

THE GATTON  
ACADEMY   
*of Mathematics and Science*



**2024-2025**  
**STUDENT HANDBOOK**

Dear Gatton Students,

Welcome! I am incredibly excited that you have decided to join our family at The Gatton Academy of Mathematics and Science in Kentucky. The faculty, staff, and students of Gatton and Western Kentucky University work together to create an educational experience like no other; one in which you will have the opportunity to grow exponentially, both personally and academically, and one in which everyone is committed to your success.

The Gatton experience has been designed to provide you with significant academic rigor within the structure of a safe, supportive, and fun environment. This handbook describes how we apply our values to the structure of our program and student expectations. All decisions by Gatton personnel are based on these values:

Integrity – Compassion – Respect – Equality – Diversity

Our vibrant community is built upon the active and ethical participation of our students. Your positive contributions as a member of our family create the community we prize at our program. When our alumni reflect on their Gatton experience, they highlight one thing over all others – the community they experienced. Every member of the Gatton family is responsible for caring for our community and preserving what we all value most.

We are looking forward to a remarkable year as you begin to pursue your future's infinite possibilities.

Lynette Breedlove, Ph.D.  
Director

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## GENERAL POLICIES

The mission of The Carol Martin Gatton Academy of Mathematics and Science in Kentucky is to provide a residential program on the campus of Western Kentucky University for bright, highly motivated Kentucky high school students who have demonstrated interests in pursuing advanced careers in science, technology, engineering, and mathematics. The Gatton Academy will provide opportunities for students to enhance their creativity, curiosity, reasoning ability, and self-discipline through the companionship of peers, university courses, faculty-led research, and study abroad, preparing them for leadership roles in the Commonwealth of Kentucky.

Five tenets guide staff and student decision-making and how we interact with one another, our communities, and beyond. Gatton Academy staff and students are expected to demonstrate these values, commonly referred to as I.C.R.E.D..

- Integrity is foundational to all interactions and the ability to make ethical decisions in difficult situations.
- Compassion allows us to demonstrate concern for others, value their feelings, and provide an atmosphere safe and nurturing for everyone.
- Respect communicates the rights and dignity of all people are valued.
- Equality demands individuals be valued for their strengths and potentials.
- Diversity strengthens our community by embracing the differences in all people and the perspectives we each contribute.

The Gatton Academy is committed to facilitating the development of all students both personally and academically while upholding the values of integrity, compassion, respect, equality, and diversity. Students will be better prepared for college and careers if they demonstrate growth mindset, accountability, self-discipline, community impact, and collaboration.

- Having a **growth mindset** means leaning into being uncomfortable as it signals an opportunity for growth. This requires using strategies to increase stress tolerance, face challenges head on, and act on opportunities presented.
- Being **accountable** means doing what needs to be done even when you don't want to and meeting your commitments. This requires prioritizing time and attention, managing resources available, and taking initiative. It also requires delaying things you want to do to ensure your responsibilities are met.
- Being **self-disciplined** means taking intentional actions to be physically and emotionally healthy. This requires prioritizing sleep, hygiene, exercise, and nutrition. It requires acknowledging emotions rather than avoiding them and utilizing a range of appropriate coping skills to self-regulate.
- Making a **community impact** means contributing to the greater good. This requires serving others within the Gatton community and in other communities, as well as demonstrating gratitude for positive things and people in your life.
- Being **collaborative** means communicating effectively and appropriately, even when there are conflicting opinions or perspectives. This requires active listening, assuming positive intent, and respectful dialogue face to face.

## Community Service Requirement

Gatton Academy students are required to complete 60 hours of community service outside of the Gatton community in order to graduate. This applies to the Class of 2027 and beyond. The Class of 2025 and the Class of 2026 are **strongly** encouraged to meet this requirement. Gatton Academy students are the Commonwealth's future leaders. As such, it is important to develop leadership skills and understand the impact each individual makes on their community. In addition, students must understand how they add value to others beyond their academic abilities. Community service addresses these needs. It also connects students to one another and provides opportunities for students to be out of their comfort zones.

Students must document their hours through Gatton's community service reporting process and turn in a reflection form at the end of each semester reflecting on their service experiences for that semester in order for the hours to count towards the graduation requirement. Up to 15 hours of service from the summer before a student's junior year may count toward the 60-hour requirement. The 60 hours must be completed and documented prior to Spring Break of students' senior year. Gatton diplomas will be held until the community service hours are documented (Class of 2027 and beyond).

Due to logistical challenges, The Gatton Academy may not be able to transport students to individual service opportunities. Group opportunities will be offered throughout the year within walking distance or with transportation provided. Completing service hours during breaks and vacation periods in your home community is one way to accomplish your service requirements and avoid logistical challenges while in residence.

## Meeting Attendance and Participation

Gatton Academy staff are committed to supporting students in their development academically and personally. Support is often provided through one-on-one meetings. Students are expected to attend meetings with Gatton staff and WKU faculty on time regardless of whether the meeting is initiated by the student or the staff/faculty member. Students should cancel meetings at least 24 hours in advance when conflicts arise and reschedule as soon as possible. Repeatedly missing meetings is a cause for concern for the student's well-being. Staff may intervene and the student may be placed on an academic or disciplinary contract to provide additional support for the student.

Periodically, special events will take place in which all students are required to participate. These are usually opportunities for students to learn about careers, notable people, and themselves. This includes guest speakers, class retreats, and community service events. Attendance will be taken at these events. Missing special events is a cause for concern as it is not in keeping with Gatton's values or the developmental goals for students.

## Good Standing

To be considered in good standing at The Gatton Academy, students should strive to always uphold all policies and demonstrate Gatton Academy values of I.C.R.E.D.. While no individual is perfect, all students should take being in good standing seriously. Students will be considered not in good standing if they are on more than one contract of any sort (e.g. academic, attendance, disciplinary). (See Academic Support and Academic Contracts.) Gatton staff will provide support to help students earn their way back to good standing. Parents/guardians will be notified when a student is placed on contract.

Senior leaders who are on a contract of any kind will be considered on probation. Senior leaders who are on two or more active contracts will lose their leadership positions. Any student on an active contract at the time of graduation speaker selection will not be eligible for nomination. Students who are not in good standing will be placed at the bottom of study abroad program waitlists. In addition, students not in good standing are at risk of losing residential privileges and ultimately being dismissed from The Gatton Academy.

## ACADEMIC POLICIES

The academic rigor of The Gatton Academy is meant to challenge students to excel at the highest levels, while drawing connections between the classroom and real-world research options.

Students are engaged in a core of math and science university courses that are supplemented with additional coursework in arts and humanities. The Gatton Academy curriculum provides students with the foundation for future study in a variety of STEM areas. In addition, students are able to explore the academic offerings of WKU through other coursework. Students are required to attend the weekly Gatton Seminar, which offers rotating topics each semester and is led by professors, Gatton staff members, as well as distinguished community members and professionals.

### Gatton Curriculum

Each entering junior will be required to complete 12 courses in STEM subjects during their Gatton study, as well as two (2) English courses and three (3) Seminar courses. Students are also required to complete the Kentucky Department of Education's U.S. History requirement as part of the Gatton curriculum if the requirement is not met prior to attending. **The Gatton Curriculum must be completed through WKU.** Students must also complete additional courses in the visual/performing arts, social studies, physical education, health, and world languages necessary to meet the Kentucky Council on Post-Secondary Readiness pre-college curriculum as well as the Kentucky Department of Education's minimum high school graduation requirements.

**Total Gatton curriculum courses required: 12 STEM (including math, science, engineering, and elective courses), 2 English courses, 3 Seminar courses, HIST 241 if US History requirement is not documented prior to August 15.**

#### Mathematics (2 – 3 Courses)

Students will be assigned their introductory math course based on prior coursework and WKU Math Placement Exam scores.

Students must complete Math 137 or receive credit through other means (Advanced Placement) and all prerequisite courses. Coursework in math beyond Calculus II (Math 137) is optional and is counted toward STEM electives. Students not in need of lower-level math courses may apply remaining credits toward STEM electives in other subjects. Students are required to take at least one math course in their first semester at Gatton. Students must have a total of four high school math credits between their sending schools and Gatton to meet state graduation requirements.

Math 117 Trigonometry (3 Hours)

Math 136 Calculus I (4 Hours)

Math 137 Calculus II (4 Hours)



### **Core Sciences (5 Courses)**

Each student must complete one course and lab from each core area and at least one two-course-and-lab sequence. It is recommended that students complete all four core sequences for science choice courses. Chemistry 116 cannot be used to meet the minimum one-course requirement in chemistry. Instead, Chemistry 116 may be applied toward a STEM elective. Students must complete a minimum of Chemistry 120.

Biology 120/121 Biological Concepts: Cells, Metabolism, and Genetics/Lab (4 Hours)

Biology 122/123 Biological Concepts: Evolution, Diversity, Ecology/Lab (4 Hours)

Chemistry 120/121 College Chemistry I/Lab (5 Hours)

Chemistry 222/223 College Chemistry II/Lab (5 Hours)

Computer Science 180 Computer Science I/Lab (4 Hours)

Computer Science 290 Computer Science II (4 Hours)

Physics 255/256 University Physics I/Lab (5 Hours)

Physics 265/266 University Physics II/Lab (5 Hours)

### **Engineering (1 Course)**

Students are required to complete School of Engineering and Applied Science (SEAS) 368 Problem Solving (3 Hours) which focuses on engineering. This required course may not be replaced by any other course.

### **STEM Electives (3-5 Courses)**

Students must select one STEM elective from the following courses. This is to ensure students complete the requirements to earn the Associate Degree in Interdisciplinary Studies (AIS). These electives meet the AIS requirement in Social and Behavioral Sciences as well as Gatton's STEM elective requirements.

Agriculture 108 Rural Sociology (3 Hours)

Anthropology 130 Introduction to Archaeology (3 Hours)

Criminology 101 Introduction to Criminal Justice (3 Hours)

Economics 150 Introduction to Economics (3 Hours)

Economics 202 Principles of Economics – Micro (3 Hours)

Economics 203 Principles of Economics - Macro (3 Hours)

Geography 110 World Regional Geography (3 Hours)

Health Care Administration 120 Health Literacy for Consumers (3 Hours)

Nursing 102 Introduction to Professional Nursing (3 Hours)

Psychology 100 Introductory Psychology (3 Hours)

Psychology 220 Developmental Psychology (3 Hours)

Psychological Sciences 100 Introductory Psychology (3 Hours)

Psychological Sciences 220 Developmental Psychology (3 Hours)

Sociology 100 Introductory Sociology

Students may complete their other required STEM electives and associated labs in any Ogden

College of Science and Engineering course (Departments of Agriculture and Food Science; Biology; Chemistry; Earth, Environmental, and Atmospheric Sciences; Mathematics; Physics and Astronomy; Psychological Sciences; and School of Engineering and Applied Sciences), in any Department of Psychology course, and in *select* courses in the Departments of Allied Health, Applied Human Science, Communication Sciences and Disorders, the School of Kinesiology, Recreation and Sport, the School of Nursing, Public Health (Environmental Science), Public Health (Health Care Administration), Public Health, Economics, Finance, Folk Studies and Anthropology, Philosophy, and Sociology. Biology 285 earned through participating in Gatton's study abroad to Costa Rica counts as a STEM elective. A comprehensive listing of approved STEM elective choices is available on The Gatton Academy website. Students who have completed two or more hours of credit for research may count that research credit for one STEM elective course. STEM elective courses are, at minimum, three-hour courses.

Courses not falling into one of the categories above may be approved as STEM electives on a case- by-case basis provided the content is sufficiently linked to core math and/or science principles.

All STEM Electives, as with all Gatton curriculum, must be completed at WKU. Previous dual credit and/or transfer credit cannot be used to meet these requirements.

### **English (2 Courses)**

Students who score a 29 or higher on the English portion of the ACT, or a 670 on the critical reading portion of the SAT, receive three (3) hours of credit for English 100 and begin with English 200. Students are required to take at least one English course through WKU each school year.

English 100 Introduction to College Writing (3 Hours)

English 200 Introduction to Literature (3 Hours)

English 300 Writing in the Disciplines (3 Hours)

### **Seminar (3 Courses)**

Academy of Math and Science 175 Seminar 1 (1 Hour)

Academy of Math and Science 175 Seminar 2 (1 Hour)

Academy of Math and Science 175 Seminar 3 (1 Hour)

### **U.S. History (1 Course)**

Completion of U.S. History must be documented and provided by August 15 of the year the student enrolls in The Gatton Academy or students will be required to complete History 241 United States History since 1865 (3 Hours) at WKU. Documentation of completion means a grade report clearly indicating the course was successfully completed and a grade received.

Verification of the completed high school credit should be emailed to

[gatton.academics@wku.edu](mailto:gatton.academics@wku.edu) by August 15<sup>th</sup>. Students who complete U.S. History prior to

attending The Gatton Academy must take any required history end of course exam through their

sending public high school.

### **Pre-College Curriculum Requirements (As Needed)**

Students will complete additional pre-college requirements as mandated by the Commonwealth of Kentucky and their sending schools based on previous coursework in their freshman and sophomore years. These courses are considered outside of Gatton's required curriculum and may be taken through other pre-approved sources. These courses relate to visual/performing arts, social studies (not including U.S. History), physical education, health, and world languages. Gatton students are required to complete two high school credits in a world language.

History 101 World History I (3 Hours)

History 102 World History II (3 Hours)

Political Science 110 American National Government (3 Hours)

Physical Education 100 Health and Wellness (3 Hours)

Art 100 Art Appreciation (3 Hours)

Music 120 Music Appreciation (3 Hours)

Foreign/World Languages (American Sign Language, Chinese, French, German, Italian, Japanese, Korean, Russian, and Spanish)

Students wishing to fulfill pre-college high school requirements outside of WKU must receive approval from their Student Success Coordinator PRIOR to enrolling in the course. To request approval, students should submit the Course Approval Form (located on the Gatton website) well ahead of any enrollment deadlines.

Gatton math, science, engineering, STEM electives, and English requirements may NOT be met by courses outside of WKU. The U.S. History requirement may only be completed outside of WKU if completion is documented prior to August 15 of the year the student enrolls in Gatton, otherwise it must be completed at WKU.

All outside WKU courses must be completed before the registration window for the fourth semester (Gatton's assigned Priority Registration date in October of the student's senior year). If the coursework has not been completed at that time, students will be registered in the course through WKU for the fourth semester.

### **Course Load**

All Gatton Academy students must be registered for a minimum of 12 hours each semester, not including research hours, as this makes them full-time WKU students and eligible for the Gatton scholarship. Students may take up to 19 credit hours (including Seminar and registered research hours) free of charge, including optional electives. Students may be limited to 16 hours their first semester, as this sets up students for success during their transition to Gatton. In the final semester of the senior year, students may take a maximum of 18 credit hours (no Seminar required). Students may not take courses at other universities that cause the student to go over the maximum credit hour limit, even at their own financial expense.

## Course Schedule

Below is a typical course schedule for each semester. Exceptions to this schedule will be determined based on prior course completion and credit-by-exam policies.

### *First Semester*

- Math 117 – Trigonometry
- Computer Science 180 – Computer Science
- Chemistry 116 – Introduction to College Chemistry; or Chemistry 120/121 – College Chemistry I/Lab; or
  - Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab; or Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab
- English 100 – Introduction to College Writing (English 200 – Introduction to Literature if ACT- exempt from 100); or
  - History 101 – World History I; or History 102 – World History II; or History 241 – U.S. History since 1865
- Academy of Math and Science 175 -- Seminar 1

### *Winter Term*

- Optional Gatton Study Abroad
- Optional Winter Term course at student's expense

### *Second Semester*

- Math 136 – Calculus I
- SEAS 368 – Problem Solving
- Chemistry 116 – Introduction to College Chemistry or Chemistry 120/121 – College Chemistry I/Lab; or
  - Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab; or Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab
- English 100 – Introduction to College Writing (English 200 – Introduction to Literature if ACT- exempt from 100); or
  - History 101 – World History I 1648; or History 102 – World History II; or History 241 – U.S. History since 1865
- Optional Elective for Students in Good Standing
- Academy of Math and Science 175 – Seminar 2

### *Summer*

- Optional Gatton Academy Study Abroad (HON: ENG 200 in England)
- Optional Summer STEM internship
- Optional Summer course at student's expense

### *Third Semester*

- Math 137 – Calculus II
- Physics 255/256 – Fundamentals of Physics

- STEM Elective
- English 200 – Introduction to Literature; or English 300 – Writing in the Disciplines
- Optional Elective for Students in Good Standing
- Academy of Math and Science 175 – Seminar 3

#### *Winter Term*

- Optional Gatton Study Abroad
- Optional Winter Term course at student's expense

#### *Fourth Semester*

- Chemistry 222/223 – College Chemistry II/Lab;
- Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab;
- Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab; or Computer Science 290 – Computer Science II; or
  - Physics 265/266 – University Physics II/Lab
- STEM Elective
- STEM Elective
- Elective

## Online Courses

A student may be allowed one online course per academic year if the following apply. (Students may NOT take any WKU On Demand courses while enrolled at The Gatton Academy.)

### **Fall and Spring**

A student may enroll in an online course only if the course is exclusively offered online.

### **Winter Term**

At their own costs, students may take online courses from home during Winter Term. Students may not remain in Florence Schneider Hall over Winter Term.

### **Summer**

Summer term does not apply. While a student may register for any course, the student will be responsible for course costs and may not reside in Florence Schneider Hall. When enrolling in summer courses at another university, please remember all Gatton Academy required curriculum (STEM [12 courses] and English) must be taken through WKU.

## Academic Integrity

Gatton students are expected to maintain high levels of integrity in all their academic pursuits. Cheating of any kind (on any exam, quiz, lab, test, homework, or any other type of assignment),

as well as plagiarism of thoughts, words, or ideas are prohibited. It is prohibited to complete an online assessment/activity outside of the classroom that is used by the professor/instructor as an in-class assessment/activity.

The term “**cheating**” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments; and/or
- Acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university.
- Providing unauthorized aid for another student, such as previously completed assignments or tests, sections of code, or data previously collected.

The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students can avoid plagiarism by observing the following rules:

- Use of another writer's ideas or facts must be indicated in an in-text citation;
- Use of another writer's phrasing must be indicated by a footnote AND by quotation marks or indentation; and
- Use of other appropriate acknowledgment as directed by an instructor.

Generally, there are seven broad areas of academic dishonesty:

- Obtaining unauthorized aid or information;
- Giving unauthorized aid or information;
- Committing plagiarism from written, electronic, or internet sources;
- Misrepresenting facts or data;
- Using library resources unethically;
- Using computer resources unethically; and
- Knowingly assisting in any of the above practices.

## Recommendations for Academic Success

Because university courses are intense, move at a fast pace, and assume immediate recall of prior knowledge, it is imperative that students adopt a much more-rigorous study pattern than was required in high school. Grades for most courses are assigned based on only three (3) or four (4) exams, and most courses require a comprehensive final examination. Courses generally meet two or three times per week. Homework is assigned by professors to ensure understanding but is not necessarily collected and graded.

In order to be successful, it is imperative that Gatton students:

- Attend all classes;
- Do all assigned work and study ahead;
- Prepare homework the same day it is assigned;
- Form study groups and participate actively in study sessions;
- Make use of the professor's office hours and other tutorial services provided for additional help;
- Do not hesitate to ask for help and do not wait until the last minute;
- Make frustrations and needs known to their Student Success Coordinator;
- Begin to prepare for exams in advance;
- Rewrite class notes and outline text material;
- Be disciplined and responsible for their learning;
- Enjoy learning;
- Get plenty of rest, physical exercise, and healthy food; and
- Continue to study during semester breaks and the summer.

## Grade Reports and GPA

The Gatton Academy staff mails fifth-week grade reports to each student's home address. WKU will post each student's course grades for the semester online. The student's GPA is calculated by dividing the total number of grade points by the total number of semester credit hours attempted. The grade of A is worth four grade points for each credit hour, B is worth three grade points for each credit hour, C is worth two grade points for each credit hour, D is worth one grade point for each credit hour, and F is worth zero grade points. An example for GPA computation is given below:

Biology	3 hours	A	12 grade points
Biology lab	1 hour	B	3 grade points
Chemistry	3 hours	B	9 grade points
Chemistry lab	2 hours	A	8 grade points
Calculus	4 hours	A	16 grade points
English	3 hours	B	9 grade points

$$\text{GPA} = (\text{total number of grade points}) \div (\text{total number of hours}) = (59) \div (16) = 3.6875$$

## Weighted Coursework

The Gatton Academy transcript provides both an unweighted and weighted GPA. Courses approved and designated as weighted by The Gatton Academy include:

- Required Gatton Curriculum (12 STEM Courses and English)
- Courses Approved as STEM Electives
- Social Studies
- English

- Modern Languages

The Gatton Academy does not weigh coursework completed outside of WKU, coursework completed prior to attending Gatton, or AP courses.

### WKU Semester Recognition:

- WKU Dean's Scholars - Undergraduate students enrolled full-time whose grade point average for the preceding semester ranging between 3.40 - 3.79.
- WKU President's Scholars - Undergraduate students enrolled full-time whose grade point average for the preceding semester ranging between 3.80 - 4.00.

## Gatton Academy Class Attendance & Conduct

The Gatton Academy Class Attendance & Conduct Policies support the idea that the classroom experience cannot be duplicated. **Every student is expected to be in class every day, on time, and prepared for class.** In the event a student is unable to attend class, students are required to follow specific procedures. The procedures and philosophy of The Gatton Academy Class Attendance & Conduct policy are listed below.

- Attendance and proper classroom conduct:
  - Is essential to academic success.
  - Is a sign of maturity.
  - Shows that a student values the Gatton opportunity.
- Students must report all absences, for any reason, to the class's instructor as soon as possible in person, by phone, or via email. Students are always responsible for contacting the instructor to get any material or assignments missed in class, even if there are important circumstances that prevent students from attending.
- Students must report all absences, no matter the reason, to their Student Success Coordinator by filling out the Gatton Absence Form available on The Gatton Academy's website within 24 hours of the absence. If an absence is not reported within 24 hours, it will be assumed the student has more than three absences and the student will be placed on an attendance contract.
- Students are allowed **three (3) days** (sick/personal/mental health) per semester without verification by a medical professional not related to the student. Please note, students are subject to each faculty member's attendance policy consequences as stated in their syllabus.
  - Upon the fourth absence, students must provide a note from a medical professional dated the same day as the absence for the absence to be excused.
  - Upon notification of the second mental health day, students must check in with a Gatton mental health counselor for follow up.
  - If another (sick/personal/mental health) absence occurs in the same semester, it can only be excused by a new note from a medical professional dated the same day as the absence.



- Notes from medical professionals documenting absences due to illness should be sent to the student's Student Success Coordinator. Instructors may also request this documentation from students depending upon their individual absence policies.
- Any prior health/medical conditions that could affect class attendance should be reported to Assistant Director of Residential Life. Incoming students are required to document chronic conditions on the medication and medical condition form.
- Consideration is given for all Gatton Academy endorsed activities for which a student must miss class. Students must receive prior approval from their Student Success Coordinator for all Gatton activities that conflict with class time. (See Gatton Academy Activity Policy.)
- Students on an active contract (attendance, academic, or disciplinary) will not be allowed to miss class to participate in Gatton Academy, sending school, and/or WKU-endorsed activities.
- An instructor's acceptance of an absence or their excusing an absence does not make the absence excused within Gatton's policy.

**Gatton Academy students are expected to attend each and every class.** This includes optional classes and recitation. While Gatton staff are unable to ask instructors to give students excused absences, staff will verify the reasons for some absences by providing students letters to share with their instructors. (See Gatton Academy Activity Policy.)

Absences The Gatton Academy will verify are:

- Gatton Academy/WKU-sponsored activities or other activities approved in advance by the Student Success Coordinators. (See Gatton Academy Activity Policy.)
- Family emergency verified by staff member.
- Two (2) college visit days per semester, provided no other alternative is available. (See Gatton Academy Activity Policy.)

### **Attendance Warning Meetings/Dismissal for Non-Attendance**

Upon notification to the Student Success Coordinators of deliberate/non-approved absences in a given class, a warning meeting occurs. Parents/guardians are notified, and an intervention contract may be applied including loss of privileges.

If any further deliberate/non-approved absence occurs, a guardian/parent conference is required, and the intervention contract will be written or revised which the student and their parent/guardian sign.

After the conference, any further deliberate/non-approved absence results in dismissal.

- If said absence occurs before the WKU official drop date, the student is automatically dismissed and withdrawn from courses. The student's transcript will reflect a W for each course.

- If said absence occurs after the WKU official drop date, the student is automatically dismissed. Dismissal after the drop date is likely to have a significant impact on the student's GPA and transcript. The student should expect to receive an F or FN (failing due to non-attendance) for all courses.

\*WKU drop date is mid-October for the fall semester, mid-March for the spring semester, and second week of classes for winter term.

### **Gatton Academy Classroom Conduct**

Disruptive behavior in the classroom (any behavior which distracts the professor or other students, or which shows a lack of respect for the learning environment) is subject to disciplinary action. Upon notification of this behavior to the Student Success Coordinators, disciplinary action may include, but is not limited to, loss of privileges, residential probation, and ultimately recommendation for dismissal from The Gatton Academy.

### **Activity Policy**

**All classes missed due to Gatton Academy and WKU-endorsed activities must be approved by the Student Success Coordinators at least one week before a student misses class. Students must request approval by submitting a completed Absence Form to their Student Success Coordinator.** Students with excessive absences may not be eligible for Gatton Academy and/or WKU endorsed activities. Academic standing will be considered before approval. The student's Student Success Coordinator will issue the student an official letter to take to each professor explaining the upcoming event. Students must present the letter to the faculty member of each class they will be missing. Students should arrange to work ahead to make-up any missed assignments, quizzes, exams, etc., before the absence from class occurs.

Absences due to Gatton Academy-endorsed activities do not accumulate in The Gatton Academy Classroom Attendance Policy.

### **Employment**

Gatton Academy students may not have employment responsibilities during the fall and spring semesters. Students who wish to work are free to do so during Winter Term and summer.

### **KHSAA Sports**

Gatton Academy students may not participate in KHSAA sports. Students are encouraged to continue their athletic activities through WKU club and intramural sports.

### **Sending School Activities**

Gatton Academy students may participate in organizations and/or academic competitions (see above for KHSAA sports) at their sending schools only when the following conditions are met.

- The organization and/or competition is not offered at Gatton. (If the

organization/competition is offered at Gatton, students may not participate with their sending school. For example, students may not participate in KYA at their sending schools when Gatton has a delegation.)

- Gatton Academy student participation is allowed by the sending school.
- The Gatton Academy student does not participate in practices at the sending school Sunday through Thursday.
- Participation in the organization and/or academic competition does not interfere with the student's academic performance at The Gatton Academy.

When deciding about participating in sending school organizations and academic competitions, students should consider if they have the time to be committed to participating for the entire season of that organization and/or academic competition, and to preparing for it appropriately. Absences related to these sending school events require advanced approval. Excessive absences may not be approved.

Disciplinary issues that occur during sending school events will result in disciplinary consequences at The Gatton Academy.

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## College Visits

Visiting college campuses is an important way for students to determine whether a college will be a good "fit." To avoid missing class and getting behind in current classes, every attempt should be made to schedule college-related visits during weekends, summers, WKU holidays and breaks. If a college interview, scholarship day, or orientation falls on a class day, students must have the absence(s) approved in advance. Excessive absences may not be approved. Questions about college visits should be directed to the Coordinator of College Counseling.

## Academic Support and Academic Contracts

Students must maintain a cumulative WKU GPA (since Gatton enrollment) greater than or equal to 3.00 each semester. Students who do not maintain a 3.0 GPA are considered to be at academic risk and in need of more structured support.

There are two levels of academic risk: Academic Warning and Academic Probation.

### Academic Warning Contract

A student will be placed on an **Academic Warning Contract** if:

- Their semester GPA is less than 3.00 but greater than or equal to 2.75,
- They receive 2 or more semester grades of C, or
- The student's Student Success Coordinator determines that it is in the student's best interest.

While on an Academic Warning Contract, students:

- May lose privileges,
- May not enroll in elective courses,
- Will meet weekly with their Student Success Coordinator, and

- Will have recommended study hours.

### **Academic Probation Contract**

A student will be placed on an **Academic Probation Contract** if:

- Their first-semester GPA is between 2.50 and 2.75, or
- Their semester GPA is below 2.75 any semester other than the first, or
- They receive a semester grade of "D" or "F" in any course, or
- The student's Student Success Coordinator determines that it is in the student's best interest.

While on an Academic Probation Contract, students:

- May lose privileges,
- May not hold any leadership office in Gatton or WKU organizations,
- May not participate in certain Gatton-sponsored field trips,
- May not enroll in elective courses,
- May not miss class for Gatton Academy, sending school, or WKU-endorsed activities,
- Will meet weekly with their Student Success Coordinator, and
- Will have recommended study hours.

### **Semester's Beginning**

At the beginning of each semester, any student with a GPA below 3.0 (previous semester or cumulative), and/or with two (2) or more C's, and/or with a D/F in any class from the previous semester will go on an Academic Contract. (See Academic Contracts above.) These students will meet weekly with their Student Success Coordinator throughout the semester or until their Student Success Coordinator determines support meetings are no longer needed. To assist students with time management and reinforcing the habit of study, it is strongly recommended these students log at least 10 hours of study in the Great Hall per week.

### **Fifth-Week Assessment**

Any student receiving a D/F in any class on the fifth-week assessment will go on an Academic Contract. These students will meet weekly with their Student Success Coordinator throughout the semester or until their Student Success Coordinator determines support meetings are no longer needed. In addition, it will be strongly recommended these students log 10 hours of study in the Great Hall per week. They will also be expected to attend a review session for the class they are failing, assuming one is offered, and/or meet one-on-one with a tutor.

### **Tenth-Week Assessment**

Any student receiving a D/F in any class on the tenth-week assessment will go on an Academic Contract. These students will meet weekly with their Student Success Coordinator throughout the semester or until their Student Success Coordinator determines support meetings are no longer needed. In addition, it will be strongly recommended that these students log 10 hours of study in the Great Hall each week. They will also be required to attend a review session for the class

they are failing, assuming one is offered, and/or meet one-on-one with a tutor.

## **Tutors**

Tutors specializing in Gatton core subjects are available during specific, regularly scheduled evening hours in the Great Hall and for daytime appointments. Daytime appointments with tutors can be scheduled by email. Study Sessions (one-on-one and/or group) and Final Reviews will be offered as needed.

## **Study Hours**

Establishing strong study habits is important to the long-term success of students in college. Students who follow a committed study regimen are more successful than those who do not. The Great Hall was designed to be a comfortable study environment for Gatton Academy students. Students using the Great Hall are expected to scan in and out of the Great Hall to log hours and provide documentation of use of the room.

There are also Gatton-approved Tutor Trac locations across campus: DSU 2141 (Advising and Career Development Center), DSU 2041 (Intercultural Student Engagement Center), DSU 2084 (Pride Center), and Gary Ransdell Hall 2066 (Center for Literacy).

All Gatton Academy students are encouraged to use the Great Hall and other Gatton-approved Tutor Trac locations for studying throughout their two years at Gatton. During the first six weeks, juniors are expected to log hours in the Great Hall or another Gatton-approved Tutor Trac location during their hours of operation as a way to foster good study habits. Juniors are expected to log 10 hours per week in no more than 3-hour increments during this six-week period. After the first six weeks, students are encouraged to continue the habit of study in the Great Hall and other Tutor Trac locations.

Additionally, for any student on an Academic Contract, logged study hours will be strongly recommended.

### *Consequences of Failure to Log Recommended Study Hours*

Study hours are monitored on a weekly basis. Students who do not meet their 10 required hours in a week are held accountable.

- Level 1 – After the first week of not fulfilling study hours obligation, a student is contacted by a Gatton Academy staff member and asked to make up the missed hours the next week.
- Level 2 – After the second week of not fulfilling study hours obligations or failure to make up missed hours from a previous week, a student is contacted by a Gatton Academy staff member, asked to make up all the missing hours within the next week, and their guardians/parents are notified of the escalating issue.
- Level 3 – After the third week of not fulfilling study hours obligations or failure to make up missed hours from a previous week/s, a student and their parents/guardians are

required to meet with the Director to discuss fit and commitment to success at The Gatton Academy. All missed hours from previous weeks must be made up in the following week.

## Course Audit and Withdrawal

Students may find themselves in courses which are beyond their level of preparation or in which they have fallen behind academic expectations. With approval of their Student Success Coordinator, the student may withdraw from the course or audit the remainder of the class.

Students may withdraw from a course with a grade of “W” with the approval of their Student Success Coordinator. To drop a course officially, students must submit the Gatton Course Withdrawal Form (available on the Gatton website) by the posted date. Withdrawals typically occur before the mid- semester point, with a final date for withdrawal listed on the WKU Academic Calendar each semester.

Should withdrawal from a course result in a student taking less than 12 academic credit hours that semester, a suitable replacement bi-term course must be taken. Moreover, the withdrawal must not impede a student’s ability to complete both state and Gatton graduation requirements. Any Gatton STEM curriculum or required pre-college course from which a student withdraws must be completed the following semester. A purely elective course does not have to be retaken the following semester.

Choosing to withdraw or audit a course constitutes the recognition of a student’s limited capacity for academic success in that course, with the likely outcome of a D or F as a final grade. By auditing the course, the student agrees to continue attending the class and completing all designated assignments for no academic credit. **While withdraws or audits do not negatively impact a student’s academic record, The Gatton Academy will view the withdrawal or audit as the one D or F a student is allowed prior to dismissal from the program.** Any audited course must be retaken in the following semester with a successful outcome of a grade of C or better.

Students are responsible for all fees associated with withdrawing from or auditing a course.

For students entirely withdrawing from Gatton after WKU’s drop date, students will work directly with individual professors regarding possible completion of coursework. Professors have full discretion as to whether to allow the student to complete coursework after withdrawing from Gatton and if allowing it, in what ways the student may complete the coursework. Grades are assigned at the professor’s full discretion. If the student withdraws due to medical reasons, documentation from a licensed professional is required. Students withdrawing for medical reasons must work with the Assistant Director of Counseling Services to complete the process of notifying WKU professors and making a plan for appropriate care.

## Eligibility to Return

Gatton staff members will review each student's residential and academic status at the close of every semester. An Incomplete (IP or X) at the end of a semester will not be considered for eligibility purposes. Eligibility decisions will be made based on the posted GPA the week after finals.

A student will not be eligible to return to Gatton if:

- After the first semester, a student has below a 2.50 WKU GPA, receives a D/F in Math 117 (Trigonometry), or receives two grades below a C in any subject, or
- A student receives below a 2.75 cumulative GPA any semester other than the first, or
- A student accumulates two grades below a C at any time, or
- A student has significant instances of breaches of policy, or
- A student fails to demonstrate that the residential and academic environment is beneficial to their continued social, emotional, and academic well-being.

Students will be allowed to retake only one course in which they receive a D or F. Upon receipt of a second D or F, the student will be dismissed from The Gatton Academy.

Students with a WKU GPA of 2.50 to 2.74 after their first semester will be required to take a WKU course during winter term. Student Success Coordinators will work with each student to determine the best-fit course for the student's situation. The Gatton Academy will provide a scholarship for this required course.

Students with a WKU GPA of 2.75 to 2.99 are strongly encouraged to take a WKU course during winter term. The student is responsible for the cost of the course. Students may apply for a needs-based scholarship. Student Success Coordinators will work with each student to determine the best-fit course for the student's situation.

### Re-Admission for Second Year

After the completion of the second semester, Gatton staff members will review each student's residential and academic status.

A student may return for a second year if they have:

- A cumulative WKU Gatton Academy GPA of 2.75 or higher,
- Made no more than one grade of D/F,
- A clear path to graduate from The Gatton Academy on time,
- No significant instances of breach of policy, and
- Demonstrated that the residential and academic environment is beneficial for their continued social, emotional, and academic well-being.

Students may be admitted to the program for a second year under conditional terms. In the event of conditional re-admission, Gatton staff members will develop a contract with the student.

## Requirements for Graduation

The Gatton Academy maintains strict requirements for graduation. At the heart of a Gatton diploma is success in rigorous, university-level academic coursework that stands above traditional high school requirements.

In order to receive a Gatton Academy diploma, the student must:

- Complete the required 12 core STEM courses with a grade of C or better,
- Complete all additional courses with a grade of C or better, and
- Meet all pre-college curriculum requirements, and
- Complete 60 hours of community service outside of the Gatton community.

Students who fail to meet the above-mentioned criteria will be unable to receive a Gatton Academy diploma until all requirements have been met. It is the student's responsibility to complete all missing requirements outside of The Gatton Academy at their own cost and to provide official documentation of completion to their Student Success Coordinator in order to be granted a diploma.

## Gatton Academy Community Scholar and Honor Graduates – Applies to the Class of 2025

Upon graduation from The Gatton Academy, the program recognizes Honors Graduates based upon three levels: Gatton Community Scholar, Honors, and Honors with Distinction. Grade Point Average (GPA) eligibility will be determined at the end of seniors' spring term. The criteria for each level are listed below.

- **Gatton Community Scholar** recognition is designated with cords at graduation and is earned by documenting 60 hours of service AND completing two semesters of research, presenting research to a professional audience after being accepted through a vetted process, and presenting research to the WKU community at the annual Gatton Research Showcase. Participating in four semesters of STEM+ Critical Languages may replace the research requirements. There are no academic or discipline components involved. Please note, research during a study abroad program does not count towards Gatton Community Scholar.
- **Honors** status is designated by a notation on the transcript and a sticker on the student's diploma after final grades are in. The requirement for an Honors designation is a 3.40 cumulative WKU GPA. Students must be named a Gatton Community Scholar to qualify. Discipline is not a factor.
- **Honors with Distinction** is designated by a notation on the transcript and a sticker on the student's diploma after the final grades are in. The requirement for an Honors with Distinction designation is a 3.70 cumulative WKU GPA. Students must be named a Gatton Community Scholar to qualify. Discipline is not a factor.



## Gatton Academy Scholar Recognition and Honor Graduates – Applies to the Class of 2026 and Beyond

Upon graduation from The Gatton Academy, the program recognizes students for outstanding pursuit of their scholarly interests. The Scholar recognitions highlight students' pursuit in a particular area of extracurricular excellence without regard to GPA and discipline components. Honors and Honors with Distinction recognizes students for their GPAs without regard to discipline. Grade Point Average (GPA) eligibility will be determined at the end of seniors' spring term. The criteria for each recognition are listed below.

- **Research Scholar** recognition is designated with cords at graduation and is earned by completing two semesters of research as noted by research agreements (may include Genome/Bioinformatics), presenting research to a professional audience after being accepted through a vetted process, and presenting research to the WKU community at the annual Gatton Research Showcase. Please note, research during a study abroad program does not count towards Research Scholar.
- **Service Scholar** recognition is designated with cords at graduation and is earned by completing 120 hours of community service. Up to 60 hours may include service to the Gatton community through senior leadership positions, peer tutoring, and volunteering for special events. All other hours must be in service to entities outside of the Gatton community. A maximum of 15 hours may be counted for service performed in the summer before a student's junior year at Gatton. Service must be documented before Spring Break of the student's senior year.
- **Global Scholar** recognition is designated with cords at graduation and is earned by completing four semesters of STEM + Global Studies or completing a National Securities Language Initiative for Youth (NSLI-Y) travel abroad program between junior and senior year.
- **Honors** status is designated by a notation on the transcript and a sticker on the student's diploma after final grades are in. The requirement for an Honors designation is a 3.40 cumulative WKU GPA. Students must be named a Research, Service, or Global Scholar to qualify.
- **Honors with Distinction** is designated by a notation on the transcript and a sticker on the student's diploma after the final grades are in. The requirement for an Honors with Distinction designation is a 3.70 cumulative WKU GPA. Students must be named a Research, Service, or Global Scholar to qualify.

### Gatton Academy Research

A unique feature of The Gatton Academy experience is the opportunity to work in a research lab or on a research project with a professor at WKU or with an outside institution during the summer or winter terms. These experiences serve as wonderful career exploration. The research experience provides an excellent source of information for the preparation of papers, essays, and presentations that can prove to be the distinguishing mark on scholarship and university applications.

The completion of a research project is defined as:

- Two full semesters or more of active participation in research while a student is enrolled at Gatton. (Approved summer research, between junior and senior year, equals one semester. Approved full-time Winter Term research can also equal one semester of research, but not participating in Costa Rica study abroad.) Research preparatory courses do not count as a semester of research.
- Working with a WKU faculty member in any discipline.
- Submission of a Research Agreement form that has been signed by the faculty research sponsor at the onset of each semester of the research experience and turned in to the appropriate Student Success Coordinator.
- Participation in some form of academic research outcome is encouraged for all who participate in a research project but is one of the requirements to receive Research Scholars status upon graduation. A research outcome is one that is presented to a professional audience after being accepted through a vetted process. This may take the form of a presentation or poster presentation at an academic conference, a publication, or other approved display of the student's research. (The Assistant Director of Academic Services must approve alternate displays of research in advance of the occasion.) See Gatton Academy Scholar Recognition and Honor Graduates policy.

## College Advising and College Applications

Gatton Academy students submit applications for college admissions and scholarships in the fall semester of their second year. The College Counseling Coordinator works directly with students to advise and guide them through this process beginning in their second semester of junior year. The coordinator offers personal meetings with students and families to support students in this process, as well as seminar presentations and scheduled visits by college and university representatives to Gatton.

Students begin preparing for these applications the summer prior to their senior year so they are ready to apply when they return to our program in the fall. The Coordinator of College Counseling, along with other Gatton staff, write the counselor letters for students for their college applications. Applications usually require letters of recommendation from WKU faculty. It is important for students to build relationships with faculty and staff so their recommendation letters are personal and reflect their unique characteristics. Gatton staff work with students to connect the Common Application with the Naviance system to send all college application support materials, such as recommendation letters and Gatton transcripts. The Gatton transcript does not include standardized test results so students must send their ACT and SAT score reports directly to colleges through the ACT and College Board processes.

### Naviance

The Gatton Academy uses Naviance, a web-based planning and advising system for students and staff. Naviance enables students and staff to organize the college search and application process, including sending application documents, recommendation letters, and transcripts to colleges. Students can also access scholarship and internship information through the online tool. Ultimately, Naviance serves as a communication link between students, families, and Gatton

staff, and as a database for college and scholarship outcomes for Gatton accountability and future Gatton students.

Students will be required to utilize Naviance for a variety of tasks including college planning and applications and entering admissions and scholarship results. Students can also use the system for PSAT/SAT/ACT preparation, resume preparation, and career and interest searches. Students receive training on Naviance during GROWeek and seminars throughout the school year. To access Gatton's Naviance portal, go to <https://student.naviance.com/gatton>.

## **Prestigious Scholarships**

Numerous scholarship and competition opportunities are available for Gatton students who have significant research involvement, strong initiative, and good communication skills. These opportunities include the Regeneron Science Talent Search, National Merit Scholarships, the Goldwater Scholarship, the Udall Scholarship, the SMART Scholarship (Department of Defense), the Stokes Scholarship (National Security Agency), and the National Security Language Initiative for Youth (NSLI-Y). Applications for these awards take meticulous care and usually go through several drafts before being submitted. Students will find support for creating and fine-tuning these applications by working with the Assistant Director of Academic Services and the WKU Office of Scholar Development.

Letters of recommendation from faculty and official transcripts will be required for these applications.

## **PSAT, ACT, SAT, and State Testing**

The Gatton Academy administers, at Gatton expense, the PSAT/NMSQT exam to all entering juniors during their first semester. This is the only exam used to identify National Merit Semi-Finalists, most of whom become National Merit Finalists. Being a National Merit Finalist can be very helpful with college admissions and can qualify a student for major scholarships, including full-ride award packages at several institutions. Gatton also administers any exams required by the Commonwealth of Kentucky, such as the ACT for all juniors in the spring semester and accountability testing (K-PREP).

Although students take the ACT or SAT prior to enrolling in Gatton, students may take them again with the intention of improving their scores. While these additional administrations of the ACT or SAT are not offered at Gatton, students may sign up to take them at various locations in Bowling Green or their home areas. Transportation may be available to take students to test sites near Gatton. Student register on-line at <https://collegereadiness.collegeboard.org/sat> (SAT), or <https://www.act.org> (ACT). Students should register early as test sites fill quickly.

Review and study materials are available at no cost to students through Naviance. Khan Academy also offers a free online study program for the SAT that was developed in coordination with The College Board. This is available at <https://www.khanacademy.org/>. Testing Fee Waivers for the ACT and SAT are available for students whose families financially

qualify. See the College Counseling Coordinator for additional information.

## Summer Internships

The Gatton Academy promotes optional summer internship and research experiences for students. Through summer programs, students can explore possible career frontiers to refine their interests within the STEM fields. Myriad options are offered. Internship and research opportunities range in duration from a few weeks to all summer long. Internships may be paid or unpaid.

Students and their families may browse through internship programs using their Naviance username and password. Internships are posted under the “Enrichment Programs” option within Naviance. Students generally apply for summer programs starting in December through early in the spring semester. Students are encouraged to work on their applications well before the deadlines and submit them to the Assistant Director of Academic Services and WKU’s Office Scholar Development for review before submitting their completed applications.

Please see the Summer Policies section for more on student expectations. Students serving as representatives of The Gatton Academy are expected to behave in a manner that is fitting and adheres to expectations listed in this handbook.

Some internship options include:

- **Competitive research internships at both the high school and undergraduate level.** These programs range from costing students money to paying students handsomely. These programs have the earliest deadlines (often October - February), and many programs in this category are considered the most prestigious internship opportunities. These programs can offer students internships at some of the most renowned facilities in the nation and world.
- **Internships in student’s hometown.** For the student who needs to be close to home for the summer, local internships around Kentucky are often possible. Students may shadow local professionals, do research at colleges or universities closest to the students’ homes, or work in STEM-focused companies in their hometowns.
- **Research internships at WKU.** Research opportunities at WKU are most accessible during the summer when professors are hard at work on their projects, and most students are away. These research positions may even be full-time and paid. They may last for only a few weeks, or they may last all summer. Gatton students who choose these positions gain research skills quickly. Because Florence Schneider Hall is closed during the summer, Gatton students must find alternative housing options. Past students have stayed in the WKU summer residence hall (for a weekly fee) or stayed with a family member or friend for part of the summer. A few of our students live near enough to WKU’s campus that they can commute.

## STEM + Global Studies

After admission to The Gatton Academy, admitted students are offered the opportunity to apply separately to one of the STEM + Global Studies language tracks to supplement their STEM-

learning. Approved courses in each track will be available on The Gatton Academy website.

Students in a STEM + Global Studies track must take at least four courses in a specific language track. These courses must include at least two language courses in the same language. The other two courses may be language courses or courses exploring related cultures. STEM + Global Studies students are opting into a program and making a commitment to pursue their global study over four semesters; therefore, students may not complete their STEM + Global Studies requirements faster by taking bi-term language sections. However, students who have space for pure electives in their schedules may take greater than four global studies courses in their language tracks so long as they have a course each semester.

The Gatton Academy is wholly dependent upon the WKU Modern Languages Department for offering and scheduling courses. Modern Languages may decide to cancel a language offering without advanced notice due to low enrollment or lack of a qualified instructor. Languages for which WKU does not offer a major are most susceptible to being cancelled. If language courses are cancelled students' chosen tracks, the Student Success Coordinators will work with students to find alternatives.

The emphasis of STEM + Global Studies students' curriculum is still STEM. The Gatton Academy curricular requirements remain the same except the third and fourth STEM + Global Studies courses may each count as a STEM elective upon completion of all four semesters of STEM + Global Studies.

STEM + Global Studies students are encouraged to apply to the National Security Language Initiative for Youth (NSLI-Y) scholarship program for summer learning and to consider other study abroad opportunities.

## Travel/Study Abroad

The Gatton Academy offers several unique opportunities for students to study abroad during winter and summer terms. Gatton Academy students cannot participate in fall or spring semester program due to their curricular commitments at The Gatton Academy. Gatton Academy experiences abroad are advertised widely in advance of the programs and deadlines are set for students to commit to traveling.

The menu of study abroad options for Gatton Academy students also includes Western Kentucky University faculty-led trips and the offerings of the university's consortium study abroad partners during Winter Term, Spring Break, and summer.

While traveling abroad, Gatton Academy students are expected to model the high expectations of the program at all times. Behavior should be consistent with the expectations for students during the academic year as outlined in the student handbook. Violations can result in a student's being sent home for the duration of the study abroad program.

## **Gatton Academy Study Abroad Scholarship**

The Gatton Academy is committed to helping each student who has an interest in study abroad have the opportunity at least once during their enrollment. To this end, Gatton offers a one-time \$1,000 scholarship that can be applied to any Gatton Academy-offered study abroad program. The one-time scholarship applies to the first Gatton Academy study abroad program on which a student travels. A Gatton Academy study abroad program is defined as a program offered by The Gatton Academy and WKU exclusively for Gatton Academy students. The Gatton Academy Study Abroad Scholarship cannot be applied to other study abroad programs offered by WKU, its consortia partners, or other study abroad agencies.

## **Need-based Financial Support**

The Gatton Academy annually offers approximately \$75,000 in scholarships for students who require additional financial assistance to study abroad on Gatton Academy programs. Need-based scholarship recipients typically come from households earning less than \$60,000 annually for a family of four or who are facing significant financial hardship. All sources of family income are considered. Details on how to apply for a need-based study abroad scholarship are announced by email each summer and early fall semester to current students and guardians/parents and application instructions are posted on the Gatton webpage. Students who apply for Gatton needs-based study abroad scholarships are expected to apply to the World Topper Scholarship. (See below.)

## **WKU-Offered Study Abroad Scholarships**

Gatton Academy students may apply for scholarships offered by Western Kentucky University for students who study abroad. The World Topper Scholarship and the WKU Student Government Association Study Abroad Scholarship are open to Gatton Academy students. These scholarships typically contribute small but meaningful amounts that could, for example, help students cover the needed spending money for their study abroad experience.

## **Eligibility to Travel/Study Abroad Programs**

To travel on all Gatton Academy study abroad programs, students must be eligible to return for the following semester.

## **Study Abroad “Open Door” Policy**

An open-door policy may be implemented by location during each study abroad program at the discretion of the Gatton staff traveling. When there are common areas available, such as at Wroxton Abbey (England) or Cloudbridge (Costa Rica), the same policy will be in place as in Florence Schneider Hall where genders must be in separate rooms at all times. When a lodging location does not have common areas available, based on the opinion and judgement of the Gatton staff, then the staff may implement the following open-door policy.

- The rooms that will be “common areas” with the doors open must be clearly

communicated to and agreed upon by Gatton staff.

- There must be three (3) or more people in the open-door room when students of both genders are present in the room.
- Students must tell Gatton staff when they are going to hang out in the open-door room.
- The open-door policy ends at curfew, or earlier at the discretion of Gatton staff. Students are to return to their own rooms for the entirety of the night.

The first violation of the open-door requirements will result in the loss of the open-door privilege for the remainder of the trip.

The first violation of the separate gender room policy will result in the loss of privileges (e.g. students may have an early curfew, may be restricted to travel with a staff member at all times, etc.) and a parent/guardian call home. A second violation will result in the students involved being sent home from the trip. During the orientation prior to each trip, Gatton staff will review these rules. At each lodging location during a study abroad program, Gatton staff will establish whether the open-door policy is in effect.

Gatton staff must be able to trust students will follow the rules, as they are designed with students' safety and security in mind. Violations of the rules indicate the student cannot be trusted, which endangers all students on the program. If a student has consistent disciplinary issues on a study abroad program, the student may be sent home from the study abroad program. Any student sent home from a study abroad program will have additional disciplinary sanctions applied upon return from the program, up to recommendation for dismissal from The Gatton Academy.

# COUNSELING SERVICES

## Personal Counseling

The Office of Counseling Services provides confidential counseling for personal issues that affect our students academically, socially, or emotionally. Stress, adjustment to Gatton life, personal identity and growth, homesickness, and relationship issues are typical concerns. Counselors provide students with brief therapy for a variety of personal issues and refer them to other professionals when necessary. Students enrolled at The Gatton Academy may access free, unlimited counseling services through the Assistant Director of Counseling Services and the Counselor. Students will receive information regarding how to schedule counseling appointments during orientation week.

## College Counseling

The Gatton Academy offers a comprehensive post-high school counseling program that supports students in finding their best “fit” college or gap year program after graduation. The College Counseling Coordinator provides information about colleges and scholarships through seminars, e-mail alerts, individual meetings, and college visits. The coordinator also invites college admission representatives to meet with students at Gatton. The Coordinator for College Counseling works with other Gatton staff to write personal and specific counselor letters of recommendation for seniors for their college applications. Students are encouraged to apply to several colleges that offer the educational majors, environments, and experiences they are seeking. While families are encouraged to be part of the college application process, Gatton believes students who take initiative and ownership of their college and scholarship application processes have more successful outcomes. Ultimately, the goal of the college application process is to ensure that each student has several options from which to choose once application results are released.

## Academic Counseling

Student Success Coordinators provide students with a range of resources to assist them in formulating plans and making decisions during their academic career at The Gatton Academy. Coordinators help by meeting with students to support the development of time management, self- management, and study skills. Academic counseling also includes helping students find the confidence and the time to take advantage of the built-in academic resources offered at Gatton and at WKU, like tutoring, faculty office hours, and group study opportunities.

## Registration Services

Student Success Coordinators will provide all academic advising and registration services for Gatton students. The Gatton Academy registration timelines will be distributed by the coordinator at the beginning of each semester. Students will be provided a checklist of remaining graduation requirements each semester. Students should review this list to ensure they



are on track to graduate from Gatton. Students should work with their sending school counselors (if applicable) to ensure they are on track to meet their sending school graduation requirements. Students will receive a copy of their transcripts each semester to review for accuracy. Students' college letter writers send official transcripts to colleges electronically via Naviance.

# STUDENT LIFE POLICIES AND PROCEDURES

## Gatton Academy Residential Life Mission

The Gatton Academy strives to create and maintain an environment in which the intellectual, social, cultural, emotional, physical, and spiritual development of each individual is encouraged. Residential staff provide appropriate outlets to meet these needs in the form of supervision, residential programming, and mentoring. Our highest responsibility is to maintain a safe and secure environment that protects students physically, as well as emotionally.

It is within this community that Gatton students make lifelong friendships. Students will be challenged more than they have ever been before but will find the rewards are greater than imagined. Every policy, procedure, and expectation protect students' safety and well-being. These policies are not designed to inhibit students' freedom; these policies are designed to protect students and are enforced out of love and concern.

Gatton students' decision to become a member of this unique community constitutes an agreement on their part to support The Gatton Academy expectations for students. **All students and parents/guardians will sign a handbook agreement at the beginning of the academic year.**

## 18

All Gatton Academy students are subject to the same policies regardless of chronological age. A student does not gain privilege within the program upon turning 18. Furthermore, the enforcement of policy is not affected by the student's class year (i.e., junior or senior), when the incident occurs (e.g. a week before graduation), lack of opportunities at the student's sending school, or any other similar reasons. The equitable implementation and enforcement of Gatton policies reflects the privilege of being educated at The Gatton Academy and our core values of Integrity-Compassion-Respect-Equality-Diversity.

## Abandoned Property

Any personal items abandoned after the student moves out will be disposed of after one week or by the close of each semester, whichever occurs first.

## Attire

Students represent The Gatton Academy both on and off campus. Appropriate clothing for each setting must be worn at all times. Clothing with inappropriate logos, language, or themes (drugs, alcohol, sex, etc.) will not be allowed in any setting. Wearing sweatpants to prom is an example of inappropriate attire for the setting. Wearing sweatpants on wing or to class is appropriate for the setting. Wearing a swimsuit to class is an example of inappropriate attire for the setting. Wearing a swimsuit to Beech Bend Water Park during a weekend outing is appropriate for the setting.

**Students must wear clothing that covers the torso from armpit to armpit and down to mid-thigh. This standard applies in every situation that occurs outside of a student's own room or wing, including travel on The Gatton Academy study abroad programs, other than swimming.** String bikinis or speedo-style swimsuits are not appropriate for Gatton Academy study abroad. Shoes are required in all areas outside of individual rooms and wing common areas.

Staff members will ask students to change clothes when the attire in question is in violation of our standard. Any student asked to change clothes by a staff member must comply with the request without argument or further discussion. Students who believe they are treated unfairly in this area should meet with the Assistant Director of Residential Life to share their concerns. Repeat offenders will have a disciplinary conference and may lose privileges or require a parent/guardian conference to discuss attire choices and violations.

### **Banking/Spending Money**

Service One Credit Union provides banking services on campus. US Bank, South Central Bank, BB&T Bank, and PNC offer ATM machines near the Downing Student Union on campus. The amount of spending money needed varies widely based on many different factors. Students should have a small amount of money available to them at all times for various expenses. Families may want to discuss the use of a joint checking/debit account that guardians/parents can manage from afar. Students should not carry large amounts of cash.

The completion of a Family Data Form is requested of every student. The information from the form is held in confidence. The information helps Gatton staff in aggregate data reporting and allows Gatton staff to help students discreetly with incidental expenses and to participate in activities they might not be able to afford. Gatton provides needs-based incidental scholarships so all students may fully participate in what is offered at The Gatton Academy. Students in financial distress should let a trusted staff member know so additional support may be provided.

WKU contracts with Bank Mobile to process residual funds due to grants and scholarships. Students need to indicate their preferences for how they would prefer to receive these funds using the BankMobile link in TopNet. (Students must sign in to their TopNet accounts to see the BankMobile option.) Students are encouraged to connect their usual bank accounts (or that of a parent/guardian) through the BankMobile link as this is the fastest method for funds to be available.

### **Bicycles**

Gatton students may bring bicycles to campus as long as they take full responsibility for them. **Helmets must be used at all times. Students may only bike without a helmet if their parent/guardian grants written permission which should be sent to the Assistant Director of Residential Life.** Students must keep their bikes locked in the bike rack outside The Gatton Academy when not in use. Bikes may only be stored in student rooms if they do not create a

fire hazard and the owner's roommate agrees to it. Students who wish to travel off campus by bicycle must ride with at least one other person and sign out through usual means. Students found riding without helmets or violating sign-out policies with their bikes will have their bike privileges revoked.

### Breaking the Plane of a Window or Balcony

Breaking the vertical plane of a window, balcony, or similar structure is not permitted. This includes body parts, antennas, satellite dishes, flags, signs, ropes, baskets, and apparel. This applies to throwing or dropping objects and liquids (including bodily fluids) from the residence hall. Failure to abide by this policy will result in judicial sanctions. Posters, signs, and paint are not permitted on windows. If you open a window, please close it in a timely manner to conserve heating/cooling and to avoid water damage and insects.

**Removing the safety restriction bars from any window or transferring objects or materials floor-to-floor via windows are disciplinary violations. These violations put the safety of self and others at risk. Offenders will face sanctions up to possible recommendation for dismissal from The Gatton Academy.**

### Cars

Students may not drive while under the jurisdiction of The Gatton Academy. If it is necessary for a student to drive to Gatton from home, the student and their family should contact the Assistant Director of Residential Life. Any student driving their car to campus from home must register the car with the Assistant Director of Residential Life. Students and guardians/parents should note that any car brought to campus may be searched if deemed necessary by Gatton staff or law enforcement. Students who drive must park in long-term parking off Campbell Lane. (Students who do this must purchase a South Campus parking permit from WKU Parking and Transportation.) In addition, the student must turn in the car keys to Gatton staff upon arrival at Gatton and must sign them out from the front desk when returning home. **Students who drive must have a pass in Orah from a parent/guardian granting permission for each specific date that the student needs to drive from campus to home and/or home to campus.**

Once a student arrives back at Gatton from a closed weekend, they may park their car in the Schneider lot, or one nearby, until they drop off their car at South Campus. Students must sign in at the second-floor lobby desk on their first trip into the building. Once a student signs in, they may only leave campus to move their car to South Campus. Car drop-off runs are scheduled at 5:00pm (closed weekends only), 7:00pm, and 9:00pm each Sunday. Sign-up sheets are posted at the second-floor lobby desk.

Students shall not transport other students nor detour to any other location when parking their vehicle at South Campus. The RC responsible for driving students back from the Campbell Lane lot will collect students' keys as students board the vehicle. The first misuse of car privileges will result in the loss of car privileges for a minimum of one month, despite the inconvenience to the student and their family. The second misuse of car privileges will result in the loss of car privileges for the remainder of the school year. **Students are only permitted to use their car for**

**the purpose of driving home. Students are not permitted to use a car for any other purpose.**

The Gatton Academy is not responsible for any parking violations or fines a student accrues. Students who bring a car should familiarize themselves with WKU Parking and Transportation policies. The Gatton Academy cannot provide or assume liability for roadside care services such as battery charging, tire changes, flat repairs, or any other automobile services.

Parents/guardians considering allowing their students to drive to and from The Gatton Academy should investigate purchasing roadside assistance coverage through their automobile insurance or through a provider like AAA.

Guardians/parents should be aware they are financially and legally responsible for their students' actions, authorized or unauthorized, regarding the use of a vehicle while at The Gatton Academy. The Gatton Academy assumes no liability for damages, injuries, or other consequences of student behaviors while operating a motor vehicle. Parents/guardians should carefully evaluate their students' driving skills, maturity, decision-making, and trustworthiness before allowing their students to bring a car.

## **Chemical Use Policy**

The Gatton Academy seeks to help students become healthy, well-balanced individuals who will contribute positively and significantly to society. One of the critical components for this is for each student to maintain the highest level of personal integrity. To that end, The Gatton Academy will not tolerate any use of/or association with any illegal substances. The specifics are defined below under the discipline procedures and the Grace Program. Being under the influence of, in possession of, or involved with any illegal substance is grounds for immediate dismissal from The Gatton Academy.

Students suspected of being under the influence will be required to complete alcohol and drug testing. (See Alcohol and Drug Testing below.)

**Wearing clothing or displaying materials** (posters, etc.) that promote/advertise tobacco, alcohol, or other illegal/inappropriate chemical substances will result in students being asked to change or remove the inappropriate item. Failure to cooperate will result in additional disciplinary action.

**The purchase, possession, use, sale, and/or distribution of any tobacco** product, smoking materials, e-cigarette, hookah, or "vape" device on WKU property or when under the jurisdiction of The Gatton Academy will result in a disciplinary hearing. **Possession** includes the use of the student's person, vehicle, clothing, and supplies, as well as, Gatton property including the student's room, for the storage of smoking or vaping materials. **Smoking materials** include cigarettes, cigars, smokeless tobacco, pipes, matches, lighters, and filters.

**The possession, use, distribution, sale, or intent to distribute or sell alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug and alcohol** use is grounds for dismissal from The Gatton Academy.

- **Use** means consumption of or being under the influence of alcohol or other

illegal/inappropriate chemical substances while under the jurisdiction of Gatton.

- **Alcohol, other illegal, inappropriate chemical substances**” is defined to include all alcoholic beverages and all controlled substances under the Controlled Substance Act of 1970 (except when prescribed for the student by a licensed physician). This also includes all cannabis (smoked, vaped, or eaten) and CBD products; any product containing THC; any product containing Delta-8; Kratom; any “look-alike” substance; inhalants such as whippets; dehydrated alcohol; mood altering chemicals; or over-the-counter medications taken in dosages or kept in quantities beyond the recommended amount or in combination with other medications. Additions may be made to this list as drug trends change quickly.
- **Possession** includes the use of the student’s person, vehicle (if applicable), clothing, and supplies, as well as Gatton property including the student’s room, for the storage of alcohol or other illegal/inappropriate chemical substances. The production of or attempted production of alcohol or illegal/inappropriate chemical substances is also considered possession.
- **Paraphernalia** includes but is not limited to empty alcohol bottles or cans, “mixers” for alcoholic drinks, shot glasses, flasks, drug articles including pipes, papers, or other materials (including those that are home-made) for drug use, storage, or disguising use. This also includes clothing with drug related slang or insignia and hats/bags with hidden compartments for the purpose of hiding contraband.

### **Alcohol and Drug Testing**

In order to provide accountability for students who may be tempted to experiment with drugs and alcohol, The Gatton Academy will require students to complete drug and alcohol testing in any case of reasonable suspicion. The Assistant Director for Residential Life and/or the Director of The Gatton Academy will determine reasonable suspicion based upon visual and physical evidence and/or trusted community reports. Once reasonable suspicion has been determined, the student’s parents/guardians will be contacted to come to Bowling Green to take their student to be tested within six (6) hours of the call. In some circumstances, parents may grant The Gatton Academy permission to take the student for drug/alcohol testing via written request to the Assistant Director of Residential Life. The cost of testing is the family’s responsibility. Students must be tested in Bowling Green at an approved facility. Any Lab Test Now is the preferred and most convenient provider. A drug and alcohol panel costs around \$80. The student must complete a rapid-results test for both alcohol and drug use. If the rapid test is positive, the sample must be sent to an appropriate laboratory for further evaluation. The results of both tests must be provided to the Director of The Gatton Academy directly from the testing facility.

If a student refuses to be tested or a student’s parent/guardian refuses to take the student to be tested, the student is choosing to withdraw pending disciplinary action from The Gatton Academy. If the student tests positive, the student may be offered the opportunity to enter the Grace Program on a first offense. (See Grace Program.) If the student declines to enter the Grace Program, the student will be dismissed. The opportunity to enter the Grace Program ends 21 days prior to graduation.

Students who are suspected of being currently under the influence and test positive, who are also offered the opportunity to enter the Grace Period and accept, may not return to The Gatton Academy until they have been evaluated by an outside treatment program. The evaluation and treatment plan must be provided directly to the Assistant Director of Counseling Services, or their designee, by the outside program. The student must be cleared by the outside program to return to Gatton's residential setting.

In order to combat alcohol use, the Assistant Director of Residential Life may use a breathalyzer unit or an alcohol screening oral test to investigate reasonable suspicion of alcohol consumption when visual, physical or other sensory evidence deems testing prudent. Should reasonable suspicion warrant testing, the student will have an opportunity to take responsibility for their alcohol consumption and enter the Grace Program. If a student denies consumption and does not ask for the Grace Program, the student will be recommended for dismissal should testing reveal consumption. There is no legal limit for Gatton students and any indication of consumption is a valid violation. In such instances, the student's parents/guardians would be asked to come get the student and the student and their parents/guardians would attend a dismissal hearing at an appointed date and time.

## Closed Weekends

Approximately one weekend per month is designated as a Closed Weekend. During these weekends, Gatton will close at 7:00 pm on the first evening of the weekend and open at 1:00 pm on the final day of the weekend. The purpose of the closed weekend is to allow students time to go home. As staff members travel frequently during closed weekends, please do not arrive at Gatton prior to 1:00 pm, as staff members may not be available. Students must sign-out with the front desk worker when leaving for a closed weekend. See sign-in/sign-out section for further details.

A Gatton-provided shuttle is available most closed weekends to support students who live the farthest from Bowling Green. Access to shuttle seats is prioritized based on distance from Bowling Green when demand exceeds supply. Eligible students will receive information about how to reserve a shuttle seat before the first closed weekend. Families are encouraged to carpool with others from their sending area.

## Common Area Policies

The Gatton Academy offers an abundance of common areas in the building where all students may study and socialize. Gatton students have a responsibility to care for these areas. Trash receptacles are in all common areas in the middle of the building and elevator lobbies. Students are expected to leave common areas in a clean, neat, and orderly fashion. Common area furniture is not to be moved or modified. The lobby of the Gatton Academy not only serves as a common area but also as the welcome center of the building. Therefore, it is important that noise be kept to a minimum in this area so as not to interfere with the business of the front desk.

Gatton students have access to wing areas by gender. Gatton students have a responsibility to

care for these areas. Students are expected to leave wing areas in a clean, neat, and orderly fashion. Wing furniture must stay on the wing and is not to be moved or modified. Wing areas do not have trash receptacles as students are expected to dispose of their trash in the appropriate receptacles in their rooms.

All personal effects and trash should be removed from common areas and wing areas each time a student exits them, and particularly each night before curfew. Any items left will be added to the Gatton lost and found collection. Lost and found items may be picked up at the front desk in the second-floor lobby. The Gatton Academy does not accept responsibility for any items left in common areas and wing areas. Please keep your valuable items in a secure location.

Students must comply with the request of any staff member regarding noise complaints or any other behaviors that are detrimental to the community. Failure to clean up common areas and wing areas, intentionally leaving trash, and unauthorized moving of furniture will result in disciplinary action. Those found damaging common property will be required to make restitution for any damages.

Meeting rooms and common areas are not available for private party reservation.

Each wing will be responsible for the care and cleanliness of an assigned common area each month. This may include the kitchen, laundry room, Great Hall set up and take down, Den, computer lab, and square. Taking care of shared spaces is part of learning to be responsible for yourself and contributing to the greater good. It is also an opportunity to build collaborative skills and develop accountability. RCs will schedule appropriate times for their wings to take care of their assigned areas weekly.

## Computers and Printing

WKU and The Gatton Academy provide access to computer services in many ways. Each student is issued a laptop for personal academic use. The computer is the property of Gatton and WKU attaches an inventory control tag to each machine. This must remain affixed to the laptop at all times. The laptop must be returned when a student graduates from The Gatton Academy or leaves the program for any other reason. Students may not purchase Gatton laptops due to WKU and state policies.

Students are expected to conduct themselves in a responsible and ethical manner when using a computer. Students are not to remove any hardware from the lab. Access to resources on any university network is a privilege and will be removed if abused. Students are reminded as representatives of The Gatton Academy both on and off campus they are expected to conduct themselves accordingly both in-person and via the internet.

Students should be aware that posting, displaying, or storing obscene material to a World Wide Web homepage, newsgroup, or live video teleconferencing or any other public medium, will result in disciplinary action and may lead to possible criminal prosecution and dismissal from The Gatton Academy. Students should also know that, in cases where electronic media is copyrighted or otherwise protected (including movies and music), copying or distributing such media without



proper authorization may result in disciplinary action and/or criminal prosecution. Using any university resource, including hardware and/or software, for any illegal purpose (including but not limited to violation of copyright law, hacking or illegal electronic commerce) may lead to criminal prosecution. No hardware or software may be installed or copied onto any computers owned by the university unless the proper licensing terms have been met and permission has been obtained (in writing) from the proper university authority.

Students making use of peer-to-peer file sharing software are allowed to do so only for materials which they are legally obliged to do. Sharing of copyrighted materials is illegal, and The Gatton Academy will cooperate with WKU measures to investigate and prosecute all illegal distribution of copyrighted material.

The use of hacking/cracking tools is strictly forbidden. If a computer is found to have either the client or server side of any suspected hacking tool, internet access will be terminated, and disciplinary action may be taken. Students are responsible for protecting their computer from viruses, Trojans, malware and worms and from any unauthorized use. Students are encouraged to always password protect their computer system and keep them locked in their rooms.

Anyone using the WKU computer system expressly consents to monitoring on the part of WKU and is advised that if such monitoring reveals possible evidence of criminal activity, The Gatton Academy may provide the evidence to law enforcement officials and/or may take disciplinary action. All computers connected to the WKU system are subject to investigation.

Students are not allowed to gain or attempt to gain access to another person's accounts, whether or not they intend to browse, read, alter, or destroy their data. Students should not share their password or any other personal account information with anyone. All university accounts are subject to monitoring or investigation by university personnel.

Students are not allowed to send e-mail under another person's name. All cases involving fraudulent email will be investigated and responsible parties will be subject to disciplinary action. They are not allowed to perform acts which are wasteful of computing resources or which unfairly monopolize those resources (e.g. sending mass mailings, spamming, creation of unnecessary print jobs or processes, creating unnecessary network traffic, creating a bottleneck in printing queues, etc.).

University accounts are for academic related use. They are not to be used for operating a business, advertising, or any other purpose not related to academics. Students are not allowed to use WKU computers to solicit customers with the purpose of selling any retail or wholesale items. Students should note that they are not permitted to remove the Windows operating system from Gatton-owned machines.

Western Kentucky University courses often utilize textbooks and supporting instructional materials provided in electronic formats, including through online platforms and communities. These may be accessed through WKU's learning management system, other WKU systems, or publishers' systems. Some of these systems may collect personally identifiable information. Parents/guardians and students should have thoughtful conversations about online safety to help students make careful

decisions about their electronic interactions. These systems may include products from RedShelf Platform, Pearson, Open Stax, Perusal, as well as other publishers.

These resources are provided for educational purposes only. Only the student for whom they were purchased may use them. Students and guardians/parents agree to abide by the terms of use for each electronic resource. Students are responsible for their own activities within the online platforms and communities and may be barred from those platforms and communities for inappropriate activities or violations of their terms of use. By signing the handbook agreement form, parents/guardians give permission for students to utilize these resources.

Gatton students have access to computer labs around campus and receive a WKU print allowance for those labs. In addition, The Gatton Academy maintains a student printer in the third floor Computer Lab. Students are expected to be respectful and courteous in their usage of Gatton printing resources. Students who abuse their printing privileges may lose them.

### Curfew

Gatton students have a curfew every evening. To ensure the safety of all students, students have a face-to-face check in with their RC (or another on-duty RC) every evening. To expedite the curfew check process, students should be at their own doorway unless they are already asleep and utilized early check-in. Students who are consistently not at their doorway for the regular curfew check will face disciplinary sanctions.

RCs are required to see each student's face during curfew check. RCs are also required to complete all curfew checks before 11:00 pm (12:30 am on weekends). If a student feels that curfew checks are not being completed in a timely manner, the student should contact the Assistant Director of Residential Life. Students are not allowed to leave the wing or the building until 6:00 am each day.

<b>Location</b>	<b>Sunday – Thursday</b>	<b>Friday - Saturday</b>
On Wing	10:30 pm	Midnight
In Room	Midnight	RC Discretion

Curfew may be extended for appropriate reasons ahead of time. Students will need to have permission from the Assistant Director of Residential Life prior to the event. Consequences for breaking curfew will start with loss of privileges and become more restrictive with repeated violations. Exceptions to the in-room curfew are at the discretion of the wing Residential Counselor. It is the expectation of Gatton staff that students get an appropriate amount of sleep each night. Students are responsible for getting themselves to bed at a reasonable hour, as there is no formal "lights out" policy. However, students found to be staying up too late may be placed on a "lights out" contract.

## Email Accounts

Each student will have a WKU email account upon admission to The Gatton Academy. Email will serve as a major communication link. Information from Gatton staff and other sources will be sent regularly through email. All students should check their email at least once a day. Official messages from Gatton staff members will be sent only to students' WKU email address. As with all computer access, students should adhere to the Acceptable Use policy when using email.

All students will be assigned to either the Gatton juniors or Gatton seniors email lists. Parents/guardians of students will be assigned to the Gatton juniors or seniors guardians/parent email lists. Parents/guardians should communicate with staff members if they change email addresses so that we can keep the lists updated. The lists will be used for Gatton business only.

## Employment

Due to the workload of classes, the need for substantial study hours, research and service requirements, and the need for recreation and wellness activities, students will not be permitted to have jobs while attending Gatton. Students are welcome to seek employment during breaks in the calendar. Students are not allowed to run businesses or "side hustles" while living at The Gatton Academy.

## Family Emergency

Students (as well as their parents/guardians) are asked to contact the Assistant Director of Residential Life in the case of a family emergency such as the death, injury, or major illness of a family member (e.g. parent/guardian, sibling, grandparent, etc.). If a student will miss class, the Assistant Director of Residential Life will notify the Coordinator of Student Success, who will notify faculty members. Gatton staff members are eager to assist in whatever ways we can to help ease the crisis.

**IMPORTANT NOTE: If a student's parents/guardians travel frequently or will be out of Kentucky for an extended period, the family must give the Assistant Director of Residential Life emergency contact information for an adult family member or an adult friend of the family who will be in Kentucky. This should be someone who could be at Florence Schneider Hall in six (6) hours or less to take responsibility for your student in an emergency situation. If family addresses and phone numbers (home or work) change during the year, notify the Assistant Director of Residential Life so that records are always up to date.**

## Fighting

Fighting and any physical altercations are prohibited within the residential community whether within the walls of Florence Schneider Hall or representing The Gatton Academy on study abroad programs, conferences, or in other capacities. Physical violence is grounds for dismissal from the program. Staff discourage horseplay or grappling as these activities frequently escalate to true fights.

## Gambling

Gambling, in any form, is prohibited on WKU's campus, including The Gatton Academy. This policy applies to all, regardless of age.

## Gatton Academy Creed: Integrity, Compassion, Respect, Equality, and Diversity (I.C.R.E.D.)

As a member of The Gatton Academy community, it is expected that every student lives an exemplary lifestyle, both on and off campus. Students are expected to observe and abide by The Gatton Academy Creed, which is located at the end of this handbook. A copy of the creed will be given to every student during their first week at Gatton. Students who fail to abide by The Gatton Academy Creed will be subject to the judicial process and may be recommended for dismissal for more egregious violations.

Staff members cannot be in every location and privy to all conversations. Students have a responsibility to hold each other accountable for speaking and behaving in ways that align with ICRED. If you feel a member of the community is frequently behaving or speaking in ways that are in violation of ICRED, please talk with the Assistant Director of Residential Life. You will remain anonymous. You may also utilize the See Something, Say Something form in Orah to make a report. Gatton staff will investigate any matters of which we are aware.

## Grace Program

The safety and well-being of our students is our most important responsibility. The Gatton Academy staff strives to form positive relationships with students, and it is our expectation that each student will have at least one staff member they consider a trusted source. We believe that students function best in an alcohol and drug-free environment without the pressures, challenges, and harmful secrecy that these adult and illegal substances create.

In order to help students avoid or stop making poor choices and thereby putting their Gatton Academy careers in danger, the Gatton Academy Grace Program has been developed. This program seeks to help students identify their substance abuse behaviors and seek help within certain parameters in order to stop alcohol and/or drug use.

A student may voluntarily go to any staff member and request to enter the Grace Program. A student may voluntarily turn over any drugs, alcohol, or paraphernalia in their possession to any staff member and request to enter the Grace Program. When a student takes the initiative to enter the Grace Program by requesting it or turning over illegal items/paraphernalia, the Assistant Director for Residential Life will notify the student's guardians/parents of their decision to enter the program. The Assistant Director for Residential Life will work with the Assistant Director for Counseling Services to develop an appropriate individual counseling plan involving on-site counseling and referrals to treatment facilities as needed. The counseling plan will include mandatory drug/alcohol testing once a month.

Depending upon the severity of the circumstances, a student may be offered the opportunity to enter the Grace Program after a positive drug/alcohol test result due to reasonable suspicion.

When a student enters the Grace Program in this way, the Assistant Director for Residential Life will work with the Assistant Director for Counseling Services to develop an appropriate individualized counseling plan involving on-site counseling and referrals to treatment programs as needed. The counseling plan will include mandatory drug/alcohol testing every two weeks.

Depending upon the severity of the circumstances, a student may be offered the opportunity to enter the Grace Program after a positive drug/alcohol test while the student was suspected of being under the influence or being found in possession of drugs/alcohol (or paraphernalia). When a student enters the Grace Program in this way, the student must be evaluated by an outside treatment program. The evaluation and treatment plan must be provided directly to the Assistant Director of Counseling Services, or their designee, by the outside program and the student must be cleared by the outside program to return to Gatton's residential setting. Upon return to The Gatton Academy, the Assistant Director of Residential Life will work with the Assistant Director for Counseling Services to develop an appropriate individualized counseling plan. This may include weekend residential suspension and other sanctions. The student will be required to complete drug/alcohol testing every two weeks.

Students in the Grace Program must complete drug/alcohol testing as described above. The Gatton Academy staff may provide transportation for drug/alcohol testing with written permission from the student's parent/guardian. The sample must be evaluated by an appropriate laboratory so that chemical levels can be tracked across tests. The student's guardians/parents are responsible for the cost of the testing and any outside treatment fees. The testing results must be provided to the Director of The Gatton Academy directly by the testing facility.

A student may only enter the Grace Program once. If a student fails a subsequent test or violates the Gatton Academy Chemical Use policy, the student will be dismissed from The Gatton Academy. The opportunity to enter the Grace Program ends 21 days prior to graduation.

A student found to be selling, distributing, or intending to distribute drugs, alcohol, or other illegal/inappropriate chemical substances or paraphernalia is not eligible for the Grace Program and will be dismissed. Any student in possession of a fraudulent ID will face disciplinary sanctions.

## Guests and Visitation

Gatton students of the same gender may visit each other's rooms. **Students of the opposite gender may visit only in the designated co-ed common areas.** All non-Gatton guests must be approved by the student's guardians/parents, signed in, and accompanied by their student host at all times.

Guests are not permitted in a residence hall room without the student. Parents/guardians may grant permission for visitors via Orah.

Gatton students are not allowed to sign into any other WKU residence hall. Students found trying to sign into another residence hall on campus are subject to judicial sanctions.

## Visitation Requirements

- A visitor pass must be completed and approved by a parent in Orah for the visitor to enter The Gatton Academy. Please list the guest's name as the "host" for the pass.
- Visitors must sign in with the desk clerk on duty each time they enter the building. All guests who will be going past the lobby must leave their ID at the front desk. The ID will be returned upon the guest's departure.
- Visitors must be escorted by their hosts at all times.
- Visitors of the opposite gender (except guardians/parents and siblings provided parents/guardians are present) are not allowed in students' rooms or wings.
- Guests may only ride in university vehicles if space permits.
- Students serving as hosts are responsible for the actions of their guests while on campus.
- The number of visitors may be limited based on weekend staffing and scheduled activities.
- Students may have no more than three visitors at any time, with family members being the only exception.
- Gatton staff reserves the right to deny any visitor(s) or guest(s) access to the Gatton residence hall.

Parents/guardians and other family members of students are welcome to visit. An opposite gender guardian/parent or grandparent may visit their student's room, but they must sign-in at the front desk and the student must accompany and announce them on the floor. Siblings, extended family members, and friends may only visit during non-academic hours, after 4:00 pm on weekdays and all day on weekends.

## Overnight Guests

**The Gatton staff may approve or disapprove any overnight guest for any reason. Having an overnight guest is a privilege.**

Students may have one overnight guest of the same gender stay in their rooms on a Friday and/or Saturday night provided they comply with proper "Overnight Guest" procedures. Only one guest is allowed per room. Guests must follow all policies and procedures. Guests must observe the same rules as Gatton students and have the same level of privilege as Gatton students do (e.g., If students are not allowed to leave their floor after curfew, neither are guests). It is the student's responsibility to see that a guest observes all rules. If a guest does not follow the rules, the student should call a staff member for assistance in order to avoid disciplinary action.

Hosting or hiding an unregistered guest is considered a serious safety and security violation and will result in disciplinary action. **Overnight guests are not allowed during busier than normal periods such as GROWeek, Prom Night, and Graduation weekend.**

## Overnight Guest Procedures

The hosting Gatton student must complete an Overnight Guest Request pass in Orah before 5:00 pm **on the Thursday** before the guest would arrive for the weekend. Any student wishing to host

an overnight guest should get the permission of their roommate first. Students should not assume their requests will be approved. Overnight guests should be no younger than 13 years of age or older than 18 years of age. The host should know the guest well enough to vouch for the guest's character.

A Gatton student may spend the night in the room of another Gatton student of the same gender only on Friday or Saturday nights with the permission of both RC's. Only one guest per room is allowed.

Students should sleep in their own rooms/own beds each night. RC's will monitor this as well as making sure students are not sleeping in common areas.

## Hygiene

Gatton students are expected to always maintain good personal and room hygiene. Dirty rooms are a health hazard. Students should dispose of trash at regular intervals. Students are expected to clean both their rooms and their shared bathrooms at least once per week as mandated and more often as needed. Clothing should be laundered at regular intervals rather than allowed to accumulate. Students should launder their bed linens and towels at regular intervals, as well.

Students are expected to shower daily and to maintain good personal hygiene. Good hygiene is essential when living in a community atmosphere. Students found to be neglecting their personal care will have a conference with their Residential Counselor to address concerns, as neglected personal hygiene can be a symptom of a bigger problem. The RC will notify parents/guardians of the situation as well.

Residential Counselors conduct cleaning and safety checks each week. Students who continually fail to pass the inspection will be placed on cleaning contracts and will be subject to random room inspections by the Assistant Director of Residential Life.

Students who persistently fail to maintain the basics of personal hygiene, room care, and basic life skills may not be eligible to return to The Gatton Academy the following semester. The Gatton Academy cannot provide the level of care and supervision a student needs if they are unable to accomplish tasks of daily living. A student would only be deemed ineligible to return on these grounds if the behavior patterns continued after multiple interventions and parental notifications.

## Identification Card (Big Red ID)

All students will be issued a Western Kentucky University – Gatton Academy photo identification card, which must be carried at all times and presented to Gatton or WKU officials upon request. Students are not allowed to loan their ID cards to anyone or borrow another person's ID card. WKU officials may confiscate cards if they are used in a fraudulent manner.

Though the Big Red ID card has several uses, its most important role is as a student's access credential to the building and their wing of the building. Students are required to swipe their

cards when leaving the building for both on and off-campus purposes. ID cards are also students' meal cards.

The Big Red ID is used in a variety of other situations on campus. Students use the Big Red ID to access and check out materials from Helm-Cravens Library, gain free entrance to all sporting events on WKU's campus, and make use of the Preston Health and Activities Center.

In addition to the meal plan, guardians/parents may add additional funds to the card in the form of Dining Dollars or Big Red Dollars. Dining Dollars may be used to supplement meals that are not fully covered by the provided meal plan, as well as at the convenience store on the ground floor of Bates Runner Hall. Big Red Dollars may be used in the previously noted situations, as well as at select off-campus dining locations.

### **Procedure for replacing a lost ID card**

Lost identification cards must be replaced through the ID Center in DSU, room 2125. There is a \$25.00 fee. If a student has their ID replaced, they must notify the Assistant Director of Residential Life to have the card reactivated for building access. If a student's ID becomes damaged, WKU will replace it free of charge (once per calendar year).

### **Illness or Injury**

Families are strongly encouraged to obtain health insurance for their students. Families are responsible for making sure their policies provide coverage in the Bowling Green area.

If a student becomes sick or injured during the day, they may visit WKU Health Services on their own. Students requiring medical attention outside their operating hours will be taken to Urgent Care or the emergency room of the Bowling Green Medical Center or Greenview Medical Center. Parents/guardians should confirm that either or both facilities accept their students' insurance plans. **Students should never hesitate to seek medical help for themselves or another student, even if the injury or illness is the result of a policy violation.**

All Gatton students are required to complete an authorization for medical treatment form prior to moving in. Students will have access to this form via an electronic file or they may see a staff member to receive a printed copy. Health information is protected by HIPPA regulations so we are intentional in how we provide access to this information. Students should carry their own copy of their health insurance card on their person but The Gatton Academy will also maintain a copy.

Gatton students are encouraged to mitigate their chances of contracting illnesses by practicing good hygiene, receiving vaccinations and boosters as needed, and masking when feeling ill. The Gatton Academy follows CDC guidelines in relation to public health issues, such as COVID-19. Students are encouraged to isolate when they test positive for an infectious disease that is easily spread. For example, students who test positive for COVID-19 are encouraged to isolate at home.



### **Procedure for dealing with illness or injury:**

If a student becomes ill, the student should contact their Residential Counselor immediately. Even if it is a very minor illness, it is important for Gatton staff to know. This is particularly important if the student is sick enough to miss class. Depending on the severity of the illness or injury, the student will be advised to go to Health Services, or the residential staff will transport the student to a healthcare facility. The Residential Counselor or the Assistant Director of Residential Life will contact the student's parent/guardian to advise them of the student's illness or injury. In the event of an emergency, the student's immediate healthcare needs will be taken care of first and then the guardian/parent will be notified. Students should contact a staff member immediately if they become aware of a health emergency so that emergency transportation may be arranged. If 911 is called in an emergency, the student should also call a staff member or the front desk to alert staff of the emergency so the lobby can be cleared for emergency personnel access.

Gatton Academy staff members provide transportation for various medical and dental appointments. Students who have recurring appointments should coordinate with the Lead Residential Counselor for Logistics for transportation to the appointments. Please make such arrangements as far in advance as possible.

### **Intramural Sports and Recreation**

Intramural and wellness activities are offered as part of WKU and Gatton programming and may include such activities as basketball, billiards, chess, card and other table games, golf, soccer, table tennis, volleyball, tennis, a 5K run, and Frisbee. Other events may be added as student interest indicates. A signed Participation Agreement Form is required for students to use the campus recreation center and to participate in WKU intramural activities determined to be safe for Gatton students by the director of the WKU intramural program. The Preston Health and Activities Center is available for all students to utilize on a drop-in basis. Activities offered at the Preston Center include basketball, volleyball, racquetball, yoga, dance/cardio studio, weightlifting, and walking/jogging on a suspended track.

Students are responsible for organizing their own intramural teams and conducting these activities under the direction of the WKU Intramural sports department. Staff members may participate on teams but these are student organized groups. Students should ensure their behavior and sportsmanship are exemplary when representing The Gatton Academy in this way.

### **Keys**

Each student will be issued a room key. Should a student lose a key, they must see the Assistant Director of Residential Life to purchase a new key. The locks on student rooms must be replaced by the WKU Lock Shop at a cost of \$80. Students should safeguard their keys in order to maintain a high standard of security for themselves and their roommates. Students are always encouraged to lock their doors in order to safeguard their property. Each student key is issued on a Gatton Academy key chain, color-coded by wing with the room number imprinted on the back. This tag must remain on the key. Losing or destroying a key tag will result in the student being

charged \$5.00 to replace the tag.

## Kitchen

A kitchen is provided for occasional student use on the fourth floor. Students may only use the kitchen with the permission of a Residential Counselor. Students planning to use the kitchen should schedule with an RC well in advance. Students should not plan on cooking the bulk of their meals. The kitchen shall remain locked except when in use. For safety and sanitation reasons, food cannot be left unattended when cooking. Personal trash cannot be left in the kitchen, and personal dishes and cooking supplies cannot be left or stored in the kitchen. Items left in the kitchen will be discarded. The Gatton Academy does not provide freezer or refrigerator space for students. Students intending to cook will need to bring ALL of their own supplies. Leftover ingredients or food may not be stored in the refrigerator as it is reserved for building-wide programming needs.

## Laundry

Washers and dryers are provided in The Gatton Academy on the fourth floor. Students are responsible for laundry supplies. There is no charge for doing laundry. Neither The Gatton Academy nor WKU is responsible for damaged, lost, or stolen items. If a machine is out of order, please report it to the desk clerk.

Students should set reminders on their phones for the length of the washer or dryer cycle. Laundry should be moved or collected as soon as it is finished. Students should not leave the building while their belongings are in the washers/driers. Students may not leave their wings to collect laundry after curfew.

Students should note that the machines are high efficiency machines and should make their laundry detergent purchases accordingly. If using laundry pods, please put them directly into the machine tub. Do NOT place them in the detergent dispenser. Students are strongly encouraged to wipe out the gasket of the frontloading washing machines after each wash to check for small items that may be trapped there. As there is no storage space in the laundry room, students must store their laundry supplies in their own rooms. All laundry should be removed promptly from the washers and dryers. Any unclaimed items will be collected and added to the Gatton lost and found collection.

## Lobby

The second-floor lobby is the hub of residential activity. It is where students sign-in/sign-out and scan-out/scan-in. The lobby desk is staffed 24 hours per day when students are in-residence. The lobby is accessible to Gatton students and their guests between 6:00am and curfew daily. Students and guests who become loud or unruly in the lobby will be asked to leave the area.

## Lost and Found

Items left in common areas of the building will be added to the Gatton lost and found collection. The lost and found items will be stored at the front desk in the student lobby. At the end of each semester, items will either be donated or discarded. The Gatton Academy assumes no responsibility or liability for personal items left unattended by students. While Gatton enjoys a high level of security and trust within the building, students should be vigilant about keeping up with their personal property.

## Mail

Mail and packages sent through the US Postal Service are delivered Monday through Saturday. Postage stamps are available for purchase at the campus post office on the ground floor of DSU. The campus post office accepts cash, check, or Big Red Dollars.

### **Address US Mail, UPS / FedEx / etc., packages as follows:**

*(Student Name)*  
1509 College Heights Blvd.  
*(Room Number)*  
Bowling Green, KY 42101

Students and their families should note this address is only active when the building is occupied and should make provisions to receive mail elsewhere during the winter and summer breaks. Gatton staff members are unable to access student mail that arrives during the breaks. Students should not have items shipped to the building past the beginning of December and the beginning of May to ensure they receive their items.

## Meal Plans

The Gatton Academy provides all Gatton students with a WKU meal plan. Students learn about utilizing their meal plans during orientation week. The meal plan allotment expires on Sunday night each week. Meal plans provide enough access to on campus dining to ensure students have three meals a day. Families are welcome to add WKU Meal Plan Dollars to their students' accounts at their own expense if they deem the provided plan unsatisfactory.

## Medical Leave of Absence

The following guidelines describe The Gatton Academy policy through which a student may be granted a leave of absence for medical reasons. These guidelines are intended to provide a mechanism whereby ill students will not be penalized for seeking treatment for their illnesses.

The Gatton Academy may also mandate a leave of absence if a student's illness, or behavior apparently resulting from illness, is so severe that it threatens serious or permanent injury, illness, or death; it interferes with the academic pursuits of the student or others; or it interferes with other regular activities of the Gatton community.

When a student is placed on a medical leave of absence, the student will receive a letter from the Director outlining the conditions and requirements the student must meet for re-enrollment at The Gatton Academy. Students who are granted a medical withdrawal will need to work with professors to complete coursework. Students may receive an “I”, for incomplete, on their transcript until the work is complete. Incomplete transcript designations have a limited time before converting to an F; therefore, it is important to stay in communication with professors and make progress on completing required coursework.

### **Policy for Students on Medical Leave of Absence for Physiological Reasons**

A student may be granted a medical leave of absence from The Gatton Academy when the student's health is impeding normal academic progress. The student's parent/guardian must submit written documentation establishing the need for leave to The Gatton Academy Director. Such documentation must be from a licensed health care professional. The Director will decide whether to grant the leave of absence and may do so in consultation with the student's healthcare professional. The Gatton Academy staff will work with the student to navigate the leave with professors. Due to the rigor of The Gatton Academy curriculum, each medical leave will be limited to two weeks.

### **Policy for Students on Medical Leave of Absence for Psychological Reasons**

When a student experiences personal/emotional problems which impair their judgment or provoke maladaptive behavior which necessitates the interruption of their education, the student shall be placed on medical leave of absence. A student may be required to take a medical leave of absence from The Gatton Academy in those cases in which a student's illness, or behavior apparently resulting from illness, is so severe it threatens serious or permanent injury, illness, or death; interferes with the academic pursuits of the student or others; or interferes with other regular activities of The Gatton Academy community.

The following process will guide medical leaves of absence for psychological reasons:

1. The parents/guardians of the student will be contacted and requested to come to The Gatton Academy immediately to meet their student and escort them home. The student shall leave campus within six (6) hours of having been placed on leave of absence and must remain at home for at least 48 hours. If the parents/guardians are not immediately reachable by phone or are unable to pick up the student within six hours, the Assistant Director for Counseling Services and/or Gatton Academy Counselor may immediately arrange for the student to be transported and admitted to the nearest mental health support facility (such as Rivendell or the Bowling Green Medical Center) to ensure the student receives appropriate care and support. Mental health support facilities are required by law to keep a student in-patient for a minimum of 72 hours if they express suicidal ideations and/or a suicidal plan.
2. Before being allowed to return to The Gatton Academy, the student must also be evaluated by a psychiatrist, licensed psychologist, or licensed counselor who must complete the appropriate verification letter. This letter should contain the following: (a) an assessment of degree of risk to self or others; (b) a diagnosis; (c) provisions that have

been made for further treatment; (d) provisions that have been made to deal with further emergencies; and (e) an assessment of whether the student is able to return to both residential and academic life at The Gatton Academy.

3. This letter must be emailed to The Gatton Academy coordinating counselor. They shall review the letter to ensure that the required information has been provided. Should questions arise, the counselor will contact the professional who has issued the letter. The letter shall be reviewed by the Gatton Academy Counseling Department. If a student is denied re-entry, further actions may be necessary and will be coordinated between the Gatton counselor and student family. If approved, a return date will be coordinated between the student family and the Gatton counselor.
4. Upon approval, the student will return to campus and be required to schedule and attend a meeting with a Gatton counselor within the first week. The treatment plan will be discussed with the student and regular meetings will be scheduled.
5. Due to the nature of our program being four sequential semesters, students may be placed on a psychological medical leave for a maximum of 10 academic class days and leave is contingent on the student being able to make up missed work in a timely manner. If the student's condition requires a student to miss more than 10 academic class days or the student is unable to coordinate a make-up plan with their professors, the student will be required to withdraw from the program.
6. To ensure the safety and well-being of students, Gatton Academy Counseling staff may discuss with a student and their guardians/parents whether Gatton is the best fit for the student. If a student is struggling academically, emotionally, and/or mentally, it may be recommended that the student withdraw.

## Medications

At the beginning of the year, each student must submit a completed medication list signed by their parent/guardian. This list must include any prescription or over-the-counter medication a student currently takes or is permitted to take. Gatton Academy students are responsible for managing their own medications. Students keep their medications in their rooms – whether the medication is obtained through a physician's prescription or over the counter. Sharing medication is strictly prohibited. If a student is taking a controlled medication or one in which the potential for abuse or sharing is high, a lockbox or safe is recommended. Prescription medication is designed for a single individual and is not to be shared nor experimented with among students. It is a policy violation for students to possess and/or take prescription medication that is not prescribed to them. **Please notify the Assistant Director of Residential Life when a student begins taking a new medication, ceases taking an existing medication, or has a dosage change.** Both the initial Medical List form and an Updates for Medication and Health Information form maybe found in Orah. Any student found in possession of a medication not on their approved medication list will be subject to judicial sanctions. Guardians/parents will be notified of any incidents of this nature.

## Motorized/Electronic Vehicles

Motorized vehicles and electronic skateboards, including hoverboards, scooters, and other similar

equipment are prohibited from being used, stored and/or charged in all university-managed residence halls and apartments, including The Gatton Academy.

## On-Call RC

Every day there is an on-call Residential Counselor. The primary duty of the on-call RC is to respond to emergency needs. Another RC provides student transportation for off-campus appointments, such as classes and scheduled medical services during a pre-determined driving shift. Students are expected to make every effort to plan for transportation during the pre-determined driving shifts. For urgent and emergency needs outside of the driving shift, the on-call RC will provide transportation. Students should utilize the WKU bus system for easy access to shopping and dining off campus. The on-call RC is also responsible for delivering mail to student mailboxes and picking up packages from the main office. In the event of student illness, the on-call RC will take the student to Urgent Care or the Emergency Room and remain with them if the student's own RC is unavailable. The on-call schedule will be available at the front desk as well as via email each week.

The on-call RC phone number is (270) 535-7437. When choosing to text the on-call RC, please include your name within your message. Parents/guardians and students alike may call the on-call RC in the event of illness or emergency. The on-call RC number should not be utilized for services that we do not provide such as waking a student up for class, receiving their Door Dash order, or relaying reminders to a student.

## Parental/Guardian Permission

Students and parents/guardians must use Orah, a web-based software tool, to request passes for overnight or off campus leave. A student's guardians/parents will be recorded as permanent contacts. Anytime someone other than a student's parents/guardians will be transporting or visiting them, a pass must be requested. Incoming students and families will receive instructions regarding the use of Orah prior to move-in.

**Parents/guardians are strongly discouraged from sharing their Orah credentials with their students.** The Orah software provides a notification when a pass is approved by a parent account from the same IP address as the student account. The Gatton Academy is not responsible for any outcome that may occur as a result of a parent sharing their Orah credentials with their student. The Assistant Director of Residential Life will investigate any suspicious pass requests.

**Any student found falsifying passes or permissions will be subject to disciplinary action.**

**The only time a student may be transported by anyone under the age of 21 is to return home. Students are not permitted to leave with an underage driver under any other circumstances. Guardian permission via Orah is required each time a student will be traveling home with a driver under the age of 21.**

## Pharmacy Services

The Gatton Academy has partnered with [Springhill Pharmacy](#) to provide prescription delivery services at no-cost to families and students. Medications are delivered in the early afternoon, Monday through Friday each week. Students who require regular, long-term medications should contact Springhill Pharmacy to set up service. Please be sure to let them know that you are a Gatton student and wish to utilize their delivery service. Prescriptions are delivered to the second floor residential lobby front desk and stored securely. The front desk assistant will notify students via Orah when they receive a delivery from Springhill. Students are required to sign for their prescriptions.

There may be times that medication is required outside of Springhill's operating hours, or a family may have a unique insurance situation. Gatton staff will work around these situations as much as possible, but all students are strongly encouraged to utilize the preferred provider.

## Public Display of Affection (PDA) and Trespassing to Engage in PDA

Dating and romantic attraction are typically part of the adolescent experience. Gatton students are in a unique setting that allows very limited privacy. Students are expected to conduct themselves in a manner that a reasonable adult would find acceptable at all times and in all public places. Holding hands, a friendly hug (ten seconds or less), or a brief kiss is acceptable. Anything more intense is considered public displays of affection (PDA) and makes others in the vicinity uncomfortable.

Students are not permitted to lay on couches together, sit on the laps of others, or to sit more than one person per chair. Students should not be under blankets together or in sleeping bags. WKU music and dance practice rooms, study rooms, classrooms, outdoor sheds, and greenhouses are to be used for their intended purposes. These areas, as well as parking structures, rooftops, and other areas that may be accessible are not to be used by Gatton students seeking privacy, alone or in groups. Rooftops, parking structures, sheds, and greenhouses are off-limits for Gatton students. Students found in such areas are subject to trespassing citations via WKU police and are released to The Gatton Academy for disciplinary sanctions. Students found to be violating the PDA policy in other areas of the WKU campus and/or trespassing will be subject to judicial sanctions.

All staff members will strive to enforce PDA policies as uniformly as possible. Any request from a staff member to cease PDA is expected to be followed without argument. Students who feel the policy is unfairly enforced or that an individual's expectations are unreasonable should voice their concerns to the Assistant Director of Residential Life.

## Quiet Hours

The following expectations have been established with the intent of providing an atmosphere that is conducive to study and to protect the rights and needs of all students. It is expected that students will respect other Gatton students' rights to sleep or study. It is also expected that

students will manage their time to ensure a healthy amount of sleep.

**Quiet hours are as follows:**

- Sunday – Thursday..... 10:30 pm to 9:00 am
- Friday – Saturday.....Midnight to 10:00 am

At all times, noise should be within reasonable levels to support an atmosphere conducive to study. The piano in the lobby shall be on the same schedule as quiet hours. Compliance with any reasonable request to lower the noise level by a staff member or another student is expected. Music should not be played loud enough to be heard outside the student's room. Repeated offenses may result in the confiscation of speakers. Headphones are a worthwhile investment to alleviate potential problems regarding noise levels. Courtesy and respect go a long way in building positive relationships.

### Relationships

Students often form lifelong friendships at The Gatton Academy. In some instances, students form romantic relationships. The Gatton Academy neither encourages nor discourages dating among students. The Gatton Academy staff provide education and counseling regarding exploring and engaging in romantic relationships with someone in the same program and residence hall, including the challenges of living and studying in the same space after a relationship ends.

Sexual intimacy is a policy violation while under the jurisdiction of The Gatton Academy. Sexual intimacy with any individual regardless of sex, gender, Gatton or WKU-affiliation is not permitted. Students living on the same wing who become romantically involved will be held to the same standards as an opposite-gender couple (i.e., not allowed in each other's rooms or to live on the same wing). Students are expected to be honest with Gatton staff regarding such relationships. The Assistant Director of Residential Life will investigate any matters of concern and may change students' room assignments for the safety and protection of everyone involved.

Students who find themselves in an unhealthy or abusive relationship, including with another Gatton student, should seek help from a trusted Gatton staff member. Students who suspect other students are in unhealthy or abusive relationships should report their concerns to a trusted staff member. Gatton mental health counselors are a good place to start these. In addition, reporting these concerns to the Assistant Director of Residential Life can help these matters be investigated so actions can be taken to keep everyone safe and protected. In extreme cases, individuals may be placed on no-contact orders or similar contracts.

### Residential Counselors

Each wing has a Residential Counselor (RC) who resides on the wing. The RCs are responsible for conducting curfew checks each evening, providing educational and social programming, and serving as a mentor for their students. A student's RC is their first line of support. RC's will work to make sure students are doing well and will update guardians/parents on student progress. The



RC will also be on-call one day each week and work desk hours as assigned. RCs are responsible for putting on weekend activities in the building and they serve as club advisors. RCs are at least 21 years of age and must hold a bachelor's degree. Many of the RC's are completing master's degrees in addition to their work responsibilities.

Each RC works five nights per week. On an RC's night off, another RC will be responsible for completing that wing's curfew check. It is the wing RC's responsibility to inform their students who will be covering for him/her. Each RC will provide their contact information to students and guardians/parents at the beginning of the year. RC's will contact the parents/guardians of the students who live on their wings each month to provide general updates and to stay in touch with each student's home support system. If a guardian/parent or student cannot get in touch with their student's RC, they should contact the Assistant Director of Residential Life.

The RC supervisor is the Assistant Director of Residential Life, who is almost always on-call. In the event of extended travel or absence, parents/guardians will be notified of who will serve as the supervisor on-call. These instances will be communicated in advance. The Residential Counselor is the first line of support for Gatton Academy students. **Any concerns or conflicts involving a student or guardian/parent and the RC should be communicated to the Assistant Director of Residential life in a timely manner so the issue can be resolved as soon as possible.**

## Residential Requirement

As the Gatton Academy is a residential program, all students are required to spend the night in the residence hall Sunday through Thursday nights. The Assistant Director of Residential Life must approve any deviation from this policy. Part of The Gatton Academy's mission is to provide students the companionship of peers. The Gatton community is highly valued by current students and alumni. Gatton students are expected to contribute positively to the community through their active participation. Students are encouraged to engage with their peers through weekend and wing activities, which enhance the residential experience. If there are concerns regarding students connecting with their peers in the community, they may be encouraged to remain in residence over the weekend.

## Rooms

### Roommates, Room Changes, and Room Assignments

Students will be able to indicate roommate preferences on the roommate interest survey they submit the summer before entering The Gatton Academy. Rising seniors will complete a room/roommate preference form in late spring of their junior year where they may indicate their preference to room with a fellow senior or to be paired with a junior. The information provided by these forms will be considered in room and roommate assignments. The needs of each wing community and the Gatton community as a whole will also be considered. Students will be paired with other Gatton students based on the roommate interest survey. Learning to live with another person is an important life skill. Requests based on race, religion, sexual orientation, physical ability or disability, ethnicity, or political affiliation will not be accommodated. All Gatton

students are required to complete a roommate contract in the first five weeks of the year that will be maintained by their Residential Counselor. Students should take the contract seriously, as the RC will utilize it should conflict arise. Students will work through roommate issues together using the roommate contract, mediation by the Residential Counselor, Assistant Director of Residential Life, and/or the Assistant Director of Counseling Services. Room changes are utilized as a last resort and only with the permission of the Assistant Director of Residential Life.

### **Allowable Items**

All electrical items must carry the approved “UL” label. Only multiple outlet strips with built-in circuit breakers are allowed and these are only to be used with computer equipment or small items like phone chargers. Microwave ovens may not exceed 1000 watts. Refrigerators, less than five (5) cubic feet, are allowed in a student’s room. Refrigerators and microwaves must be plugged directly into a wall outlet. In the event that plugging these items into a wall outlet is impossible, these items may be plugged into a heavy-duty, grounded extension cord.

No cooking is permitted in a student's room with the exception of approved microwave ovens and Keurig-style coffee pots. All other cooking appliances must be used in the kitchen (i.e., George Foreman grills, hot plates, toasters, toaster ovens, etc.). Halogen lamps, sun lamps, lava lamps, space heaters, and gas appliances are not permitted for safety reasons. Irons should not be left unattended. Ironing boards need to be used for all ironing. Ironing on mattresses, carpet, or university furniture may result in a charge for damage.

### **Bed Bunking, Bed Rails, and Bed Ladders**

Gatton students are permitted to bunk their beds. Students may borrow a rubber mallet from the front desk for this purpose. Students must store all extra bed frames and rails within their own rooms; there is no other storage space for extra bed parts. Each bed has a bedrail and ladder. Based on acceptable housing best practices, any bed that is raised more than 36 inches off the ground is required to have a bed rail. If your bedrail or ladder is in disrepair, please notify your RC or the Assistant Director of Residential Life so that it may be repaired or replaced.

### **Ceilings**

Items should not be hung from or attached to ceilings. Ceiling tiles should not be tampered with or moved for any reason including running cables or data cords, hanging objects or decorations, or storing items.

### **Circuit Breakers**

Contact your RC or the On-Call RC if you experience a power loss in your room due to a tripped circuit breaker. Under no circumstance are students permitted to reset circuit breakers. Upon determination of the problem, you may be asked to adjust the placement of appliances or electrical equipment.

## Cleaning

Students are expected to keep their rooms in clean and orderly states at all times, not just when the weekly cleaning check is expected. Residential staff will be in and out of rooms on a regular basis as they check on students' continued well-being. If at any time a student's room is not clean, an RC will explain what needs to be done to bring the room to standard and give the student an adequate amount of time in which to clean it. A breach of Gatton's policies noted during routine visits to a student's room will be addressed through disciplinary procedures and loss of privileges.

## Damage

Students are responsible for the condition of their rooms. 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 will jointly share the financial and/or disciplinary responsibility of any room damage. There are measures that students can take to properly maintain their room and avoid the most common charges:

- Be careful with walls; students are not allowed to make holes in walls.
- Use only approved adhesives as directed on walls.
- Clean room often, preferably on a weekly basis.
- Treat Gatton and WKU property with respect.

## Decorating

Students are encouraged to make their rooms comfortable, as they will spend a great deal of time there. Students are not allowed to decorate their rooms in a manner that will damage Gatton property or that will breach fire code. Students are not permitted to paint their individual rooms. The Residential Life staff has the right to determine the appropriate decoration of rooms, doors, and hallways. Any poster, picture, or text displayed is subject to removal if the Residential Life staff determines it to be inappropriate.

Students should be very careful with the adhesives that they use on the walls of their rooms. **Duct tape, packaging tape, glue, and blue poster putty are forbidden. Students are not allowed to use nails or screws to attach things to their walls.** Students may use 3M strips, white poster putty, or masking tape to attach things to the walls or doors.

All Gatton Academy furniture must remain in the room, including the desk chairs. Students may bring their own chairs, but they must find a way to accommodate the extra. Students who elect to bunk their beds must be able to store the extra bed pieces in the room as well. The Gatton Academy has no student storage space. Wing common area furniture is not to be brought into student rooms.

For fire, safety and maintenance reasons, furnishings must be positioned in such a way that:

- The door opens completely and without interference,
- A direct path is open from the doorway to the window,

- Clear visibility of the entire room is accomplished when standing at the door,
- A minimum of 18” of unobstructed space is below sprinkler heads, and
- Does not tamper with ceiling tiles nor use the ceilings for storage. Ceiling tiles that are visibly tampered with are a disciplinary violation.

### **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; live Christmas trees are not permitted.
- Lights must be UL-approved and of low wattage (miniatures only).
- 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 may be used in any floor or room decoration.
- Decorations may not be hung from ceilings.

### **Electrical Outlets**

The following policies concerning the use of electrical outlets must be followed.

- In each duplex electrical wall outlet, no more than four appliances can be plugged in at any one time.
- All major appliances (refrigerator, microwave) must be either plugged directly into the wall outlet or into a heavy-duty extension cord plugged directly into the wall outlet. Multi-outlet extension cords are prohibited.
- Six-way adapters, power taps, and electrical bars are prohibited and will be removed by the residential staff.
- Use of surge protectors for computer equipment, TVs, game consoles, and sound equipment is permitted. Surge protectors must be UL listed to qualify.
- Students are encouraged to remove appliances from the outlets when finished (e.g.: hair dryers and curling irons). All appliances draw energy even if not on and this will protect your appliances in the event of a surge.

### **Prohibited Items**

Appliances that are considered fire hazards and therefore are not allowed in student rooms include, but are not limited to, halogen lamps, hot plates, toaster ovens, etc. Keurig-type coffee makers (no exposed heating element) are permitted. The Residential Life staff will confiscate non-approved items. Parents/guardians may pick them up from the Assistant Director of Residential Life at the first available opportunity. Flammable liquids, commercial-use toxic materials, and explosives (i.e., fireworks) are not permitted in the residence hall at any time. Students are not permitted to ignite any items via matches, lighters, flints, or any other fire-starting mechanism. Power tools like saws, drills, soldering irons, lathes, etc. are forbidden. Additional prohibited items

include pets (except fish in tanks of water less than 10 gallons), archery equipment, candles, matches, lighters, darts, martial arts equipment, ammunition, and weapons. Knives with blades longer than three inches are considered weapons. Small pocketknives are allowed. **Nerf type guns and water guns are expressly prohibited by both The Gatton Academy and WKU.** Matches and cigarette/candle lighters are prohibited, and students found with these items will be subject to disciplinary action. Items that could cause the building to sustain water damage (inflatable pools, slip and slides, etc.) are prohibited within the residence hall.

Students are forbidden from bringing motorized vehicles of any sort to campus (scooters, ATV's, etc.). No ride-on devices are permitted to be used in the residence hall (self-propelled scooters, skateboards, etc.) Students who bring these items to campus do so at their own risk and are required to wear helmets and all appropriate safety equipment unless their guardian grants written permission that they may do otherwise. Any of these activities causing a nuisance on campus or injury to the participant will be reported to guardians and may result in confiscation of the item.

**The Residence Life staff reserves the right to confiscate or forbid any items that are determined to be unsafe or detrimental to community living. Please use common sense and good judgement.**

### **Renters Insurance**

Western Kentucky University and The Gatton Academy urge each student to purchase some form of insurance, whether it be renter's insurance or a rider on their parent's homeowner's insurance. The University nor The Gatton Academy shall be liable for theft, damage, or loss of personal belongings from any part of the residence hall.

## **Safety and Security**

The success of Gatton Academy students centers on the development of strong, positive relationships. To that end, each Gatton student must commit to building appropriate relationships with peers, staff, faculty, and the community. Students and staff alike should hold each other accountable to The Gatton Academy standards. **Any behaviors involving harassment of any sort, threats, or violence are grounds for dismissal from The Gatton Academy.**

Safety and security are major concerns in any community.

- Students are not allowed to have a weapon or ammunition of any kind in the residence hall.
- Students are not allowed to have dangerous chemicals or scientific equipment (e.g., lasers) or any substance that is flammable or could cause fire or explosion in the residence hall (e.g., lighters, matches, lighter fluid).
- Students are not allowed to tamper with smoke detectors, fire pull stations, or other safety equipment.
- Students are not allowed to engage in activities which could endanger themselves or others.

- Students are not allowed to explore areas of Gatton’s residence hall that are off limits (e.g., any locked door or hatch for which a student does not have a key, attic, basement).

The WKU’s University Police Department provides 24-hour campus coverage to ensure the safety and well-being of The Gatton Academy and Western Kentucky University community. They also develop and maintain programs and lines of communication with the community to ensure individual protection and protection of Gatton/WKU property and assets. The department enforces federal, state, and local laws, as well Gatton and WKU regulations.

**Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to the Assistant Director of Residential Life or Campus Safety at x52548 using an on-campus phone or 270- 745-2548 from all other phones. Emergency calls from the residence hall for fire, police, or ambulance assistance should be directed, if time permits, through the Assistant Director of Residential Life. For extreme emergencies, call 911.**

The following are some safety/security precautions to keep in mind:

- Keep room door locked at all times.
- Never leave keys or ID unattended.
- Never leave large sums of money in the room.
- Permanently label all personal belongings, including books.
- Do not lend room key or ID to anyone.
- Do not leave purse, bag, computer, or backpack unattended.
- Do not walk alone (at night and/or off-campus).
- At night, travel in groups of at least four when off campus, two when on campus.
- Walk on public walkways that are well lit.
- Be aware of surrounding activity when outdoors.
- Report persons acting in a suspicious manner to the staff.
- Never prop exterior doors or wing doors open.

These guidelines are intended to ensure the safety of occupants and to Gatton property. Students are encouraged to **“See Something, Say Something”** if they are aware of any behaviors that violate safety, security, or the integrity of The Gatton Academy community. The name of the person making the report is held in strict confidence. A See Something, Say Something form is available in Orah for confidential reporting.

## Search

The Gatton Academy respects individual privacy while seeking to protect the safety of our community. The Gatton Academy reserves the right to search any Gatton Academy room and contents (including furniture, refrigerators, microwaves, storage totes, bags, and backpacks). When a student brings a car to The Gatton Academy, the car may be searched as well. Gatton Academy residential staff members function *in loco parentis* (in lieu of parents) for our minor students and have a direct responsibility for the health and safety of our entire community. The

decision to search a room is made by the Assistant Director for Residential Life with a member of the residential life staff present during the search. Whenever possible, the student will be invited to be present during the search and the student will be given the opportunity to present anything a search would seek before the search begins. The student's guardians/parents will be notified after a search has been conducted.

The decision to search a student's room is never made lightly. Reasonable suspicion must be present before a search is initiated. The Gatton Academy may utilize sensors, detectors, or employ the services of drug-sniffing dogs. Roommates should note they can be held responsible in the event the room is searched and forbidden items or substances are found. Any roommate concerned about what their roommate may have in the room should seek a trusted staff member to talk about how to proceed.

## Senior Privilege

Seniors in good standing (not on an academic or disciplinary contract) may take advantage of studying or socializing in building common areas from 10:30 pm to 12:00 am Sunday through Thursday. Students who are not in good standing will be notified at the beginning of each semester. Seniors who wish to utilize senior privilege must report to their own wing for curfew check at 10:30 pm. After the wing curfew check is complete, they may go to in-building common areas. Seniors must report to their own wing at midnight and check in with their RC. **Students using senior privilege may not prop wing doors open in order to gain access back onto the floor as this action circumvents security measures.** Seniors eligible for senior privileges will be able to scan back onto their own wings between 10:30pm and 11:59pm. Seniors who abuse the privilege will have it revoked, as will anyone who fails to pass their fifth- or tenth-week assessments.

## Service and Support Animals

The Gatton Academy realizes the comfort and companionship animals provide. Students often have the opportunity to spend time with animals owned by Gatton Academy staff. Interaction with animals can be avoided within student residential wings in the event of allergy or phobia. In some instances, RCs are permitted to have an animal in their living quarters. Students with severe allergies will not be placed on a wing on which animals are present.

Due to the nature of the Gatton Academy program and as minors on a college campus, students are not permitted to own pets nor contract for their care. Therefore, students may not bring animals to campus or house animals in their rooms unless the animals are required service or emotional support animals.

A student who requires a service dog must contact the Assistant Director for Residential Life and must be registered with the WKU Student Accessibility Resource Center, as the service dog must be allowed to attend classes with the student and cannot be left unattended within the residential facility.

A student who requires an emotional support animal must contact the Assistant Director for Residential Life and provide documentation from a licensed professional mental health practitioner substantiating the student's need for an emotional support animal. Students must complete an Animal-in-Residence contract with the Assistant Director for Residential Life for required service or emotional support animals. The Animal-in-Residence contract requires animals be in good health and under the care of veterinarians. The roommate of an individual requiring an emotional support animal must submit a statement of support. The parent/guardian of an individual requiring an emotional support animal must submit a statement of support and a statement of responsibility for the animal.

Any emotional support animal must be leashed or contained when out of the student's room. Service dogs should be leashed unless leashing would interfere with the animal's ability to perform its tasks. Emotional support animals should not be left unattended with other students or allowed to freely roam. The student with the animal is responsible for making sure its needs for elimination fit within the confines of student curfews and policies.

The Gatton Academy cannot assume responsibility for any service dog or emotional support animal. Parents/guardians are responsible for veterinary care and any financial obligations of their students' service and emotional support animals. The Gatton Academy cannot provide transportation for animals, nor can Gatton staff provide care for animals. Students are responsible for all care of their animals.

The Gatton Academy may require a service or emotional support animal be removed from the premises in the event of poor behavior, disruption of the peace, attack of a person, or if the animal is in ill or neglected health. The student will still be entitled to the same level of accommodation and services without the animal.

### **Service Requests – Maintenance/ Repair**

The department of facilities management continually strives to provide the most efficient and effective routine and preventative maintenance services needed to support the educational goals of Western Kentucky University. Students should report any maintenance issues to their wing RC. If those are not taken care of in a timely manner, contact the Assistant Director of Residential Life via email. Requests regarding computer equipment should be reported to WKU IT by dialing (270) 745- 7000 from 8 am to 10 pm. Most requests are responded to within 24-hours, unless parts need to be ordered.

Concerns regarding laundry equipment should be reported to the second-floor lobby desk. Emergency maintenance, such as elevator problems or leaks in the residence hall should be reported immediately to the front desk or on-call RC. The appropriate personnel will be contacted. Please notify the Assistant Director of Residential Life if you feel that your maintenance request has not been dealt with in a timely manner.

### **Scan-In/Scan-Out and Sign-in/Sign-Out**

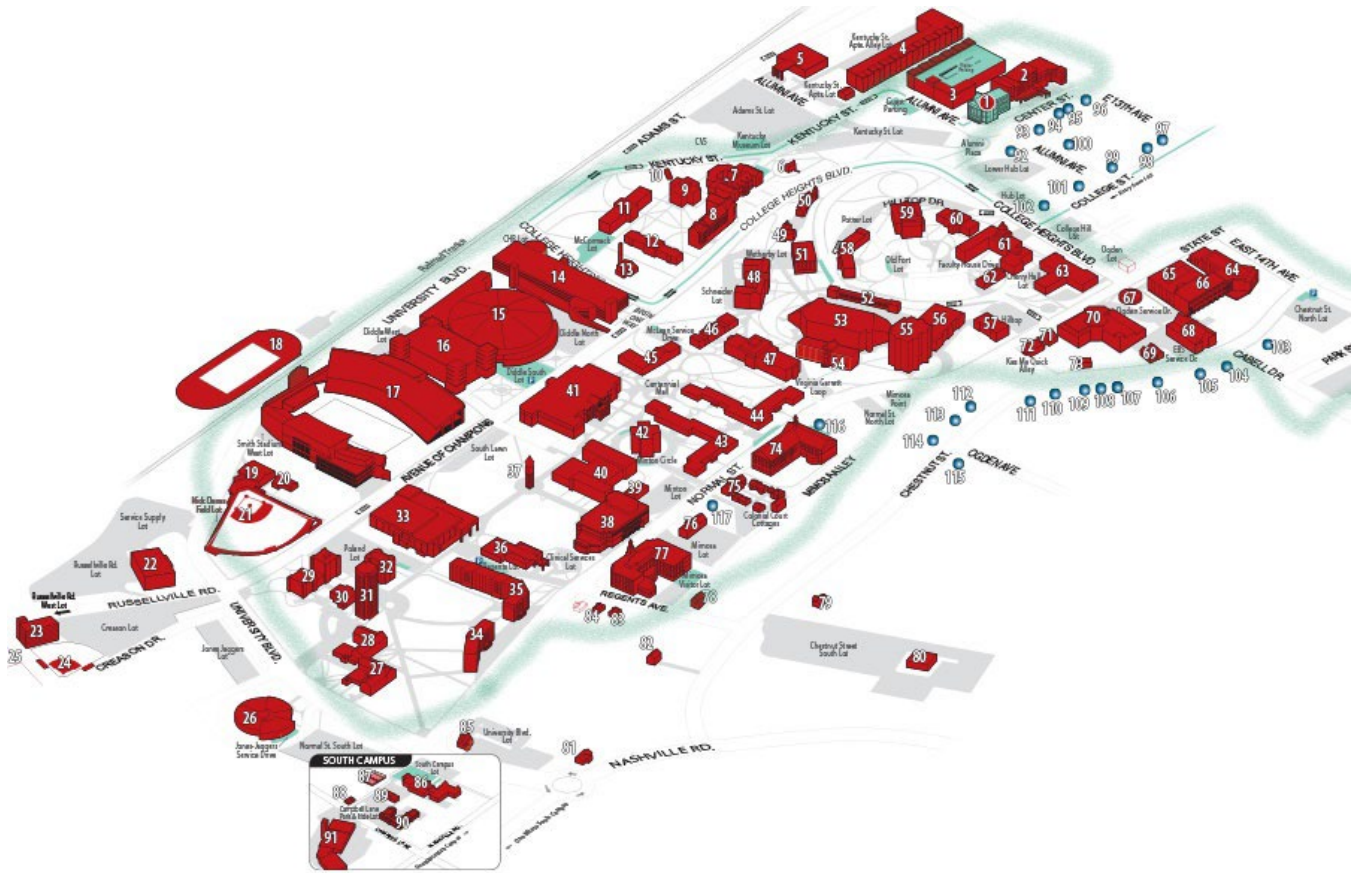


While Western Kentucky University enjoys high levels of safety and security, certain precautions should be taken to perpetuate this environment. All Scan-In/Scan-Out and Sign-in/Sign-Out policies are designed to accomplish this goal. While The Gatton Academy cannot guarantee knowledge of all students' whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, and what time they will return. This is particularly important in case of an emergency. Students provide this notification by swiping their ID cards at the front desk when entering or exiting the building (scan-in/scan-out) and properly checking out with the desk clerk when going off campus (sign-in/sign out). Gatton students are expected to adhere to Scan-In/Scan-Out and Sign-in/Sign-Out procedures at all times. There are no exceptions to this rule. Students must sign-in immediately upon returning to the hall. A student may not sign out or sign in for another student. Any breach of sign-out/sign-in will result in disciplinary sanctions. The Assistant Director of Residential Life or designee may revoke off-campus sign-out privileges for disciplinary reasons. Sign-outs may also be suspended or limited at the request of a student's parents/guardians or Gatton staff.

Students must sign out at the front desk when leaving campus for any reason. Upon returning to campus, students must sign back in at the front desk. Students are not allowed to sign off campus by themselves. During daylight hours, students may sign off campus in groups of two. Students signing off campus after sunset must be in groups of four or more.

Students are permitted to sign-out to places within reasonable walking distance provided they follow Gatton policies. Students should not leave the Bowling Green city limits on foot. When students go off campus via vehicle, they are required to return to campus via the same mode (e.g., RC transportation, guardian/parent, WKU shuttle). Any deviations from returning to campus via the same mode of transportation must be approved in advance by the Assistant Director of Residential Life. Students are prohibited from using Uber, Lyft, or any other non-parent/guardian or Gatton Academy approved mode of transportation.

**On campus, for sign-out purposes, shall be defined by the following map area within the green shading.**



### Solicitation and Commercial Activity

Commercial solicitation is prohibited. It is prohibited for vendors and organizations seeking funds, services, or memberships to solicit or attempt to sell products in The Gatton Academy. However, solicitation for certain worthy causes or those in the best interest of the Gatton community may be authorized to take place in the main lobby area with approval of the Assistant Director of Residential Life. No one is allowed to solicit door-to-door. Students are not permitted to operate any type of business or side-hustle out of their room.

### Staff Safeguards

Due to the nature of our program, occasionally there will be times when a student will be alone with a staff member in a one-on-one situation. Gatton staff strive to build healthy, balanced, and appropriate relationships with students. The Gatton Academy wishes to safeguard both students and staff members and provide a safe, healthy, and appropriate environment for all. To protect both students and staff, Gatton staff members adhere to the following guidelines.

- Staff will not meet with individual students in secluded areas or at late/odd hours.
- Residential staff will not allow students into their private living-spaces with the door closed.
- Staff will not take individual students off campus for social purposes.

- Staff will only accompany students into a medical exam room or mental health provider's office at the student's request. It is always the student's choice. The staff member shall retain the right **not** to accompany the student if it makes them uncomfortable or puts the staff member in an inappropriate situation. Staff members in doubt will consult with their supervisors and the student's parents/guardians in such situations.
- If a student does not wish to participate in one-on-one sessions alone, the staff member may allow the student to bring a trusted friend to the session.
- Staff members will limit their social media interaction with students to professionally-related platforms/purposes only.
- Staff members will maintain professional boundaries with students by not divulging sensitive, personal, or inappropriate information.
- Staff members will not take students to establishments for the purposes of getting tattoos or piercings.
- Staff members will maintain documentation of student meetings, including one-on-ones, and counseling sessions. This may be in the form of calendar appointments, Oran pastoral documentation, or other individual notes. These notes will not be shared with any other entity unless legally required.
- Staff members will not have students visit their homes.
- Gatton staff members will not consume alcohol, marijuana, or any other illicit substance in the presence of students or when responsible for students. Gatton staff members will not engage in the use of tobacco products in the presence of students.
- Gatton staff members, regardless of residential or non-residential status, shall always be appropriately dressed when in the presence of students. The minimum dress code for students applies to staff as well.
- Gatton staff members will hold each other accountable regarding appropriateness in the presence of students and will report concerns to the Director of The Gatton Academy.

Students who find themselves uncomfortable with a staff member's words, behaviors, or actions should report their concerns to the Director of The Gatton Academy or the Assistant Director of Residential Life (for interactions involving desk staff or RC's). Parents/guardians who have concerns regarding appropriateness are encouraged to do the same. Staff members will report to their immediate supervisor any interactions with students in which a student crosses professional boundaries or makes them feel uncomfortable.

### **Staff-Sponsored Clubs and Student Organizations**

Students will be permitted to form and join groups of common purposes, which are consistent with the philosophy, rules, and regulations of The Gatton Academy; these opportunities are open to all Gatton students. Students have a responsibility to conduct the activities of the organization in a manner that reflects compatibility with the curriculum and policies of The Gatton Academy. Gatton staff may limit involvement in clubs and organizations if a student is not in good academic standing.

Students in good standing are advised to limit their involvement to a few groups in order to

participate more fully and richly in activities. Involvement in clubs and organizations should reflect a depth of student interest and commitment rather than a breadth of shallow participation.

Students also have access to membership in many of WKU's campus organizations and are encouraged get involved in them. Gatton students are prohibited from joining fraternities or sororities and attending their functions. The National Collegiate Athletic Association (NCAA) regulations prohibit Gatton students from joining WKU athletic teams or practicing with their teams; however, Gatton students may participate in select intramural sports.

### **Staff-Sponsored Clubs**

Staff-Sponsored Clubs are led in coordination between student leaders and Gatton staff sponsors. These tend to be clubs that have been successful within Gatton over a long period. Pending available funds, Staff-Sponsored Clubs may receive financial support from The Gatton Academy. These clubs meet the following requirements:

- Gatton staff sponsor,
- Registration approved by the Lead RC for Activities (including listing student leadership and member),
- Clear goals, and
- A connection to a community outside of Gatton (e.g., a local elementary school, a national organization)

Staff-sponsored Clubs will be included in the Gatton Yearbook with a description of the organization and a photograph of the members.

### **Funding for Staff-Sponsored Clubs**

The Gatton Academy is committed to providing students the opportunity to participate in interest-based clubs and competitions. Pending available funds, financial support of staff-sponsored clubs is restricted to the cost of registration for state and national events, and travel expenses to these events. Any staff-sponsored club requesting funding will be required to submit a proposal and budget detailing all anticipated expenses for events club members may attend. If club events are competitive, this should include anticipated expenses for club members to advance to the highest level. A fall deadline for clubs to submit the proposal and funding requests will be communicated to students, which gives groups sufficient time to determine in what events they will participate.

Funding will be awarded based upon the availability of funds and the merit of the request. If requests exceed the availability of funds, partial amounts may be granted with students required to make up the differences.

Merit of requests will be determined based upon:

1. Gatton vs. Individual Benefit (Is this for one person or does it benefit the community)
2. Demonstration of STEM/Core Values
3. Timeliness and details of request
4. Feasibility of logistics (dates, staffing, club member follow-through)

**Students who have been awarded funding but do not follow through with the event will be required to reimburse Gatton for the amount awarded.** Exceptions may be made for family emergencies, illnesses, etc.

## **Student Organizations**

Student organizations are student-led and do not require staff sponsors. These organizations are student-founded and vary based on the interests and involvement of students currently enrolled. Student organizations do not receive Gatton funding. These organizations meet the following requirements:

- Registration approved by the Lead RC for Activities (including listing student leadership and member),
- Stated purpose or theme,
- Document two events per semester (including a description of the events, their time and locations, and a list of participants).

Student organizations will be included in the Gatton Yearbook with a description of the organization and a photograph of the members.

## **Summer Policies**

If a student is taking a course, conducting research, or working during the summer months, students and guardians/parents need to be aware of the special conditions pertaining to them. Gatton Academy staff do not supervise students staying on campus during the summer and Gatton-provided services such as transportation and programming are not available in the summer. Although The Gatton Academy's residential program does not operate during the summer terms, students are still representatives of The Gatton Academy and behavior must be consistent with the expectations for students during the academic year. The policies of The Gatton Academy Student Handbook will not be enforced in the same manner as the academic year (i.e., no curfew). However, disciplinary action will be taken for any serious breach of policy if the incident is brought to the attention of the Gatton Academy Leadership Team by a housing employee, WKU employee, police official, or other official source. Summer policy violations of any kind may affect a student's enrollment in The Gatton Academy the following fall semester.

Students representing Gatton in research programs, internships, academic opportunities, and personal pursuits are expected to model the high expectations of the program at all times.

## **Telephones/Cell Phones**

Students are expected to be considerate of others regarding phone usage. Roommates should discuss phone issues and come to an agreement regarding usage before conflicts arise. Students, in an emergency, may use an RC's phone.

## **Transportation Services**

Gatton students may bring a bike to campus if they choose. Students are strongly advised to bring a lock and other safety equipment. Bikes should only be stored at designated racks located near Gatton's residence hall or at other points on campus. The Gatton Academy is not responsible for any loss or damage to a student's bike.

### **WKU Shuttle Services**

#### *Day Service*

Topper Transit runs on-campus every 10 – 15 minutes 7:30 AM – 6:00 PM, Monday-Friday. Routes are on campus, to and from Campbell Lane Park and Ride and Bowling Green Community College/WKU South Campus. Please visit: <https://www.wku.edu/transportation/transit/> for current shuttle routes and schedules.

#### *Evening Service*

WKU shuttles run every 20 – 30 minutes from campus to Park and Ride (on Campbell Lane) and off-campus shopping 6:00 PM – 9:30 PM, Monday-Saturday. Community Action Regional Transit (CART) provides public transportation in Bowling Green.

### **Gatton Academy Vehicles**

Lead RC for Logistics coordinates student transportation. Students should coordinate with the Lead RC for logistics for arranging their transportation needs. Any concerns regarding the safety or driving skills of Gatton staff members should be reported to the Assistant Director of Residential Life immediately.

Priority is given to student transportation requests in the following order.

1. Health or medical
2. Class or academic
3. Gatton clubs or service
4. All other requests

The staff of the Gatton Academy will transport students in Gatton owned vehicles for various events and needs. Staff members will transport students to the hospital emergency room in case of medical emergency. Students and their parents/guardians should arrange all transportation for Closed Weekends or any other travel weekend.

Gatton Academy staff will provide transportation to local religious services on Sunday mornings for those students who wish to attend. The Gatton Academy cannot force a student to attend religious services. Agreement on attendance should be negotiated between a student and their parent/guardian.

Regularly scheduled trips to Wal-Mart are provided; students are expected to sign up in advance. RC's may schedule excursions in Bowling Green and surrounding areas. To ensure vehicle availability, these programs will be planned in advance, and students will sign up if they

wish to participate. Students should abide by all sign-out/sign-in rules and regulations.

Gatton staff and Western Kentucky University faculty will transport students in personal vehicles when situations warrant. Special transportation needs should be communicated to the Assistant Director of Residential Life as soon as possible.

Gatton Academy staff are unable to transport students to private lessons, individual meetings, or other off-campus gatherings. Students with interests in the performing arts may arrange to continue their lessons through on-campus instruction. Local students who wish to continue with private lessons in the community must be transported by their parents/guardians or parent designee over the age of 21. Examples of such activities include dance classes, music lessons, Boy Scout meetings, rock climbing, social gatherings in private homes, social gatherings at local schools, etc.

Gatton staff are unable to provide airport transportation for students. Students and their families will need to make arrangements with one of the various airport shuttle services. The closest commercial airport is in Nashville, TN (BNA). In the event of extenuating circumstances involving travel, please contact the Assistant Director of Residential Life.

Students will be transported by ambulance or other appropriate vehicles in emergencies.

## Trash

Students are responsible for the removal of all personal trash and recycling from the building. Each room is supplied with a trash can and a recycling bin. Trash can liners may be obtained at the front desk. The dumpster is located on the south end of the building, between The Gatton Academy and McLean Hall. All room trash and recycling should be taken to this dumpster and the recycling bin next to it. Please break down cardboard boxes before putting them into the recycling dumpster. Please tie your trash bags and make sure they go completely into the dumpster to avoid litter on the ground. Building common area trash cans and recycling bins are not for personal use to avoid taking your refuse outside. Trash and recycling are never to be thrown out of windows.

## Title IX

Title IX of the Education Amendments Act of 1972 (Title IX) is a federal law that prohibits sex discrimination in educational programs and activities. Sex discrimination includes incidents of sexual harassment, sexual assault, rape, domestic and dating violence, and stalking. Some examples of these incidents include, but are not limited to, the following:

- Unwelcome or inappropriate physical touching.
- Request for romantic or sexual contact from a professor, coach, or supervising employee in exchange for favors (for example: a good grade).
- Sexual advances, propositions, insults, or threats.
- Telling lies or spreading rumors about a person's sex life.

- Unwelcome sexual remarks about a person’s body, clothing, sexual preferences, or sex life.
- Offensive sexual questions, jokes, and stories.
- Sending sexually offensive posters, pictures, words, or messages via text, social media, or other electronic means.
- Stalking or repeatedly asking out a person who is not interested.
- Interpersonal, dating, domestic, and sexual violence.
- Sexual assault and rape.
- Retaliation due to submitting a formal complaint or participating in a Title IX investigation.

Because the Gatton Academy is part of Western Kentucky University, all Title IX incidents and reports must be handled by the University’s Office of Institutional Equity. The Office of Institutional Equity is the designated university office responsible for ensuring WKU’s Title IX compliance.

If you have experienced a Title IX incident, you can report the matter in the following ways:

- Contact any Gatton staff member.
- Contact Title IX Coordinator, Ena Demir, at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or 270-745-5121.
- Complete the Reporting Form via WKU’s Title IX Website at [www.wku.edu/titleix/](http://www.wku.edu/titleix/). The Reporting Form can be found under the Heading “File Reports.”
- WKU Police Department at 911 if you are in immediate danger, or 270-745-2677 for non-emergencies.

Students and parents should be aware that most Gatton staff members and faculty members are mandatory reporters, and therefore, must report any Title IX incident(s) they directly observe, receive notice of, or become aware of to the Title IX Coordinator.

Upon notice of a Title IX report, a representative from the Office of Institutional Equity will follow-up with the impacted student(s) to ask for additional information, discuss any next steps in the Title IX process, and provide the impacted student(s) with supportive services. The Office of Institutional Equity and the Gatton Academy may collaborate and share information on a “need to know” basis to ensure impacted student(s) are provided with supportive services.

WKU’s Title IX grievance process is outlined in the Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070, which supersedes any Gatton policy. Incidents that fall within Title IX will be evaluated, investigated, and processed by the Office of Institutional Equity, pursuant to the Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070. Once the investigation is complete, the Director of Gatton will receive a copy of the investigation report and any findings, and determine any disciplinary action, as appropriate. The University Disciplinary Committee (UDC) will determine any appropriate sanctions concerning the Gatton student’s status as a Western Kentucky student should the student want to stay at WKU after leaving Gatton. If the Gatton student leaves Gatton and wishes to re-enroll at WKU at a later date, admission will be at the discretion of WKU officials. Please contact Gatton’s Counselor, Assistant Director of Counseling Services, or Assistant Director of Residential Life for further information.



If you need more information about Title IX, please visit WKU's Title IX website:  
[www.wku.edu/titleix/](http://www.wku.edu/titleix/).

## Vacation Periods

The Gatton Academy observes breaks and holidays, as determined by the Western Kentucky University calendar. Gatton's residence hall will close during breaks and students will not be allowed to stay on campus. To allow for home visits between traditional breaks, Gatton has other times during the school year (Closed Weekends) that the hall is closed and students are required to go home.

When the university closes for Fall Break, Thanksgiving, Semester Break, Spring Break, and summer, students will be required to complete certain tasks in their rooms for safety and sanitary reasons. A checklist will be provided in advance of the building closure. Students must complete the tasks on the checklist and check out with an RC.

## Vandalism

Anyone caught intentionally damaging or defacing WKU or The Gatton Academy property will be subject to disciplinary sanction, possible legal prosecution, restitution, and may be subject to dismissal from the program.

## Vending Machines

Vending machines providing snacks and drinks are located in the first-floor elevator lobby. The machines accept cash, coins, and credit cards. If either machine is not properly functioning, please notify the on-call RC or the Assistant Director of Residential Life. If a refund is necessary, complete the refund request form [online](#), print it and take it to one of the refund locations on campus: Cashier's Office in Potter Hall, Post Office in Downing Student Union, Dean's Office in College High Hall, or the Dean's Office in Tate Page Hall. Gatton staff members are unable to provide refunds or access the inside of either machine. Do not attempt to rock or shake the machines.

## Weapons

Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other dangerous weapons or brandishing of any weapon or any other object in a menacing or threatening manner on WKU institutionally controlled property is prohibited. Weapons may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include but are not limited to: all firearms, pellet guns, stun guns, paintball guns, slingshots, martial arts devices, switchblades, swords, decorative knives and clubs. Weapons will be confiscated by the Assistant Director for Residential Life.

Students on study abroad programs are often tempted to purchase items like knives and machetes that are prohibited on campus and within our facility. Students should consult with the

Gatton staff study abroad leader before making such purchases. All students will be limited to items safe to pack in checked luggage by domestic and international airlines. Students are responsible for knowing these policies. The Gatton Academy cannot be responsible for any forbidden item confiscated by TSA, airport/airline security, or customs officers. Items like these must remain in students' checked luggage until students are in the custody of their parents/guardians at the airport at the conclusion of the program. For travel in which the student will return to Gatton, all policies apply to anything brought into the residential facility. See a Gatton staff member if you have specific questions.

## Wing Doors

Propping open or restricting the closure of a wing door is circumventing a security system and may result in disciplinary sanctions. Locked wing doors are an important element in Gatton's safety system. Student access credentials via their ID cards are programmed to allow students to access permissible areas at permissible times. Any movement off a student's wing after access has ended must be with the permission and accompaniment of an RC. A wing door may only be propped in the event of a system malfunction or with the permission of the Assistant Director of Residential Life or the Director.

## Wing Meetings

Wing meetings are **mandatory** informal gatherings of all students living on the same wing. The RC on that wing facilitates these meetings. The purpose of a wing meeting is to disseminate information, to discuss any wing challenges, to celebrate achievements of wing residents, and, in general, to provide a regular opportunity for wing neighbors to discuss how things are going regarding community living. RCs will determine the day of the week and the time of wing meetings.

All students are expected to attend their wing meeting unless they have made prior arrangements with their RC or the Assistant Director for Residential Life. Students who habitually do not attend or cause disturbances during their wing meeting will be required to have a disciplinary conference with the Assistant Director of Residential Life and attend an alternative meeting at a much less convenient time.

# DISCIPLINE POLICIES

## Guiding Philosophy

*At the core of this philosophy is a need for every individual in The Gatton Academy to maintain the highest level of integrity in every aspect of daily life. This philosophy is to be followed both on and off campus. Students will go through the judicial process for violations of Gatton Academy Policies that occur on or off campus. It is The Gatton Academy's belief that you are a Gatton Academy representative at all times and you will be held to The Gatton Academy standards at ALL times. This includes the use of social media and other modes of communication via the internet.*

All students are asked to honor the following guidelines:

- Live an exemplary lifestyle on and off campus;
- Strive to reach the highest academic challenge;
- Take full responsibility for the rigor of Gatton life;
- Be respectful and considerate in every interaction with faculty, staff, and peers; and
- Abide by the Gatton Academy Creed: Integrity, Compassion, Respect, Equality, and Diversity (I.C.R.E.D.)

Student disciplinary matters are confidential and only shared with the individual student, their parents/guardians, and Gatton staff members who will be informed on a need-to-know basis. Students and parents/guardians should be aware Gatton staff may not discuss other students' disciplinary issues, sanctions, or outcomes. The Gatton Academy does not release disciplinary information, including reasons for dismissal, to students' sending schools or colleges/universities, except when a student has threatened or harmed others. Disciplinary records will be shared with law enforcement agencies, such as police departments or the Federal Bureau of Investigation, when required.

## Judicial Process

Violations of the Gatton Academy Student Life Policies and Procedures will be referred to the Assistant Director of Residential Life who will initiate the judicial process. The Assistant Director of Residential Life will assign a Judicial Hearing Officer to the case. Assigned judicial officers may be the Assistant Director of Residential Life or the Director of The Gatton Academy. The assigned judicial officer will contact the student(s) to set up a disciplinary hearing. Prior to the hearing, the judicial officer may talk with the student to gather information as part of the investigation of the alleged policy violations. Cases that may require immediate dismissal from the program will be referred directly to the Director of The Gatton Academy.

When evidence indicates a student may be responsible for one or more policy violations, charges may be filed for each violation separately. After the student responds to each charge by indicating they are "responsible" or "not responsible," the Judicial Hearing Officer may indicate a preference for having the charge(s) resolved through mediation or an informal administrative

hearing.

## Mediation

Mediation is reserved for situations where all of the immediate parties involved in the incident agree to have a conflict resolved in this fashion, and the assigned Judicial Hearing Officer considers the option appropriate. The Assistant Director of Counseling Services or appropriate Gatton staff member will assist with creating a mediation contract when necessary. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges, as well as additional disciplinary action.

## Informal Administrative Hearing

Cases may be resolved in an Informal Administrative Hearing with an assigned Judicial Hearing Officer by the Assistant Director of Residential Life when the student(s) accepts responsibility for the charges and appropriate sanctions are implemented.

## Sanctions

Sanction decisions will be made after documentation of the violation(s) is presented by a staff member, reviewed by the student, and a determination of responsibility is made. **Responsibility for violating Gatton Academy policies will be determined by a preponderance of evidence.** Preponderance of means the evidence, witness statements, and other contributing factors indicate the alleged policy violation is more likely than not. A student does not have to admit to a violation to be held responsible for it.

Once a determination of responsibility has been established by the Judicial Hearing Officer, information concerning the student's previous violations and cumulative documentation by the Gatton Academy staff, as well as the impact of the student on the residential environment, will be reviewed and taken into consideration before a sanctioning decision is made. Sanctioning decisions are made with the goal of achieving the following six objectives:

- Educating the student;
- Holding the student accountable;
- Deterring future violations;
- Demonstrating The Gatton Academy's position regarding the behavior;
- Providing an opportunity for the student to make restitution; and
- Where appropriate, providing an opportunity for other students to learn from the incident.

Sanctions for the violation of any Gatton Academy policy or violation of a contractual agreement may include the following:

## Written Warning

An official written reprimand will make the misconduct a matter of record in the student's Gatton

Academy file and be communicated to guardians/parents. Any further misconduct could result in more severe disciplinary action.

### **Conditions/Restrictions**

Limitations upon a student's behavior for a specified number of days or an obligation to complete a specified activity. This sanction may include, but is not limited to, restriction of visitation privileges, early curfew, limited off-campus access, denial of the right to hold an office with a Gatton organization, required attendance at a workshop, or restriction from participation in extracurricular activities.

### **Fines and Restitution**

A student may be ordered to make restitution or to pay a fine when the student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, or fraudulent behavior. Such property may belong to an individual, group, The Gatton Academy or WKU. Restitution may be in the form of financial payment, community service, or special activities designated by the hearing authority.

### **Residential Suspension**

For significant breaches of policy not constituting immediate dismissal, a student may be placed on Residential Suspension. The hearing authority will establish the length of the suspension. While a student is on suspension, the student is not allowed to enter the residence hall under any circumstance. However, students are required to maintain attendance in all classes and complete all assignments. While on residential suspension, students are expected to refrain from engaging with the Gatton community. Part of residential suspension is separating from the community, not just physically but socially, as well. A student and their parents/guardians are responsible for arranging all accommodations during this period. A student placed on residential suspension is still expected to comply with all Gatton policies and not have further conduct violations. Any student on residential suspension may not live in a WKU residence hall.

### **Conduct Probation**

Conduct Probation is the last disciplinary action before dismissal from The Gatton Academy. When a student is on Conduct Probation, further misconduct, failure to complete assigned sanctions, or failure to comply with official requests may result in permanent dismissal from The Gatton Academy.

### **Dismissal from The Gatton Academy**

There are circumstances when policy violations will result in immediate removal from The Gatton Academy. This will be determined by the Director of The Gatton Academy based on the preponderance of evidence. Please see the Title IX policy regarding incidences related to sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking.

Such violations include, but are not limited to:

- violation of the academic integrity policy;
- violation of the chemical abuse policy;
- acts or threats of acts of violence;
- violation of the attendance policy;
- violation of a state or federal law;
- violation of the Gatton Academy Creed;
- tampering with safety and security equipment such as obstructing the views of surveillance cameras;
- unauthorized possession of keys or access credentials to areas to which students do not have access;
- unauthorized access to off-limits areas of The Gatton Academy, including the attic, basement, and roof hatches.

Dismissal of the student requires the student to vacate their room immediately. Removal from The Gatton Academy is justified if it is judged that a student's continued presence at Gatton would prove detrimental to either the residential community or the student. The student will be given a reasonable time, usually no more than twenty-four hours, to vacate Gatton Academy housing after the decision to dismiss the student has been made. Students dismissed from The Gatton Academy for disciplinary reasons are not permitted to return to Gatton's residence hall or participate in Gatton activities as guests without specific permission from the Assistant Director of Residential Life or the Director of The Gatton Academy.

## Violations

Specific examples of misconduct for which students may be disciplined include participating in, encouraging others to participate in, or aiding and abetting in any of the following:

- A. Behavior that threatens or compromises the health, safety, and well-being of oneself. Examples include but are not limited to:
  - Breach of visitation regulations;
  - Breach of curfew;
  - Breach of sign-in/sign-out expectations;
  - Trespassing in areas of The Gatton Academy that are off-limits to students and trespassing in various areas of campus like rooftops, parking structures, faculty lounges, greenhouses, offices;
  - Inability to adjust to the demands of Gatton as evidenced by a continuing pattern of misconduct and breach of Gatton regulations (hygiene, room standards, class attendance, etc.);
  - Excessive public displays of affection; and
  - Sexual intimacy with another person while under the jurisdiction of The Gatton Academy.

- B. Behavior that threatens or compromises the health, safety, and well-being of others. Examples include but are not limited to:
- Coercive behavior or any kind of bullying;
  - Unauthorized possession and/or use of Gatton keys;
  - Attempted, actual break-in, or unauthorized entry into Gatton offices or other off-limits areas;
  - Sale, possession, creation, or use of weapons, including but not limited to firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives (including fireworks), other objects used as a weapon, or “look alike” weapons;
  - Speech or action clearly inciting to immediate physical violence, rude and disrespectful behavior toward any student, faculty member or staff member, use of vulgar or obscene language, either oral, written, or electronic. (*This includes but is not limited to demeaning or harassing statements related to a person’s race, gender, sexual orientation, ethnic origin, religion or disability.*);
  - Physical altercation or threat of harm to another person;
  - Participating in or encouraging hazing, be it on or off campus;
  - Tampering with fire, safety and security alarms and/or equipment, including surveillance cameras; and
  - Participation in any unauthorized club or gang activity, including but not limited to the display or possession of gang symbols, soliciting others for membership, requesting the payment of dues or insurance, or other forms of protection from any individual, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property.
- C. Behavior that obstructs, disrupts, or interferes with the rights, responsibilities, or obligations of others. Examples include but are not limited to:
- Theft of, or damage to, property owned by The Gatton Academy, WKU, or any member of the Gatton community, including unauthorized moving of Gatton property from one location to another and tampering with thermostats;
  - Trespassing in areas of The Gatton Academy that are off-limits to students (attic, basement, ceiling tiles) and trespassing in various areas of campus like rooftops, parking structures, faculty lounges, greenhouses, offices;
  - Malicious or harmful pranks to persons or actions that misuse, abuse, or vandalize individual or Gatton Academy property. (*Misuse or abuse is described as behavior which could reasonably be expected to result in damage to the property.*)
- D. Behavior that obstructs or disrupts the orderly educational or administrative operation of The Gatton Academy. Examples include but are not limited to:

- Disorderly, obscene, violent, or excessively noisy behavior;
- Refusal or failure to comply with the reasonable instructions or directives of any Gatton/WKU personnel in the performance of their duties;
- Knowingly furnishing false information to Gatton/WKU faculty or staff members (verbal, written or electronic);
- Forgery, alteration, as well as use, receipt, or possession of Gatton/WKU documents without proper authority;
- Engagement in academic dishonesty including, but not limited to, plagiarism, giving or receiving help during an examination, obtaining copies of tests, or scoring devices prior to an examination;
- Knowingly making a false fire alarm or any other false and disruptive rumor or report;
- Intentional misuse of Gatton equipment including telephones, cable TV systems, or computers;
- Unauthorized possession or use of automobiles while under the jurisdiction of The Gatton Academy;
- Violation of rules for the use of the library, computer labs, or network; and
- Disruptive use of computer or cell phone.

E. Violation of any local, state, or federal law.

F. Violation of any expectation, rule, or regulation that may be established by residential life staff, faculty, administration, or other supervisory personnel. Appropriate Gatton personnel will communicate added expectations via memorandum, email, and/or assembly.

This list is not exclusive. The Gatton Academy's guiding principles will serve in determining actions, attitudes, and behaviors that are inappropriate and unbecoming of a Gatton student. Gatton Academy staff must report violations of local, state, or federal law to law enforcement.

## Policy Violations that are Grounds for Immediate Dismissal

The Gatton Academy experience is one-of-a-kind and students receive many benefits by taking part in the rich living/learning community. With that in mind, we must do our part to protect the safety, security, and integrity of the community. Six major policy violations are grounds for immediate dismissal of a student from The Gatton Academy:

1. **Academic Dishonesty** - Any student found to be guilty of cheating, plagiarism, or any other behavior that compromises academic integrity. This includes using unauthorized aid and providing unauthorized aid.
2. **Alcohol and Drugs** – Any student found under the influence and/or in possession of alcohol or illegal drugs. (See Grace Program.)
3. **Violence/Weapons** – Any instance of physical violence, possession of a weapon,



and threats or incitement of violence. Please see the Title IX policy regarding incidences related to sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking.

4. **Deliberate Absenteeism** – Any student who accumulates an excessive number of deliberate absences (as defined by the Gatton Academy Attendance Policy). Deliberate absences are those that are unreported, not covered by the Gatton Activity Policy, and not due to illness/family emergency. Deliberate absences are essentially skipped classes.
5. **Unauthorized Access** – Any student who gains access to an off-limits area by unauthorized means to The Gatton Academy attic, roof hatches, basement, or any other area a student does not have permission to enter.
6. **Circumventing Safety and Security Equipment** – Any student who obstructs, tampers, or otherwise interferes with the normal operation of surveillance cameras, doors intended to be locked, electronic access control, fire suppression systems, window restriction bars, or otherwise compromises the integrity of systems designed to keep the Gatton community safe.

## Student Dismissal

A student who fails to conduct themselves in accordance with the provisions of the Gatton Academy Student Handbook may be expelled from The Gatton Academy. In such instances, the student will:

1. Be informed of the conduct and evidence of such conduct, if any,
2. Be provided with an opportunity to present their side of the case, and
3. Be provided with an opportunity to appeal the decision.

The Gatton Academy does not release disciplinary information, including reasons for dismissal, to students' sending schools or colleges/universities, except when a student has threatened or harmed others. Disciplinary records will be shared with law enforcement agencies, such as police departments or the Federal Bureau of Investigation, when required.

### Procedure for Dismissal Hearing

- The Director of The Gatton Academy, or their designee, will notify the student of the date and time the student and the Director/designee will meet to discuss the alleged conduct.
- The student will be informed that their parent/guardian may join the meeting.
- During this meeting:
  - The student will be informed of the conduct and the basis upon which the conduct is not in keeping with or in violation of the Gatton Academy Student Handbook.
  - The student will be provided the opportunity to present an explanation, defense or other mitigating information.
- The Director/designee will consider the information and determine whether it is more likely than not that the student's conduct is in violation of the Gatton Academy

Student Handbook. Notification of the Director/designee's decision can be provided at the conclusion of the meeting referenced above, or at a later date, but in all cases, the decision will be provided in writing to the student and the student's parent/guardian.

- The foregoing will be provided before a student is expelled, except in instances where the Director/designee determines that immediate removal of the student from The Gatton Academy premises and/or activities is necessary to protect persons or property, or to avoid disruption of the ongoing educational process. In such cases, the foregoing will be conducted within three (3) business days following the student's removal from The Gatton Academy.

### **Withdrawal Pending Disciplinary Action**

When a student violates a policy that is grounds for immediate dismissal, guardian/parents will be notified as soon as possible. The parent/guardian may choose to withdraw the student and forego a dismissal hearing. If withdrawal is chosen, there is no opportunity for an appeal. In such an instance, the parent/guardian would need to come to The Gatton Academy at once and the student would need to vacate the premises within 6 hours. Students who withdraw pending disciplinary action may not attend any Gatton Academy events or enter the residence hall. The student's record will reflect "Withdrawal Pending Disciplinary Action" instead of "Dismissal – Policy Violation."

### **Finishing the Term after Dismissal or Withdrawal Pending Disciplinary Action**

In the event a student is dismissed or withdraws pending disciplinary action, the student may be allowed to finish their semester course work depending upon the nature of the dismissal. In such event, the student is not allowed to reside within the Gatton Academy or any WKU residence hall. A student who is not allowed to live in Gatton's residence hall for disciplinary issues lacks the ability to self-manage and requires more supervision than Gatton's program or a collegiate residence hall can provide. Families wishing to arrange for the student to finish course work will need to do so using resources and supervision other than WKU. The student's meal plan will be discontinued immediately following the dismissal or withdrawal. In addition, the student's scholarship will be cancelled, and the student's family will be responsible for the remainder of the tuition.

***IMPORTANT NOTE:*** In the event of a disciplinary dismissal, the student is required to vacate the premises within 6 hours. Families should have a conversation prior to enrolling at The Gatton Academy about who they will designate as an emergent contact in their absence should their student become ill or find themselves facing a dismissal hearing. If parents/guardians fail to communicate their travels or indicate a contact, the student's emergency contact from the Authorization to Treat Form (other than guardian/parent) will be contacted.

## Appeals

### Eligibility to Return

Students who do not meet The Gatton Academy academic requirements to be eligible to return each semester may appeal this status in writing to the Director of The Gatton Academy. **The deadline for submitting the appeal is by noon on the Wednesday immediately following Finals Week.** Appeals are unlikely to be successful without significant extenuating circumstances having interfered in the student's opportunity to utilize the extensive support services offered at The Gatton Academy and WKU. The student's written appeal must include:

- An explanation of the situation,
- Actions the student took to address the situation and when those actions were taken,
- A plan to address the root cause(s) of the situation, and
- A plan for how the student will meet Kentucky pre-college high school graduation requirements and Gatton Academy graduation requirements on time to graduate with their class.

The Director will meet with at least two other Gatton staff members to form an Academic Appeals Committee. This committee will review all available information provided by the student, as well as information provided by Gatton staff members. The committee will only consider the appeal if it is clear that exceptional circumstances significantly impacted the student's ability to be successful in a given semester, the student can graduate on time meeting both state and Gatton graduation requirements, it is possible for the student to raise their GPA to Gatton standards within one semester, and the student has demonstrated that the residential and academic environment is beneficial for their continued social, emotional, and academic well-being. Decisions of the Academic Appeals Committee are final.

### Sanctions

Sanction decisions of the Judicial Hearing Officer may be appealed to the Director of The Gatton Academy by a student found responsible for a violation. The reasons for an appeal are limited to the following:

- The original Judicial Hearing Officer committed a procedural error in hearing the case, which significantly prejudiced the findings; and/or
- New evidence, which could not have been available at the time of the hearing and which is material to the outcome of the case, is available.

**An appeal to the Director of The Gatton Academy must be made in writing within three (3) business days of receipt of the original written decision by the Judicial Hearing Officer.** The Director will review the appeal based on the two guidelines listed above. The appeal will be immediately denied if it does not qualify for one of the qualified appeal reasons. If the appeal does qualify, the Director or their designee will serve as chair of the sanction appeals committee along with a minimum of two other Gatton staff members who are not involved in the disciplinary situation at hand. The chair will contact the parents/guardians and student regarding the date, time, and location of the appeal hearing.

During the appeal process, the initial sanction will be upheld. In the event of a sanction of dismissal, the student will be placed on Residential Suspension until the final decision has been reached.

On the date of the appeals hearing, the Judicial Hearing Officer, the student, any relevant witnesses, and the appeals committee will meet. The student's guardians/parents may be present if they so choose. The protocol for the hearing will include:

1. The original Judicial Hearing Officer will present their reasons for the sanctions to the appeals committee.
2. The student will present their reasons for the appeal and why they feel the sanctions should be reduced or overturned.
3. The appeals committee may seek additional input in their deliberations from Gatton staff, witnesses, or the student.
4. The sanctions appeals committee will hear the appeal and deliberate privately.
5. The other parties are dismissed, and the student will be notified within 24 hours in writing of the sanctions appeals committee decision.
6. The decision will be: Sanctions upheld, Sanctions amended, or Sanctions dismissed.
7. All decisions made by the sanctions appeals committee are final.

### **Appeal of Dismissal**

Students who are dismissed from The Gatton Academy may appeal this decision. The student and their parent/guardian will be informed that the student may appeal the Director/designee's decision to dismiss the student by submitting a letter of appeal to the Executive Director of the Gatton Academy within two (2) business days of receipt of the Director/designee's written decision. The student will provide a copy of the letter of appeal to the Director/designee.

The Director/designee will be provided two (2) business days to send a response to the letter of appeal to the Executive Director.

The Executive Director will consider the written documents and either affirm or overturn the Director/designee's decision to dismiss the student. The Executive Director will notify the student, the parent/guardian, and the Director/designee of the decision in writing. The Executive Director's decision is final.

## EMERGENCY PROCEDURES

The Gatton Academy follows every federal, state, local, and WKU law, regulation, and procedure regarding requirements for emergency and natural disaster policies. These policies have been in place from our very beginning but have not been within our actual student handbook. As a way of providing better communication of these policies to students and parents/guardians, they are found here.

### Fire Safety

All fire alarms should be regarded as actual fires. The Gatton Academy, the university, and state law requires all students and their guests to adhere to the fire safety regulations of the campus. Failure to evacuate is not only a safety hazard but is a violation of University policy and state law, and may result in legal or disciplinary action. In the event of a fire alarm sounding, residential counselors will go through all residential wings to clear the building. Students are to use the nearest exit and not use the elevator. Our assembly location is the bleachers in the Colonnade area. Staff will take roll and ensure everyone is present. Students may not re-enter the building until given the all-clear by the Assistant Director of Residential Life or Staff Designee.

**Note: Emergency exit doors may be on a delayed egress system. If the door fails to open, continue pressing the crash bar for 15 seconds. If you encounter this during a fire alarm, please report to Assistant Director of Residential Life immediately as those doors are required by law to be tied into the fire alarm system.**

- The sounding of false fire alarms and tampering with firefighting or safety equipment including extinguishers, smoke detectors, sprinklers, exit signs, extinguishing powder, door and fire alarms is prohibited.
- Tampering with or removal of posted fire evacuation signs will result in disciplinary procedures as well as restitution for the replacement signs.
- The use of open-coil, open plate devices, open flames, ember devices, oil lamps and incense is prohibited.
- Candles and candle warmers are not permitted in residence halls.

Regardless of location on campus, when the alarm, shouted warning, or the sensation of smoke or fire has alerted you, adhere to the following.

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against the door and open it slightly. If heat and smoke are present, close the door and stay in the room.
- If you cannot leave the room, open the window. If trapped, attract the fire department by hanging an object out the window. If there is a phone in your room, call WKU Police 745-2548 or 911 and give the room number and specific location.
- If you can leave a room, close the door behind you.

- Go to the nearest exit or stairwell. Do not use the elevator.
- If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
- If all exits are blocked, go back to your room, open the windows, and attract the fire department.
- After evacuating a building, move to the designated meeting location. Emergency personnel and equipment will be maneuvering around the building.
- Follow the directions of fire, police, and Gatton/WKU personnel.
- You may reenter the building only after fire and police officials have given their approval.

## Tornado Warning

If a tornado warning or alarm is issued, it will be announced in the building. RC's will clear the residential wings, and everyone will report to the first -floor residential wing hallways or office area restrooms. Students in other buildings on campus should remain there and follow the direction of WKU personnel. **Do not leave the safety of another building to rush outdoors to try to get back to Gatton.** If students are outdoors at the time of a tornado warning, they should seek shelter in the nearest accessible building. Students will remain on the first floor or other designated shelter area of another building until the “all clear” is given by Gatton/WKU staff.

## Earthquake

- Stay outside if outside, stay inside if inside – avoid exterior walls and windows.
- Drop to your hands and knees.
- Cover your head and neck.
- Find something to get under and hold onto. If nothing is available, stay close to the interior wall on hands/knees.
- If outside, try to move to a clear area.
- Avoid use of elevators. Follow emergency personnel directions.

## Lockdown or Shelter-in-Place

- Make a shelter wherever you are.
- If outside, enter the closest building and follow instructions.
- If off campus, remain off campus until all clear is given.
- Those inside buildings should remain in classrooms, labs, offices, etc. until all clear is given.
- Secure interior rooms, do not pull fire alarm, allow those seeking shelter to enter.

## Active Shooter

While everyone hopes we never experience such an event, we must prepare for the realities in

which we live. The university structure and layout provide a different environment than a typical high school and the kind of active shooter drills that high schools do are not practical on a university campus. This topic will be covered on students' first night in residence and we follow the WKU Run, Hide, Fight program that includes a video students view. The video may be triggering for students who have experienced a similar event, and families should contact the Assistant Director of Residential Life with any concerns for their student viewing the video.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

These situations are extremely unpredictable. As such, it is important to be aware and imagine scenarios and what you might do.

## Medical Emergency

- Students should get a staff member as soon as possible and if it is life threatening, call WKU police at 270-745-2548.
- If you are with someone having an emergency, stay with them.
- Provide first aid care to the limits of your training.
- Contact your RC, the Assistant Director of Student Life, or any other Gatton staff member for direction.
- Staff will evacuate common areas and will meet emergency personnel at a door.
- Guardians/Parents will be called as soon as possible.

## Mental Health Crisis

Any student in danger of harming themselves or others should contact a Gatton staff member for immediate support. Any student who suspects another Gatton student is in mental health crisis should contact a Gatton staff member for immediate response. The on-call RC phone may be called or texted for immediate support at (270) 535-7437. Students may also directly contact the Assistant Director of Residential Life at (270) 735-2514. Do not leave anyone in crisis alone. A Gatton staff member will stay with the student until their parent/guardian can come get them or they are transferred into the appropriate care facility.

If a suicide attempt or other life-threatening incident has or is about to occur, get a staff member immediately who will get WKU police here. Students may always get a staff member by sending someone to the 2<sup>nd</sup> floor lobby desk. While within the residential facility, students should not contact the police themselves, unless they are unable to quickly reach a staff member. If in

another part of campus, utilize the WKU emergency call boxes spread around campus or call WKU police directly at (270) 745-2548. Students may call 911 but the call will be routed to the Bowling Green police department first who will then transfer the call to the WKU police department.

Students should utilize our See Something, Say Something policy in the event of mental health crisis of themselves or peers.

## Reunification

In the event of emergency situations that require building evacuations, a reunification plan will be initiated. For safety reasons, that location is not announced or publicly shared. The direction of law enforcement and first responders will prevail in such situations. Reunification locations are almost always close by but out of the way of first responder and emergency vehicles.



# Gatton Academy Creed

**Integrity, Compassion, Respect, Equality, and  
Diversity (I.C.R.E.D.)**

**The community of scholars at The Carol Martin Gatton Academy of Mathematics and Science in Kentucky is dedicated to personal and academic growth. This community embraces differences in all people including, but not limited to, age, disability, education, ethnicity, gender, politics, religion, sexual orientation, and socio-economic status. Choosing to be part of this community obligates each member to follow an honor code.**

## **As a Gatton Academy Community Member...**

*I will respect the rights, opinions, property, and dignity of all persons. I will treat everyone with respect and equality.*

*I will embrace diversity and discourage bigotry.*

*I will demonstrate concern for others, value their feelings, and strive to provide an atmosphere that is safe and nurturing for everyone in the community.*

*I will practice personal and academic integrity.*