

Feather River College  
Residence Halls  
Student Housing Handbook  
(Revised and Approved March 11, 2009)



*A beautiful place to live!*

Feather River College Residence Hall

**300 Golden Eagle Avenue**

Quincy, CA 95971

530-283-9713

This document (the Student Housing Handbook) is part of the Student Housing License Agreement. Acceptance and agreement to abide by the regulations cited herein is acknowledged by the licensee's signature on the Student Housing License Agreement.

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## **MESSAGE FROM THE DIRECTOR OF BUSINESS OPERATIONS**

On behalf of the Feather River College Foundation and Feather River College Residence Halls staff, I welcome you.

A California community college, located in Quincy, California, Feather River College (FRC) offers excellent educational and career programs, as well as strong support services to assist our students in achieving their educational goals. FRC's variety of curriculum provides students who are interested in transferring to a four year university a wide choice, and those who are training for a career -a varied selection of options. When FRC students transfer, they perform as well as or better than students who started at the four-year college. Those who are seeking a job find the education from Feather River College has prepared them well to be successful in their careers.

The Feather River College Residence Halls (Residence Halls), owned and operated by the Feather River College Foundation, believe in the strong foundation for creating caring, safe, and welcoming communities, as expressed in our mission statement. A fundamental part of the Residence Halls' job is to build and develop a sense of community for each housing unit. You will find that our residential assistances will be actively involved with our residents.

Best wishes to you for success at FRC, as a resident of the Residence Halls and in all your future endeavors!

Sincerely,

Terry Pack  
Director of Business Operations  
Feather River College Foundation

## **HOUSING & RESIDENTIAL LIFE**

### **MISSION STATEMENT**

To provide students on-campus housing facilities that are reasonably priced, clean, well maintained, safe and secure to the extent possible, a fair value and, most importantly, conducive to the achievement of their academic goals. Residence life services are provided to ensure an environment that is supportive of the student's total development.

The Residence Halls are an integral component in supporting the academic mission of the College. Housing facilities are provided to meet the housing needs of students attending FRC for regular academic classes as well as for students who attend conferences and camps on campus. The Residence Halls also supports the academic mission of the institution through the development and implementation of services that enhance and facilitate the out-of-classroom learning experience.

### **RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

They are:

The right to inspect and review the student's records within 45 days of the day the Residence Halls receives a request. Students should submit to the appropriate official a written request that identifies the record(s) they wish to inspect. The Residence Halls official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Residence Halls' official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's records that the student believes is inaccurate or misleading. Students may ask the Residence Halls to amend a record that they believe is inaccurate or misleading. They should write the Residence Halls' Director of Business Operations for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Residence Halls decides not to amend the record as requested by the student the Residence Halls will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **PRIVACY RIGHTS OF STUDENTS**

The Residence Halls may, from time to time publish, or provide information for, bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, etc. containing information that specifically identifies students and information about them. The Residence Halls is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student, within a reasonable time after the start of the semester, notifies the Residence Halls Office in writing that all of the categories listed below (designated Directory Information) should not be released without prior written consent. The following information is considered Directory Information:

- Address
- Awards received
- Class schedule
- Classification
- Date and place of birth
- Dates of registered attendance
- E-mail address
- Full or part-time status
- Hometown address
- Major and minor field of study
- Marital status
- Nature of any degrees granted and dates conferred
- Parents and next-of-kin information
- Participation in officially recognized activities and sports
- Photograph
- Previous educational institutions
- Sports-weight and height of athletic team members

Student advisor  
Student name  
Telephone listing

## **CODE OF CONDUCT, HOUSING REGULATIONS AND JUDICIAL PROCEDURES**

**RESIDENTS ARE REQUIRED TO CONFORM TO THE HANDBOOK AND CODE OF CONDUCT. VIOLATIONS WILL RESULT IN JUDICIAL PROCEDURES, WHICH MAY LEAD TO DISCIPLINE, RESTITUTION, SANCTIONS, SUSPENSION AND / OR EXPULSION/EVICTION.**

### **ARTICLE I: DEFINITIONS**

The term “College” or “FRC” means Feather River College.

The term “FRCRH” refers to Feather River College Residence Halls.

The term “Foundation” refers to the Feather River College Foundation, its business enterprises, operation, members, officers and employees.

The term “License Agreement” refers to the Feather River College Residence Halls’ Student Housing License Agreement.

The term “Student Housing Handbook” refers to the Feather River College Residence Halls’ Student Housing Handbook

The term “student” includes all persons taking courses at the College, both full-time and part-time, whether degree-seeking, non-degree seeking and lifetime learners. Individuals who are not officially enrolled for a particular term but who have a continuing relationship with the College may also be considered “students.”

The term “Faculty member” means any person hired by the College to conduct learning activities.

The term “Residence Halls Official” includes any person employed by the Feather River College Foundation, performing assigned supervisory, administrative or professional responsibilities.

The term “member of the college community” or “college community” includes any person who is a student, faculty member, Residence Halls resident, College or Foundation employee.

The term “Residence Halls” premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the Feather River College Foundation (including adjacent streets and sidewalks).

The term “organization” means any number of persons who have complied with the formal requirements for recognition as an organization.

The term “shall” is used in the imperative sense.

The term “may” is used in the permissive sense.

The Director of Business Operations is the person designated by the Feather River College Foundation to be responsible for the administration of the License Agreement and Student Housing Handbook, under the authority of the Foundation’s Business Management Committee.

The term “policy” is defined as the written regulations of Foundation as found in, but not limited to, the Student Housing Handbook and License Agreement.

### **ARTICLE II: JUDICIAL AUTHORITY**

The Director of Business Operations shall be authorized to hear each case and determine the disciplinary sanctions of any violations of the License Agreement of Student Housing Handbook. The Appeals Committee will be an ad hoc committee appointed by the Director of Student Life to hear appeals on a case by case basis.

The Director of Business Operations shall develop procedures for the conduct of hearings, which are consistent with provisions of the License Agreement and Student Housing Handbook, as approved by the Foundation’s Business Management Committee.

### **ARTICLE III: PROSCRIBED CONDUCT**

RESIDENTS ARE REQUIRED TO CONFORM TO THE HANDBOOK AND CODE OF CONDUCT. VIOLATIONS WILL RESULT IN JUDICIAL PROCEDURES, WHICH MAY LEAD TO DISCIPLINE, RESTITUTION, SANCTIONS, SUSPENSION AND / OR EXPULSION/EVICTION

Jurisdiction of the Residence Halls. Generally, Residence Halls' jurisdiction and discipline shall be limited to conduct which occurs on Residence Halls' premises; or conduct which adversely affects the Residence Halls or the College community's pursuit of its objectives.

### **ARTICLE IV: INTERPRETATION**

Any question of interpretation regarding the License Agreement or the Student Housing Handbook shall be referred to the Director of Business Operations for final determination.

The License Agreement and Student Housing Handbook shall be reviewed every year under the direction of the Director of Business Operations and approved by the Foundation's Business Management Committee.

### **ARTICLE V: DISRUPTIVE BEHAVIOR.**

**Applies to behavior that interferes with academic, administrative or operational activities.**

The following are specific examples, although not an exhaustive list, of disruptive behaviors that commonly results in the administration of judicial procedures, discipline and criminal prosecution, if appropriate:

Persistent or gross acts of willful disobedience or defiance toward Foundation personnel.

Interference with the normal operations of the Residence Halls (i.e., disruption of administrative or operational functions, disciplinary procedures, pedestrian or vehicular traffic, or other activities.)

Use of personal portable amplification equipment (e.g., radios, CD / DVD / tape players) in a manner that disturbs the privacy of other individuals or the operations or programs of the Residence Halls.

Physical abuse, physical assault, fighting, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including any such action that takes place at events sponsored or supervised by the Foundation, or off-premises that reasonably impacts the Residence Halls, residents or staff.

Attempted or actual theft of and/or damage to property of the Foundation or property of a member of the College community or other personal or public property.

Hazing, defined as an act which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Failure to comply with directions of Foundation officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Unauthorized possession, duplication or use of keys to any Foundation premises or unauthorized entry to, or use of, Foundation property.

Possession, distribution, or use of alcoholic beverages on Foundation property, or at any function sponsored or supervised by the Foundation.

Illegal use, sale, manufacture, or distribution of controlled substances, chemical precursors, controlled substance analogues or dangerous (illegal drugs) on or off premises.

Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.

Smoking outside of designated areas (smoking is only allowed in designated areas).

Failure to satisfy financial obligations to Foundation.

Gambling.

Any form of passive or covert behavior may also be regarded as disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities of roommates that the living area becomes an environment that is no longer tenable.

Violation of federal, state or local law which adversely affects the Residence Halls or college community.

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Foundation premises or at Foundation sponsored activities.

Participation in a demonstration which disrupts the normal operation of the Foundation and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on the premises.

Abuse of the Judicial System, including but not limited to:

Failure to obey the summons of a judicial body or Foundation officials.

Falsification, distortion, or misrepresentation of information before a judicial body.

Disruption or interference with the orderly conduct of a judicial proceeding.

Institution of judicial proceeding knowingly without cause.

Attempting to discourage an individual's proper participation in, or use of, the judicial system.

Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.

Failure to comply with the sanction(s) imposed under the Disciplinary Code.

Influencing or attempting to influence another person to commit an abuse of the judicial system.

Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

## **ARTICLE VI: REGULATIONS, POLICIES AND PROCEDURES.**

**The following is a specific, although not exhaustive, list of regulations, policies and/or procedures that commonly result in administration of judicial procedures, discipline and criminal prosecution, if applicable:**

*Alcohol Beverages/Possession of Drugs.* The Residence Halls comply with the Drug-Free Work Place Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The Foundation expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are strictly prohibited. This does not apply to the legal possession and use of controlled substances as part of the care and treatment of a disease or injury. The Foundation accepts the state statutory definitions of drugs and drug paraphernalia. Misconduct in connection with the use of alcohol or illicit drugs will result in disciplinary action for the student(s) involved. Under Foundation regulations no alcoholic beverages, including 3.2 beer, are allowed in Foundation housing, no matter what your age. **Note: If you are voluntarily in the presence of any of these activities there is a presumption that you are also engaged in the activity.**

*Discrimination.* Individual students, faculty, staff, administration or student organizations who engage in acts of discrimination on the basis of race, gender, color, age, physical or mental disability, disease, religion, or national or ethnic origin are subject to disciplinary action. Physical, mental, or verbal acts that intentionally threaten, seriously embarrass, harm, or harass any person, persons or groups on the basis of race, ethnicity, religion, gender, or handicap are serious offenses. Any person or group to act in such a manner, on or off premises, will be subject to discipline.

*Disorderly Assembly.* It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, does violence to any person or property, disrupt the function of the Foundation, or interfere with its faculty or staff in the performance of their duties or otherwise by such gatherings bring disgrace or disrepute to the Foundation. Any student who encourages or in any way participates in the formation or prolonging of such gatherings could be subject to disciplinary action.

*Passing of Bad/Worthless Checks.* The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for suspension from the Residence Halls.

*Sex Offenders.* Pursuant to the California Supreme Court's decision in *State v. Myers*, 260 CA. 669 (1996), the California Offender Registration, enacted by CA. 22-4901 et seq., contains information only on convicted offenders who committed their offenses after April 14, 1994. The information contained in the registration has been provided by the registrant. The California Bureau of Investigation (CBI) and the sheriff's office cannot guarantee the accuracy of this information. It is common for offenders to move and fail to notify the sheriff's office in their county of residence of that change. This information is updated continuously; however, the CBI cannot guarantee the accuracy day to day. Further information on any registered offender in this file can be obtained from the sheriff's office in the registrant's county of residence or on the state website.

*Sexual Offense/Stalking.* Any member of the college community who commits sexual offense is subject to criminal prosecution and Foundation disciplinary procedures. Under Residence Halls' disciplinary procedures, a variety of sanctions may be imposed including eviction, dismissal and/or loss of employment. All Residence Halls disciplinary procedures provide due-process protection for the accuser and the accused. At the conclusion of the mandated hearings related to sexual offense, both the accuser and the accused shall be informed of the decision and sanctions.

Any student who is sexually assaulted should immediately report the incident to the sheriff's department as well as to a Residence Halls' official regardless of whether or not the student intends to press charges. A victim's physical and emotional well-being is of paramount concern. However, it is important to consider preserving physical evidence to assist in apprehending and prosecuting any attacker. Students who are victims of a sexual offense will be assisted in continuing their studies by changing academic or living arrangements whenever requested by students to the extent such changes are possible.

*Stalking* is an intentional, malicious and repeated following or harassment of another person and making a credible threat with the intent to place such person in reasonable fear for such person's safety, as defined by C.A. 21-3438, and is a criminal offense. If you feel you are a victim of a stalker, please notify the sheriff's office immediately.

*Loitering/Illegal Entry.* Loitering in rooms, hallways, parking lots and other areas not generally considered to be gathering locations is strictly prohibited. Foundation officials have the right to remove any person or persons found loitering or causing general disturbance on Foundation property. Any person or persons found in the act of illegal entry, whether to personal property or the property of the Foundation, will be detained and turned over to the proper authorities, and may face criminal prosecution, fines and/or imprisonment as prescribed by state and local statute.

*Interference* with Foundation officials during the lawful performance of their duties is a criminal offense as defined by CA 21-3828. The sheriff's office will be called to remove such violators.

*Items Forbidden on Premises.* The possession, use, or sale of weapons, ammunition, combustibles, fireworks, and explosive devices or any substance or device designed to harm or incapacitate is prohibited on premises. "Weapons" are defined as revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, pepper spray, knives over 10 inches in total length, slingshots, bows and arrows, martial arts weapons, and paint ball guns.

*Computer Usage and Internet Policy.* This Foundation provides access to the vast information resources of the Internet to students in their educational endeavors. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

The Internet at the Residence Halls is an educational tool, provided at significant cost. You are expected to use your Internet access primarily for educationally related purposes, i.e., to communicate with students, other College personnel and colleagues, to research relevant topics and obtain useful educational information (except as outlined below). You are required to conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. All existing laws, rules and Residence Halls policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Foundation resources, sexual harassment, information and data security, and confidentiality. Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the Foundation and expose the Foundation to significant legal liabilities.

*Drug Free Schools Policy.* The Residence Halls have adopted and implemented a policy to help prevent the unlawful possession, use, or distribution of illicit drugs. The policy is established to meet this intent and to ensure compliance with both the "Drug-Free Work Place Act of 1988" and the "Drug Free Schools and Communities Act amendments of 1989" (P.L. 101-226). As set forth in local, state, and federal laws, and rules and regulations the Residence Halls strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or staff in buildings, facilities, grounds, or other property owned and/or controlled by the Foundation or as part of Foundation activities.

**The Residence Halls will impose disciplinary sanctions on students who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol on Foundation property, or as a part of an event sanctioned or sponsored by the Foundation. Any violation of this policy will result in immediate suspension and eviction. A criminal conviction is *not* required for sanctions to be imposed upon a student for violation of this policy. If you are voluntarily in the presence of any of these activities there is a presumption that you are also engaged in the activity.**

Examples:

*Anabolic Steroids* - seriously affect the liver, cardiovascular and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

*Barbiturates/Depressants* - (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion or reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

*Cocaine/Crack* - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

*Hallucinogens* - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in the self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

*Cannabis* - (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

*Narcotics* - (smack, horse, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsion, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

*Tobacco/Nicotine* - some 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

*Alcohol* - Possession, distribution, or use of alcoholic beverages, including 3.2 beer, on Foundation property, or at any function sponsored or supervised by the Foundation is strictly prohibited.

*External Sanctions.* Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. The sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides severe penalties for distribution or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance.

*Barbecues:* Use of personal grills / BBQ's is not allowed. Permanent grills / BBQ's are available on Residence Halls' property for residents' use. Cleaning grills / BBQ's after use is required. A cleaning fee will be assessed for violation of this rule.

*Bicycles/Motorcycles:* Bicycles/motorcycles may not be stored in residents' rooms. Racks are provided across the premises. Bicycles shall not be ridden in Residence Halls' rooms or pedestrian walkways, only on roads.

*Building Entry:* Entering or exiting through windows is prohibited. Guests are to enter and exit through the main front entrance only. Guests under the age of 18 shall check-in in the Office or with the appropriate official on-duty.

*Cable TV:* Basic cable television service is provided in each resident's room and is included in the license agreement. Residents must provide their own cable adapters. External antennas are prohibited.

*Candles/Incense:* Burning candles, incense and open flame decorations, such as potpourri are fire hazards and are therefore strictly prohibited.

*Check-in/Check-out Procedures:* Instructions that are posted at the beginning and ending of each term shall be followed.

*Check-in:* Complete a check-in inventory and condition form, and pick up your key from the Office or Resident Assistant.

*Checkout:* Return your room and living area to its original condition, including the removal of all personal items, clean it, and then schedule an appointment with your Resident Assistant to examine your room. The room shall be checked for any damages. If damages occur, additional paperwork shall be completed. Not signing paperwork does not cancel the damage charges.

*Common/Public Areas/Balconies:* The balconies are off-limits and are not to be used. Personal belongings are not to be left in public areas or balconies due to health and safety regulations. Any personal items found in these areas shall be removed. The Foundation is not responsible for items left in common areas.

*Damage:* Residents shall be held liable for any damages, lost property, or unusual service they cause in either public or private areas of the Residence Halls by accident, neglect or intent. When multiple residents occupy the same room or living area, and Residence Halls cannot ascertain responsibility for damage or loss in the room, costs shall be divided equally among the residents of the room. Nonpayment of debts may result in the withholding of academic records, collections activities and other penalties.

*Decorations:* Residents are encouraged to decorate their rooms to make it home with a few restrictions: no large nails, hooks, or screws may be used without permission. Posters may be hung, but remaining tape marks shall result in damage charges. Murals and contact paper are prohibited.

*Deposits:* Residents who properly check out of the Residence Halls at the end of the contract period may be eligible for a refund of the security deposit if no monies are due to Residence Halls. The security deposit is to be held until the end of the contract period, therefore any fines or penalties are due and payable during the year when they are assessed. Payment or arrangement for payment should be made with the Residence Halls Office immediately. At the end of the contract period any remaining monies owed to Residence Halls shall be deducted from this refund. If the deposit is insufficient to cover monies owed, the Residence Halls shall initiate additional collections procedures. Residents that request to break their housing license contract after a room is reserved and a contract has been signed shall forfeit the security deposit, if a replacement renter is found for the leaving resident. If no replacement renter is found, the vacating resident shall be liable for the entire academic year's rent. Residents shall be held accountable for the entire rent amount of their *academic year* license agreement. Violation of the check out procedures will result in loss of deposit and rent for the academic entire year.

*Electrical Appliances:* U.L. approved appliances with fully enclosed heating elements and/or electrical wiring are provided. Hot plates, halogen lamps, open coil appliances, electric space heaters, and/or appliances that could "melt down" if left unattended constitute a fire hazard and are strictly prohibited. Wiring shall not exceed one extension cord per electrical outlet. Use of multiple socket plugs, running cords under carpeting and direct splicing in the electrical outlet is prohibited. The use of U.L. approved surge protection strips is acceptable and recommended.

*Finals Week:* During finals week, 24 hour quiet goes into effect and remains in effect until after the last scheduled exam. Loud or disruptive noise that can be heard in adjoining rooms shall result in an automatic incident report. (See also "Quiet Hours" below).

*Fire Drills:* Fire drills are randomly conducted. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents shall consider any fire alarm real and evacuate the building immediately.

*Furniture:* Residence Halls' rooms are only partially furnished. Check with Residence Halls' Office for information on what furniture is currently being provided, as well as furniture that may be available for rent, on an "as-available" basis. No furniture, including mattresses, may be removed from any room. Closets, desks, bookshelves, cables, phone jacks, or any electrical wiring may not be moved or altered in any way.

*Inspection:* The Foundation respects the privacy of each resident, but reserves the right to enter and inspect any residence Halls room for the purposes of maintenance and repair, regularly scheduled room checks or whenever it appears that Foundation property may be damaged, or when it reasonably appears that Foundation policy is being violated.

*Insurance:* The Foundation is not responsible for personal property that is lost, stolen, or damaged on Residence Halls' property. It is strongly recommended that residents purchase renter's, accident and health insurance. Room doors should be locked at all times.

*Keys:* Residents are responsible for the use and control of their room keys. Giving or loaning your key to anyone else is strictly prohibited. Lost keys must be reported to a Residence Hall official immediately and shall result in a lost key fee of \$5. If a lockout occurs contact your Resident Assistant. If a room needs to be re-keyed, a relock fee of \$25.00 will be assessed. Identification must be shown when requesting a new key or entrance to your room

*Littering/Throwing Objects:* Littering or throwing objects from windows is prohibited.

*Lab/ Office Furniture:* Lab or office furniture shall not be removed from the area. Furniture located in public areas is for the use of all residents. Please refrain from rearranging public area furniture to avoid potential damage to the furniture and the floor coverings. If lab or office furniture is discovered in a resident's room, disciplinary action may be taken.

*Mail:* The Residence Halls is not responsible for student mail. Students can rent a post office box at the college Bookstore or at the Quincy Post Office.

*Painting:* Painting of a room is prohibited.

*Pets:* Fish are the only pets allowed in the Residence Halls. All other animals (except service animals assisting the disabled) are prohibited. Violation of this rule will result in a minimum \$200 fine.

*Propping Doors:* Propping doors open in Residence Halls presents a security risk for all residents and is prohibited.

*Quiet Hours:* Begin at 10 P.M. and continue through 8 A.M. Each student shall have the right to sleep or study without unreasonable restriction in his/her own room in the Residence Halls at any time of the day or night. Therefore, excessive noise and disruption shall never be tolerated. The guideline used by Residence Halls' staff to enforce quiet hours is noise/music that can be heard more than one door down is too loud.

*Smoking:* Smoking is not permitted in Residence Halls' facilities. Smoking is also prohibited in all public areas and only is only permitted in designated areas of the property. Smoking in a residential unit will result in a re-painting fee of \$400 (one-bedroom unit) or \$600 (two-bedroom unit.)

*Storage:* Storage of room furniture is not permitted in the Residence Halls. Students who leave the Residence Halls must remove all belongings. Failure to remove all items from Residence Halls may result in a fine and/or loss of items.

*Telephones:* Residents must provide their own phone service and telephones.

*Television/Stereos:* Use must not disturb other residents. If they are played too loudly, as judged by the Residence Halls staff, the offender may be required to remove the item from the Residence Halls. Failure to remove a stereo, radio, television, etc. when notified by the Residence Halls staff may result in removal and storage by the Foundation until it is convenient for the owner to take it home and/or fines are paid.

*Vandalism:* Vandalism to Foundation facilities or property shall not be tolerated under any circumstances. Persons who violate Foundation property will be subjected to disciplinary action and criminal prosecution.

*Visitation:* Residents have the right to invite guests into their rooms. Minor (under the age of 18) visitors must register at the Office or with the appropriate Residence Halls official. Residents also have the right to be secure from unwanted or uninvited people. The Foundation will attempt to honor both these rights. Guests are subject to all Residence Halls policies. Residents are responsible for their guests' behavior and insuring that they follow all policies while visiting. The resident shall be responsible for their guests who violate Residence Halls' policies and shall be assessed the appropriate penalties, including payment for damaged property.

*Winter Storms:* College authorities will make the decision to close the campus, usually prior to 6:00 a.m. the day of classes. Information will be made available on local radio stations and on the College answering machine.

*Work Orders:* Report malfunctioning equipment or room damage promptly to the appropriate Residence Halls official or the Director of Business Operations.

## **ARTICLE VII: JUDICIAL PROCEDURES**

### **Charges and Hearings**

Any college community member may file a grievance report against any student for misconduct. Any member of the college community who believes he/she has a legitimate grievance which is not resolvable through an informal process, and who desires to take advantage of the formal grievance procedure must observe the following process. Charges shall be prepared in writing (forms available in the Residence Halls' Office) stating the name of the accused, the specific details of the violation, and the signature of the person filing the report, and be presented to the Director of Business Operations. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

The Director of Business Operations may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. After the initial investigation, the Director of Business Operations may do the following:

Take no action.

Take administrative action to counsel, advice, or admonish the student(s).

Take disciplinary action against the offending student ranging from warning to suspension, eviction / expulsion. The range includes:

Warning - A notice in writing to the student that the student is violating or has violated regulations.

Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any regulations during the probationary period.

Loss of Privileges - Denial of specified privileges for a designated period of time.

Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions - Work assignments, service to the Foundation or other related discretionary assignments.

Housing Suspension - Separation of the student from the Residence Halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Student Housing Eviction / Expulsion - Permanent separation of the student from the Residence Halls.

### **Interim Suspension**

In certain circumstances, the Director of Business Operations may impose a Residence Halls suspension prior to the investigation or hearings before the management or Appeals Committee.

Interim suspension may be imposed only:

- to ensure the safety and well being of members of the college / housing community or preservation of Foundation property;
- to ensure the student's own physical or emotional safety and well being; or
- if the student poses a threat of disruption or interference with the normal operations of the Foundation.

During the interim suspension, students shall be denied access to the Residence Halls and/or all other activities or privileges for which the student might otherwise be eligible or the Director of Business Operations may determine to be appropriate.

### **ARTICLE VIII: APPEALS COMMITTEE**

Any student adversely affected by the decision may file (with the Director of Business Operations) a written request for a hearing before the Appeals Committee within two (2) working days from the date disciplinary action was initiated by the Director of Business Operations or another official. The request must specify the following:

- 1) Name, current address and telephone number;
- 2) Description, date(s) and place(s) of alleged act(s);
- 3) Date and by whom discipline was levied;
- 4) The disciplinary penalty assigned;

5) Circumstances which s/he feels merit review;

6) Signature and date.

Upon receipt of the request for an appeals hearing, the Director of Business Operations will schedule a hearing, and notify the student requesting the appeal, of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to a friendly advisor.

### **Hearing Procedure**

A time shall be set for the hearing, not less than two (2) or more than ten (10) calendar days after the student has been so notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the Director of Business Operations under certain circumstances.

The committee is an ad hoc committee convened on a case by case basis and shall consist of one college representative, one Residence Halls or Foundation representative and one representative from the Quincy community. The Director of Business Operations shall appoint the members of the committee on a case by case basis, chair the committee and present information and evidence, but shall not be a voting member of the Appeals Committee.

Hearings shall be conducted by the committee according to the following guidelines:

- Hearings normally shall be conducted in private.
- Admission of any person to the hearing shall be at the discretion of the committee and/or the chairperson.
- In hearings involving more than one accused student, the chairperson of the committee, at his/her discretion, may direct that the hearings concerning each student to be conducted separately.
- The complainant and the accused have the right to be accompanied at the hearing by a non-legal guest, friend or relative of their choice. The complainant and/or the accused are responsible for presenting his/her own case, and therefore, such guests are not permitted to speak or participate directly in the hearing before a committee.
- The complainant, the accused and the committee shall have the privilege of presenting witnesses, who are subject to the right of questioning by the committee.
- Pertinent records, exhibits, reports and written statements may be accepted as evidence for consideration by the committee.
- After the hearing, the committee shall determine (by majority vote) whether the student has violated the Code of Conduct and determine if the disciplinary action that has been imposed remains appropriate.
- The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
- In each case in which the committee determines that a student has violated the Code of Conduct, the Director of Business Operations will advise the accused in writing of the committee's determination and of the penalties and/or sanction(s) imposed, if any, within five (5) working days.
- The records of a hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. The record shall be the property of the Foundation. Deliberations by the judicial body shall not be recorded.

## **Important Dates:**

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August 3 & 4, 2009

Check-in for Fall Athletes, 9:00 A.M to 3:00 P.M. Only

August 13 - 15, 2009

Check-in for all new students, 9:00 A.M. to 3:00 P.M. Only

January 14 - 15, 2010

Check-in for new students, 9:00 A.M. to 3:00 P.M. Only

May 17 - 21, 2010

Check-out

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