



ATHERTON YMCA

**Charles H. Atherton
International Student Residence
2010-2011 Handbook**

YMCA OF HONOLULU MISSION STATEMENT

The YMCA of Honolulu is a fellowship dedicated to putting Christian principles into practice through programs that build a healthy spirit, mind and body for all.

**Charles H. Atherton House & Mary Atherton House
1810 University Avenue, Honolulu, Hawaii 96822
(tel) 946-0253 www.athertonymca.org**

Welcome to the Atherton YMCA!

Aloha Residents:

On behalf of the Atherton YMCA staff and volunteers, welcome to the YMCA Atherton House. We hope your stay is both enjoyable and memorable.

The Charles H. Atherton Branch of the YMCA of Honolulu has two buildings on the property. Our residence hall is named in honor of Charles H. Atherton, whose family generously donated the land and funds for constructing the residence building. We are located in beautiful Manoa valley, directly across the University of Hawaii at Manoa campus.

We recognize that relocating to new surroundings takes a period of adjustment. To assist you, we have constructed this handbook to help you understand who we are, our policies, rules and regulations and the services available to you as a resident. **We encourage you to read this handbook thoroughly and to keep it for future reference.**

The YMCA staff, volunteers and resident and fitness members consider ourselves to be an “**Ohana**” (family). Together, we will continue our work to create an environment that makes YMCA Atherton House a truly unique place to live. Our staff and residents consist of people from Hawaii, the U.S. mainland and around the world. We are proud of our cultural diversity, which provides an opportunity to develop global friendships.

As in any family, certain responsibilities and decorum are expected of its members. **In becoming a resident, you are expected to take personal responsibility in your role as student, resident, neighbor and member of the Atherton YMCA.**

As you continue to read this handbook, highlight any area that you are unsure of and please feel free to contact any YMCA staff for clarification. You are expected to know, understand and abide by these, policies, rules and regulations. Again, enjoy your stay at the Atherton YMCA.

Sincerely,

Donna Prather
Program Executive
YMCA of Honolulu – Atherton Branch

Section I: YMCA Atherton House Staff

To enhance each student's experience in YMCA Atherton House, we have a number of student staff and professional YMCA staff.

Program Executive : Donna Prather dprather@ymcahonolulu.org **946-0292**

A full time YMCA professional staff member responsible for the operation of the Atherton Branch YMCA and serves as the direct supervisor for all Atherton YMCA staff. The Executive Director reports to a Group Vice President of the YMCA of Honolulu and keeps regular business hours Monday through Friday.

Program Director: Tony Yee aye@ymcahonolulu.org **946-0289**

A full-time YMCA professional staff member responsible for the overall programming of the Atherton YMCA. The Program Director generally keeps regular business hours Monday through Friday, but also has a flexible schedule to accommodate the many evening and weekend activities sponsored by Atherton YMCA. Programs are designed to help students make new friends, have good fun, perform meaningful service and gain leadership skills.

Resident Coordinator: Mike Nakao mnakao@ymcahonolulu.org **946-0253**

A part time YMCA staff member responsible for the day-to-day operations of Charles H. Atherton & Mary Atherton Richards House. The Resident Coordinator is available during the weekdays and maintains a flexible schedule to accommodate the many evening and weekend activities sponsored by the Atherton YMCA.

Service Learning Coordinator: Keahi Kaawa kkaawa@ymcahonolulu.org **780-7110**

A part-time YMCA staff member responsible for facilitating volunteer experiences for residents. The Service Learning Coordinator's office is located in MAR House. The Service Learning Coordinator is available Monday-Thursday.

Front Desk Clerical Staff

Front desk staff are responsible for assisting with payments, applications, mail, security issues, and general information.

Custodians

These individuals provide basic cleaning services for all Atherton House common areas as well as hallways and restrooms throughout the facility.

Maintenance

This individual provides basic maintenance services for the Atherton House. Examples of services include fixing doors, window screens, lights, etc.

Landscaper

This individual is responsible for the upkeep and maintenance of the lawn area outside the facility.

Section II: Resident Information & Services

Check-In Procedures

At the time of check-in you will be required to provide a picture ID and present your school registration receipt if you have not already done so. You must be a full-time student as defined by your respected institution of higher education. You will be required to provide proof of student status each semester.

- Please make an appointment with YMCA staff at 946-0253 with an approximate check-in time.
- Complete a room condition form and return to YMCA staff.
- Receive appropriate keys and other pertinent information.

Check-Out Procedures

Approximately four weeks prior to the end of the semester, the CLERK staff will start posting information regarding checkouts. Specific details for end of semester checkouts will be sent out via a memo in your mailbox. ***You are responsible for making an appointment for check-out with a clerk.*** When the staff comes to the room, they will check your room for the following:

- All personal belongings must be removed (prior to room inspection). Trash must also be removed and properly disposed. All boxes must be disposed of in the ground floor trash.
- Room must be clean and free of debris. Remove all decorations. Sweep and vacuum floors.
- Sign and acknowledge the Room Condition Form. Any damages will be deducted from your deposit.
- Return all room keys.
- Windows and blinds closed.
- All furniture must be placed in the original position. Any room furniture in storage must be returned to the room.
- YMCA staff will assess for any damages.
- YMCA staff will sign the Room/Apartment Condition Form.
- Turn off lights, lock doors. No returning to the room. (see Check Out Policy)

At the time of checkout you will also be required to do the following:

- Turn in the Room Condition Form.
- Sign for any damages and any outstanding financial obligations to be deducted against the Security Deposit. Any charges exceeding the deposit will be billed to your account. All unpaid balances will be turned over to a collection agency.
- Leave forwarding address.
- Return any vacuum cleaners, hand trucks and other hall equipment borrowed from the front desk.

Payment for YMCA Atherton House

Upon assignment, each resident will receive a confirmation letter pertaining to the upcoming housing period by semester. This confirmation letter will contain billing payment information, summary of charges, and a payment deadline. Upon the payment deadline, the resident must make payment in full. A scheduled payment plan payable electronic fund transfer (EFT) is available for a sur-charge upon request. Please contact staff for further information. ***All payments are due in the YMCA Business Office by 4:30 p.m. 30 business days prior to the first day of each semester.*** Failure to make payment may result in termination of housing as well as credit reporting and/or legal action.

Room Assignments and Changes

Residents are informed of their room assignment upon check-in. Atherton YMCA reserves the right to assign and reassign rooms during the year with advance notice. Some room reassignments may be made during the semester to consolidate bed spaces for more efficient usage. Residents may not make room changes unless authorized by the YMCA staff.

Cancellations & Refund Procedures

All cancellation requests must be made in writing. Cancellation notification may be submitted in person, sent by mail, email or by fax.

Room Refund Guidelines

Prior to Move-In: Full refunds will be provided to residents who have provided 30 day written cancellation notice. Security Deposits may be refunded subject to the refund policy stated on your billing statement.

After Move-In: Room fees or less pro-Rata charges may be refunded only for emergency situations with approval of Executive Director. Written Request and documentation of circumstances may be required.

Change

The staff office has limited change available to residents for laundry and snack machines. Please check with the Clerk on duty.

Parking

Parking around the University of Hawaii Manoa Campus is at a premium. Limited parking is available to residents who own cars are subject to an application process. The parking lot on the property of YMCA Atherton is leased to tenants for their business use. Stalls are also available for residents to lease at an additional fee. Residents who wish to lease a stall must register at the Front Desk. Unregistered vehicles are subject to towing at the expense of the owner. Vehicles must be registered at the start of each housing session. All parking fees are due at the same time as housing fees. The YMCA does have designated parking for bikes, mopeds, and motorcycles. The YMCA is not responsible for any damage or theft to vehicles parked on its premises.

Keys

The possession of keys by anyone other than the person they were issued to is not allowed. Loaning or giving away housing keys is an extreme security risk and is strictly prohibited. Unauthorized use of keys is a major violation and may result in disciplinary action. Residents are responsible for carrying their key(s) at all times and locking their door when they go out.

In order to maintain security to the building and residents, a resident who loses a room key must report it to the YMCA Staff immediately. Residents reporting a lost or damaged key must fill out a Key Replacement Form at the front desk. Charges for key replacement are \$50 for each key. (Electronic entry key \$50 and room key \$50)

Laundry

YMCA Atherton house has a laundry room equipped with coin-operated washers and dryers. Any requests for refunds of malfunctioning machines should be reported to staff. Machines are maintained and serviced by Web Laundry. Remember to report any incidents concerning the laundry to a staff immediately.

Food Delivery

Residents are more than welcomed to have take-out food delivered to the Atherton YMCA, however, residents are responsible for meeting the delivery personnel downstairs in the lobby area.

Mail

Mail Service is provided Monday through Saturday. Mail service is not provided on Sundays and Holidays. Mail is sorted by a YMCA staff and will be placed in your mailbox. Due to federal regulations, no student is allowed to sort through the mail for specific items. Residents are responsible for checking their mailboxes daily. YMCA information may be placed in your mailbox periodically. You are responsible for any changes in policies and procedures communicated through the resident mail.

Special Delivery, Registered, Certified, and Oversized Packages U.S. Mail or Private Mail Service (Fed Ex or UPS, etc).

The YMCA Business Office will accept deliveries for any of the following U.S. Postal Service and Private mail: oversize, certified, registered, postage due. Residents will receive a "Special Mail Delivery Note" in their respective mailbox. Residents will need to bring such notice to the YMCA Business office and sign for their items.

Outgoing Mail

YMCA Atherton House has a drop box for outgoing mail. Mail can also be dropped in boxes on campus.

Mail Forwarding

Upon the completion of a semester, academic year, and/or termination of your residence with YMCA Atherton House, residents must complete a forwarding address form from the Atherton YMCA. First class mail received after 14 days will be returned to sender.

Service/Work Request Procedures

Please report any damages or maintenance repair to the staff by filling out a "Service/Work Request" form. Please be specific in describing the problem and location. Submission of the "Service/Work Request" form authorizes a Building Maintenance Worker to enter the room to make the necessary repairs. ***The YMCA reserves the right for its authorized representatives to enter resident rooms at any time in case of emergency or for routine preventative maintenance, inspection and/or repair.*** See the Rules and Regulations section for complete policy.

Residents should not attempt to make their own repairs without consultation of the YMCA staff. Unsatisfactory repairs may result in additional damages for which the resident(s) is responsible. Residents must not call an outside vendor unless they are willing to pay for them. Most work orders are of no charge to residents, but if repairs are due to carelessness, negligence, or excessive damage, the resident(s) will be charged. Residents are expected to be responsible for the condition of common areas.

Cleaning

Residents are responsible for the cleaning of their rooms. A YMCA custodian provides cleaning of the public areas, lounges and common bathrooms (in residence halls only) daily.

Trash Removal

Residents are responsible for taking their trash down to the bins located on each floor. Please be considerate when disposing of your trash. Please refrain from placing trash in the restaurant trash bin on Metcalf Street. If you have large amounts of trash please place these items in the dumpster under the MAR House garage.

Furniture

Public Area: Lounge furniture is for use of the community and should remain in the lounge. Residents are not permitted to keep in their possession or remove furniture designated for public areas. Any resident in possession of common area furniture without authorization will be subject to disciplinary action.

Recreational Areas

YMCA Atherton House has a Television (TV) located in the lounges and AHouse kitchen for the use by residents and their guests. There are also billiards, ping pong, and foosball tables located in the lounge area. Please take care and replace cover and equipment after use. A DVD, XBOX 360 and WII are available for checkout and use in the AHouse Lobby and kitchen.

Roommate Relations

Roommate Conflict Guidelines: If a roommate conflict cannot be resolved, residents have the following options:

- Find an appropriate time and place to discuss your concerns with your roommate. Be honest and tactful.
- Contact your Resident Coordinator and inform him/her of the specific problem.
- If the options listed above do not lead to an agreement by all parties, the YMCA staff will administratively review the situation and make a decision. The decision may include an administrative transfer to another room. If a verifiable violation occurs, the violator will move. If not, generally the resident initiating the request will move (in order to prevent residents from initiating requests to move out their roommate).

Telephones

Atherton YMCA rooms are equipped with telephone lines and jacks. Residents are responsible for activating their own telephone service through a local telephone company.

General Security Tips

- As much as the YMCA wants to create an atmosphere of trust and friendship amongst residents, occasionally thefts from unlocked residence rooms occur while the residents of the room are on the same floor, but have just stepped out for one minute. Residents should lock their door even when only going to the bathroom or to the room next door and keep valuables out of sight.
- Lock the door when in the room, especially when asleep.
- Never leave handbags, billfolds, jewelry, or other valuables unattended in rooms, showers, or lounges. Put them away in a safe place (under lock and key, if possible).
- Strangers loitering in or around residence halls should be reported to YMCA staff.
- Do not prop open residence hall doors that are supposed to be closed.
- Try not to leave small items of value in the room during vacations and long holidays.
- Do not let strangers into the room or building.

Temporary Restraining Order (TRO):

A TRO is a court document that can be obtained to provide legal assistance in preventing an individual contact with another individual, if they have a history of harassing or threatening the other individual. If you file a TRO, this information needs to be given to YMCA staff. If at all possible, provide a picture of the person whom the TRO restrains, along with a description of any vehicle the subject may own or operate.

Evacuation Procedures

Know the location of all exits from the building.

Fire

IF YOU DISCOVER A FIRE OR SMELL SMOKE, sound the building fire alarm. Know the locations of the fire stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of spreading fire.

WHEN THE FIRE ALARM SOUNDS, ALL RESIDENTS AND THEIR GUESTS MUST LEAVE AT ONCE: *Lock your room door behind you.* Use the nearest safe exit. Upon exit from the building, proceed to a "safe" area at least 300 feet away from the building. Check the fire safety instructions on the back of your room door for specific instructions. Do not attempt to re-enter the building until you are told that you can do so by YMCA staff.

FEEL THE DOOR THAT LEADS FROM YOUR ROOM: If it is hot or smoke is seeping in, do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. To call 911 and give the name and location of the building, the floor you are on, and the room number. If you do not have a phone, go to the window and signal for help using a white or light colored pillowcase or sheet. **DO NOT JUMP.** The fire department will be in the building within minutes to assist you.

IF THE DOOR FEELS COOL: Open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit.

IF CAUGHT IN SMOKE OR HEAT: Stay low where the air is better; take short breaths (through your nose), until you reach a safe exit or area of refuge.

IMPORTANT:

1. Be sure that fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should fire occur. If you observe these doors propped or tied open, please close them and report the occurrence to YMCA staff or front desk.
2. **Anyone who does not comply with evacuation procedures and/or drills will be subject to disciplinary action.**

Fire Safety Equipment

Fire extinguishers, smoke detectors, fire alarms, pull boxes, and exit lights are located on each floor. Fire safety equipment should be used in emergency situations. Misuse, tampering, or covering fire safety equipment will result in immediate eviction from housing, as well as possible fines

Section III: Common Area & Community Living Guidelines

Common areas are defined as those areas outside of a resident's bedroom. The YMCA asks that each resident use common courtesy when utilizing these areas. **The YMCA core values of respect, responsibility, honesty and caring should dictate your actions.**

1. Kitchen

YMCA Atherton House is equipped with a Range / oven, microwave, sink and a limited amount of community supplies. For the health and safety of all, it is important that the kitchen area is kept clean. Guidelines for kitchen use are as follows:

- Wash, dry and put away all dishes, pans, utensils after use
- Dirty dishes will be disposed of every morning by staff
- Do not dump food in the sink
- Place all trash in rubbish can
- Wipe all counters, range, and microwave interior after use
- Keep the counters clear of clutter
- Keep community supplies in the kitchen area so others can use them

2. Showers/ Restrooms

There are two community shower / restrooms per floor. Please remember to be respectful of others and clean up after yourself.

- **Individuals are prohibited from entering showers/bathrooms designated for the opposite sex. Disciplinary action will be taken**
- Throw away rubbish and clean up any spills or messes
- Flush toilets completely. Multiple flushes may be necessary.
- Please rinse sinks after use. When using the large sink for food preparation or dish washing, please remove any food debris.
- Immediately report any leaks or clogs to YMCA staff..

3. Quiet Hours

Quiet hours are defined as times when noise is confined to a resident's room and is not audible in adjacent areas. Quiet Hours are: Sundays - Thursdays 10:00 p.m. until 9:00 a.m. the next morning. Fridays, Saturdays and days before a state holiday are 12:00 a.m. (Midnight) until 9:00 a.m. the next morning. During finals week, quiet hours will be extended to 24 hours per day.

4. Bicycles, Skates, Skateboards, Scooters, Mopeds, Surfboards, etc.

At no time are bicycles, skates, skateboards, scooters (Razors, etc.), mopeds and other similar types (excluding wheelchairs and other special-need items) to be parked or ridden in the walkways, hallways, lounge, lobby, stairwells, or other public pedestrian areas. Bicycles may be stored in your room. Mopeds or any motorized equipment containing fuel may not be stored in rooms. Bicycles/moped/surfboard repairs and maintenance may not be performed within the residence hall or sidewalks. Grease, oil and solvents can damage carpets and floors. Residents will be responsible for paying any damages. Any bicycles that are left or abandoned after check-outs will be disposed of at the YMCA's discretion.

5. Room Entry

The Atherton YMCA appreciates residents' desire for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy. However, the YMCA reserves the right to enter a resident's room at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations.
- To provide cleaning, repairs/maintenance and/or pest control treatment, etc.
- To conduct an inventory of YMCA property.
- There is an indication of imminent danger to life, health, and/or property.

- There is a reasonable cause to believe that a violation of YMCA Regulations is occurring.

6. Prohibited Items

The following items are not permitted in YMCA Atherton House for health and safety reasons. If found, these items will be confiscated with disciplinary action to follow:

- Antennas extending outside the building
- Washers, dryers, water beds, air conditioners, ceiling fans, lofts or any other structures
- Dangerous chemicals, gas, flammable liquid, automobile batteries
- Barbecue grills. The YMCA has a grill you can use, please ask staff.
- Weapons / firearms: guns, paintball, spear, bb, pellet and/or air, ammunition, slingshots, arrows, axes, machetes, nun-chuks, throwing stars, knives (other than kitchen knives or small utility knives), etc.
- Pets (except fish)
- Candles, incense, oil lamps, open flame devices, fire crackers, fireworks, explosives, open flame or electrical cooking burners
- Illegal drugs
- Homemade or modified electrical wiring
- Banners/Posters on windows which can be seen from exterior
- Substances with offensive odors
- Non-YMCA issued locks for your door

7. Appliance Guidelines

One microwave oven is permitted per resident. Mini refrigerators are permitted in rooms under the following conditions:

- Student must maintain refrigerators in a safe and sanitary condition.
- No more than one refrigerator per student.

Section IV: Disciplinary Actions Disciplinary Procedures Rules & Regulations

YMCA Atherton House is a community of people from diverse Racial, ethnic, social backgrounds, national origins, religious, political beliefs, physical abilities, and sexual orientations. The YMCA is committed to celebrating the rich diversity of people in YMCA Atherton House. All of our activities, programs, and interactions are enriched by our acceptance of one another and the knowledge we gain when we learn from each other in an atmosphere of positive engagement and mutual respect. We strongly believe that one's actions demonstrate one's commitment to respecting differences. Accordingly, we are fully responsible for our behavior and accountable for our actions. It is important that we each take responsibility for our awareness of Racism, sexism, homophobia, and other forms of oppression. We are guided by the principle that understanding and celebrating diversity enriches and empowers the lives of all people.

Everyone who chooses to live in or visit YMCA Atherton House must understand that we will not tolerate any form of bigotry, threats, intimidation, violence, or other forms of harassment against any member of our community. In the same manner, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for such behavior. The disciplinary action that will follow such behavior may include, but is not limited to, immediate disciplinary dismissal from YMCA Atherton House and/or legal prosecution. **It is the Atherton YMCA's vision that individuals accept ownership of and take responsibility for resolving conflicts and problems in the community.**

DISCIPLINARY ACTIONS

Sanctions

Sanctions for violations of Atherton YMCA, state or federal laws take into account the student's housing needs and prospects for improvement. Sanctions are issued based on the circumstances and activities pertaining to the incident at hand, and are designed to educate and hold students accountable for their actions and behaviors. Failure to comply with sanctions may result in further action, which may include eviction from the residence hall and/or consultation with the authorities. Sanctions fall under 3 grades - A,B,C. Grade A deals with minor infractions, while B and C grades increase in severity of violation levels and sanctions. Residents with a total of three or more violations, sanctions, or warnings of any grade may be subject to eviction. Eviction decisions to remove the resident will be made by the Resident Coordinator in consultation with the Executive Director. One or more of the following sanctions may be imposed:

1. Verbal Warning

An official Verbal Warning may be communicated to residents by Atherton staff to address and give warning to violations of Residence policies. Residence staff will provide a verbal explanation to the resident as to what the policy violation is, ways to avoid further infractions, and the possible consequences of further violations.

2. Written Warning

Written Warnings indicate a strong warning issued in response to a violation of a Residence policy. Residence Hall probation may be issued to residents who have past Written Warnings or who have been found responsible for serious violations of Atherton YMCA policies.

Probation places the student on notice that further involvement in incidents that violate Atherton YMCA policy will result in more serious action or eviction. Probation will be issued for the student's entire stay at Atherton House or for a period specified by Management staff, and may include specific restrictions on the student. Behavior deemed by Residence staff to be a threat to the well-being and safety of the community may result in immediate eviction from the residence hall. Based on the seriousness of the violation, a decision to immediately remove the student will be made by the Resident Coordinator in consultation with the Executive Director.

3. Educational Sanctions may be required when deemed appropriate by Residence Management staff. Examples of educational sanctions include performing community service, planning educational programs, and creating bulletin boards.

4. Loss of privileges

Loss of privileges or limiting access to facility areas may be imposed. For example, residents may lose their privilege to host social gatherings. The resident may also be banned from certain areas of the residence halls.

5. Counseling

A counseling referral to a University or community service agency may be issued to students for substance abuse, alcohol education, disruptive behavior or mediation.

6. Fines

Students may be required to pay a reasonable sum of money as part of a sanction. A monetary fine will be assessed, minimally \$25.00. Fines for subsequent warnings will be minimally \$25.00. Fines may be assessed in addition to costs related to the damage, eviction, loss or theft of YMCA property. Students may request additional community service in lieu of fines. During the last month of the semester, students found responsible for a policy violation and who would not be able to complete the terms and conditions of their sanctions (community service, education sanctions, etc.) and/or who are not returning to the residence halls in the following semester may receive additional fines in lieu of community service and educational sanctions.

Monetary Fines and Financial Restitution

Students assessed a monetary fine may go the Residence Office and pay with cash, check or credit card. When assessed a fine by the Residence, students will have a financial obligation on their account. **Any unpaid fine** can result in eviction within 24 hours, and/or financial obligations will be turned over to a collection agency for collections.

7. Trespass Notice

Trespass sanctions are issued to evicted residents and non-residents who are no longer welcomed in the residence hall environment. A trespassed individual will not be permitted on Atherton YMCA property, including all halls, walkways, covered areas, parking zones and grass areas. A notice of trespass is issued for a period of one year. At the end of the one year, the resident may request in writing to the Executive Director to return to the Residence Hall.

8. Eviction

Evictions are issued based on actions and behaviors not conducive to the community. A resident may also be evicted for failure to pay rent. A resident must vacate their assigned unit within 24 hours or a period specified by Management. No refunds will be made to residents evicted from the residence hall for cause. Evicted residents will be trespassed. Listed below are considered **Grade C or major violations, which may result in Immediate Eviction from YMCA Atherton House on the first offense:**

- Physically or verbally assaulting, harassing, or intimidating YMCA staff, volunteers, residents, or their guests by words, gestures, body language, or any type of menacing or unwelcomed behavior.
- Physical contact with another person in an angry, aggressive, or threatening way.
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting.
- Carrying, concealing or possessing a weapon, firearm, or explosive or any device or object that may be used as a weapon.
- False reporting of emergencies and tampering with safety devices (fire alarms, bomb threats, door alarms, sprinkler system, lighted emergency exit signs, smoke detectors, etc.).
- Any act of arson on YMCA property including YMCA Atherton House, Mary Atherton Richards House and surrounding exterior areas.
- Throwing/discarding of items, of any type, from windows.
- Any evidence of possessing, consuming, or distributing alcohol or illegal chemicals on YMCA property or in YMCA vehicles.

- Smoking of any kind, including cigarettes and tobacco use in any enclosed, undesignated area in the YMCA facility.
- Vandalism to public or private property.
- Unauthorized entry into a room or apartment with an unauthorized key or by any other means.
- Theft of YMCA or private property or services within YMCA Atherton House or possession of stolen property or services.
- Sexually explicit conversation or behavior in common areas.
- Use of photo or video camera in restroom/shower areas.

Issuing Sanctions: Grade A, B, C Violations

VIOLATION	1st Offense Disciplinary actions may include, but not limited to assignment of 1 or more of the following:	2nd Offense Disciplinary actions may include, but not limited to assignment of 1 or more of the following:	3rd Offense Disciplinary actions may include, but not limited to assignment of 1 or more of the following:
Grade A	Verbal warning Residence hall probation Student conduct meeting \$25 fine 5 hours community service	Written warning Residence hall probation Student conduct meeting \$50 fine 10 hours community service Loss of privileges	Eviction Trespass notice Residence hall probation Student conduct meeting \$75 fine 15 hours community service Loss of privileges Counseling
Grade B	Written warning Residence hall probation Student conduct meeting \$50 fine 10 hours community service Loss of privileges Counseling	Eviction Trespass notice Residence hall probation Student conduct meeting \$75 fine 15 hours community service Loss of privileges Counseling	Eviction Trespass notice Residence hall probation Student conduct meeting \$100 fine 15 hours community service Loss of privileges Counseling
Grade C	Eviction Trespass notice Notification of authorities \$200 fine Appropriate sanctions as determined by the Residence Coordinator		

DISCIPLINARY PROCEDURES

General Expectations

The Atherton YMCA strives to create an atmosphere conducive to the development of responsible citizens in a democratic community. Residents are expected to respect and take care of the facilities and equipment rented to them; they are expected to conduct themselves within accepted standards of good taste, and to accept individual responsibility for their actions as an important aspect of group living. Consideration for others is the basic principle, which needs to be followed by all students. Each resident possesses individual rights that roommate(s) and other residents must respect. These rights carry a reciprocal responsibility in that each resident must ensure that these same rights also exist for roommate(s) and other residents.

1. Incident Report

The disciplinary procedure begins when an incident occurs which may be an alleged violation of Atherton House rules. Residence staff with the support of YMCA professional staff when necessary, will address the inappropriate behavior. Residence staff will document violations and notify the Resident Coordinator and the Executive Director via the Incident Report Statement forms.

2. Due Process

Due process insures that all residents are given an opportunity for a fair meeting for conduct alleged to be in violation of Atherton YMCA rules and regulations. Due process means a student will have the opportunity to know what allegations/violations are being brought against him or her and have the opportunity to address these allegations in a fair meeting.

3. Resident's Responsibilities

Residents are required to appear for disciplinary meetings with Resident Coordinator and/or YMCA professional staff.

4. Disciplinary Meeting

The resident allegedly responsible for the violation will be required to meet with the Resident Coordinator, and/or Executive Director. The housing staff will contact the resident for a meeting. The resident is required to attend the meeting as scheduled or contact the housing staff to reschedule it. Should the resident choose not to attend or reschedule the meeting, disciplinary action can be taken without the resident's input. Action will be based on the information available to the Resident Coordinator, and/or Executive Director.

Responsibility of the violation will be determined by the preponderance of the evidence. Formal rules of evidence are not applicable to our disciplinary process.

During the meeting, the resident will be presented with the full details of the violation(s). The resident may respond to the allegations and present relevant information and/or evidence. Documentary statements and oral statements relevant to the case may be submitted only when the person providing the evidence is available for questioning.

The resident is also informed of the appeal procedures. These meetings may be recorded for documentation purposes and will remain the property of the Atherton YMCA.

5. Residents' Rights

Residents may expect the following:

- To have knowledge of all violations and have the violations explained clearly and fully at every level of the process
- To be informed of all submitted statements concerning the violations;
- To have an opportunity to give their side of the story and refute statements made by witnesses;
- To submit names of pertinent witnesses and other relevant supporting documents for review;
- To have a fair and prompt disciplinary meeting;
- To be notified promptly of the results of the disciplinary meeting;
- To be advised of the appropriate appeal process.

RULES AND REGULATIONS

Policies

1. Alcohol & Drug Policy

The Atherton YMCA encourages and seeks to maintain an academic environment in which individual rights are respected, such as, health, safety and welfare. In respect to the use of alcohol, illicit substances and drug paraphernalia, ***the possession and or consumption and use of alcohol and illicit substances and drug paraphernalia on Atherton YMCA property is strictly prohibited.*** Any evidence of alcohol or illicit substance possession, use or consumption on the premises is a violation of this policy and will result in disciplinary action. Furthermore, the possession, selling, sharing and/or illicit use of prescription drugs are not allowed. All residents are expected to know and comply with all applicable State laws and guidelines regarding the consumption of alcoholic beverages. Residents are expected to be aware of and comply with these guidelines.

For those residents and/or guests who are 21 years of age or older who choose to consume alcohol **off the premises** may do so at their own risk. The YMCA reminds those residents choosing to consume alcohol of the risks of drinking and driving. Please designate a non-drinking driver or use a taxi. Also note ***that alcohol consumption by anyone under the age of 21 in the State of Hawaii is deemed illegal.*** All individuals found in a room while an alcohol or drug violation is taking place will be considered participants in the violation and held responsible. Residents are expected to consider the situations they place themselves in and understand it is their responsibility to remove themselves from situations that could implicate them in a violation of Atherton YMCA policy. Violations of the Alcohol & Drug Policy include but are not limited to the following:

- **Alcohol Containers or Drug Paraphernalia: Grade C violation**

Possession of any drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to pipes, bong, hookahs, and water-based smoking apparatuses. Any object whose design is to hide the presence of drugs within the room may themselves be considered drug paraphernalia (i.e. smoke filters, towels blocking the door, outward facing fans, disarmed or obstructed smoke detectors).

- **Possession, use, or sale of alcohol and or Drugs: Grade C violation**

- **Distribution or intent to distribute: Grade C violation**

- **Behavior related to consumption of Alcohol and or Drugs: Grade C violation**

DISRUPTIVE BEHAVIOR Under the influence: Actions and behaviors not conducive to residence hall living will result in appropriate disciplinary action. Inappropriate actions and behaviors include, but are not limited to:

- Illicit drug possession/use
- Underage drinking
- Drinking in residence rooms/dormitory
- Excessive noise
- Verbal/physical harassment
- Fighting/assaults
- Vandalism, property damage and theft
- Threats and terroristic actions
- Tampering with safety equipment
- Interfering with Residence operations
- Failure to comply with Atherton staff directives
- Providing false information to Atherton staff

2. Tobacco Policy

The Atherton YMCA, along with any other YMCA of Honolulu facility, is smoke-free and promotes healthy living for all students and guests. Tobacco use may include but is not limited to the form of cigarettes, cigars and chewing tobacco. The use of these items is prohibited inside any YMCA facility. Those students and guests who choose to use tobacco must use a designated outdoor smoking area.

Smoking is only permitted at 20 feet or more from the buildings. YMCA staff reserve the right to ask smokers to move if smoke is affecting non-smokers. Please be courteous and dispose of your butts properly. Violations of the Tobacco Policy include but are not limited to the following:

- **Smoking in undesignated areas: Grade C violation**

3. Behavioral Misconduct Policy

Behavior that is threatening, harmful or dangerous to others is prohibited. Conduct that is lewd, indecent, or obscene is also prohibited. Hazing will not be tolerated. Unacceptable behavior also includes disrespecting property of others (including roommates). Harassment in any form is prohibited. Harassment includes, but is not limited to, that which intimidates or ridicules an individual or group; behavior which degrades an individual or group because of Race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. Violations of the Behavior Misconduct Policy include but is not limited to the following:

- **Complicity / Concealment of Violations: Grade A, B, or C violations**
Your presence during any violation of YMCA rules and regulations ultimately condones supports and/or encourages the violation(s). Any student who anticipates or observes a violation is expected to remove themselves from the environment immediately. Concealment of information is also considered a policy violation.
- **False Reporting: Grade C violation**
Residents are expected to provide truthful information to Atherton staff. Anyone found responsible for presenting false information to the Atherton YMCA will be subject to disciplinary action.
- **False Alarms: Grade C violation**
Tampering with exit doors and fire alarms
- **Failure to Comply: Grade A, B or C violations**
Interference with staff and other officials
- **Failure to honor student conduct/disciplinary sanction: Grade A, B or C violations**
- **Uncooperative behavior: Grade A, B or C violations**
- **Fire Safety: Grade C violation**
Open flame (including burning candles and burning incense)
Tampering with fire hoses, sprinklers, fire extinguishers, or other safety equipment
Intentionally setting a fire
Failure to evacuate
- **Firearms or Other Weapons: Grade C violation**
- **Furniture Misuse: Grade B violation**
- **Harassment: Grade C violation**
- **Solicitation: Grade C violation**
- **Theft: Grade C violation**
Theft of any kind, including both YMCA or individual property or service
Possession of stolen goods
- **Unauthorized/Unlawful Entry, Exit or Presence: Grade C violation**
The possession of keys by anyone other than the person they were issued
Loaning and/or giving away keys
Unauthorized entry into a hall or room by forcible entry or unauthorized use of a key
Being in an unauthorized area such as on roofs, building ledges, overhangs, or climbing in or out of residence hall windows at any level
Use of propped doors
Illegal entry after eviction or trespass notification
Being in or around construction zone or safety zone

- Duplication, lending, borrowing, misrepresentation, or misuse of the ID and/or Keys
- Failure to provide ID upon request
- **Vandalism: Grade C violation**
 - Damages to premises or property
 - Damages to other resident property
 - Littering
 - Tampering with a bulletin board
- **Emergency, Safety and Security: Grade C violation**
 - Tampering, damaging or inhibiting the use of emergency/safety equipment, including exterior Atherton House doors
 - Throwing or dropping of any object(s) from windows and/or ledges
 - Using emergency equipment for any purpose other than emergency use including, but not limited to, fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, and exterior doors
 - Tampering with or damaging lock mechanisms
 - Installing additional locks may not be added to doors, other YMCA property or equipment
 - Use of unauthorized items
 - Tampering with or removing window screen
 - Unbolting windows
 - Obstructing doors
- **Sexual Assault: Grade C violation**
- **Decorations, Posting of Flyers/Banners, & Installations: Grade A, B, or C violation**
 - Posting posters, flyers and banners in Atherton YMCA that have not been approved a YMCA Staff
 - Removing flyers, banners or posters posted in YMCA Atherton House without the approval of a YMCA Staff
 - Posting of any banners or messages that can be seen from the exterior side of the room windows
 - Erecting of antennas/aerials/satellite dishes, or any other objects, on the exterior of buildings
- **Disruption and Noise: Grade B violation**
 - Use of sound amplification equipment
 - Excessive noise during quiet hours
- **Failure to Comply: Grade A, B, or C violations**
 - Failure to comply with a YMCA official's (YMCA staff or volunteer) request when such official is working within the performance of his/her duties will be considered insubordination

4. Resident Checkout & Hall Closing Policy

Residents who stay beyond the designated checkout time without the appropriate prior approval will be addressed by staff. Residents may be charged \$50.00 for every 30 minutes they stay past the designated checkout and hall closing time, with a maximum fine of \$200 per day to be deducted from the housing deposit fee. Residents are not allowed to return to their room once they have checked-out. Any property remaining in a room after the check out deadline will be confiscated and disposed of.

5. Guests & Visitation Policy

A guest/visitor is defined as any person other than the registered occupant(s) of that particular room. Residents are allowed to entertain their guests during the hours of **10:00 a.m. to 10:00 p.m.** only Monday – Sunday in the Charles H. Atherton lounge area as well as in their rooms, however, the roommate who wishes to study will have priority over any guest. Violating a roommate's right of entry or hindering a roommates' ability to study and or sleep within their room is considered a violation of the guest privileges. Upon arrival, guests are required to check-in and leave a picture ID at the Front Desk. While in the facility, guests must be accompanied at all times by their hosting resident and are required to sign-out upon departure. Any violations of

guest privileges such as having guests beyond the 10 p.m. cut off will result in disciplinary action. **Effective August 18, 2007, residents are no longer able to host guests overnight.**

In addition to registering guests, the following requirements must be observed:

- Hosting resident must be present with guests throughout their entire visit
- Residents may not give their room key to any non-Atherton House resident
- All roommates must agree to have day guests
- Upon departure, guests must sign out at the front desk
- Guests are expected to follow all Atherton YMCA rules and regulations or will be asked to leave the premises and hosting resident may be subject to disciplinary action
- Any resident whose guest(s) commit any of the major violations will be subject to the same penalty
- All guests must check out no later than 10:00 p.m.

Violations of the Guest and Visitation Policy include but is not limited to the following:

- **Violation of Visiting Hours: Grade B violation**

6. Internet and Computer Policy

Atherton YMCA encourages responsible computing. Responsible computing is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and an individual's right to privacy and freedom from intimidation, harassment and unwarranted annoyance. The Atherton YMCA policy has been established to provide a set of rules and guidelines for the proper and responsible use of the Atherton YMCA computing and network resources, effective protection of individual users, equitable access, and proper management of these resources. These guidelines are intended to supplement, not replace existing laws, regulations, agreements, policies, and contracts. Users will be provided a complete policy upon request for internet service. Violations of the Internet and Computer Policy include but is not limited to the following:

- **Computer Misuse: Grade B Violation**
Misuse of computer, software, or computer networks including hacking and port scanning

Section VI: YMCA Student Involvement Opportunities

Atherton YMCA has been providing opportunities for students to get involved in a variety of programs and projects for over 75 years at its location on University Avenue. Whether young adult students are looking for a place to “hang out”, relax and socialize, or a project that will enhance their higher education experience by providing them experiential leadership opportunities or providing a “safe place” to belong, usually has a program for everyone. Residents at YMCA Atherton House are encouraged to get involved in volunteering in one of the many programs that follows.

Y Service Learning

Y Service Learning provides venues for students/young adults to perform service learning in areas that enhance their academic goals. Options include after-school program opportunities for education majors, teen work, office and administrative experiences and much more. This is a great way to earn required hours for any service learning classes you are taking this semester.

International/Intercultural experiences

The YMCA strives to create a world where people can appreciate diversity and be proud of their differences. There are many opportunities for experience cultural exchange at the YMCA.

Students interested in beginning other community clubs or organizations under the YMCA should contact Kathy Tran, Program Director, of the Atherton YMCA at 946-0289.

Useful Telephone Numbers

Atherton YMCA		946-0253
Atherton YMCA Fax		955-0893
YMCA Atherton House Lobby Pay Phone		949-9585
University of Hawaii - Manoa		
	Campus Bookstore	956-6884
	Campus Center Information Desk	956-7235
	Career Services	956-8136
	CLIC Lab	956-7062
	Co-Curricular Activities, Programs & Services	956-8178
	Counseling & Student Development Center	956-7927
	Dean of Students: Dr. Alan Yang	956-3290
	Director of Judicial Affairs: Dr. Lori Ideta	956-3290
	Gender Equity Counselor: Dr. Beverly McCreary	956-9499
	Dental Hygiene Clinic	956-8229
	Financial Aid Services	956-7251
	Information Desk	956-7235
	Intramural	956-7694
	Learning Assistance Center	956-6114
	Sodexo Campus Services	956-3663
	Sodexo Menu Hotline	956-8855
	Sports Ticket Office	956-4484
	Stan Sheriff Center Box Office	956-4481
	Student Employment & Cooperative Ed	956-7007
	University Health Service	956-8965
	Women's Health Clinic	956-6221
Chaminade University		735-4735
Hawaii Pacific University		544-0238
Kapiolani Community College		734-9111
Miscellaneous		
	TheBus Schedule/Routes	848-5555
	Drivers License Information	532-7700
	Surf Report	836-1952