### **End of Year Check Out**

When students move out of Custer Hall at the end of the academic year or upon withdrawal or being asked to leave KAMS/AMS, rooms must be left in the same general condition they were at move in. Residential Life staff has a specific room check-out procedure that needs to be followed. KAMS students must make an appointment with the designated KAMS/AMS staff to check-in laptop and accessories, books, and supplemental supplies. Failure to follow check-out procedures may result in an improper check-out charge being assessed. All charges for damage and/or missing furnishings will be assessed to the resident's Workday account. Check-out must be within 24 hours of the student's last exam or by 5:00 p.m. on Friday, if their final exam is on Friday.

If a student moves out prior to the end of the academic year, they must formally terminate the contract. No check-out will be performed without verification of formal contract termination.

*International Student Note:* International students will need to coordinate storing of personal items over the summer break. All stored items need to be in a plastic tote type container or suitcases, and everything must be labeled. Payment for storage and to ship items is the responsibility of the students. If an AMS student chooses to use the storage in Custer Hall, there is enough room for each student to have 3 storage totes and a small fridge. Payment is due before checking out the provided totes.

### Religious/Spiritual Life

KAMS/AMS recognizes that students may wish to participate in a faith community and/or attend a house of worship while living in residence. To search for a current list of FHSU religious/spiritual organizations, please visit:

<https://tigerlink.fhsu.edu/organizations>. Additionally, the City of Hays has several places of worship, many of which are within walking distance of campus; see <http://haysusa.net/Index.aspx?NID=163> for more info.

If requested, KAMS/AMS will help assist students in connecting with religious organizations in the community; however, KAMS/AMS staff will not be responsible for ensuring a student attends religious services.

### Shuttle Service

Regularly scheduled trips in Hays are provided at no cost by the Access Van. The Access Van is a service available that shuttles students to various pre-determined locations throughout Hays, including downtown, Big Creek Crossing, and Wal-Mart. The Access Van schedules are posted throughout the FHSU campus. There is also a taxi service that is available; however, there is a charge when using this. Uber and Lyft services are available to students as well.

Access Van (when reserving): 785-628-1052 (\$2/ride) Convenience Cab: 785-301-2221 (\$7/ride)

Transportation to and from the Hays Municipal Airport is available by arrangement. Information about this service is available at the KAMS/AMS office. Please visit with the KAMS/AMS Director about this travel. All transportation for any other travel should be arranged by students and/or their parents or guardians. Uber and Lyft services are available to students as well.

*International Student Note:* International students will need to coordinate all arrival and departure schedules at any break with the KAMS/AMS Administrative Specialist. Travel needs to be planned at designated times and within a day of finals schedules being completed.

## Weekends, Breaks/Holidays, and Orientations

### Academic Year

The academic year (August through May) is divided into two semesters:

	Classes	No Classes (Breaks)
<b>1<sup>st</sup> Semester (2024)</b>	August 19 – December 13	Fall Break: November 25 – November 29
	Finals: December 7, 9 – 13	Winter Break: December 14 – January 20
<b>2<sup>nd</sup> Semester (2025)</b>	January 21 – May 16	Spring Break: March 17 – 21
	Finals: May 10, 12 – 16	KAMS/AMS Awards Night: May 9 KAMS/AMS Completion Ceremony: May 10

### Orientation

Students attending KAMS/AMS for the first time are required to check into the Custer Residence Hall the Wednesday prior to the start of classes to participate in KAMS/AMS and FHSU orientation sessions. These activities will include tours, informational sessions regarding accessing University resource information, recreational activities, small group excursions within Hays, and social and trust building activities.

*International Student Note:* International student orientation (through the International Student Service Office) will begin approximately 2 days prior to the regular orientation schedule. KAMS/AMS staff will relay information to agents and students about arrangements for purchasing meals during this time.

## Custer Hall Wing Guidelines

*Guidelines are subject to change, with notice.*

### KAMS/AMS Students Visiting Other Wings in Custer Hall

KAMS/AMS students may visit each other's rooms in Custer Hall between the hours of 11 a.m. and 11 p.m. To visit another KAMS/AMS student's room, located on a different wing, students must be invited on to that wing by the resident they are visiting. The guidelines below must be followed:

- Once a KAMS/AMS student is invited on to the wing as a guest, the host who lives on that wing is to announce loudly, "Guest on the wing!".
- If the guest enters the host's room, the door must be left open until the guest leaves the room.

- The guest who is visiting the wing is required to be accompanied (at all times) by the resident assigned to that specific wing.
- Students serving as hosts are responsible for the actions of their guests.
- KAMS/AMS and Residential Life staff reserve the right to require any guests to leave the wing they are visiting and return to their own wing located in Custer Hall.
- All KAMS/AMS students are required to use the bathroom on their assigned wing.
- Guests visiting other wings in Custer Hall are not allowed to use the bathroom on the wing they are visiting.
- Only KAMS/AMS students who are assigned to a specific wing in Custer Hall have card access to that wing.
- The number of guests visiting a Custer Hall wing may be limited by KAMS/AMS staff and/or FHSU Residential Life staff.

### **Day Guests Living Outside of Custer Hall**

Individuals who are not current KAMS/AMS students may visit Custer Hall common spaces, when accompanied by a current KAMS/AMS student, between the hours of 5 p.m. and 10:50 p.m. Common spaces include: Custer Hall lounges, Tiger's Den, game room, and media room. To host an outside guest, a current KAMS/AMS student must follow these guidelines:

- KAMS/AMS students must sign-in the outside guest, using the clipboard located at the front desk in Custer Hall.
- The KAMS/AMS student who is hosting the outside guest must accompany their guest at all times.
- Outside guests are not allowed entry into Custer Hall wings. Custer Hall wings are those spaces that include student bedrooms, kitchens, and bathrooms.
- If outside guests need to use the restroom, they are required to use the public restrooms, located on the 2<sup>nd</sup> floor of Custer Hall.
- Outside guests must exit the building at least 10 minutes prior to curfew.
- Outside guests must observe the same rules as Academy students.
- Any outside guests interfering with the educational environment of KAMS/AMS students will not be permitted in Custer Hall.
- The number of outside guests may be limited by KAMS/AMS staff and/or FHSU Residential Life staff.
- Any KAMS/AMS or FHSU Residential Staff member may ask an outside guest to leave Custer Hall.
- Former KAMS/AMS students must meet with the Director (or Director's designee) to establish visitation boundaries.
- Parents, guardians, or other family members of a KAMS/AMS student are allowed to visit a student's room, after signing in at the Custer Hall front desk. Parents, guardians, or family members of a KAMS/AMS students must be accompanied by the student they are visiting. When parents, guardians, or family members enter the student's wing, the host must loudly announce, "Guest on the wing!".

### **Overnight Guests**

Starting August of 2023, KAMS/AMS students will not be allowed to have overnight guests in Custer Hall.

## **Expenses**

### **Housing Payments**

Housing payments are due on the 15th of the month beginning in August and can be made in eight installments (August, September, October, November, January, February, March, and April). Housing payments should be made on-line through Workday (no paper bills will ever be mailed). For questions about payments, contact Marcy Bleske at mlbleske@fhsu.edu.

### **Other expenses**

The parents/guardians and student will be responsible for personal expenses associated with attending KAMS/AMS. Examples of these may include, but are not limited to: travel expenses, phone, clothing, entertainment, etc. The washers and dryers are free to operate.

## **Student Behavior Expectations**

### **Attire**

Because students represent not only themselves but also the Academy, both on and off campus, KAMS/AMS students are expected to wear appropriate clothing whenever leaving their wing or floor. This includes all common areas of Custer Hall, KAMS/AMS offices, all FHSU facilities and in the community. Examples of inappropriate attire include clothing that is revealing, promotes illegal activities, advertises any alcohol product or controlled substance, is disrespectful or is disruptive.

Staff members have full authority to determine the appropriateness of attire. If a staff member believes a student is dressed inappropriately, that student will be expected to change clothes if asked to do so. If there is a disagreement regarding the request, the KAMS/AMS Director will make the final decision. If the KAMS/AMS Director is not on campus, then the student will be expected to change clothes as requested and, if there are still concerns, then they should talk to the Director about it at the next available opportunity.



### Public Displays of Affection (PDA)

KAMS/AMS students are expected to conduct themselves in a manner that a reasonable adult would find inoffensive. Handholding, a brief kiss, or a friendly hug is acceptable. Students are expected to be respectful of others and to comply promptly and politely with any person's request that a public display of affection is ceased; being in a "dating" relationship or being of the same gender does not alter the PDA restrictions. Laying on a couch in common areas in close proximity is not permitted.

## Curfew/Night Away Forms/Required Study Hours

### Curfew

In order to promote and maintain a positive living and learning environment, Residential Life and KAMS/AMS will enforce the following curfews:

	Curfew Check at Student's Door	ROOM CURFEW
SUNDAY - THURSDAY	11:00 PM	11:00 PM
FRIDAY - SATURDAY	11:00 PM	1:00 AM

The following rules apply to curfew:

- Students must return to Custer Hall for curfew check at student's room.
- Students must be in their room for Room Curfew.
- Students are not allowed to exit the building after curfew and must remain in the building until the doors are unlocked at 6:00 a.m.
- Students are not allowed to leave their floor after room curfew.
- Students may be subject to regular or unscheduled room checks.

### Curfew Procedures and Door Hangers

The entrance doors to Custer Hall will be locked at 4:30 p.m. Monday through Friday and all day on Saturday and Sunday. Students will need to use their Tiger Card/ID to gain entrance.

Curfew violations will be handled on a case-by-case basis. These are handled by the Community Director and in conjunction with the KAMS/AMS Director. Any disciplinary steps assigned by the Community Director and/or KAMS/AMS Director are to be completed in a timely fashion.

Individual curfew extensions will not be allowed. However, in the event that there is a university-sponsored event taking place after 11 p.m., the Director (or designee) will communicate a program-wide curfew extension to students, parents, and guardians. This is a rare occasion, but students will be expected to follow expectations and the new curfew set by the Director, once this information has been communicated with students.

In the unlikely event that a student knows they are going to be late for curfew, the student must call the KAMS/AMS on call phone (785-639-0608). Specific curfew protocol is provided. This information will be discussed thoroughly with students at the beginning of the academic year.

An example of curfew protocol and procedure is listed below. This is subject to change. Students, parents, and guardians will be notified of any changes in a timely fashion.

Students who regularly go to sleep before 11 p.m. curfew checks, do have the opportunity to "checkout" a KAMS/AMS door hanger. Once a student has checked out a door hanger for the academic year, KAMS/AMS staff will email the student's parents/guardians, to inform them. This signifies that when the door hanger is used the student will not be physically seen on that night(s). The KAMS/AMS door hanger states, "Curfew Checker, I have gone to bed early. This door hanger verifies that "I am in my room." Students are expected to use the privilege of a door hanger in a mature and responsible way. Utilizing a door hanger and then exiting the building after curfew checks is not permissible. If a student abuses or misuses a KAMS/AMS door hanger, the student may be asked to leave the Academy and return to their sending school.

### KAMS/AMS Curfew Check Protocol

#### Student Curfew:

- 11:00 p.m. Every night at bedroom door.

#### Curfew Check Procedure:

- Students stand in their bedroom doorway at curfew time (listed above).
- Curfew Checker (CC) will use KAMS/AMS photo roster to document each student's presence.
- If a student is sick or in bed early, CC will ask the roommate to quietly open the door. If there is no roommate, CC will look for a note/door hanger from the student stating they(student) have gone to bed.
- Each student's face needs to be seen or emergency protocol will be activated. Exception: Students who are sick or have gone to bed early (and left a note or door hanger) will be counted as present during curfew check. If there is no note, emergency protocol will be activated. Students who misuse/abuse door hangers may face KAMS/AMS sanctions, which includes, but is not limited to dismissal from the program.

## Emergency Protocol for Curfew Issues:

Curfew Situations	
<b>S1:</b> Student is not in their room at curfew	<ol style="list-style-type: none"> <li>1. CC will call the student's phone number listed on the roster. If there is no answer, the CC will text the missing student.</li> <li>2. CC may ask the student's roommate for the missing student's phone number and whereabouts of the student.</li> <li>3. If CC <b>can</b> get a hold of the missing student, move to <b>S2</b> listed below.</li> <li>4. If CC <b>cannot</b> get a hold of the missing student, move to <b>S3</b> listed below.</li> </ol>
<b>S2:</b> Student is not in their room at curfew, but CC speaks with them over the phone/texts	<ol style="list-style-type: none"> <li>1. CC informs the missing student they are violating curfew.</li> <li>2. CC informs the missing student that they must be back to their room within 10 minutes. Student is required to wait for CC in their assigned room.</li> <li>3. CC continues with curfew checks, but will revisit the missing student's room after 10 minutes.</li> <li>4. If the missing student <b>has</b> returned, CC will document the student's tardiness and report to the KAMS/AMS Director the following morning.</li> <li>5. If the missing student <b>has not</b> returned, CC calls/texts the missing student again. If no reply, move to <b>S3</b> listed below.</li> </ol>
<b>S3:</b> Student is not in their room at curfew and CC cannot get a hold of the student within 10 minutes	<ol style="list-style-type: none"> <li>1. CC will call the on-call KAMS/AMS phone (<b>785-639-0608</b>).</li> <li>2. Both CCs working that night will perform a search of Custer Hall.</li> <li>3. If the missing student is found, CC escorts the student to their room. If the missing student is not found, move to <b>S4</b> listed below.</li> <li>4. CC will call the on-call KAMS/AMS phone (<b>785-639-0608</b>) to update the on-call staff member.</li> </ol>
<b>S4:</b> Student is not found in Custer Hall by CC and the student has not been in contact CC	<ol style="list-style-type: none"> <li>1. CC will call the on-call KAMS/AMS phone (<b>785-639-0608</b>) and report to the staff member that the missing student cannot be found.</li> <li>2. KAMS/AMS on-call staff member will call the parents/guardians of the missing student to see if the student is at home or knows the whereabouts of their student.</li> <li>3. If the missing student is not with their parents, KAMS/AMS on-call staff will contact 911.</li> <li>4. KAMS/AMS on-call staff member will call the KAMS/AMS Director and provide an update.</li> <li>5. KAMS/AMS on-call staff member will report to Custer Hall to assess the situation and see if the KAMS/AMS Director should also report to Custer Hall.</li> <li>6. KAMS/AMS on-call staff member will call the parents/guardians of the missing student. If the missing student is an international student, then the on-call staff will send an email to the agent. On-call staff member will update parents/guardians regularly.</li> <li>7. If the missing student is not found within a few hours, domestic parents/guardians will need to report to the FHSU campus.</li> <li>8. KAMS/AMS on-call staff member or the KAMS/AMS Director will need to stay "on duty" and update parents/guardians when they arrive.</li> </ol>

### Night Away Forms

Students are not allowed to sign-out for the night unless permission (Night Away Form - NAF) from a parent/guardian is submitted through the Night Away Form link, **at least 48 hours in advance** of the student leaving for the night/weekend. Night Away Forms can be accessed by visiting the KAMS/AMS website:

<https://www.fhsu.edu/kams/night-away/>. Once a parent/guardian submits the form online, KAMS/AMS staff will receive an email with the specific NAF information that the parents/guardians has submitted. KAMS/AMS staff will then reach out to the parents/guardians and confirm that the information is accurate and was legitimately filled out by the parents/guardians, not the student.

### Random Room Checks

Random room checks may be conducted throughout the school year. Be prepared to allow KAMS/AMS staff into your room at any time.

### Required Study Hours

Courses at KAMS/AMS are likely more demanding than those at the student's home school. KAMS/AMS students are expected to study a minimum of one hour per week per credit hour for the normal course load of credit hours. As a general rule of thumb, it is suggested that students study between 2-3 hours per credit hour of class. Students need to plan to study more if taking more than 18 credit hours or are having difficulty with a class. Custer Hall is intended to be a living and learning environment conducive to study. To help students manage their time and reach their full academic potential study time is required. Students will be informed as to the hours of documented study time they are responsible for. The study hours will be monitored by the KAMS/AMS staff.

### Acceptable Study Hour Locations:

- KAMS/AMS student rooms
- Forsyth Library (currently undergoing renovations)
- Fischli-Wills Center for Student Success
- Tutoring sessions (building as assigned)
- KAMS/AMS Tiger's Den
- KAMS/AMS Family Room
- Custer Hall First Floor Study Area by the elevator

### Off Campus Sign-out and Sign-in

While KAMS/AMS cannot guarantee knowledge of all students' whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, what time they will return, and thus have a way of reaching the student in case of an emergency. We expect students to adhere to sign-out and sign-in procedures when going off campus and use these procedures. The sign-out and sign-in will be done through your choice of Microsoft Teams or a Clipboard housed on Custer Hall desk. **Students are expected to sign out when 1) they are traveling off-campus at any time and 2) When they are traveling out of Custer Hall (after 4:30 PM on weekdays, any time on weekends).** Exceptions to this is when a student is going to McMIndes Café for dinner or taking out the trash. When signing out, students need to set their status message to indicate where they are going, what time it is and whom they will be driving/riding with. The same information is needed on the Clipboard. Students must sign-in immediately upon returning to the hall. Students cannot sign-out in advance. A student may not sign-out or sign-in for another student. Any breach of sign-out or sign-in procedures may result in disciplinary action. Even though Hays is a safe community,

we encourage students to be in the company of another KAMS/AMS student while traveling off campus or on campus after dark.

### **Courtesy Hours**

Courtesy Hours imply that whenever a staff member or another student requests that noise be reduced, the request will be complied with out of courtesy to the other person. This could include vocalization, music, TV, etc.

### **Mandatory Floor Meetings**

Floor meetings are mandatory gatherings of all students living on the same floor. The Community Director or a Community Assistant on that floor facilitates these meetings. The purpose of a floor meeting is to disseminate information, to discuss any problems that may have arisen, to celebrate achievements of floor residents, and, in general, to provide an opportunity for floor neighbors to discuss how things are going with regard to community living.

## **Health**

### **Health Services**

Health and Wellness Services is located in the Fischli-Wills Center for Student Success. The Health and Wellness staff provides health care in a clinic setting to all students. Nurses, nurse practitioners and a medical doctor staff the clinic.

Fees are charged for the services. Health and Wellness fees will be billed to the student's account or are payable at the time of the visit. Due to the reduced fee schedule, it is not feasible for Health and Wellness Services to file insurance claims. However, at the time of the student's visit they will be given a copy of the bill that may be sent to the student's insurance company for possible reimbursement.

#### **Student Health and Wellness Services hours:**

- 8 a.m. – 4:30 p.m. (Monday-Friday)

If a student becomes sick or injured during the day, they may visit FHSU Health and Wellness on their own. Students who become aware of a health problem during other hours should contact the on-duty Residential Life staff member rather than wait until morning. Students should never hesitate to seek medical help for themselves or another student.

### **Suggested Medical Protocol for Students**

1. At first sign(s) of illness or pain, please make an appointment with the Health and Wellness Services here on campus. Health and Wellness Services is open Monday through Friday, 8:00 AM to 4:30 PM. Schedule online: <https://www.fhsu.edu/student-health/index>
2. If there are no appointments available at Health and Wellness Services:
  - Hays Med Walk-In Clinic is available. This clinic is located at 3216 Vine Street – Suite 20; 785-261-7065. The hours are Monday through Friday from 8:00 AM – 7:30 PM, Saturday from 9:00 AM – 4:30 PM, and Sunday from 11:00 AM – 4:00 PM.
  - First Care Clinic is available and within walking distance. Located at 105 West 13th Street 1923 E 22nd Street, 1301 Main St.; 785-621-4990. The hours are Monday through Friday from 7:30 AM – 7:30 PM, Saturday from 8:00 AM – 5:00 PM. Closed on Sundays.

Please email or call the KAMS/AMS office to let us know if you plan on going to the walk-in clinic. After visiting with KAMS/AMS staff, students are allowed to drive themselves, ride with a friend, or arrange for a KAMS/AMS staff member to provide transportation to the clinic.
3. Students should communicate with parents/guardians about possible illness and seek out guidance from them. Parents/guardians may contact the KAMS/AMS office if concerned about a student's possible illness.
4. Students needing in-person guidance **after KAMS/AMS office hours (4:30 p.m.)** should seek help from the CA on their floor if available. Otherwise, they should call the KAMS-AMS on-call phone.
5. If a student has decided to go to the emergency room or walk-in clinic, they should call their parents/guardians and ask for their advice as well.
6. If a visit to the ER or walk-in clinic will be after KAMS/AMS office hours (4:30 p.m.), the CA should call the on-call KAMS/AMS phone and arrange for transportation. If the student is currently not in Custer Hall, the student will call the KAMS/AMS on-call phone.
7. Once the on-call KAMS/AMS staff member is notified, the student's parents/guardians will be called. The parents/guardians will be updated by the on-call KAMS/AMS staff member.

8. If the student is experiencing a major medical emergency, the residential life staff have been trained to call 911 and provide the student support until medical personnel arrive at Custer Hall. If the student is transported to the emergency room via ambulance, residential life staff will call the KAMS/AMS on-call phone. The designated on-call KAMS/AMS staff member will meet the ambulance/student at the emergency room. The on-call KAMS/AMS staff member will call the student's parents/guardians and provide medical updates.

### **Procedures for Treating Minors**

During Orientation for new KAMS/AMS students, parents/guardians and students will be informed of the requirements for obtaining health care at the Health and Wellness Services, when the student is under the age of 18. Generally, students over 16 but less than 18 may consent to treatment and care if a parent/guardian is not available. For those students, parents/guardians will be asked to sign a form authorizing KAMS/AMS staff to consent to care and treatment of the student, if the parent/guardian is not available and/or it is impractical for the parents/guardians to be consulted.

### **Procedure for Major Health Emergencies**

In case of emergency, call 911 or go to: Hays Medical Center Emergency Room  
2220 Canterbury  
Hays, Kansas 67601  
Phone: (785) 623-5000

Residential Life and KAMS/AMS staff members have access to student medical forms, which contain all of the appropriate medical information to get the student admitted to a clinic or hospital. If the student needs major medical assistance after 4:30 PM, Residential Life staff have been instructed to call 911 and request an ambulance. KAMS/AMS staff members will not drive students to the emergency room. Instead, if a student is experiencing a medical emergency, an ambulance will be called.

### **Family Emergency**

Student, parents and/or guardians are asked to contact the KAMS/AMS office in the case of a family emergency such as the death, injury, or major illness of a family member (parent, guardian, sibling, grandparent, etc.). If the emergency requires the student to leave the Academy and return home, the KAMS/AMS Director needs to be informed. Parents or guardians should approve the student's travel plans. The KAMS/AMS staff would like to know of travel plans prior to the student leaving. It is also equally important to let the Residential Life staff know what is happening and what the plans are. We strongly recommend that students be picked up by an adult family member or use public transportation rather than be allowed to drive when upset. Verification of the emergency may be requested in some instances.

If classes are missed, a designated Student Affairs staff member will notify faculty members. KAMS/AMS staff can be relied on to assist in whatever way we can to help to ease the crisis.

KAMS/AMS reserves the right to seek further verification of the situation.

**KAMS/AMS On Call Phone # for Emergencies: (785) 639-0608**

**IMPORTANT NOTE:** Please help us be prepared to assist in an emergency. If parents or guardians travel frequently or will be out of Kansas for an extended period of time, please be sure to give the KAMS/AMS office emergency contact information for an adult family member or an adult friend of the family who will be in Kansas. If family addresses and phone numbers (home or work) change during the year, notify the KAMS/AMS office ASAP, so our records are up to date.

### **Sick Tray**

If due to illness or injury a student is unable to go to the cafeteria to eat, a sick tray can be arranged to be brought to their room. A sick tray allows for food to be transported outside of the cafeteria.

### **KAMS/AMS Immunization Requirements**

FHSU requires all KAMS/AMS students to receive the meningitis vaccination. If the student chooses not to have the meningitis vaccine, parents/guardians must sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not have their student vaccinated. If the student is 18 years of age, they are also able to wave the form but a form must be signed. It is highly recommended that students have current tetanus and Hepatitis B series vaccines. Students should also have received a tuberculosis test within the past year. Students must provide documentation of immunizations as required by Kansas Immunization Law prior to attending KAMS/AMS. An immunization certificate (officially referred to as a Kansas Certificate of Immunization or KCI), signed by a physician or health department representative, must be provided listing the month, day and year that vaccines were given. Every student must have a meningitis vaccination or waiver form on file before they will be allowed to move into Custer Hall.

**These requirements are state law and will be adhered to.**

### **Health Insurance**

Families are strongly encouraged to obtain health insurance for students. Students not covered by their parent/guardian's policy may wish to subscribe to a student insurance policy. FHSU offers two different health insurance plans for students, spouses, and their dependents. The plan that is provided by United Healthcare is offered to all Board of Regents universities through the Kansas Insurance Commission. This plan is offered to students, spouses, and their dependents. For eligibility, benefits, coverage, premiums, or other benefits, stop by Student Health and Wellness Services for brochures. Students may also visit the United Healthcare website <http://www.studentresources.com>.

*International Student Note:* International students must have health insurance. If you have any questions in regard to this, please contact the International Student office at (785) 628-4176 and visit with Marnie Kohl.

### **Medical Leave of Absence**

Students that develop medical problems requiring an absence from Custer Hall or classes for more than one week may request a medical leave of absence from the Academy. Students must notify the Director and provide documentation by a physician. Written conditions regarding the student's departure and return must be agreed upon by the student, parents or guardians, FHSU, and be approved by the Director of the Academy prior to their departure. In an emergency, parents or guardians may make a request for medical leave on the student's behalf. The student's physician must also provide documentation permitting a student's return to school and describing limitations, if any. Procedures for making up work will be determined on a case-by-case basis. Student Affairs will notify faculty if a student needs to have a medical leave of absence.

### **Medications**

KAMS/AMS and the Residential Life staff are prohibited from dispensing and/or administering any type of medication - even a simple aspirin. Students are permitted to keep their own medications in their room and in their originally labeled containers - whether it is medication attained through a physician's prescription or over-the-counter. Students are prohibited from sharing medications with other students. The KAMS/AMS Director needs to be notified if a medication is considered a "controlled substance". Students who do not comply with their medication routine (approved by a medical professional and parents/guardians) will be asked to return to their sending high school, so they can be more closely monitored and supported by parents/guardians. Note: There are serious legal and/or medical consequences when individuals share prescription medications. If a student is sharing prescription medications, they will be dismissed from the program.

### **Counseling Services**

In order to assist students to the adjustment to KAMS/AMS and to help with emotional and/or personal problems that may develop, confidential counseling services are available at no cost to the student or to their family. Services are provided to KAMS/AMS students, in conjunction with Health and Wellness Services staff. KAMS/AMS has a devoted, full-time mental health counselor for students. Contact the Health and Wellness Services at (785) 628-4401.

Social/emotional issues that may interfere with a student's adjustment to KAMS/AMS may include, but are not limited to:

- ♦ Homesickness
- ♦ Lack of time management and/or study skills
- ♦ Anxiety
- ♦ Depression
- ♦ Inability to concentrate
- ♦ Family crises
- ♦ Stress
- ♦ Relationship difficulties
- ♦ Low self-esteem
- ♦ Potentially self-destructive behaviors (drug and alcohol use, self-injury, eating disorders)
- ♦ Lack of sleep

**All communications between a student and the FHSU Health and Wellness Services /designated KAMS/AMS Counselor are confidential. No disclosure of information shared by the student will be made without the consent of the student. *The only exception to confidentiality is when the Health and Wellness Services/designated KAMS/AMS Counselor believes that there is clear and imminent danger to the student or others and must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities.***

### **Safety**

The following are some safety precautions to keep in mind:

- ♦ Do not loan your Tiger Card to others.
- ♦ Keep room door locked at all times.
- ♦ Never leave keys unattended.
- ♦ Never leave large sums of money in residential rooms.
- ♦ Permanently label all personal belongings.
- ♦ Do not lend room key to anyone.
- ♦ Do not leave purse, bag, or backpack unattended.
- ♦ Do not walk alone after dark on or off-campus.
- ♦ Walk on public walkways that are well lit.
- ♦ Be aware of surrounding activity when outdoors, even in the company of others.
- ♦ Report persons acting in a suspicious manner to the staff.
- ♦ Never prop outside and hallway doors open.

The Curfew Checkers and Community Director will demonstrate and practice appropriate responses for KAMS/AMS students to use in the event of severe weather, fire or crisis situations.

### **Security Cameras**

Installation and use of security cameras within and outside of Custer Hall is intended to enhance residence hall safety and provide security measures for the protection of KAMS/AMS students and FHSU property in public areas where an expectation of privacy is not reasonably present. This includes, but is not limited to, Custer Hall entrances/exits, Tiger's Den study room, media room, game room, and other residence hall common areas. Privacy rights of individuals and local/state/federal laws were considered in the placement of security cameras in and outside of Custer Hall.

### **Privacy, Search and Seizure**

KAMS/AMS has a responsibility to maintain standards of behavior that are reflected in its regulations, policies and local, state and federal statutes. Further, the ages of the students coupled with the unique environment in which they are living results in students having less of an expectation of privacy than they otherwise may have. Therefore, when there is reasonable suspicion to believe that violations of KAMS/AMS, Residential Life or FHSU policy or criminal law are occurring, a search of a student's person or property (including book bags, purse, personal computer, residence hall room, etc.) may be authorized by the Director or designee.

### **Residence Hall Room Entry and Search**

The use of a passkey by KAMS/AMS, Residential Life staff, or University personnel to enter residential rooms for normal non-emergency conditions such as maintenance and room inspections, or in cases involving the immediate safety of occupants is to be expected. Any illegal or prohibited item discovered during such situations could be confiscated and may result in a disciplinary action, criminal prosecution, or both. In cases involving an authorized search of the student's residence, at least two adults shall be present, and the student(s) shall be present if possible. Those conducting the search will knock on the door of the room in question first and will then identify themselves. If they are not immediately admitted, a passkey may be used to gain entry. Staff will use reasonable measures to locate the students whose room is being searched.

### **Personal Search**

A Residential Life and/or KAMS/AMS staff member of the same gender shall be present when a personal search is conducted by staff.

### **Weapons/Explosives**

Possession or use of these items is sufficient cause for a student to be asked to leave KAMS/AMS.

### **Tobacco Use/Smoking/Vaping/E-Cigarettes**

Effective, July 1, 2016, FHSU and KAMS/AMS are a smoke and tobacco free environment. Possession or use of these items is sufficient cause for a student to be asked to leave KAMS/AMS. To view the policy, please follow <https://www.fhsu.edu/about/documents/Initiatives/tobacco-free/tobaccofree.pdf>.

### **Alcohol, Drugs and Drug Paraphernalia**

Kansas law prohibits underage use of alcohol and/or the use of illegal drugs. KAMS/AMS is a Drug-Free environment. KAMS/AMS students cannot possess, use or be under the influence of intoxicating substances such as alcohol, illegal drugs, vaping/e-cigarette paraphernalia, or prescription drugs which have not been prescribed to the possessing student for treatment of a documented physical or emotional illness or injury. Possession or use of these items is sufficient cause for a student to be asked to leave KAMS/AMS.

Possession of drug paraphernalia or empty alcoholic beverage cans or bottles is expressly prohibited. The Academy interprets "possession" broadly. **Possession can mean students were in the same room (or car or public area) in which alcohol, illegal drugs, empty alcohol containers, or drug paraphernalia has been found, whether or not the student was using alcohol or drugs.** Misuse, possession, or effective control with intent to misuse the items listed above is also a violation of this policy. Possession or use of these items is sufficient cause for a student to be asked to leave KAMS/AMS.

When there is reasonable suspicion of alcohol or drug use, the Director or designee will be involved in addition to law enforcement. The investigation may include a search. A drug sniffing dog may be brought in to check rooms and/or student vehicles.

### **Disruptive and Threatening Behavior**

Disruptive or threatening behavior is that which puts at risk the safety or health of one or more people, including the individual engaged in such behavior. This behavior includes, but is not limited to:

- ♦ Unruly conduct
- ♦ Menacing gestures
- ♦ Suicidal ideation
- ♦ Loss of emotional control
- ♦ Emotional trauma or instability
- ♦ Bullying (verbally or cyber-bullying)
- ♦ Physical threats
- ♦ Eating disorders
- ♦ Untreated physical conditions including but not limited to injuries, illnesses or pregnancy

In those situations where disruptive behavior is exhibited by an individual student or group of students, the Division of Student Affairs, Health and Wellness Services, Residential Life, and the KAMS/AMS Director will take immediate action to determine if the student(s) may remain on campus and, if so, under what conditions.

## Restricted Areas

Certain areas have been designated as restricted or off-limits in order to reduce the possibility of danger.

### Campus

KAMS/AMS students are not permitted to enter the residential floors in other residence halls and are not allowed to visit the rooms of non-KAMS/AMS students, off-campus apartments/houses, or Greek houses. KAMS/AMS students are allowed only in the public areas of other residence halls, including study lounges, Memorial Union, Forsyth Library, buildings where classes are being held, and the cafeteria in McMindes Hall.

### Community

Students are prohibited from entering or being on the premises of all liquor stores, tobacco shops, and tattoo parlors. KAMS/AMS students are not permitted to be at an event or in an establishment in which alcohol is the primary form of refreshment or entertainment. The ONLY exception to this policy is in the event parents/guardians take their child to these events and/or establishments.

**Establishments in Hays, which primarily serve alcohol, and are therefore off-limits, include but are not limited to:**

- ♦ Chuck's
- ♦ Sip n Spin
- ♦ Toby Jugs
- ♦ Horseshoe

**Event(s) in Hays, which serves food, but is off limits to KAMS/AMS students:**

- ♦ Oktoberfest
- ♦ Brews on the Bricks
- ♦ Wines & Steins

## IV. KAMS/AMS CONDUCT CODE

### Conduct Code Philosophy

All students selected for KAMS/AMS are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The conduct code is designed to help ensure the health, safety and well-being of each member of the KAMS/AMS community. This conduct code is written to articulate clear boundaries for student behavior, identify examples of behaviors for which disciplinary action is possible and set forth the disciplinary process.

Enrolling in KAMS/AMS is a privilege, not a right. All students are expected to contribute to the well-being of the community and to accept personal responsibility for their own actions. Expectations for ethical behavior parallel those for high academic achievement. Ultimately, KAMS/AMS expects high levels of Excellence, Engagement and Ethics from all members of the community.

When implementing the Conduct Code, KAMS/AMS will:

- ♦ Set high standards for student behavior
- ♦ Help students learn and grow
- ♦ Balance individual and community rights
- ♦ Apply policy and procedures fairly and equitably

### General Expectations for Student Conduct

KAMS/AMS expects each student to conduct him/herself responsibly and maturely, to respect the rights and property of others, and to fully participate in the unique experience that KAMS/AMS offers. Each student is expected to:

- ♦ Respect the rights of every student, staff and visitor to KAMS/AMS and FHSU.
- ♦ Refrain from any defamatory or obscene remarks, make statements damaging to others or statements that are harassing to others.
- ♦ Behave in ways that do not interfere with the education of others, and which do not interfere with the educational process of KAMS/AMS.
- ♦ Know and follow the applicable policies and expectations as set forth in the KAMS/AMS Student-Parent Handbook, the FHSU student Handbook, the Residence Hall Handbook and by KAMS/AMS staff.
- ♦ Abide by all federal, state and local laws or ordinances.
- ♦ Respect one's self and others, and behave in a manner that acknowledges the privilege of attending KAMS/AMS.
- ♦ Maintain one's highest level of success in all aspects of KAMS/AMS life.
- ♦ Uphold the KAMS/AMS core values of Excellence, Engagement and Ethical Actions.

KAMS/AMS recognizes that there may be occasions when some students will not act responsibly and maturely, will violate the standards of acceptable behavior, will breach policies and expectations, and will make poor decisions. When a student displays irresponsible behavior, they will be subject to disciplinary action through the Student Affairs Judicial system (see the FHSU Student Handbook for details or FHSU judicial website at <http://www.fhsu.edu/judicial/>). Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations may be asked to leave KAMS/AMS. If these were to occur, the resultant action of the student being asked to leave KAMS/AMS would be dealt with by the KAMS/AMS Director.

The parameters of this handbook do not exclude or limit the administration's ability to make rules for the governing of the operations of KAMS/AMS or to usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. KAMS/AMS and FHSU officials will determine what constitutes a violation of school policy as outlined by the KAMS/AMS Student-Parent Handbook, the Residence Hall Handbook, as well as the FHSU Student Handbook. The KAMS/AMS Director has the authority to make decisions and rulings above and beyond those outlined in this handbook.

Parents/Guardians will be advised of any documented code of conduct violations that involves their student. Exception to this notification would be if multiple violations were to occur in a single incident or incidents taking place in a short time frame.

Specific examples of misconduct that are unique to KAMS/AMS for which students may be disciplined include:

- ♦ Breach of room and/or building curfew.
- ♦ Unauthorized use of elevators.
- ♦ Breach of sign-in/sign-out expectations.
- ♦ Wearing clothing or displaying materials (posters, etc.) that promote/advertise tobacco, alcohol, or other illegal substances.
- ♦ Misuse of KAMS/AMS or FHSU property.
- ♦ Possession of pornographic materials.
- ♦ Improperly registered guest in the commons area.
- ♦ Being in an off-limits area.
- ♦ Misuse or abuse of a KAMS/AMS door hanger.

**Dismissible Offenses unique to KAMS/AMS include:**

- ♦ Multiple offenses of any of the above misconduct or any FHSU identified situations of misconduct.
- ♦ Tampering with the elevator.
- ♦ Tampering with the security system.
- ♦ Facilitating the presence of unauthorized persons in the residential wings.
- ♦ The purchase, possession, use, sale, and/or distribution of any tobacco product or smoking materials (including vaping/e-cigarette paraphernalia).
- ♦ Possession, use, distribution, sale, or intent to distribute or sell alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use.









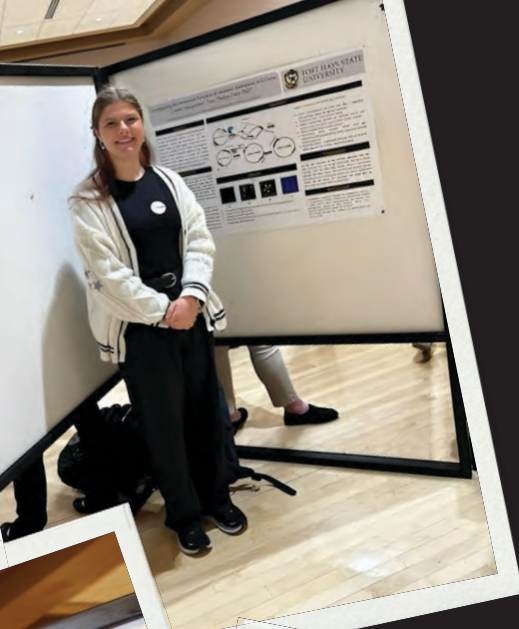
AWARDS Ceremony  
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# KAMS- AMS

*Early College Program*

...providing accessible quality education to exceptional high school juniors and seniors in an innovative residential environment to develop engaged global citizen leaders.



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