



LSTC Housing Rules and Regulations

Resident Handbook

LSTC HOUSING RULES and REGULATIONS

Residence Cottage Guidebook

AMENITIES

All cottages have two separate wings. Each wing consists of four rooms, for a total of eight rooms per cottage. Usually, two students who share that space occupy each room. Single rooms are available to students at a premium price, based upon availability. Each room consists of two bunkable beds, two desks, two chairs, closet space, dresser(s), under bed storage, a micro fridge, and a bathroom. Local phone, Internet access, electricity, trash, digital cable, and water are all included in the housing rate. A Resident Assistant, who is typically an upper-class student, supervises the cottage's activities. There is also a Commons building where the Resident Manager lives. The Commons includes a game room, a TV lounge, laundry facilities, resident mailboxes, and a full service kitchen.

Only students enrolled, in good standing, at Linn State Technical College (LSTC), living as single individuals, may reside in the on-campus residential cottages.

- * Housing for married couples, couples, and/or families are available in the surrounding community. A list of off-campus housing is available from Student Services.**

Each student will provide their local address to the college and will have the responsibility of informing the college of any change that is made in housing. Before moving on-campus, verification of immunization including TB screening is mandatory. Residents are to present evidence of having immunization for meningococcal disease (meningitis), or a statement of medical exemption, signed by a physician, on file with the college. You must submit the Immunization Record to the Admissions office prior to moving on-campus.

Check Out Process

If for any reason you are no longer going to live on-campus (ex. removed from housing, check out mid-semester, leave due to grades, leave for personal reasons, graduate, transfer schools, etc.) You MUST check out with the Resident Manager. You must be present for check out and turn in your keys. Failure to do so will result in a \$200.00 fine for improper check out. If keys are not returned an additional charge for re-coring will be applied. So, if you decide to leave and not check out and take your keys with you, you will forfeit your deposit plus cost for cleaning/damages and re-coring; if you leave your keys in your room but do not check out, you will be charged \$200.00 plus charges for damages/cleaning. These charges are in addition to penalties for breaking the housing agreement and any damages/cleaning. Please refer to the terms of agreement on the housing agreement form.

College Housing Staff

Resident Assistant (RA)

The Resident Assistant is the community facilitator living in the cottages with the students. The RA is typically an upper-class student that is specially trained to work with students. The RA is responsible for developing a sense of community in the cottages. The RA plans social events and is responsible for the administrative work in the cottages. In cooperation with the residents, the RA enforces the policies and procedures in the residence cottages.

Resident Manager (RM)

The Resident Manager supervises the Resident Assistants to ensure the best possible service to the residents in the cottages. The Resident Manager is a full-time professional employee. The Resident Manager lives in the Commons and works with the residents to improve the quality of life in the residence cottages.

College Housing Services

Commons Area Usage

The Commons area is for the use of the residents and their guests. For any programs or meetings in the Commons, contact the Resident Manager for scheduling information. The Commons currently houses students' mailboxes, the front desk, the Resident Manager's office and apartment, a meeting room, a furnished kitchen, restrooms, a TV with lounge area, a game room, laundry facilities, and vending machines. The Commons hours of operation are posted in the Commons. The Commons will be locked during holiday breaks.

Heating and Air Conditioning

Ground source heat pumps are provided in each room to allow residents to climate control their room. Please do not place anything in front to block your ground source heat pump as we must do regular maintenance on them and they require return air to be brought in through the vent on the bottom.

Dining Services

All housing residents at Linn State Technical College are offered a meal plan. Meal plans may be used at both the Main Stream Café located in the Information Technology Center and the Orbit Lounge located in the Activity Center. Additional information is available from the dining services staff.

Kitchen

For your personal cooking convenience a kitchen is available in the Commons. The kitchen contains pots and pans, silverware, dinnerware, a stove/oven, a microwave, a sink, a refrigerator, and electrical appliances.

Laundry Facilities

The Commons is equipped with coin-operated washers and dryers. Refunds may be requested through the front desk.

Video/TV Services:

Basic cable services will be provided to each room without extra charge.

Security Cameras:

There are security cameras inside and outside of the cottages and Commons. They are monitored frequently. Tampering with these cameras will lead to disciplinary action and/or fines.

Telephone Services:

Housing units will be provided with one telephone number per room. Students will be provided with local calling, however; residents will be required to make arrangements for long distance toll calls (i.e. toll free; collect; pre-paid calling cards; calling cards; cellular phones).

Data Connections:

High-speed connections to the Internet are available for every resident free of charge. The college will provide specifications for equipment; information for installation and configuration; and provide limited technical support of personal computers for housing residents. Residents must agree to an acceptable use policy prior to installation. No additional fee will be required to access this service.

FOR MORE INFORMATION ON DATA, CAMERAS, TELEPHONE, AND TV SERVICES PLEASE CONTACT THE HELP DESK AT 897-5200.

Mail

Mail is delivered to the mailboxes in the Commons daily except Saturdays, Sundays and holidays. Mail is held during break periods. All mail is handled in strict compliance with the rules and regulations as set forth by the U.S. Post Office. Stamps are sold at the front desk in the Commons and at the cashier's office. Please do not forward any of your mail to your school address. If you forward your mail to the school, you will not be able to forward it back to your home address when you move home. If you have any questions, ask the postmaster of Linn.

It is suggested that the following format be used for all mail addressed for delivery:

**Name of student
Linn State Technical College Housing
1 Technology Circle Box __ (Cottage and Room #)
Linn, MO 65051**

Rules and Regulations

Academic Environment

College housing makes a commitment to students to support their academic success. Paramount to this concept is the enforcement of "Study/Quiet Hours" and "Rights of Others." It is the responsibility of each resident along with the college housing staff, to enforce these policies.

Rights of Others

At all times, residents should consider the rights of others; therefore, in a considerate environment, a community member can expect the following:

1. The right to be able to study or sleep without undue disturbance or noise supersedes all other rights.
2. The right to expect others to refrain from distracting behaviors in the hallways (such as, but not limited to: football, broom hockey, water fights, hackey sack, pranks, Frisbee, bouncing balls, etc.).
3. The right to expect others to refrain from shouting in the hallways, lounges, and public areas, or slamming of doors.
4. The right to expect additional stipulations on quiet hours during finals or midterm week.
5. The right to tactfully confront the inappropriate behavior of fellow students without negative repercussion.

The Commons is a designated area that typically is tolerant of a noisy, playful atmosphere. Students are to use this area for game playing, group talking etc., thus not disturbing the cottage community.

Study/Quiet Hours

Given the living and learning atmosphere established for our housing communities, study/quiet hours are times when NO NOISE should be heard in the hallways or by your neighbors.

During Finals week each semester, there will be extended quiet hours. Signs will be posted throughout the cottages.

Study/Quiet hours are in effect beginning at 9:00 p.m. and are in effect until 8:00 a.m. Sunday-Thursday and midnight-10:00 a.m. Friday and Saturday. Individual residents, along with the college housing staff, are responsible for the enforcement of study/quiet hours. Violations of study/quiet hours will be handled through the discipline process.

Courtesy Hours

Courtesy Hours are in effect 24 hours a day. If a student has asked for a lowering of a noise even though it's not during "study/quiet hours", the

residents are to be courteous to each other and lower the noise.

Noise Policy

Noise should not be heard in another student's room. We define noise as conversations that can be heard distinctly in another student's room. Any type of loud noise or music that can be heard in another student's room or by your neighbors is also considered noise. All have the responsibility to be considerate of others and to appropriately confront others. **Tips: Use earphones, turn down the volume or turn the music or TV off.** **Survival Tip to Raise your Grades: If you really need to establish a good habit; join a study group or start one.**

**Meet in the Library or in the Commons on a scheduled basis.
You may also choose to use the Academic Resource Center.**

Alcohol and Drugs

The residential cottages and surrounding grounds are a part of the LSTC campus, and as such, individuals residing or visiting there are governed by the laws of the state of Missouri, the rules and regulations of LSTC, as well as all federal and local laws. Residential cottages follow the laws of the state of Missouri and prohibit the possession, sale, use, consumption (or exchange) of alcohol and of illegal drugs.

Drinking or possession of alcoholic beverages by anyone on campus property is prohibited. Alcoholic beverages found by staff members will be confiscated and disposed of promptly. Individuals found in violation of the alcohol policy are subject to disciplinary action.

Residents may not manufacture (or grow) illegal drugs or distill alcohol on state property or be found to have such in his/her possession, or in his/her room. The college prohibits the use or possession of narcotic/addictive drugs or controlled substances and paraphernalia.

Violations of the alcohol and drug policy can lead to dismissal from LSTC and the residential community.

Bicycles and Motorcycles

For safety reasons, ATV's, mo-peds, golf carts, go carts, skateboards, motorbikes, mini-bikes, pit bikes, and non-licensed motorcycles are not to be used in the residence cottages or on college owned property. Bicycles and roller blades and skates may be ridden on-campus but not in the residential cottages. A bike rack is provided outside by the Commons. Bicycles may be stored on the patios or outside anywhere other than the bike rack. Nothing may be stored in the hallways or the maintenance

closets. All personal belongings must be stored in the student's room or on the bike racks. Housing cannot be responsible for lost or stolen bicycles.

Candles/Incense/Votives/Oil lamps

Students are NOT to burn candles, incense, votives, or oil lamps in their rooms.

Cohabitation

Only students assigned to a room are allowed to live there and keep their belongings in that room. **The presence of someone else's clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action. Those who violate the policy are subject to disciplinary action and/or back billing for additional occupants.** If you have a roommate; then you and your roommate share the room. **Residents may not have non-residents of that room sleep over. This includes family members, boyfriends or girlfriends, or any other visitors - - whether of the same or opposite sex.**
VIOLATIONS CAN LEAD TO REMOVAL FROM THE RESIDENTIAL COMMUNITY!

Guests

Persons who are civil and who abide by the smoke free, alcohol and drug policies may visit. **All guests must register at the front desk in the Commons. Residents are responsible for their guests.** Unless your roommate agrees to have your friends and family in their space; **you should meet your visitors in the Commons,** or (weather permitting) outside on the walkways or grounds, or in the Main Stream Café. Good manners should prevail in the timing of visits. Please consider your roommate's wishes and feelings. **Please do not have visitors before 8 a.m. or after 12 a.m. without consulting the Resident Manager. Please have your guests park in the designated visitors lot.**

Guidelines governing guests include:

1. The host is responsible for the behavior of all guests at all times. Therefore, the host should review the residence hall policies with the guest. The host will assume any penalties incurred by the guest.
2. Students from other cottages are considered to be guests.
3. Guests should be accompanied by the host at all times, and therefore, should not possess the room key.
4. Guests are subject to disciplinary action and removal if their behavior violates policy.
5. Conduct in public areas should be conducive to all aspects of the community environment. Students and/or guests are not allowed to stay overnight in the lounges.

Room and Bathroom Cleaning

Cleaning of your room/bathroom is the equal responsibility of all persons living in the room. Rooms may be inspected without prior notice to make sure safety issues of room cleanliness are being upheld such as fire codes and health codes. Failure to meet these requirements in cleanliness can lead to disciplinary actions and removal from the housing system.

Decorating the Room

Please check with the housing staff before attempting to hang pictures, planters, etc. or to put up posters. The staff will recommend what to use and what may cause damage. Any holes, determined by an inspection, to be excessive will be billed to you (upon their repair) and subtracted from your damages deposit.

Collection of Cans/Bottles

For health reasons, any collection of cans/bottles in rooms is not allowed. Whether they are opened, closed, washed out, sealed, empty, or full is irrelevant. Collection of cans/bottles is not allowed for any reason including decorative purposes. Violators will be dealt with through the disciplinary process. Please recycle your aluminum cans in the appropriate receptacle.

Common Area Damage and Cottage Damages

Residents may be held responsible for common area damages and cottage damages that occur in hallways, lounges, entryways, etc. Damages will be assessed and will be divided equally among residents and subtracted from the housing damages deposit.

Fire Safety

The fire alarms and the fire extinguishers are to be used only in case of fires. There is a \$75.00 fine for tampering with the smoke alarm/fire protection equipment in addition to other possible sanctions. Students are expected to comply with the directives of college housing staff during evacuation and must leave the building immediately when the alarm has sounded. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. A \$75.00 fine and disciplinary action will be taken against a student found tampering with fire protection equipment (this includes the smoke detector in your room, the sprinkler system, the pull stations in the hallways, and hallway fire extinguishers) or setting off the alarm system.

Electrical Cooking Appliances, Heaters, and Smoke Machines Prohibited

UL (Underwriters Laboratories) approved electrical appliances (hair dryers, curling irons, etc.) are allowed in student's rooms. Appliances for cooking are

limited to the micro fridge. Electrical cooking appliances are prohibited (i.e. refrigerators, microwave ovens, toasters, toaster ovens, tea pots, coffee pots, George Foreman Grills, roasters, grills or griddles, hot plates, electric warmers, electric burners, electric skillets, deep oil fry cookers, crock pots, steamers or rice cookers.) Halogen lamps and camping stoves or refrigerators that use gas or Coleman fuel, LP gas or fuel oil or any other stoves or refrigerators are prohibited. Personal Heaters of any kind are not allowed in the residence rooms or bathrooms. Smoke Machines are prohibited as well. Please do not store your micro-fridge in the bathroom, it is against health codes.

BBQ Grills

Personal BBQ grills are not allowed to be used anywhere on the housing grounds. Storage of or use of a personal grill inside or outside any housing facility is not allowed. Outdoor BBQ grills are provided in a park area near the Commons and Cottages for student use. Please pick up your trash and clean the grill when finished. Do not store lighter fluid or charcoal inside your room, it must be stored elsewhere.

Furniture and Equipment

All lounge, lobby, and common area furniture or college owned equipment must remain in its designated area. Any student found violating this policy will be assessed \$25 per day for each piece of furniture/equipment until it is returned or charged the actual cost of the furniture. The student is also subject to disciplinary action.

Student Room Furniture

Beds, chairs, and desks should not be disassembled due to safety reasons. Student room furniture cannot be stored; it must stay in your room.

Gambling

Gambling, involving an exchange of any money is not permitted in any college housing facility. Violations can lead to disciplinary action.

Harassment

The threatening intimidation and abuse of any kind to anyone is not tolerated in the housing system and is grounds for disciplinary actions. College housing will not tolerate harassment of its staff members. Those who choose to communicate in this manner will face disciplinary action.

Hazing

Hazing is not tolerated and subject to disciplinary action. Hazing activities are defined as: "Any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

Littering/Trash

All cottages have locations to properly dispose of garbage/trash. Residents should not throw trash out of windows, sweep trash into the hallways, or put trash bags full of garbage in the hallways. Please do not litter on the housing grounds. The student is subject to disciplinary action if involved in this type of behavior. At the end of the semester all large items (i.e. carpet, couches etc.) need to be removed to the dumpster by the student. Failure to do so will result in a charge.

Lock-out

If a student is locked out of his/her room, he/she needs to go to see a college housing staff member such as an RA, the RM, or the maintenance staff.

Lofts/Bunk Beds

Lofts, or elevated sleeping areas, may not be constructed. College housing provides bunk bed pegs at the student's request. These pegs can be obtained from the Resident Manager or the maintenance staff or upon check-in.

Lost Key

A lost room and/or mailbox key should be reported immediately to your RA or the Resident Manager. There is a charge for a student losing their room key and their mailbox key. The charge will also be applied during checkout if a key is not returned. Doors will be re-cored if keys are lost or not turned in. The charge for re-coring the door will be subtracted from the resident's housing damages deposit.

Duplication of college housing keys is prohibited. Residents will automatically be billed for replacement costs if you attempt to return a key other than the keys you were issued.

Personal Property Coverage

In case of theft or damages to student's personal belongings, the college assumes no responsibility. Coverage through family homeowners insurance or from an independent insurance agent is highly recommended.

Pets

For health reasons, resident students are not allowed to have pets. Except for aquarium fish, no pets are permitted in the residence cottages. Visitors may not bring pets into the cottages. Any animal/pet (other than fish) that belongs to a resident student will need to be removed immediately.

Posting of Information

Bulletin boards are the property of LSTC and are available in each cottage. The posting of items must meet the approval of the Resident Manager or it will be

subject to removal. Distribution of flyers is done by housing staff only. The posting of any form of publicity advertising events where alcohol is present or available is strictly prohibited. Unapproved materials will be removed without notice.

Posting of memo boards, messages, and signs on the students' own door is acceptable if boards and papers are affixed in a manner that will not damage the finish or the door itself. Items, which are for public view, that cause a disturbance in the community may be removed.

Public Areas

For the safety of all students, public lounges, hallways, THE PATIOS, and public walkways should remain clear of obstructions. This includes but is not limited to bikes, shoes, BBQ Grills, clothes, etc. Conduct in public areas should be conducive to all aspects of the community environment.

Roof and Restricted Access

Residents are strictly prohibited from climbing on the cottage roofs and entering restricted areas. Students found doing so will be subject to disciplinary action.

Who Has a Key?

You, of course, will have a key to your room. If you are sharing a room, your roommate will have a key. If you are living alone, then you will be the only one with a key to your room. College Staff and RA's have keys to your room for safety inspections and for routine maintenance.

Room Entry and Room Inspections

Officials of LSTC reserve the right to conduct health and maintenance safety inspections of student rooms in all college owned and operated cottages. College housing staff members will inspect all rooms at the end of each semester and prior to breaks and at other times as deemed necessary.

In addition, the college reserves the right to enter at any time in order to make repairs or conduct maintenance upon college owned property. Entry is also permitted for actions necessary or appropriate in emergencies and those necessary to maintain order and/or an appropriate living environment.

If upon entry, a violation is visible (i.e. stolen signs, alcohol), it will be handled through the disciplinary process.

The college has the right to enter, inspect, and search with or without the student's permission anytime it is investigating an alleged violation of the rules of LSTC, the state of Missouri, or local or federal law. The college may do so

upon showing of reasonable suspicion to believe a rule of LSTC or a law has been broken. The Resident Manager determines reasonable suspicion. Failure to pass numerous room inspections will result in disciplinary action and possible removal from the housing system.

Smoking Areas

There is no smoking in any building in the housing system. Smoking may only occur outside of the buildings. When smoking outside the cottages please be courteous and properly dispose of your cigarette butts. Failure to properly dispose of your cigarette butts will result in disciplinary action.

Sports

Playing sports (basketball, football baseball, etc.) in the hallways, lounges, and rooms, is not permitted. Sporting activities should be conducted in appropriate sports facilities.

Vandalism

Vandalism or the purposeful destruction of college housing properties is not acceptable behavior in our college housing community. The student(s) will absorb the cost incurred by such behavior. Students who have information about acts of vandalism are obligated to contact their RA and Resident Manager. If damage has occurred accidentally, the student(s) will be billed for the repair.

Weapons/Explosives/Fireworks

Possession or use of firearms, ammunition, explosives, or lethal weapons of any description are prohibited in the cottages or on the housing grounds. Bows may be stored in the rooms but arrows are not allowed to be stored in the room. Included in this category are fireworks, crossbows, and arrows, pistols, guns of any type, paintball guns, CO2 guns, air guns, potato guns, rifles, large knives, slingshots, swords, and any kind of martial arts weapons. Students in violation of this policy are subject to disciplinary proceedings and legal actions.

Weapons are also prohibited for decorative purposes.

Window Air Conditioning Units

Air conditioning units cannot be installed in any student residence room.

Window and Screen Policy

Screens must remain securely fastened to the window frames in the rooms. Students who remove their screen or window will be subject to disciplinary action and will be assessed a minimum charge of \$15 and cost of repairs. Stereo speakers should not be placed in the window and residents should not yell or lean out of their windows. Residents throwing anything out of

their windows are subject to disciplinary action.

Parking

Students who are residents, and who have registered their vehicle, should park in the lots nearest his/her cottage in the designated resident lots. Only residents with red hangtags are allowed to park in the resident parking lots. Violators will be fined.

Students who need special parking due to disability conditions should use the spaces noted by appropriate signs. ONLY VEHICLES WITH STATE STICKERS or hangtags denoting disability may use these spaces. Violators will be FINED.

Visitors should use the visitor lot near the Commons or park on another nonresident lot and walk to the housing community. Violators will be fined. Parking in two spots will result in a traffic fine. Parking on sidewalks, the grass or landscaped areas, on curbs, or blocking driveways will result in a traffic fine.

Student parking space in the residential community is for parking, only. Storage of RV's, trailers, boats, bikes, ATV's, any unlicensed vehicle, or of vehicles that are inoperative is PROHIBITED, traffic fines will be issued to violators.

Please do not drive to campus to eat, attend classes, etc. Please leave your vehicles in the housing parking lots and walk. The spaces on campus are needed for commuters as parking is at a premium. This is a suggested action, not a rule and/or policy. If you park on-campus in an approved lot, you must park in white lined spaces.

Snow Removal

Please do not park your vehicle over the sidewalks when it snows, or if it may snow. Do not pull up to where the front or back of your vehicle covers any part of the sidewalk.

What is and is not permitted in the parking lots or on the housing grounds

Student parking space in the Residential Community is for parking, only. Storage of RV's, trailers, boats, bikes, ATV's, any unlicensed vehicle, or of vehicles that are inoperative is PROHIBITED. Traffic fines will be issued to violators. Changing oil in any vehicle is also PROHIBITED. Major vehicular dismantling for repairs and the washing of any parts within the cottages, or the Commons, is PROHIBITED. Dismantling or working on any engine or vehicular part is not allowed in your room or anywhere on the housing grounds. Vehicles needing major repairs should be taken to one of the

commercial garages in the area. No major repairs are allowed around the cottages or Commons. The use of a parking space for changing a tire is permitted. Violators will be dealt with through the disciplinary process.

Security

- The best security is to keep your key in your possession and to LOCK YOUR ROOM AT ALL TIMES! DO NOT LEND YOUR KEY TO ANYONE.
- Report lost or stolen keys to the Resident Manager or Resident Assistant immediately.
- Report evidence of tampering at doors or windows immediately.
- DO NOT PROP OPEN THE DOORS TO THE COTTAGES FOR ANY REASON. Immediately report any outside door being "propped open" or "jammed open" so that it can be entered without a key. ALL FRONT DOORS TO THE COTTAGES ARE TO BE LOCKED 24 HOURS A DAY. NO EXCEPTIONS
- Report any discomfort that you may feel, like a threat, immediately.
- Immediately report any non-resident lurking about without seeming to be with a resident or with a staff member.
- Report any stolen property immediately.
- Reporting is not "tattling"; it is for your safety and your peers' safety.
- Be sure to know where the emergency telephone is located and how to use it.

Electrical Fixtures, Lights, Fuse Boxes, Electrical Systems, Disability Systems

Do not replace any lights in your room with any other lights (i.e. black lights, etc.). The lights in the fixtures should stay there. Students found tampering with any lights, electrical fixtures, fuse boxes, electrical systems, or the disability systems (handicap door, hearing impaired equipment, handicap doorbells, etc.) are subject to a \$25.00 fine and disciplinary action.

Holiday Decorations

During the holiday seasons many students decorate their rooms. Only artificial trees are allowed in the residence cottages. All decorations must be removed before the cottages close for a break. Strings of miniature lights may be displayed on the interior parts of student's windows only. Excessive use of extension cords is prohibited. Exercise caution with vertical blinds near these lights. Decorating the hallways or the exterior parts of the cottages is prohibited. This includes lights on the roof, lights on the exterior part of your door or window, and changing the light bulbs in the hallway itself.

Satellite Dishes

Private satellite dishes are not to be installed by or for residents' own use. Local cable is provided free of charge so students may not have personal satellite dishes for their rooms.

Extension Cords

No extension cords may be run out of students' rooms or windows or from any building or outlet on the housing grounds for use for diesel trucks or any other uses.

Furniture for the Outside of the Cottages

Furniture for the outside of the cottages is allowed as long as it does not become broken or look bad. Once furniture is broken, it needs to be removed from the cottages. Couches are not allowed outside the cottages, only small plastic tables and chairs. The college and college housing can in no way be responsible for lost or stolen furniture or any item left outside of the cottages.

Missing Person Policy/Procedure

Policy

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus and are deemed missing or absent from Linn State Technical College for a period of more than **24 hours** of time without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thought or actions, drug use, other life threatening situations, or where a student may be with persons who may endanger the welfare of the student.

All reports of missing students shall be directed to the appropriate law enforcement agency, which will conduct an investigation to determine whether the student is missing in accordance with this policy. All on campus students will have an emergency contact person. The emergency contact person will be notified no later than 24 hours from the time the student was determined to be missing by Linn State Technical College.

Procedure

Any and all reports of missing students shall be directed to the appropriated law enforcement agency.

- 1) The Linn State Technical College official receiving the report will document and collect the information at the time of the report:
 - a) The name and relationship of the person making the report.
 - b) The date, time and location the missing student was last seen.
 - c) The general routine or habits of the suspected missing student (ex. Visiting friends that may live off campus, working a job off campus) including any recent changes in behavior or demeanor.

- 2) The Linn State Technical College official receiving the report will contact the Associate Dean of Student Affairs or designee in order to update him/her on the situation and to receive additional consultation. The Associate Dean of Student Affairs will ascertain if/when other members of the Cabinet or others that need to be contacted.
- 3) Upon notification from any official that a student is deemed to be missing, Linn State Technical College may use any or all of the following resources to resolve the location of the student.
 - a) Call the student's room
 - b) Go to the student's residence dorm room
 - c) Talk to the student's Resident Assistant, roommate, and cottage mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and/or location the student was last seen.
 - d) Secure a current student ID or photo
 - e) Contact the student's phone or any other student's contact numbers that are kept on record
 - f) Send the student an email
 - g) Check all possible locations mentioned by the parties above including, but not limited to, library, residence cottages and commons, activity center, etc. The office of the Resident Manager and Student Activities may be asked to assist in order to expedite the search process.
 - h) Contact all on and off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, and Twitter, etc.
 - i) Ascertain the student's vehicle make, model, and license plate number, if applicable. A Linn State Technical College official will also check the college parking lots for the presence of the student's vehicle.
- 4) Once all the information is gathered and documented and the Associate Dean of Student Affairs (or Designee) is consulted; LSTC staff may contact the local law authorities to report the information. (If any information described above, foul play is evident or strongly indicated, the law authorities can be contacted immediately.) If it is necessary to contact the law authorities, whether it be local or state, policy procedure and protocol will be followed by Linn State Technical College.

For more information contact:

Ben Williams

Resident Manager

573-897-5165

housing@linnstate.edu