

Feather River College
Residence Hall
Student Handbook



2011-2012

Welcome to Residential Living at Feather River College!

You Have Arrived...

Feather River Community College is pleased to offer you the opportunity to live on campus in our residence halls. Living in the halls you will interact with students, staff and faculty to build a diverse living and learning community that will complement your educational experiences and contribute to your overall development as a college student. As a resident you will conveniently attend classes, take advantage of being near the learning centers and the library, as well as access comprehensive services outside the classroom. Co-curricular programs and activities, sporting events and cultural performances held in the evening and on weekends are just a quick walk across campus. Residence halls are more than just a place to live; they make an already great education even better.

I have wonderful memories of my experiences while living in a residence hall as an undergraduate student. It opened up a new world of social and intellectual opportunities and lasting friendships were made. I wish you much success while you attend Feather River Community College.

Warmest welcome,

Sarah Ritchie
FRCRH Manager

Experience the Difference of Living and Learning at Feather River College

Welcome to your home away from home. We are pleased to be a part of your college experience. The Feather River College Residence Hall (FRCRH) is owned and operated by Feather River College and the Feather River College Foundation. The FRCRH strives to provide a living environment that is comfortable and conducive to building a positive community, study, and intellectual achievement. Our residence halls have a capacity of 160 residents. The Residence Hall office is located in Building 1. The hours of operation are Monday to Friday 8:45am – 4:45pm (hours are subject to change).

Feather River College is a center of learning for all of its students; therefore, we believe in free inquiry and free expression. Students are encouraged to develop the capacity for critical judgment and to learn about themselves and others. The freedom to learn depends upon appropriate, safe, non-prejudiced opportunities and conditions in the classroom, on campus, and in the larger community. Students should respect this environment and act with civility, courteousness, and responsibility.

With this in mind, the College and Residence Hall policies and regulations are presented as the minimum code of orderly conduct while attending Feather River College. They should serve as a guide to obtaining freedom and to respecting the freedom of others. As a residence hall student, you are responsible for knowing and following all of the policies and regulations which appear in this Handbook, the College Catalog, or any other official College memorandum or publication. The following information serves as a guide to living and learning at Feather River College. In it you will find information ranging from who makes up the Residence Hall staff to where to get your mail. We hope that you will find this Handbook to be useful; however, it may not answer all of your questions or concerns. We strongly encourage you to contact your Resident Assistant or any other member of the staff for further information.

Housing Team

You are never alone... there is always someone available to assist you!

Residence Hall Manager

The Manager is responsible for all aspects of the residential life program at FRCRH. The Manager provides direction for the training and programming activities. Additional responsibilities include housing management, technology management, and budget and program development.

Residence Hall Assistant Manager

The Assistant Manager supervises, trains, and evaluates the professional and student staff. The Assistant Manager coordinates the student conduct system for residential students. The Assistant Manager also manages the support committees including

appeals as well as external companies/vendors associated with the operation, maintenance, and services provided in the residence halls.

Resident Assistants (RAs)

Resident Assistants (RAs) are staff members who live in the residence halls. As a member of the staff, two RA's are assigned to each building. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues. They will help with lock outs, security, trash violations and will assist with rent collecting.

Administrative Support

These individuals coordinate the daily activities in the office including answering questions, data processing and are most likely the first people to greet you in the Residence Hall office.

Maintenance Staff

The maintenance staff is responsible for all dorm repairs including heating, plumbing, and air conditioning. They are also responsible for snow plowing and grounds up-keep. The maintenance staff is **not** responsible for cleaning individual units, bedrooms or picking up litter. If something needs attention in your dorm room, come to the Manager's office and fill out a maintenance request form. Maintenance will be there within 24 hours to assess the problem.

Residence Hall Contact Numbers

Residence Hall Manager:	530-283-0202 ext. 414
Assistant Manager:	530-283-0202 ext. 414
Maintenance Staff:	530-283-0202 ext. 259
Chief Student Services Officer:	530-283-0202 ext. 273
Director of Facilities:	530-283-0202 ext. 259

Campus Living

Television Service

Basic television service is provided free of charge in each residential bedroom as well as in the living room. Problems with television service should be reported to the Manager.

Common Room

The Feather River College Residence Hall has a common room located in the Manager's office. The common room is open to residents and accompanied guests and includes a television, recreational equipment, and lounge furniture. Removal of common room furniture is prohibited and will result in student conduct action. Sleeping in this room is prohibited. Programs and events planned in the common room must be approved by the Manager. These events will be given priority over other daily activities.

Computer Services

The Residence Hall offers wireless internet service. For questions or problems regarding computer/internet services please contact the Manager:

- 530-283-0202 ext. 414
- Send an e-mail inquiry to sritchie@frc.edu

Heating and Air Conditioning

For best heating results, **do not** block the air vents, and keep all windows closed. In the summer air conditioning will not work properly unless the windows are closed. Quincy winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact a member of the Residence Hall staff for assistance.

Laundry

Coin operated washers and dryers are located on the first floor of each building. The laundry rooms are open 24 hours. Washers cost \$1.75 per load. Dryers cost \$1.25 and run on a 50-minute cycle, with 25 cents for each additional 10 minutes. Please report any problems with the washers and dryers to Manager immediately. The Manager will complete a form for any necessary refunds. FRCRH is not responsible for lost, stolen or damaged items left unattended in the laundry room.

Mail Service

Each resident has the opportunity to rent a mail box at the Feather River College Bookstore. All mailboxes are located in the Bookstore. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the Halls are closed. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please contact Theo Jackson at the Bookstore. The Manager will accept packages to be delivered to the Residence Hall office. If a package is received it will be delivered to the resident by an RA.

Telephones

Should a student want telephone services, they must contact AT&T to activate an account. Problems with telephone service should be reported directly to AT&T. Residents must set up appointments with AT&T to get service.

Trash & Recycling

Please dispose of all trash in the large, green trash dumpster in the lower parking lot. There are also recycling bins located outside each room for glass, plastic, cardboard, and paper. FRC supports environmental sustainability and asks that you use these bins.

Meal Option

Feather River College residents are not required to have a meal plan to live in the residence halls. A meal plan may be available in the dining facility at the Eagle's Perch. Residents can refer to the FRC web page for updates and information regarding meal plan options.

Parking

All Feather River College Traffic and Parking Regulations are in effect and applicable for on-campus residents. Residence Hall parking permits must be purchased in person at the Manager's office. There is an additional fee for a residence hall parking permit per semester. Each resident will be permitted to register one vehicle. If a parking permit is lost, please go to the Manager's office.

Residence Hall parking is restricted to designated parking lots; driving and parking along the buildings is strictly prohibited. The only exception is a resident who has an official disabled person parking placard issued from DMV. Failure to abide by residence parking policy may result in the vehicle being ticketed and/or towed at the owner's/operator's expense.

Non-college community members visiting campus must have a visitor parking pass and park in designated areas. Visitor parking passes must be obtained by a residence hall student at the Manager's office. Visitor passes are \$1 each and valid for one day only. Each resident is permitted 25 visitor passes per semester. For the security and safety of all college community members, driving and parking along the buildings is strictly prohibited. Violators may be ticketed/towed at the owner's/operator's expense if cars are parked illegally.

Pest Control

Please notify a Residence Hall staff member if there is any problem with insects or rodents in a room or unit. A Service Request form must be submitted for a member of the pest control staff and building services to enter the room or unit during regular business hours to address the problem. Residents do not have to be present, but an accurate description of the problem must be given. All non-perishable food should be stored in airtight containers and well wrapped. No food is to be placed on windowsills. Food must be properly stored or discarded during vacations.

Recreation

There are numerous outdoor activities and clubs on the FRC campus and Plumas County provides ample opportunity for activity year round. From horseback riding to

swimming to a myriad of festivals, concerts, and museums; there are many options available. On campus, residents have access to lighted tennis courts, outdoor basketball courts, a sand volleyball court, and a playing field. An ice hockey table and foosball table are available along with a TV lounge space. It's all free!

Safety & Security

The College has a published security record. This is due to our excellent Public Safety staff and procedures as well as features such as secure card access readers, smoke/heat alarm systems, a camera monitoring system, and 24-hour Public Safety surveillance around the Residence Halls. Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Residence Hall staff member or Public Safety.

Crime Prevention Tips

Criminals who see an opportunity will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs. Crime reduction on campus requires the continued active support of the college community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

Personal Safety...What You Can Do!

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

At Home, Your Apartment, or Residence Hall Room

- Keep doors and windows locked when at home to keep out unwanted visitors.
- Lock all doors and windows whenever exiting. Even the best locks will not work if you do not use them.
- Do not automatically open the door when someone knocks.
- When strangers ask to use personal phones, offer to make the necessary call but do not let the person into the room.
- Do not loan room keys to anyone.

When Walking

- Plan routes in advance; stay away from alleys, fields, and dark areas; avoid shortcuts.
- Walk on lighted walkways on campus.
- Don't walk alone. Walk with a friend, especially at night.
- Use Plumas County buses. Wait for the bus with a friend.
- Women need to be extra cautious.
- If being followed, change directions and head for a public place.
- Have keys ready to enter a car, room, or apartment immediately.
- Do not accept rides from strangers. Do not hitchhike.

If You Are the Victim of a Crime

The first thing to do is notify the authorities at once. If the incident happened on campus, call the Manager's Office and 911. If the incident happened off campus, contact the local

law enforcement agency serving that area. Confidential counseling services are available through Plumas County Rape Crisis Center. FRCRH provides a wide variety of security services and prevention programs to everyone in the campus community. Although everyone is ultimately responsible for their own physical safety, learning and practicing the basic precautions will enhance every student's well-being.

Resources and Support

Emergency -----911
FRC Campus Safety-----530-283-0202, ext. 259
Rape Crisis Center----- 530-283-5515
Plumas/Sierra Crisis Line----- 530-283-4333
Toll Free Crisis Line----- 1-877-332-2754
Plumas County Health Dept ----- 530-283-6330
Plumas District Hospital----- 530-283-2121
Sexual Assault Hotline ----- 1-800-656-4673

Other Safety-Related Information

Closed Campus Hours

College community members are prohibited from entering any campus building, excluding the residence halls, between midnight and 6:00 a.m. In addition, college community members are restricted from coming to campus anytime the college is closed.

Emergency Messages

If someone needs to contact a resident in case of an emergency, call the Office of Student Services at 530-283-0202. Public Safety will try to reach the resident after 5:00PM.

Housing Information

The Feather River College Residence Halls consists of 160 beds located throughout five buildings; 100, 200, 300, lower 400's and upper 400's. There are two types of units. The first type includes one bedroom shared by two students. The second type houses four residents with two students in each room. The approximately 800 square-foot units include a kitchen, one bathroom, a common kitchen/living room, and bedroom(s). Each unit is equipped with internet connectivity. *Direct TV* is provided free of charge in the unit common room and in the bedroom. Units are furnished as follows:

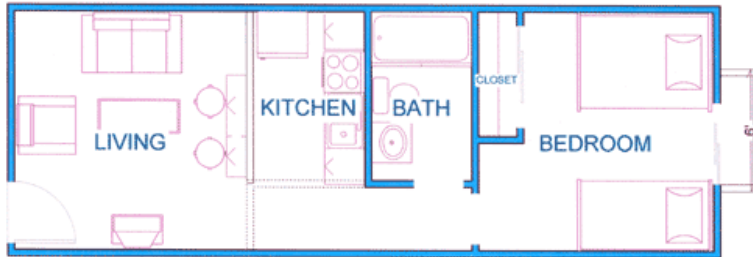
Kitchen

- Full-size refrigerator
- Electric stove with oven
- Some units have garbage disposals

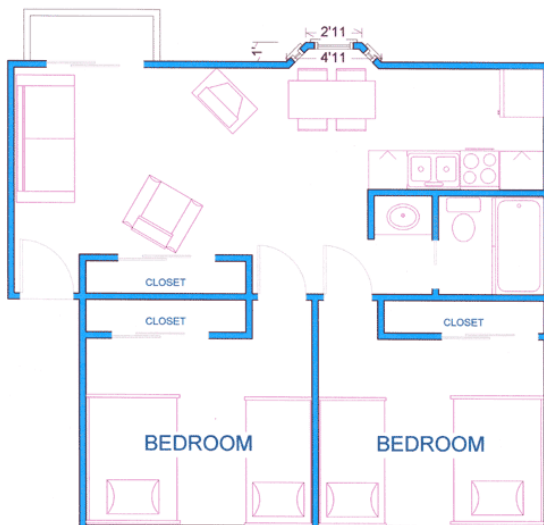
Bed Room, Furnishings per Student

- Height adjustable bed frame (w/extra long mattress-36"x80")
- Wardrobe closet

One Bedroom Unit Layout:



Two Bedroom Unit Layout:



Advantages of living in the Feather River Residence Halls

- Walking Distance to Feather River College
- Leadership Opportunities
- Supportive study environment with internet access
- Live-in student and professional staff to assist residents
- Convenience
- On-site laundry facilities

Housing Payment Options for 2011-2012
(see License Agreement for complete details and student obligations)

Payment Options	Payment in Full: Plan #1	By Semester: Plan #2	
	Due 8/1	Due 8/1	Due 1/10
One Bedroom	\$4,550	\$2,350	\$2,350
Two Bedroom	\$4,250	\$2,200	\$2,200

Monthly Installments: Plan #3	Due	Due	Due	Due	Due	Due	Due	Due	Due	Due
	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1
One Bedroom	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480
Two Bedroom	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450

Semester and Monthly Installment Plans contain a handling fee.

NOTE: If payment is not received at the FRCRH Office by the 5th of each month, a late fee starting at \$25 will be assessed.

Security/Cleaning Deposit: \$480 – 1 bedroom; \$450 – 2 bedroom

Move-in Costs: Deposit and First Month’s Rent: \$960 – 1 bedroom; \$900 – 2 bedroom

Rent package includes...

Utilities, television service, internet and bed (tenant provides own phone service).

Students provide their own...

Bedroom Supplies: Linens, Towels, Hangers

Kitchen Supplies: Pots and Pans, Dishes, Eating Utensils, Garbage can

Cleaning Supplies: Vacuum Cleaner, Mop, Broom, Sponges

Living Room Supplies: Couch, dining table and chairs, T.V stand

The following includes portions of the Student Housing License Agreement that you might need to reference:

TERMS AND CONDITIONS

(a) The FRCRH Student Housing Handbook is made a part of this License Agreement and residents are subject to all regulations contained in FRCRH Student Housing Handbook, a copy of which has been provided for review and is available at the Feather River College Residence Halls' Office.

(b) Licensee agrees to comply with the housing facility regulations, which are listed in the Student Housing Handbook, and any subsequent amendments.

(c) This License Agreement shall not be transferred except as permitted in Section IX.

(d) It is understood and agreed by Licensee and Feather River College Residence Halls that no lease or any other interest in real property is created by this Agreement.

(e) Licensee agrees not to sublease a room to which he or she is assigned and to pay current and future housing rates of their assigned living environment.

(f) Feather River College Residence Halls reserves the right to change room rates and occupancy after due notice and to add other requirements and stipulations as may become necessary for the betterment of the housing program and the general welfare of the students.

(g) To be eligible for occupancy, Licensee must be currently enrolled and maintain status as a student at Feather River College with at least 4 semester units.

CANCELLATION BY LICENSEE PRIOR TO TEN MONTH FEE PERIOD

(a) Licensee may cancel their license after it has been approved by FRCRH by giving written notice to Feather River College Residence Halls Office at least 30 days prior to the beginning of the **ten month** fee period.

(b) A request to cancel a license less than 30 days prior to the beginning of the **ten month** fee period shall include Licensee's statement of reasons. Feather River College Residence Hall Management **shall** grant the request based on the following standards, with appropriate verification: (1) end of student status, or 2) marriage. Feather River College Residence Hall Management **may** grant, **at its sole discretion**, the request based on the following standards, with appropriate verification: (1) extreme hardship beyond the control of licensee and (2) a suitable replacement licensee is available to rent the vacated space. FRCRH shall make a reasonable effort to locate a suitable replacement licensee.

CANCELLATION AFTER THE BEGINNING OF THE TEN MONTH FEE PERIOD

(a) Licensee who requests to vacate the housing facility shall give at least a 30-day written notice of intention to vacate and the reason thereof. A petition to terminate shall be obtained from Feather River College Residence Hall Housing Office, completed, and returned to the Director of Business Operations.

(b) Feather River College Residence Hall Management **shall** grant a request to vacate submitted pursuant to subsection (a). The determination will be based on the following standards, with appropriate verification: (1) graduation or (2) marriage.) (c) Feather River College Residence

Halls' Management **may, at its sole discretion and on occasion**, grant the request based on the following standards, with appropriate verification of: (1) extreme hardship beyond the control of licensee and (2) a suitable replacement licensee is available to rent the vacated space. FRCRH shall make a reasonable effort to locate a suitable replacement licensee. (d) If request for cancellation is approved, Licensee's financial obligation will be prorated by a daily rate for the dates of occupancy and loss of the initial two month's rent payment.

REVOCAION OF LICENSE AGREEMENT

(a) Feather River College Residence Halls management may revoke this License Agreement and evict the Licensee upon the following conditions:

(1) Serious or repeated failure to comply with housing policies and procedures as stated in the License Agreement or Student Housing Handbook. If a resident is asked to vacate the housing facility as a result of disciplinary action as defined in the Student Housing Handbook, FRCRH expressly reserves the right to charge for the full academic year according to the License Agreement. All such failures are considered "non-curable" breaches of the Agreement with the exception of payment of rents or fees.

(2) Failure of Licensee to maintain status as a student at Feather River College and housing space is needed for other students.

(3) Licensee's serious or repeated breach of any term or condition of this License Agreement or the Student Housing Handbook ("non-curable") including failure to pay required rents and fees ("curable").

(4) Licensee engaging in conduct that endangers the safety or well being of other residents, as reasonably known by management, or the conviction of a felony.

(5) Administrative necessity (for example: facility repairs, safety or emergency) as determined by Residence Halls' management.

(b) FRCRH management shall provide notice to Licensee not less than 72 hours prior to revocation of license resulting from an occurrence described in subsections above, except in cases of emergency, such as (4) or (5).

ABANDONMENT OR TERMINATION BY LICENSEE

Except as permitted in Section VI or VII, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due Feather River College Residence Halls. Under certain circumstances, revocation, termination or abandonment, Licensee may be released from this agreement if a suitable replacement occupant is found, upon approval of Residence Halls' management. FRCRH shall make a reasonable effort to locate a suitable replacement licensee. Licensee's personal belongings left on property will be disposed of in accordance with legal requirements.

DESTRUCTION OR UNAVAILABILITY

In the event that bed space is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a prorated refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include, but are not limited to, damage caused by floods, slides, fire, earthquake, other natural disasters, and vandalism; civil disorder; compliance with state or federal law; unanticipated interruption of basic services; drop in the rate of vacancies or cancellations not reasonably foreseen by FRCRH if such drop results in an over-booking of available housing.

REFUND OF RENTS

Feather River College Residence Halls shall authorize refunds of rents only as provided for in the License Agreement and Student Housing Handbook.

VACATING THE HOUSING FACILITY

Licensee shall promptly vacate the housing facility on the expiration of the fee period or upon revocation of this License Agreement, whichever occurs first, after due notice and in accordance with license agreement and legal requirements.

PAYMENT OF RENTS PROCEDURE / EVICTION FOR NON-PAYMENT

- (a) Rent payments are due by the first of each month
- (b) After five days grace period (6th of the month or first weekday thereafter) the first written notice of delinquent rent and eviction at the end of the month is given to the resident and a \$25 late fee is assessed plus an additional \$50 for every 5 additional calendar days that the rent is late
- (c) After five more days grace period (11th of the month or first weekday thereafter) the second written notice of delinquent rent and, eviction at the end of the month and late fee is given to the resident,
- (d) After five more days grace period (16th of the month or first weekday thereafter) the third written notice informing the student that (s) he will be evicted at the end of the month if rent and late fees are not paid within five additional days (21st of the month or first weekday thereafter)
- (e) Resident is evicted at the end of the month in accordance with this license agreement and legal requirements.
- (f) Resident continues to be liable for entire ten-month lease obligations as stated in license agreement

TREATMENT OF INDEBTEDNESS

Failure of Licensee to satisfy the financial obligations of this License Agreement may result in action by the FRCRH, including but not limited to:

- (a) Assessment of a late fee, in accordance with the fee schedule.
- (b) Revocation of the License Agreement.
- (c) Eviction.
- (d) Withholding of Feather River College services or records pursuant to the License Agreement and Student Housing Contract.
This includes: 1) Withholding official Feather River College transcripts / records. 2) Denial of registration.
- (e) Offset of loans, grants, scholarships, and/or earnings payable through Feather River College.
- (f) Referral to an outside collection agency, and/or a credit reporting agency; and/or legal action.
- (g) Submission of your debt information to the Franchise Tax Board for possible deduction of payment from your tax refunds or other money the state may owe you.
- (h) Licensee agrees to pay all costs incurred by the Feather River College Residence Halls to effect collection in the event of Licensee's default.
- (i) Licensee authorizes Feather River College Residence Halls, its agents, and any collections agency or legal counsel under their direction to contact any individual, school, employer, doctor, or state/federal agency in order to substantiate information, including current address, relevant to collection of this debt.

INSURANCE

- (a) During the period covered by this License Agreement, Licensee is recommended to obtain health, accident and renter's insurance.
- (b) Feather River College Residence Halls has no insurance to cover the personal or property damage of Licensee. Therefore, FRCRH highly recommends that Licensee obtain insurance, such as renter's, accident and health policies. The FRCRH assumes no responsibility for licensee's personal property.

NON-WAIVER

The waiver by FRCRH of any breach of a term or condition of this License Agreement shall not constitute a waiver of any other or subsequent breach.

Residence Hall Policies

The following are Residence Hall policies, which apply to all Residence Hall students, their guests, and visitors. In addition to these policies, all residents must follow all Feather River College Conduct Regulations, as outlined in this Handbook.

Alcohol and Other Drugs

The use, sale, transfer, possession or being in the presence or under the influence of alcoholic beverages in the Residence Halls or on College premises is prohibited, regardless of age. No alcoholic beverage containers or drinking game devices or paraphernalia are allowed in the Residence Halls or on College premises, regardless of age. Individuals involved with the illegal possession, use, sale, transfer, or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the Residence Halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges in addition to Residence Hall and College student conduct action.

ALCOHOL/SUBSTANCE INCIDENT SANCTION MODEL

First Violation*

- Residence Hall Probation - Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$50 alcohol; \$100 substance and paraphernalia
- Referral to the Chief Student Services Officer (for serious violations)
- Possible Suspension from the College

Second Violation*

- Heightened Residence Hall Probation - Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$100 alcohol; \$200 substances and paraphernalia
- Referral to the Chief Student Services Officer
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the College

*These are the minimal recommended sanctions for violations. Depending on the severity of the incident, violators may also be suspended or removed from the Residence Halls and/or referred to the Chief Student Services Officer for additional sanctions outlined in the FRC Student Rights and Responsibilities Handbook.

Cooking

Cooking is allowed only in kitchen areas. Residents are encouraged to cook with the kitchen appliances provided in the Residence Halls. It is expected that residents wishing to cook will apply all fire safety precautions and observe good cooking practices. It is recommended that residents regularly clean the stove drip pans to prevent residue build up that could result in excessive smoke or fire. Residents will be held financially

responsible for any building fire alarm activation or related damages resulting from negligence while cooking. Only UL approved, sealed-unit coffee makers and toasters are allowed to be used in the kitchen area. The use of any other cooking appliances are prohibited in all units including, but not limited to, hot plates, toaster ovens, George Forman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters.

Damages and Vandalism

Residents are responsible for any loss or damage to personal property, College property, or property of the FRCRH. Anyone causing damages, whether intentionally or by accident must report the incident to the Resident Hall Manager. Damages occurring during the academic year will be invoiced to the resident. Vandalism to common area property will be assessed and divided equally among all residents involved in the damage. All damage deemed vandalism by the Residence Hall staff will incur a base charge per incident based on building occupancy. Residents are responsible for any damage to their bedroom. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents involved. Outstanding fees in excess of \$200 will result in a hold being placed on their academic record. Outstanding fees will result in a hold preventing the resident from obtaining a college transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees. We recommend that all residents obtain renter's insurance to protect their belongings in the event of theft or damage. The FRCRH will not compensate residents for loss or theft of personal property in the residence halls.

Below is a list of **approximate** repair costs for commonly damaged items:

- Clean appliance (oven, stove, refrigerator) \$35.00 Each
- Clean bathroom \$40.00
- Clean common area in room \$100.00
- Desk \$100.00
- Desk chair \$50.00
- Light fixtures \$40.00
- Mirrors \$60-200
- Paint room \$50.00/wall
- Recycling box \$15.00
- Remove trash \$25.00/each bag
- Remove personal items \$25.00 & up
- Repair hole in wall (depending on size) \$30.00 - \$100.00
- Replace bedroom door \$180.00 - \$220.00
- Replace garbage disposal \$70.00
- Replace light cover \$40.00
- Replace mattress \$130.00

- Replace window blinds \$50.00/per window
- Replace window screen \$50.00
- Smoked detector \$100.00
- Thermostats \$50.00
- Toilet paper dispenser \$35.00
- Towel Bar \$35.00
- Window glass \$200 - \$300

Fire Safety Rules

The Residence Halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any attempt, failed or successful, to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, and payment of any damages and fines. The fine for setting off a smoke or fire detector or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$100-\$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Residence Hall staff. Residents will be subject to a fine.

- For the protection of residents, Residence Halls are equipped with smoke and fire detection, and fire extinguishers. Tampering with any of these systems is a violation of the FRCFH Code of Conduct and well as a violation of California state law.
- Building walkways must be kept clear at all times. Furniture and personal belongings such as bikes, trash bags, trunks, boxes, and drying racks may not be placed in the walk way.
- Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the Residence Halls. Residents are not permitted to possess fireworks and firecrackers while on campus.
- Bedroom furniture must allow at least a 36 inch clear walkway from the opposite side of the bedroom or common area to the door.
- Only store-bought curtains hung on tension rods may be used as approved window coverings.
- Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.

- Lighting or heating devices that produce an open flame are prohibited in the Residence Halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchy lamps. No hot plates, toaster ovens, George Forman and similar grills, electric fry pans, waffle, sandwich, or quesadilla makers, oil fryers or auxiliary heaters are to be used; UL approved coffee pots should be used only on the kitchen counter.
- Bicycles left in Residence Hall common stairwells and walkways, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside the managers building.
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in any building.
- Only FRCRH wiring is allowed in Residence Hall rooms with the following exceptions: UL listed power strips with circuit breaker and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited
- Electrical cords and data televisions cannot be installed from room to room where their existence may cause tripping hazard, nor can they be run through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders, and self-starting charcoal are prohibited from being stored in any building.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the Residence Halls.
- Do not leave food unattended in the microwave or on the stove.

Fire Evacuation Procedures

1. When the alarm sounds, all occupants must vacate the building quickly and safely and meet in the lower parking lot.
2. The Fire Department, Public Safety, as well as Residence Hall staff members will ensure that the building has been properly evacuated.
3. Any resident found in the building during an alarm will be subject to student conduct sanctions and fines.
4. The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety, or a Residence Hall staff member acting for the Fire Department.

Fire Safety Sanctions, Building Fire Alarm Activation

- First time violation: \$200 fine and Residence Hall probation issued to the unit or responsible resident(s).
- Second time violation: \$500 fine, referral to the Residence Hall Manager and possible suspension or removal from the Residence Halls.
- Third time violation: \$1000 fine, referral to the Chief Student Services Officer and suspension or removal from the Residence Halls.

Failure to Evacuate

- First time violation: \$50 fine, Residence Hall probation and an educational project.
- Second time violation: \$100 fine and possible suspension or removal from the Residence Halls.
- Third time violation: \$200 fine, referral to the Chief Student Services Officer and suspension or removal from the Residence Halls.

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus

- First time violation: Minimum \$250 fine and possible suspension or removal from the Residence Halls.
- Second time violation: Minimum \$500 fine, referral to the Chief Student Services Officer and suspension or removal from the Residence Halls.

Fire Safety Tips

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke.
- If you cannot get out of the room and your room is filled with smoke, put your head out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low on the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call Public Safety.
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
- Call Public Safety to report the fire from a safe location.

Guest/Visitation (day and evening)

A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests. It is important for roommates to discuss visitation and to arrive at an agreement acceptable to all roommates in the unit. The visitation policy will be strictly enforced. Residents will be subject to student conduct sanctions and/or a fine if the guest visitation period is exceeded or any policies are violated.

A non-resident is defined as any person who is not a designated resident of a unit. Non-residents must possess a valid photo ID (driver's license, work/college ID). Non-residents must be in the presence of the host resident at all times. The storage of guest/visitor property within the units is prohibited. Non-residents may not use a resident's keys or swipe card. Non-residents are prohibited from visiting the Residence Halls for an extended period of time. Any non-resident can be asked to vacate the Residence Halls at the discretion of the Resident Hall Manager, Assistant Residential Hall Manager, RA, NRA or security officer at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the Residence Halls as well as the courtyard area of the Residence Halls. Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host. Non-residents must comply with all college policies and Residence Hall rules/regulations. Residents that host non-residents are responsible for the non-residents' behavior. Non-residents who are FRC students can be held accountable for their actions through the FRC Student Rights and Responsibilities Handbook. If a non-resident creates a disruption and affects a roommate, other residents, or the community, they may be asked to leave and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates Hall/College policy, the resident host may be subject to student conduct sanctions and/or restitution.

- All non-residents must contact their host to be signed in.
- Non-residents are allowed to stay overnight one night per semester.
- All non-residents, including parents and family members, will be required to sign in at the duty desk. Any exceptions will be made by the RA on duty.
- Residents will be limited to signing in two (2) non-residents. There is an 8 person occupancy limit on 4-person units. There is a 4 person occupancy limit on 2-person units.
- Host will be required to bring their FRC IDs to the duty desk when signing in non-residents.
- All non-residents will be required to present a valid photo ID at the duty desk. The ID must be a college ID, driver's license or other appropriate form of identification.
- All non-residents must be registered at the duty desk during desk hours.
- Residents signing in a non-resident as an overnight guest must do so at the time of registration at the duty desk.

The duty desk is staffed:

- Sunday to Wednesday from 8:00 pm to 12:00 am
- Thursday to Saturday from 9:00 pm. to 2:00 am

Times are subject to change based on staff coverage.

During Vacations and School Breaks

When leaving for the vacation periods, residents are responsible for the following:

- Closing and locking all windows and doors.
- Drawing the blinds on all windows in the unit.
- Cleaning the rooms/unit; empty wastebaskets, remove all perishable food items from refrigerators and rooms, and take all trash to the designated location. A \$25 fee will be charged for each bag of trash that Residence Hall staff has to remove from the unit.
- Unplugging all electronic appliances, excluding housing issued refrigerator, microwave and oven. This includes unplugging personal refrigerators.
- Taking all personal items that will be needed during the break period.
- Lowering the heat in the unit to 65 degrees and set to auto.
- Removing all valuable personal belongings.

A Residence Hall staff member will check each room and unit to ensure that the above guidelines have been followed.

Health and Safety Inspections

The College expects a certain level of cleanliness and safety standards to be maintained in the Residence Halls. It is the responsibility of all residents within a unit to maintain a clean and healthy living environment. The residence hall buildings will only be used for residential purposes; no solicitation or commercial use of the property is allowed. The FRCRH Management reserves the right to allow authorized personnel to enter into the living area or resident's room at any time.

Students who reside in the Residence Halls must comply with all policies outlined in the FRC Student Rights & Responsibilities Handbook and this Handbook. Any violations by students which pose a risk to health or safety may result in immediate termination of this agreement.

To ensure that these standards are met, the Residence Hall staff will conduct:

- Weekly "walk-thru" to make sure the unit common areas are kept in a safe and sanitary condition.
- Monthly health and safety inspections of the entire unit; including individual bedrooms.
- California State fire safety inspections of the entire unit; including individual bedrooms.

If a problem is noted in the room/unit, residents will be given a written request to rectify the situation by a specific date. At that time, the room/unit will be re-inspected. Failure to correct a documented problem may result in judicial action. Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

A resident choosing to terminate the housing agreement is required to meet with the Residence Hall Manager and be responsible for the financial penalty. If a housing

agreement is terminated for any reason, the resident must return all keys to a Residence Hall staff member and vacate his/her room immediately following inspection.

Key Cards and IDs

Each resident will be issued one key card, which will open the outer door to their room. It is the resident's responsibility to carry their keys and FRC Student ID at all times and to present IDs when requested by a college official, member of FRCRH management or employee of the Feather River College Residence Halls. Residents must report lost/stolen key cards to the Resident Hall Manager. Residents may not allow anyone to borrow their housing issued key card or student ID card. Duplication and unauthorized use or possession of College or Residence Hall keys card is prohibited. Violation of these policies will result in student conduct action. Residents must use their student ID card to gain access to the Residence Halls. A lost/stolen/broken ID card may be replaced for a fee of \$10.00 through Photo ID located in the Manager's office.

Lockouts

Residents who are locked out should contact an RA. If an RA cannot be contacted, the resident should contact the Manager. If the Manager cannot be contacted, the resident should contact Public Safety. Student IDs must be presented at the time of the lockout. Residence Hall staff members will only let residents into their assigned room. Staff members will not give residents access to other residents' rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their keys. Residents who cannot produce their keys may be charged for a lock change. **Lockout assistance will be completed at the earliest time feasible to the Residence Hall staff or Public Safety.** Leaving room doors unlocked is dangerous and also places all roommates' belongings at risk.

Maintenance Problems

If any FRCRH property in a room needs repair, a work order must be submitted. Work orders can be obtained in the Manager's office. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized College personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within five (5) working days, please notify the Residence Hall Manager. For all after-hours maintenance-related emergencies, contact Jason Newman at 530-283-0202 ext. 414. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.

Mandatory Hall/Floor Meetings

During the semester, some hall meetings will be designated as "mandatory" by the Residence Hall staff. Residents must attend mandatory hall meetings with their RA. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings for the halls so that they are aware of all information that is being provided for their benefit.

Prohibited Items

The following are prohibited in or around the Residence Halls and violators are subject to immediate action and/or removal by Residence Hall personnel. FRCRH reserves the

right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Residence Hall staff.

- Animals or pets of any kind including fish, snakes and turtles.
- Alcohol advertisements, signs and/or potentially offensive material in public viewing areas including windows, hallways and doors.
- Dartboards of any kind including magnetic, felt or plastic tipped darts.
- Electrically amplified instruments, including DJ equipment and drum sets.
- Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted).
- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
- Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, and archery equipment.
- Halogen lamps, black lights, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps.
- Refrigerators exceeding 4.0 cubic feet.
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay.
- Live-cut Christmas trees and flammable decorations.
- Neon signs.
- Strings of lights (including holiday and rope lights).
- Federal, state, college, local or other signs.
- Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal /gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals).
- Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts and cinder blocks.
- Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.).
- Electric blankets or air mattresses.
- Hot plates, toaster ovens, George Forman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters.

Publicity and Posting

The FRCRH must approve all promotional material posted or distributed in the Residence Halls.

Quiet Hours

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates or other residents. Excessive noise and disorderly behavior will not be tolerated. Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of

compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00pm to 9:00am on Sunday-Thursday nights
- 12:00 AM (midnight) to 9:00 AM on Friday and Saturday nights

During quiet hours, residents are requested to refrain from: congregating in the walkways or lobby areas; loud talking or laughing, pounding, running; and playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the Residence Halls. During posted final exams periods, quiet hours will be 24-hours a day.

Residence Hall Check-In/Check-Out Procedures

Upon occupancy of a room/unit, residents will be required to review a room condition report that has been completed by a Residence Hall staff member. This report should be reviewed thoroughly and accurately with great detail, and previous damage items should be included. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24 hour grace period has expired, the resident will be responsible for the condition of the room/unit.

Upon check-out of the room/unit, a preliminary check-out will be conducted by a Residence Hall staff member. The preliminary check-out does not serve as the final damage assessment to the room/unit. After the Residence Halls are closed, a thorough inspection will be conducted where the current condition of the room/unit will be compared to the original room inspection report filled out when the resident moved into the room/unit. If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the security/cleaning deposit. Damages that incur a cost greater than the security/cleaning deposit amount will be billed to the resident's account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Residence Hall staff. Residents who improperly check out of the Residence Halls will forfeit the opportunity to appeal any damages or fees. Upon leaving, the room/unit must be clean and free from all trash and personal items. Any items that are found after keys are turned in will be discarded and a fee will be charged against resident's security deposit. Residents must turn their room key in to a Residence Hall staff member. Residents will be assessed a fee for keys that are lost or not returned at check-out. This includes vehicles that are left in parking lots without prior permission. A resident choosing to terminate the housing agreement is required to meet with the Manager or the designee to be advised regarding their financial responsibility.

Room Changes

Residents may not change rooms without the prior approval of the Residence Hall Manager. Residents requesting room changes may contact the Manager for more information. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

Room Decorating

Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. When hanging items on the wall it is important to remember to use substances that will not damage the wall. Nails, hooks, sticky adhesives, etc. are not allowed. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to student conduct action. Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. Window curtains must be manufacturer-made and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures or smoke detectors. Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.

Products for Hanging Posters

We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in the FRC Bookstore, or the hardware aisles at Home Depot and Wal-Mart in Reno or Chico.

- Tacks/Push Pins
- OOK® Picture Hangers and thumbtacks (for hanging items on sheetrock walls)
- 3M Command Adhesive™ (for hanging items on metal doors or wood furniture)
- Snap Hook™ (suction hanger, useable on metal and glass surfaces)

Tips to Avoid Excessive Damage Charges

- Do not use scotch or masking tape
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

Room Entry

Feather River College Residence Halls reserves the right to authorize personnel to enter into any area of a unit in the absence of the resident. The authorized personnel include, but are not limited to: professional members of the FRC Student Services staff, Resident Assistants, the Residence Hall Manager or Assistant Manager, Public Safety, and repair/maintenance personnel.

Residence Hall staff will inspect rooms during semester breaks and other times designated by the Manager or Assistant Manager. If it is believed that an immediate danger exists in a bedroom or unit, staff will contact Public Safety for assistance. Examples of these situations include, but are not limited to: fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals. Staff may also enter into a resident's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to: unattended stereos, televisions and alarm clocks. State and federal laws govern entry of police officers and Public Safety officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to: officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony is being or has been committed by the individual therein.

Room Furnishings

Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor supported by legs attached to the bed frame. The Residence Hall staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times. Residents may be limited in the amount of personal furniture in each room or unit. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra long twin mattress pad for their bed. Residents in double rooms may bunk their beds by obtaining the proper equipment from their Resident Hall Manager.

Only FRCRH beds and mattresses are permitted. Furniture supplied is known to meet flame spread and smoke retardant requirements. Air mattresses or personally supplied furniture may compromise this requirement.

Smoking

There is to be absolutely NO smoking in the Residence Halls. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs and burning incense.

Storage

Storage of resident belongings outside of the resident rooms is not provided. Contact a member of the Residence Hall staff for information about off-campus storage solutions. The FRCRH assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the Residence Halls during a regular semester, during a summer session, or over a vacation period. Residence Hall staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the Residence Halls or who vacate their room/unit for any other reason. Storage of guest/visitor property in a room/unit is prohibited.

Unit Agreements

The Residence Hall staff will assist residents with establishing community living standards within their units by conducting unit agreement meetings at the beginning of each semester and as necessary.

Windows/Window Blinds

Entering or exiting the Residence Halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing or damaged screens. All rooms/units are furnished with window blinds. The blinds furnished to each room must remain installed at all times. A tension rod with manufactured curtains is permitted. All other curtains that require drilling, nails or screws are not permitted; bed sheets, tapestries, or other large coverings are not permitted.

Housing Code of Conduct

Community Living Understanding and Expectation

It is understood that each resident is a member of the living and learning community of the Feather River College Residence Halls. As a member of this community, each individual has certain rights as a resident and as a student. Each individual must recognize that other members of this community have these same rights, and that their rights stop where another's rights begin. For this reason, it will be important that each individual learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the on-campus residential experience. As a member of this community, residents agree to abide by local, state and federal laws, as well as by the Housing and Feather River College Standards of Conduct at all times.

General Conduct Rules and Regulations

The following list of prohibited behaviors is provided as fair notice of the types of conduct which may result in judicial action. This list is not all-inclusive. If at any time a resident feels they are being unjustly or inappropriately addressed it is expected that the resident will conduct themselves in a respectful and dignified manner, and will bring formal complaint against the addressing staff member by notifying the staff member's immediate supervisor. Fundamental kinds of misconduct which may lead to conduct sanction(s) are as follows:

1. Any abusive or derogatory conduct including physical or verbal abuse, intimidation, or harassment that is directed towards another person or group of persons which threatens and/or endangers the life, health, or welfare of the person or group including acts such as assaulting, battering, stalking, sexually assaulting, or sexually harassing another person.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations such as physically altering the room or unit, its amenities, connections, or implements in any fashion other than that which is approved by FRCRH.
3. Possession, use, or storing of firearms (including compressed air guns, pellet, or BB guns), weapons, dangerous chemicals, martial arts weapons, explosive devices of any description, knives, or fireworks; any implement that can be deemed hazardous to the Residence Halls or campus community.
4. Refusal to identify oneself or present a valid FRC identification card when requested; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information, or withholding information from the college or college official; and failure to render reasonable cooperation
5. Prohibited/disruptive behavior on or off Residence Halls or College premises, or at Residence Halls or College sponsored activities which interferes with the activities of others, including that behavior resulting from irresponsible and/or

- illegal use of alcohol or controlled substances. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property including unauthorized entrance to college facilities, presence on building roof areas/balconies, window ledges and other unauthorized areas; possession of stolen property, littering and vandalism.
 7. Illegal use, sale, distribution, manufacturing, possession or being in the presence of stimulants, intoxicants, or drugs including medicinal drugs. Participation of a student in any incident, accident, or personal injury that is related to the use by that student of any stimulant, intoxicant, or drug. All drug paraphernalia is prohibited and will be confiscated.
 8. Use, possession or being in the presence of alcoholic beverages, other than at approved locations and events or in accordance with the Policy on Alcohol and Drugs; empty containers of alcoholic beverages, beer pong tables, funnels, or any other item affiliated with the consumption or possession of alcohol; drinking games.
 9. Gambling at the Residence Halls, on campus or at organized student activities.
 10. Theft or abuse of computer time, including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file including violation of the Digital Millennium Copyright Act (DMCA).
 - Unauthorized use of another individual's identification and password.
 - Use of computing facilities to interfere with the work of another student, faculty member, Residence Hall or College official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the College's computing system.
 11. Failure to comply with the lawful directions of any Residence Halls or College official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the Residence Halls or College in the absence of a particular official. Emergency orders may supersede some written regulations. Residents who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff member by addressing that staff member's immediate supervisor.
 12. Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the summons of the Residence Hall Manger, Chief Student Services Officer or College official. Falsification, distortion, or misrepresentation of information before a student conduct officer.
 - Disruption or interference with the orderly conduct of student conduct proceedings.

- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, witness or complainant prior to, during and/or after a student conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the FRC Standards of Student Conduct and this Handbook
 - Influencing or attempting to influence another person to commit an abuse of the student conduct system.
13. Deliberate incitement of others to commit any violation of policy; involvement as an accessory to any of the prohibited behaviors, by failure to separate oneself clearly from a group in which others are so engaged, or failure to take responsibility against such behavior within your residence hall unit.
14. Any conduct which constitutes a violation of the laws of the United States, the State of California, Plumas County, City of Quincy, or any other civil jurisdiction if such action is reported to Feather River College.
15. Violating any college or housing policy stated within this Handbook.
16. Emergency orders may supersede some written regulations. Residents who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff member's by addressing that staff member's immediate supervisor

Sanctions for Misconduct

In the event an act(s) of misconduct have occurred, the Residence Hall Manager may:

- Refer the incident to the Chief Student Services Officer for adjudication of the incident.
- Find the resident "responsible" for violation of one or more allegations.
- Find the resident "not responsible" for violation of one or more allegations.
- Dismiss one or more allegations based on insufficient evidence.

Once a resident has been found responsible for violating policy, the Residence Hall Manager may assign sanctions of:

1. **Reprimand:** An oral statement to the resident that he/she has violated residence hall or College policy. This warning should include the nature of the violation and the consequences of further offense.
2. **Censure:** A written statement that repetition of wrongful conduct would be followed by more severe student conduct action. Such written statement shall become a part of the College's student conduct file and the resident's educational record.

3. **Restitution:** In all conduct violations involving theft and/or damage to residence hall property, restitution may be required. The form and/or amount of this restitution are to be determined by the conduct officer hearing the case.
4. **Fine:** The amount of the fine is to be determined by the conduct officer hearing the case in accordance with the fire safety, smoking, alcohol and substance, vandalism policy and other policies deemed necessary.
5. **Community Service:** Community Service is a conduct sanction which requires a resident to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the resident to contribute positively to their community. The tasks support and supplement services existing on campus.
6. **Educational Project:** An educational project designed to assist the resident/student in better understanding the overall impact of their conduct decision may be imposed. Such assigned projects may include, but are not limited to, research papers, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and are not designed to cause humiliation or degradation to the student.
7. **Privilege Revocation:** Any privilege offered to the resident by virtue of being a resident in housing may be suspended or revoked, such as hosting guests/visitors or borrowing hall equipment.
8. **Referral:** A resident may be referred to the office of the Residence Halls Manager, the Office of Student Services or to any college service deemed necessary.
9. **Residence Hall Probation:** An official action informing the resident that the violation of any College regulation or residence hall policy during the probationary period may result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the College's student conduct file and the resident's educational record.
10. **Heightened Residence Hall Probation:** An official action informing the resident that he is in violation of any College regulation or residence hall policy during the heightened probationary period will result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the College's student conduct file and the resident's educational record.
11. **Residence Hall Relocation:** An official action moving a student from one room to another within the residence halls. Students relocated to another room may be restricted from entering a specified room, unit, floor, or building. Such written statements shall become a part of the College's student conduct file and the student's educational record.

12. **Residence Hall Summary Suspension:** Immediate eviction/removal from the Residence Halls while a conduct hearing or appeal is in process. Residents summarily suspended from the Residence Halls may not return to the Halls or surrounding grounds as a guest and may be arrested for trespassing. Students will receive written notification of the outcome of their conduct hearing or appeal, their standing in the Residence Halls and that of their housing agreement. Such written statements shall become a part of the College's student conduct file and the resident's educational record.
13. **Residence Hall Suspension:** Eviction/removal from the Residence Halls for a definite period of time and the termination of the resident's housing license. Residents suspended from the Residence Halls may not return to the Halls or surrounding grounds as a guest and may be arrested for trespassing. Such written statements shall become a part of the College's student conduct file and the resident's educational record.
14. **Residence Hall Removal:** Eviction/removal from the Residence Halls and termination of the resident's housing license. Residents removed from the Residence Halls may not return to the Halls or surrounding grounds as a guest and may be arrested for trespassing. Such written statements shall become a part of the College's student conduct file and the resident's educational record.

Appeal Process of the Resident Manager's Decision

Residents may appeal the Residence Halls Manager's conduct decision to the FRCRH appeal designee. The appeal must be made in writing within 24 hours of receiving the written notification of decision and sanction. FRCRH may waive the 24 hour requirement for just cause. The letter of appeal should clearly identify the basis for the appeal. Appeals must be made on at least one of the following reasons:

- 1) New evidence
- 2) Violation of due process
- 3) Improper sanction

Upon receipt of a letter of appeal, FRCRH may:

- 1) Reject the appeal
- 2) Recommend a modified penalty
- 3) Uphold the decision/sanction

The resident will receive written notification of the appeal decision. The decision of FRCRH's appeal designee is final and binding.

Office of the Chief Student Services Officer

Based on the severity or nature of a Residence Hall incident, it may also be heard by the Chief Student Services Officer, according to FRC's Student Rights and Responsibilities Handbook. The Chief Student Services Officer may impose the following College sanctions in addition to any of the sanctions previously listed under:

1. **Reprimand**
2. **Censure**
3. **Restitution**

4. **Fine**
5. **Community Service**
6. **Educational Project**
7. **Privilege Revocation**
8. **Referral**
9. **Residence Hall Probation**
10. **Heightened Residence Hall Probation**
11. **Residence Hall Relocation**
12. **Residence Hall Summary Suspension**
13. **Residence Hall Suspension**
14. **Residence Hall Removal**
15. **Disciplinary Probation:** An official action informing the resident that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the resident may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statements shall become a part of the College's student conduct file and the resident's educational record.
16. **College Suspension:** Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's student conduct file and the resident's educational record.
17. **Summarily Suspended:** Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. A resident summarily suspended has the right to an immediate hearing with the Chief Student Services Officer. Such written statements shall become a part of the College's student conduct file and the resident's educational record.
18. **Expulsion.** Termination of resident's status at the College. Such written statement shall become a part of the College's student conduct file and the resident's educational record.