



# Guidelines for Living

*in the*

# Middleton Miller Student Life Center



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## I. Student Affairs

### A) Housing

Students at Miner Center are not allowed to keep pets. Please have other living arrangements made for them during your stay here. This rule will be strictly enforced.

For increased consideration and to minimize conflicts, please observe "quiet hours" by keeping the volume of stereos, radios, discussions, etc. lower after 11 p.m.

Miner Institute maintenance people may work in your rooms during the week. To minimize any awkward situations, please secure your possessions in a manner that you feel is appropriate. They will attempt to notify you prior to entry, however, there may be instances when prior notification is not feasible. The housekeeping staff will clean student's bathrooms on a weekly schedule. Please keep the bathroom floor clear of any laundry or other items to allow for cleaning.

Please try to observe energy conservation practices in your apartments; turn off lights when not in use, be conservative with use of hot water, keep heating vents unblocked, windows and doors completely closed, etc.

Miner Institute has equipped the student lounge with a pool table, ping-pong table, foosball table, cable TV, DVD/VCR and fitness center.

### B) Safety Procedures

#### (1) Accident and Illness Procedures

a. Procedure for handling and reporting student accidents.

The person directly responsible for the student, that is the instructor in charge of the field trip, the classroom, or activity should take every necessary precaution to provide for the comfort and safety of the students. This includes having a first aid kit available and provision for rapid communication of an emergency situation if necessary. Emergency telephone is 911.

b. Notify the Farm Office at ext. 111 or ext. 114.

#### (2) Fire Safety Precaution - Miner Center Fire Plan

a. **Miner Center Educational Building** - In the event of a fire, proceed to one of the alarm boxes and, pull down the lever to sound the alarm throughout the building. The sound of the alarm and strobe lights will indicate immediate evacuation of the building. Alarm boxes are located at the top and bottom of each staircase and at each exit. These alarms are monitored and when activated will notify Chazy Volunteer Fire Department.

#### **EVACUATION OF THE BUILDING**

**First Floor** - All persons shall leave through the nearest exit.

**Second Floor** – All persons will leave via the stairs nearest to them, or the safest way out in an orderly manner.

After evacuating the building, students should proceed to the hedge located to the west of the lower parking area and await an "all clear signal" from an appointed Miner staff member.

- b. Student Apartments** - Smoke and fire detection alarms have been installed in each room. If the device senses smoke, a local alarm will sound. If the device senses heat, the monitoring system will contact the Chazy Volunteer Fire Department. Students should attempt to determine the reason for the alarm and evacuate the building via the nearest exit if necessary.

After evacuating the dorm, students should proceed to the front parking area to await an “all clear” from an appointed dorm resident.

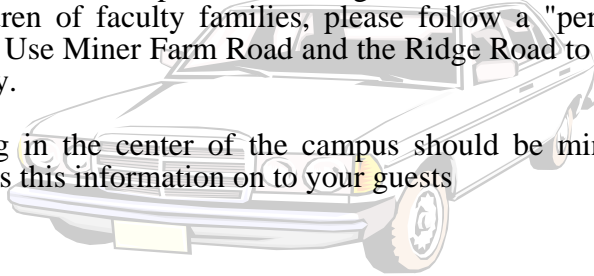
Please make yourself aware of the location and operation of the fire extinguishers in the building where you live and in the Miner Center Educational Building. Be aware that there will be a charge for refilling an extinguisher if it is discharged for any reason other than fire prevention.

- c. Fire Hazard** - New York State fire code prohibits the use of candles, incense, and similar open-flamed items in college housing facilities.

### **(3) Traffic Safety**

Speed limit on Miner Institute property is 15 MPH and must be followed at all times. This is for the protection of all persons residing at Miner Center and especially for any preschool children of faculty families, please follow a "perimeter policy" on driving of vehicles. Use Miner Farm Road and the Ridge Road to drive down to and park at the dormitory.

Driving and parking in the center of the campus should be minimized whenever possible. Please pass this information on to your guests



### **C) Smoking Policy**

The William H. Miner Agricultural Research Institute, in compliance with Article 13-E, §139N ET SEQ., of the Public Health Law of New York, has adopted the following policy on the smoking of tobacco products in the workplace.

#### **NO SMOKING IS PERMITTED IN THE FOLLOWING AREAS:**

- COMPANY VEHICLES
- ALL MINER INSTITUTE BUILDINGS
- STUDENT LOUNGE
- STUDENT ROOMS
- ALL FARM BUILDINGS
- FLAT ROCK CABIN

### **D) Alcohol Policy**

Miner Institute has adopted an alcohol policy. It is illegal for anyone under 21 years of age to purchase alcohol or for anyone to give or sell alcohol to an under aged person. Students under 21 may not possess alcohol or be present where there is an open container of alcohol.

The legal personal consumption of alcohol in the private rooms of the residents is allowed, but events involving alcohol in the common areas (the lounge, laundry room and grounds), is not permitted.

## E) Recycling

Miner Institute is required to separate all recyclable items from general waste. Failure to comply will result in fines and refusals of garbage pickup by our contractor. Your cooperation in this program is required.

Containers for recyclable items are provided in the basement of the dorm building. **Following is a listing** of items accepted for recycling. Soda, beer, and water cans and bottles are refundable and are recycled separately.

Please make yourself familiar with items accepted for recycling. Help us keep our waste to a minimum. Please refer to your Zero Sort recycling brochure or contact Rachel, ext. 115 if you have questions.

<b>RECYCLABLE ITEMS</b>	<b>PREPARATION</b>
<p style="text-align: center;"><b>PAPER:</b></p> <ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Phone Books</li> <li>• White, manila, colored, window envelopes</li> <li>• Magazines</li> <li>• Paperback books</li> <li>• Catalogs</li> <li>• Shredded paper</li> <li>• Letterhead, copier paper, glossy flyers, file folders, manila folders, index cards, wrapping paper, tissue paper and cards</li> </ul>	<p>Do not tie with string; remove from plastic covering No tyvek envelopes or padded mailers</p> <p>Place in clear plastic bags and tie shut. No shredded plastic. <b>ALL PAPER MUST BE CLEAN AND DRY.</b> No paper towels or facial tissue; no stickers or sticker backing material.</p>
<p style="text-align: center;"><b>GLASS:</b></p> <ul style="list-style-type: none"> <li>• Bottles and jars – food and beverage containers only.</li> </ul>	<p>Rinse clean. No light bulbs, dishes, Pyrex, drinking glasses, window panes, or ceramics.</p>
<p style="text-align: center;"><b>METAL:</b></p> <ul style="list-style-type: none"> <li>• Aerosol Cans (empty) Separate cap from container; <b>DO NOT PUNCTURE CANS!</b></li> </ul>	<p>No full or partially full containers. Deliver paint, cleaners, automotive sprays, and hazardous fluid to a hazardous waste disposal site.</p>
<p style="text-align: center;"><b>ALUMINUM:</b></p> <ul style="list-style-type: none"> <li>• Cans</li> <li>• Foil</li> <li>• Pie Plates</li> </ul>	<p>Rinse clean. No aluminum with stuck-on food or grease.</p>
<p style="text-align: center;"><b>METAL CANS:</b></p> <ul style="list-style-type: none"> <li>• Food and beverage cans</li> </ul>	<p>Rinse clean. Can lids are OK placed inside the can. No oil filters or scrap metal.</p>
<p style="text-align: center;"><b>PLASTIC:</b></p> <ul style="list-style-type: none"> <li>• All plastic labeled 1 through 7.</li> <li>• Containers, bottles and jugs for foods, beverages, beauty, and cleaning products,</li> </ul>	<p>Rinse clean. No grocery bags, bubble wrap, etc. No Styrofoam. No motor oil containers or electronics housing. No biodegradable plastic.</p>

<p>detergents/</p> <ul style="list-style-type: none"> <li>• Dairy containers (yogurt, sour cream, etc.)</li> <li>• 5-gallon pails</li> </ul> <p><b>BOXBOARD/CARDBOARD</b></p> <ul style="list-style-type: none"> <li>• Cereal, shoe and clothing boxes</li> <li>• Soda and beer carriers</li> <li>• Paper egg cartons</li> <li>• Dry food boxes (rice, pasta, etc.)</li> <li>• Paper towel and toilet paper rolls</li> <li>• Shipping boxes</li> </ul>	<p>Be sure boxes are empty. Please break boxes down. Remove and discard any plastic liners. No Styrofoam cups. No boxes with stuck-on food or grease residue. (Pizza boxes are not recyclable)</p>
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**F) Flat Rock Camping Procedure**

1. Obtain a permit from the Miner Institute Farm office. The request for a permit should be presented in writing at least 48 hours prior to the intended use and should include the names of all the participants in the outing.
2. Everything carried into the area must be carried out.

**II. Miner Center Facilities**

**A) Miner Center Educational Building**

This building is open for students use between 7:30 a.m. and 3:30 p.m. every weekday. After these hours, the building is closed to students. Doors to the building are not to be blocked open, and both exterior and interior doors are to be kept closed for heating and fire purposes where appropriate. Faculty and administrative offices, the library and cafeteria will be locked whenever they are not in use. Students are not ordinarily issued keys to the building.

**B) Cafeteria**

Cafeteria hours:

**Advanced Dairy Management Program:**

Monday - Friday

6 to 8:30 a.m. - Continental Breakfast

11:45 a.m. to 12:45 p.m. - Lunch

5 to 5:30 p.m. - Evening meal.

**Summer Experience Programs**

Monday - Friday

6 to 8:30 a.m. - Continental Breakfast

11:45 a.m. to 12:45 p.m. - Lunch

**Applied Environmental Science Program:**

Monday - Friday

11:45 to 12:45 p.m. - Lunch

5:00 to 5:30 p.m. - Evening meal.

### **C) Athletics Facilities**

The basketball and tennis courts are open for student use. A volleyball and net are available; if not set up, please ask at the Farm Office.

Care should be taken for protection of the grounds and vegetation. Cars and motorcycles should not be driven on the grass.

## **III. Business Affairs**

### **A) Resident Deposit**

At the time of acceptance into a Miner Institute program each student pays \$100 as a Resident Deposit. This deposit will be refunded following a room inspection, provided there are no fines for damage or missing items.

### **B) Mail**

Student and faculty mail is delivered at mid-morning each weekday (except for postal service holidays) to the boxes in the south entrance of the Miner Center Educational Building. Outgoing mail can be dropped into the box in the lobby and will be picked up every weekday morning. Your mailing address while at Miner Institute is Miner Center, 586 Ridge Road, P.O. Box 100 Chazy, NY 12921.

### **C) Telephone Policy**

Telephones in the Miner Center Educational Building and Library buildings are for the use of faculty/staff members only calling on official Institute business.

Students wishing to make long distance calls should use the public phone in the Student Lounge, which is toll restricted but, local calls or credit card calls can be made. The number in the student lounge is 518-846-7121, ext. 155. If you are expecting an incoming call, please arrange for it to come in on these lines, and be available in the vicinity. There is no paging system that can be used to locate you and no effort will be made to do so except in an emergency. A note will be left in your mailbox concerning any calls you receive. You may have phones installed in your rooms. We can assist you with arrangements, but the contract for phone service is between the student and the Chazy Westport Telephone Company.

### **D) Damage and Fine Assessments**

When students move into their rooms they should see that an accurate initial Room Content form is completed. All students will be held responsible for any damage to their rooms. Students should not use nails, thumbtacks, screws or anything that would make a hole in the walls, doors, ceiling, furniture, moldings or ceiling beams.

Any damage to Miner Institute campus facilities or program equipment will be repaired and the cost will be levied on the student(s) responsible if he/she/they can be identified, or on the student body as a whole if the responsible person(s) do(es) not come forward. Assessments may also include fines levied for willful violation of guidelines in this handbook or disposal fees for excess garbage or items left in a dorm room. Grades and transcripts will be withheld until payment is received.

### **E) Stationery Policy**

Letterhead stationery and envelopes are for the official use of faculty/staff only.

## **F) Photocopying**

Personal copying and printing are available in the Farm Office for \$0.10 (B/W) and \$0.25 (Color) per single-sided page and overhead transparencies \$0.60 per sheet. You may also contact the Librarian to perform personal printing and copying at Miner Center or the Library.