

 **THE
GATTON
ACADEMY**
OF MATHEMATICS & SCIENCE IN KENTUCKY



**2018-2019
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 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 school 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 school. 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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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 English courses and three 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 arts, humanities, and social sciences necessary to meet the Kentucky Department of Education's pre-college curriculum. Courses to meet the pre-college curriculum requirements outside of Gatton's required curriculum may be taken through other pre-approved sources.

Mathematics (3-4 Courses)

Students will be assigned their introductory math course based on prior coursework and math placement exam scores administered by the WKU Math Department.

In addition to Math/CS 371, students must also complete Math 137 or receive credit through other means (Advanced Placement) and all prerequisite courses. Coursework in math beyond Calculus II 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 each school year.

Math 117 Trigonometry (3 Hours)

Math 136 Calculus I (4 Hours)

Math 137 Calculus II (4 Hours)

Math/CS 371 Computational Problem Solving (3 Hours)

Core Sciences (5 Courses)

Each student must complete one course and lab from each core area and at least one complete 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: Evolutions, 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 221 Computer Science II (4 Hours)

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

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

STEM Electives (3-5 Courses)

Students may complete their required STEM electives and associated labs in *any* Ogden College of Science and Engineering course (Departments of Agriculture, Biology, Chemistry, Geography and Geology, 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, and Philosophy, and Sociology. 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 three hour courses.

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

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 hours of credit for English 100 and begin with English 200. Students are required to take at least one English course 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 to the Coordinator of Student Success 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 complete and a grade received. Students who complete US. History prior to attending The Gatton Academy must take any required history end of course exam through their sending public high school.

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

Pre-College 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.

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, Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Korean, Latin, Russian, Spanish, and Swahili)

Students wishing to fulfill pre-college high school requirements outside of WKU must receive approval from the Coordinator Student Success 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 core, 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 by the end of the third semester. If the coursework has not been completed at that time, students will be registered in the course through WKU for the fourth semester. The course may be dropped if the student has received a grade before the beginning of the fourth semester.

Electives

After the first semester, Gatton Academy students in good standing may take up to 19 credit hours (including Seminar) free of charge, including optional electives. In the final semester of the senior year, students may take a maximum of 18 credit hours (no Seminar required).

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

Second Semester

- Math 136 – Calculus I
- Math/CS 371 – Computational 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 at Harlaxton)
- Optional Summer STEM internship

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

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 221 – 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:

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 an online course 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 of 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.

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 or four 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 the Coordinator of Student Success;
- 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 5th 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/Flagship Languages

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

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 that 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
- All absences, for any reason, must be reported to the class's instructor as soon as possible by the student 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 are required to fill out the Absence Form, available on The Gatton Academy's website.
- Consideration is given for all Gatton Academy endorsed activities for which a student must miss class. Students must receive prior approval from the Coordinator of Student Success for all Gatton activities that conflict with class time. (See Gatton Academy Activity Policy).

Gatton Academy students are expected to attend each and every class. Complete attendance is of utmost importance to success at The Gatton Academy; however, there may be occasions when absences are unavoidable. While Gatton staff are unable to ask professors to give students excused absences, we will verify the reasons for some absences if needed. (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 Coordinator of Student Success. (See Gatton Academy Activity Policy.)
- Absences due to illness.
 - Students are allowed one (sick/personal) absence per semester without verification of a doctor's note or Health Services notification to the Coordinator of Student Success. Upon the 2nd day of the 2nd consecutive absence, students must provide a doctor's note for the absence to be excused. If another (sick/personal) absence occurs in the same semester, it can only be excused by doctor's note or Health Services Notification.
 - Any prior health/medical conditions that could affect class attendance should be reported to Assistant Director of Residential Life.
- 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 Coordinator of Student Success of deliberate/non-approved absences in a given class, a warning meeting occurs. Parents are notified and an intervention contract is applied including loss of privileges.

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

After the parent 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 & 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 Coordinator of Student Success, 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 Coordinator of Student Success at least one week before a student misses class. Students must request approval by submitting a completed Absence Form to the Coordinator of Student Success.

Students with excessive absences may not be eligible for Gatton Academy and/or WKU endorsed activities. Academic standing will be considered before approval. The Coordinator of Student Success 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.
- 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 issues at The Gatton Academy.

College Visits

Visiting college campuses is an important way for students to determine whether a school 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 Standing

To be in good academic standing at The Gatton Academy, students must maintain a cumulative GPA greater than or equal to 3.00. Students must also maintain a GPA greater than or equal to 3.00 for each semester. Students who are not in good academic standing with Gatton are considered to be at academic risk.

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

Academic Warning

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

- Their semester GPA is less than 3.00 but greater than or equal to 2.75, or
- The Coordinator of Student Success determines that it is in the student’s best interest.

While on Academic Warning, students:

- May lose privileges,
- May not enroll in elective courses,
- Will be placed on an academic contract,
- Will meet weekly with the Coordinator of Student Success, and
- Will have recommended study hours.

Academic Probation

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

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

While on Academic Probation, 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,

- Will be placed on an academic contract,
- Will meet weekly with the Coordinator of Student Success, and
- Will have recommended study hours.

Academic Support

Semester's Beginning

At the beginning of each semester, any student with a GPA below 3.0 (previous semester or cumulative), and/or with 2 or more C's, and/or with a D/F in any class from the previous semester will go on an academic contract. These students will meet three weeks out of each month with the Coordinator of Student Success for the entire semester. During the other week of the month, students on an academic contract are required to attend a monthly workshop developed specifically to support Gatton students at the WKU Center for Literacy. Workshop attendance will be in lieu of a weekly meeting with the Coordinator of Student Success for the week in which the workshop is conducted. Academic contracts may also include students meeting one on one with Center for Literacy staff for individual academic counseling. To assist students with time management and reinforcing the habit of study, it is strongly recommended that 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 5th week assessment will go on an academic contract. These students will meet three weeks out of each month with the Coordinator of Student Success for the entire semester. During the other week of the month, students on an academic contract are required to attend a monthly workshop developed specifically to support Gatton students at the WKU Center for Literacy. Workshop attendance will be in lieu of a weekly meeting with the Coordinator of Student Success for the week in which the workshop is conducted. These students will be strongly recommended to 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.

Eleventh-Week Assessment

Any student receiving a D/F in any class on the 11th week assessment will go on an academic contract. These students will meet three weeks out of each month with the Coordinator of Student Success for the entire semester. During the other week of the month, students on an academic contract are required to attend a monthly workshop developed specifically to support Gatton students at the WKU Center for Literacy. Workshop attendance will be in lieu of a weekly meeting with the Coordinator of Student Success for the week in which the workshop is conducted. These students will be strongly recommended to 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. All 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.

All Gatton Academy students are encouraged to use the Great Hall for studying throughout their two years at the Academy. During the first six (6) weeks, juniors are expected to log hours in the Great Hall during its hours of operations as a way to foster good habits during this period of adjustment to Gatton life. 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.

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

Failure to Log Recommended Study Hours

Failure to log hours of studying as recommended will be reported to parents. Choosing not to log study hours communicates a lack of dedication to the habits required to be successful in college and a lack of commitment to success at Gatton.

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 the Coordinator of Student Success 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 the Coordinator of Academic Services. 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. After this date, students cannot withdraw from a course. 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.

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.

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,
- 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,
- Maintain a cumulative Gatton Academy (WKU) GPA or 2.75 or better, and
- Meet all pre-college curriculum requirements.

Students who fail to meet the above mentioned criteria will be unable to receive a Gatton Academy diploma until all requirements have been met. Students will be allowed one academic year (two semesters) beyond the graduation of their class to complete all required coursework outside Gatton at their own cost.

Gatton Academy Community Scholar and Honor Graduates Policy

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 completing two semesters of research with a research outcome that is presented to a professional audience after being accepted through a vetted process OR four semesters of participation in STEM+, AND documenting 60 hours of service. There are no academic or discipline components involved.
- **Honors** status is designated by a notation on the transcript and a sticker on the student's diploma after final grades are in. The requirements 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 requirements 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.

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 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). Research preparatory courses do not count as a semester of research.
- Working with a WKU faculty member in any discipline.
- Submission of a Research Contract form that has been signed by the faculty research sponsor at the onset of the research experience and turned in to the Assistant Director of Academic Services.
- 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 *Gatton Academy Community 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. (Alternate displays of research must be approved in advance of the occasion by the Assistant Director of Academic Services.) See Gatton Academy Community Scholars and Honor Graduates policy.

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> .

College Advising and College Applications

Gatton Academy students submit applications for college admissions and scholarships in the fall semester of their second year. The Coordinator of College Counseling 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 school 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.

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 Coordinator of Academic Opportunities, 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 Coordinator of College Counseling for additional information.

Summer Internships

The Gatton Academy promotes optional summer internship and research experiences for students. Through summer programs, students are able to 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 thru early in the spring semester. Students are encouraged to work on their applications well before the deadlines and submit them to the Academic Opportunities Coordinator 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 a local professional, do research at the college or university closest to the students’ homes, or work in a STEM-focused company 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 WKU's campus that they are able to commute.

STEM+ Critical Language

The Gatton Academy introduced its STEM + Critical Language path in fall 2012 with STEM + Chinese and added the STEM + Arabic track in fall 2013 and the STEM + Russian track in fall 2017. After admission to the Gatton Academy, admitted students are offered the chance to apply separately to one of the language-learning tracks.

Students supplement their STEM-learning by studying a less-commonly taught language, deemed a Critical Language by the US Department of State. They take a language course of increasing rigor each semester for a total of at least four levels by the time of their Gatton Academy graduation. Students begin at WKU's Modern Language department 101: Honors level (or at appropriate placement levels for students who have previously studied in their language track).

Students in the STEM + Chinese track have the option to choose more demanding National Security Education Program's WKU Chinese Flagship program courses. Students in this track are invited to apply for continued study in WKU Chinese Flagship if they wish to continue studies at WKU and become Superior-level speakers.

While the emphasis of STEM + Critical Language students' curriculum remains within the same STEM-areas the Gatton Academy requires for all students, STEM + students are offered leeway on only needing one STEM elective (rather than three); the third and fourth level language courses that STEM + Critical Language students take replaces their other two STEM electives.

Each month, classroom learning is supplemented with STEM + Talks, a gathering of students in a seminar-style setting.

It is suggested that these students consider applications to the National Security Language Initiative for Youth (NSLI-Y) scholarship program for summer learning and to consider other study abroad opportunities.

Students who choose to do a STEM + Critical Language track are not allowed to engage in research their first semester. However, afterwards, they are invited to do research and STEM + if they wish. The main goal is not to overload students the first semester since the language learning is seen as a heavy addition to Gatton's already rigorous curriculum.

Students who are in one of the STEM + Critical Languages track do not have to do research or have a research outcome to qualify for Gatton Academy Community Scholars.

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 trips due to their curricular commitments at The Gatton Academy. During past Winter Terms, students have traveled

internationally on exclusive Gatton Academy trips to various destinations in Europe (non-credit educational travel tours) and Costa Rica (credit-granting study/research abroad). During past summers, students have traveled on an exclusive Gatton Academy trip to Grantham, England to earn credit at Harlaxton College. Gatton Academy experiences abroad are advertised widely in advance of the trips 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.

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 of our students who have an interest in study abroad have the opportunity at least once during their enrollment. To this end, we offer 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 a student travels on. 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 \$15,000 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 parents and application instructions are posted on the Gatton webpage.

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 Harlaxton Manor (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. No male students may be in female students’ rooms after curfew. No female students may be in male students’ rooms after curfew.

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 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 of the 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.

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. Students may also access additional support through WKU's Counseling and Testing Center.

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 Coordinator of College Counseling 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

The Coordinator of Student Success provides students with a range of resources to assist them in formulating plans and making decisions during their academic career at The Gatton Academy. The coordinator helps 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. Appointments may be scheduled in person, through e-mail, or by calling the Coordinator of Student Success.

Registration Services

The Coordinator of Student Success will provide all academic advising and registration services for Gatton students. Students must meet with the Coordinator of Student Success for all course registration and course changes. The Gatton Academy registration timelines will be distributed by the coordinator at the beginning of each semester. In addition, this office can provide transcripts as needed. Current

students must schedule an appointment the Coordinator of Student Success or their senior letter writer to request a transcript. Appointments may be scheduled in person, through e-mail, or by calling the Coordinator of Student Success.

STUDENT LIFE POLICIES AND PROCEDURES

Gatton Academy Residential Life Mission

Our goal is to create an environment where the intellectual, social, cultural, emotional, physical, and spiritual development of each individual is encouraged. Gatton staff will provide appropriate outlets to meet these needs in the form of residential programming and mentoring. Our most crucial duty 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've ever been challenged but will find the rewards are greater than imagined. Every policy, procedure, and expectation is designed to protect students' safety. 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' decisions 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 will sign a handbook agreement at the beginning of the academic year.

Academic Integrity

Gatton students are expected to maintain high levels of integrity in all of their academic pursuits. Cheating of any kind, giving or receiving, (on any exam, quiz, lab, test, homework or any other type of assignment), as well as plagiarism of thoughts, words or ideas are prohibited. Specifics are outlined in the Academic Policy section. **Behaviors that compromise academic integrity are grounds for dismissal from The Gatton Academy.**

Attire

Students represent Gatton both on and off campus. As such, appropriate clothing must be worn at all times. If any staff member believes a student is dressed inappropriately, the student needs to change their clothes as requested by the staff member. If there is disagreement regarding the request, the Assistant Director of Residential Life will make the final decision. If the Assistant Director of Residential Life is not on campus, the student needs to change clothes as requested and, if still concerned, the student should talk to the Assistant Director of Residential Life about it at the next available opportunity.

Both males and females must be properly attired when in the building, on campus, and when representing the Gatton Academy off campus. Clothing with inappropriate logos, language, or themes (drugs, alcohol, sex, etc.) will not be allowed. The Gatton Academy does not have a specific dress code; however, clothing should be in good taste at all times.

Office and community space within Gatton's residence hall are public areas. Shoes are required in all public areas of the building.

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 parents can manage from afar. Students should not carry large amounts of cash.

Families are requested to submit a family financial form. This information is held in confidence. This information helps Gatton staff in aggregate data reporting and it allows Gatton staff to discreetly help students with incidental expenses or to participate in activities they might not be able to afford.

WKU offers a debit card to students administered via Bank Mobile. Any refunds on WKU accounts are issued to this card. Research/Internship Grant monies are loaded onto the card, as well. Parents and students may transfer funds from other bank accounts to the card. Some families may find this beneficial in managing student spending money.

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 must keep their bikes locked in the bike rack outside the hall 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, 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 so as to conserve heating/cooling and to avoid water damage and insects.

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 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**

written permission from a parent or 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. A Residential Counselor (RC) will drive a Gatton vehicle to the Campbell Lane lot that night to facilitate car drop off. Students are to drive their cars from Gatton to the Campbell Lane lot only. Students shall not transport other students nor detour to any establishments. The RC responsible for driving the students back from the Campbell Lane lot will collect the students' keys as the students board the vehicle. The first misuse of car privileges will result in the loss of said 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 said privileges for the remainder of the school year. **Students are only permitted to use their car for the express purpose of driving home. Students are not permitted to use a car for any other purpose.**

Chemical Use Policy

The Gatton Academy seeks to help students become healthy, well-balanced individuals who will contribute 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. **Being under the influence of, in possession of, or involved with any illegal substance constitute grounds for dismissal from The Gatton Academy.**

Wearing of 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, clothing, and supplies, as well as, Gatton property including the student's room, for the storage of smoking 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 liquor and all controlled substances under the Controlled Substance Act (except when prescribed for the student by a licensed physician). This also includes all cannabis under the Cannabis Control Act; any “look-alike” substance; inhalants; mood altering chemicals; or over-the-counter medications taken in dosages beyond the recommended amount or in combination with other medications.
- **“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.

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 plan on arriving back at Gatton prior to 1:00 pm as staff members may not be available.

Common Area Policies

The Gatton Academy residence hall 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 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 also 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 are expected to comply with the request of any staff member in regards to 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.

Computers – Acceptable Use

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.

Each student may use the computer lab located within Gatton's residence hall. 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 home-page, 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 it 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 intends 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 bottle-neck 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.

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. RC's are required to see each student's face during curfew check. RC's 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.

Location	Sunday – Thursday	Friday - Saturday
On Wing	10:30 pm	Midnight
In Room	Midnight	1:00 am

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 of students will be assigned to the Gatton juniors or seniors parent email lists. Parents 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 work load 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 summer or winter term employment.

Entrance and Exit Doors

Security is a top priority for The Gatton Academy. Students will need to enter and exit through the main lobby and check in and out at the front desk when leaving the building for any purpose. The residence hall main entry is locked at all times and must be accessed using a key card.

Family Emergency

Students (as well as their parents or 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, 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 or guardians travel frequently or will be out of Kentucky for an extended period, please be sure to 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 here in five 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.

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.

Good Standing

To be considered in good standing at The Gatton Academy, students should strive to uphold all policies at all times. While no individual is perfect, all students should take being in good standing seriously. Not being in good standing puts a student at risk of losing the privilege of studying abroad, participating in clubs and activities, and holding leadership positions. Students not in good standing are at risk of losing residential privileges and ultimately remaining at the Gatton Academy. Students will be considered not in good standing if they are on more than one contract of any sort (e.g. academic, attendance, disciplinary). At that time, staff members will work with the student to implement an improvement plan for the student to earn their way back into good standing. The student will have to comply with the plan in order to avoid losing further privileges. Failure to return to good standing will result in increasing consequences up to dismissal. Parents will be notified when an improvement plan is implemented and receive communication at intervals throughout the plan.

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 listed on the student's Parent Permission form, signed in, and accompanied by their student host at all times.

Guests are not permitted in a residence hall room without the student. Parents may add and remove names on the Transportation and Visitation list by emailing the Assistant Director of Residential Life or by submitting the electronic form available at <http://bit.ly/2wQNmZb>. Permissions may be verified with parents at any time.

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

- Visitors must sign in with the desk clerk on duty at all times. 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 parents and siblings provided parents 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.
- Student 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 and other family members of students are welcome to visit. An opposite gender parent or grandparent may visit in your 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.

Students may have one overnight guest of the same gender stay in their room 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 Guest Procedures:

The hosting Gatton student must complete an Overnight Guest Request Form (available at the front desk) and turn it in to the Assistant Director of Residential Life before 5:00 pm **on the Thursday** before the guest would arrive for the weekend. This form requires the signature of both the student’s roommate and RC. The guest must be on the student’s visitation list, as well. Students should not assume their requests will be approved. If a student fails to complete the Overnight Guest Request Form in advance, the guest will not be allowed to stay overnight in the building. 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.

Overnight guests are not allowed during busier than normal periods such as GROWeek and Graduation weekend.

Hygiene

Gatton students are expected to maintain good personal and room hygiene at all times. 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. Parents will be notified of the situation by the RC 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.

Identification Card (Big Red ID)

All students will be issued a Western Kentucky University -- Gatton Academy of Mathematics and Science in Kentucky 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 key to Gatton's residence hall 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, 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 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 \$20.00 fee. Students are responsible for making sure their ID cards denote their Gatton Academy status on them. An ID card without the proper Gatton designation on it will be confiscated and will have to be replaced at the student's expense. If a student has their ID replaced, they must see 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. If the student currently has an HMO health plan, check to see whether they will be covered for services provided outside the HMO's area.

If a student becomes sick or injured during the day, they may visit the Student Health Services Center (Graves Gilbert Clinic) 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 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.

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 either 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 or guardian to advise him/her 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 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 to get through.

Gatton Academy staff members provide transportation for various medical and dental appointments. Students who have recurring appointments should make arrangements with the residential staff for providing 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 parental permission form (Participation Agreement) 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, weight-lifting and walking/jogging on a suspended track.

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 \$25. 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.

Laundry

Washers and dryers are provided in the residence hall on the fourth floor. Students are responsible for laundry supplies. Each student will be billed \$25 per semester via their WKU account for unlimited access to washing and drying clothes. Laundry fees are waived for those students who qualify for free or reduced lunches. Students and their families must submit the family financial form at the start of the year to qualify. 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 Assistant Director of Residential Life during business hours or to the desk clerk during evenings and weekends.

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. 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.

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. When checking out of the residence hall, a forwarding address should be left. Postage stamps are available for purchase at the campus post office. The campus post office accepts cash, check, or Big Red Dollars. Students should note that 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.

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

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

Meal Plans

All Gatton students are provided with a meal plan at no additional cost as part of the program. Students will learn about utilizing their meal plans during orientation week. The meal plan allotment expires on Sunday night each week. Students may use up to four meals per day without restriction to time. Students have unlimited dining at the Fresh Good Company and ten meals per week at other locations.

Meal plans can be used for all you can eat in The Fresh Food Company or to purchase a 'Value Meal' at any other dining location - including various made-to-order stations (pasta, sandwiches, etc.) or at one of the national brands on campus (Chick-Fil-A, Subway, Papa John's, etc.). Check the WKU Dining Services website for the most up-to-date information regarding dining options as they change frequently to accommodate student tastes and preferences.

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; or 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.

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 or 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, such as a WKU Health Center physician or the student's private or family health care professional. The Director will decide whether to grant the leave of absence and may do so in consultation with the student's health care professional. The Gatton Academy

will inform the appropriate academic dean of a voluntary medical leave and the dean will forward a letter to the student to advise them of re-enrollment procedures.

In the event that a student becomes ill while away from The Gatton Academy, or the severity of the student's illness necessitates withdrawal from The Gatton Academy while the student is away from the campus, the student's parent or guardian may submit a written request to the Director for a medical leave of absence. The parent should include documentation on the need for a medical leave from the treating physician.

The length of the medical leave is limited to one semester.

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; or 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 or guardians of the student will be contacted and requested to come to The Gatton Academy immediately to meet their student and escort them home. Where the parents or guardians are unable to come to campus, they must make arrangements which guarantee the safety of their student between the time the student leaves campus and reaches home. It is expected that the student shall leave campus within 12 hours of having been placed on leave of absence.
2. Before being allowed to return to The Gatton Academy, the student must be evaluated by a psychiatrist, licensed psychologist, or licensed counselor who must complete the appropriate form. This form contains questions concerning: (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 form must be mailed or faxed to The Gatton Academy Assistant Director of Counseling Services. They shall review the form to ensure that the required information has been provided. Should questions arise, the Assistant Director of Counseling Services will contact the professional who has issued the form. The decision to re-admit the student will be made by The Gatton Academy Director.
4. When the Director notifies the student that they have been re-admitted, they will ask the student to make an appointment with the Assistant Director of Counseling Services during the student's first week back on campus.
5. Students will be placed on a psychological medical leave for a maximum of one semester.

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 takes. Students are permitted to keep their own 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 if a student begins taking a new medication, ceases taking an existing medication, or has a dosage change.** Any student found in possession of a medication not on their approved medication list will be subject to judicial sanctions. Parents will be notified of any incidents of this nature.

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. For 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 a 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. Students are expected to make every effort to plan for transportation during the pre-determined driving shifts. When this is not possible, students are expected to make their transportation needs known in advance to the on-call RC so multiple students’ appointments may be coordinated. RC’s will do their best to accommodate student requests, prioritizing transportation for classes and medical appointments. If students are having difficulties scheduling transportation with RC’s or having any transportation related issues, they should contact the Assistant Director of Residential Life for a timely resolution of the matter.

Parental Permission

At the beginning of the school year, parents are asked to fill out the “Transportation and Visitor Permission Form” for each Gatton student. Parents will list names of following people who

- May transport their students;
- May visit their students on-campus; and/or
- May stay overnight with their students.

All parents/guardians’ (biological, custodial, step, court ordered, etc.) names must also appear on the permission form. If there are legal restrictions regarding a parent or custody issues, please notify the Assistant Director of Residential Life before the student moves into the Gatton residence hall. Parents will be asked to provide documentation of any court orders.

Parents may make additions and subtractions to the permission list by contacting the Assistant Director of Residential Life. Changes may be made via electronic form <http://bit.ly/2wQNmZb> . An email with the link will be sent to all students and parents and any parental permissions will need to be transmitted on it. No permissions will be accepted via text message, social media messaging, etc. All requests for weekend visitors and transportation permissions are due prior to 3:00 pm on Friday.

The Assistant Director of Residential Life may contact the parent/guardian by telephone to verify transportation permission requests. **Any student found falsifying parental permission 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 circumstance. Written parental permission is required each time a student will be traveling home with a driver under the age of 21. Parents may send one permission with multiple dates on it or with a statement of “all closed weekends”, etc.

Public Display of Affection (PDA)

Expectations regarding public displays of affection: (Gatton Academy SGA 2007-2008)

We expect you to conduct yourself in a manner that a reasonable adult would find acceptable. Hand holding, brief kiss, or friendly hug is appropriate. You are expected to be respectful of others and to comply promptly and politely with any person’s request that you cease a public display of affection. Noncompliance of ceasing PDA upon request may result in a disciplinary conference.

In addition, students are not permitted to be lying on couches together, to 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. Students found to be violating the PDA policy in other areas of the WKU campus will be subject to judicial sanctions.

All staff members will strive to enforce PDA policies as uniformly as possible. Students who feel that 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.....7:00 pm - 8:30 am
- Friday – Saturday.....1:00 am - 10:00 am
- During Finals.....23 Hour Quiet Hours

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 to 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.

Residential Counselors

Each wing has a Residential Counselor (RC) who resides on the wing. The RC's 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 parents on student progress. The RC will also be on-call one day each week and work desk hours as assigned. RC's are responsible for putting on weekend activities in the building and they serve as club advisors. RC's 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. Additionally, the RC's are on a four-week scheduling rotation that allows them to be off every fourth weekend. Each RC will provide their contact information to students and parents at the beginning of the year. RC's will call the parents 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 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 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 parent and the RC should be communicated to the Assistant Director of Residential life in a timely manner so that the issue can be resolved as soon as possible.**

Roommates

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. 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, or sexual orientation 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 it will be utilized by the RC 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.

Room Policies

Cleaning

Students are expected to keep their rooms in clean and orderly states. 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/or loss of privileges.

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 or deface 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 push pins to attach things to the walls or doors.

All Gatton Academy furniture must remain in the room, and furnishings may not be removed from the common areas.

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.

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.

Allowable Items

All electrical items should 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 5 cubic feet, are allowed in a student’s room. Refrigerators and microwaves must be plugged directly into a wall outlet.

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, coffee pots, toaster ovens, etc. **Keurig-type coffee makers (no exposed heating element) are permitted.** The Residential Life staff will confiscate non-approved items. Parents 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. Power tools like saws, drills, soldering irons, lathes, etc. are forbidden in the hall. Additional prohibited items include pets (except fish in tanks less than 10 gallons), archery, candles, matches, lighters, darts, martial arts equipment, ammunition, and weapons. Knives with blades longer than three inches are considered weapons. 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 should wear helmets and appropriate safety equipment. Any of these activities causing a nuisance on campus or injury to the participant will be reported to parents 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.

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. Students should take the time to note

the condition of their room and furnishings on the Room Condition Report (RCR) at move in. The RCR is also used at the end of the year in establishing room damage charges. 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.

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 Gaton 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 Gaton Academy community. The name of the person making the report is held in strict confidence.

Senior Privilege

Based upon a resolution passed by the 2011-2012 Gaton Academy Student Government Association, 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 an in-building common areas. Seniors must report back to their own wing at midnight and check in with their RC. Students using senior privilege should not prop wing doors open in order to gain access back onto the floor. Seniors who abuse the privilege will have it revoked, as will anyone who fails to pass their 5th or 11th week assessments.

Service Projects

Being successful at Gaton means not only achieving academic goals but also finding meaningful ways to contribute to the common good of others. To help provide opportunities to find this balance, each student will be responsible for completing 60 hours of community service throughout their Gaton career in order to graduate as a Gaton Community Scholar. Suggestions include getting involved with Big Brothers/Big Sisters, tutoring on campus or in local schools, creating a weekly Gaton newsletter, raising funds for scholarships or charities, etc. Additional information regarding service projects will be supplied during orientation week and Gaton Seminar sessions. The Coordinator of Student Activities oversees service hours.

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 or room telephones 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. Emergency maintenance, such as elevator problems or leaks in the residence hall should be reported immediately to the Assistant Director of Residential Life. 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.

Sign in and Sign out

While Western Kentucky University enjoys high levels of safety and security, certain precautions should be taken to perpetuate this environment. All sign-in and sign-out policies are designed to accomplish this goal and these policies should be strictly adhered to. 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, and thus have a way of reaching the student in case of an emergency. Students provide this notification by swiping their ID cards at the front desk when entering or exiting the building and properly checking out with the desk clerk when going off campus. Gatton students are expected to adhere to sign-out/sign-in and use of these 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 parent(s)/guardian(s) or Gatton staff.

Students must sign out with the front desk when leaving campus for any reason. Upon returning to campus, students must sign back in with 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, 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 or Gatton Academy approved mode of transportation.

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 of time. 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 Coordinator of Student 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 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 Coordinator of Student 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 parents need to be aware of the special conditions pertaining to them. Students staying on campus during the summer are not supervised by Gatton Academy staff 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

Telephone services are available upon request to enable students to communicate with family, friends from home, on and off campus resources, and each other. Students are expected to be considerate of others in using the phone. 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. Students who own cell phones are expected to be courteous in their usage.

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.

Western Kentucky University provides shuttle services as follows:

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

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 the case of medical emergencies. All transportation for Closed Weekends or any other travel weekend should be arranged by students and their parents or guardians.

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 staff is 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.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." – Title IX of the Educational Amendment of 1972

Title IX applies to multiple areas on the basis of male/female participation, inclusion, and discrimination. Sex discrimination includes sexual harassment and sexual assault. As a public institution, WKU (and therefore the Gatton Academy), is responsible for reporting such incidents. Any student who has been a victim of such may report the behavior directly to a Gatton staff member, the office of WKU Student Conduct, or the WKU Police Department depending upon the student's comfort level. Please contact the Gatton's Counselor, Assistant Director of Counseling Services, or Assistant Director of Residential Life for further information.

Vacation Periods

Breaks and holidays, as determined by the Western Kentucky University calendar, are observed by The Gatton Academy. 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.

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 in regard to community living. RCs will determine the day of the week on which meetings will be held. Wing meetings are typically scheduled for 10:30 pm on Sundays.

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.)

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. 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 option is considered appropriate by the assigned Judicial Hearing Officer. 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. 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 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 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.

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. **Such violations include, but are not limited to: violation of the chemical abuse policy; violation of the academic integrity policy; violation of a state or federal law; dangerous acts to self or others; and violating the Gatton Academy Creed.**

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;
- 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 display 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; 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 (*This includes unauthorized moving of Gatton property from one location to another and tampering with thermostats.*);
- 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.

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. There are four major policy violations that 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.
3. Violence/Weapons – Any instance of physical violence, possession of a weapon, and/or threats of violence.
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.

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.

Procedure for student dismissal:

- 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 not in keeping with/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.

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 by a student found responsible for a violation to the Director of The Gatton Academy. 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 parent(s) 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 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 parent(s) 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.

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.