

Reedley College Residence Hall Handbook 2025-2026

Resident's Name



Welcome to the Reedley College Residence Hall!

On behalf of the Residence Hall staff, we would like to welcome you to Reedley College and congratulate you on your decision to live on campus. Living in the Residence Hall provides you with exciting opportunities, such as meeting new friends and participating in social activities. It also allows you the freedom to make your own decisions in an atmosphere filled with new life experiences.

This handbook provides positive guidelines to use as a reference for successful living as a resident student. The following pages have been prepared by the housing staff to help acquaint you with the policies, procedures, and regulations that guide the Residence Hall students and staff at the college.

We require you to thoroughly read your contract and this handbook to understand the responsibilities of maintaining residency here at Reedley College. Other documents that may be useful include:

- RC Code of Student Conduct
- RCRH Semester Contract

We wish you luck and success during your stay.

Sincerely,

Residence Hall Housing Office

Table of Contents

Residence Hall Overlook 1

- Managers & Utility
- Resident Assistants
- Student Assistants
- Office Hours & Services
- RH Club
- RH Calendar Schedule

Amenities 3

- AC/Heating
- Internet
- Laundry
- Mail & Packages
- Maintenance Repairs
- Parking
- Pest Control
- Recreation Room
- Tiger One Card
- Trash Bags & Bins
- Vending Machines
- Add-ons: Cable, Internet, Phone

Requirements for Residency 6

- GPA
- Health Insurance
- Units
- Parking Permits
- Room inspections

| | |
|--------------------------------------------------|---------------|
| RH Contract | 8 |
| ▪ Cancellation | |
| ▪ Check-in/Check-out | |
| ▪ Damages | |
| ▪ Fee's & Rent | |
| ▪ Refunds | |
| ▪ Room Changes | |
| Health, Safety, and Wellness | 12 |
| ▪ Fire | |
| ▪ Health Services | |
| ▪ Psych Services | |
| ▪ SCCC Police Department | |
| ▪ Signal/Fire Alarm | |
| ▪ Tiger Pantry | |
| Rules and Regulations | 16 |
| ▪ Alcohol, Drugs & Illegal Substances | |
| ▪ Cohabitation Policy | |
| ▪ Prohibited Activities | |
| ▪ Prohibited Items | |
| ▪ Room Alterations & Cleanliness | |
| ▪ Room Lock-out | |
| ▪ Visitation and Guests | |
| Disciplinary and Termination Policies | 28 |
| ▪ Academic Probation | |
| ▪ Behavioral Probation | |
| ▪ Controlled Substance Use/Abuse/Possession | |
| ▪ Dismissal | |
| ▪ Policy Violations | |
| ▪ SCCC Board Policies | |
| ▪ Student Conduct Process | |
| ▪ Suspension & Expulsion | |



Residence Hall Overlook

The Residence Hall staff is part of the Student Services Division at Reedley College. Student Services is led by the Vice President of Student Services, Dr. Jesus Vega.

Managers & Facility Staff:

The Residence Hall has two managers who are full-time professional staff members who oversee the day-to-day operations. Managers are responsible for fostering student growth and development through programming efforts, community development, and administrative processes. All Resident Assistants and student workers are supervised by the managers. The Residence Hall is also equipped with a full-time utility worker, a part-time custodian, and office assistant.

Resident Assistants:

Resident Assistants (RAs) are trained student staff members who live in the residence hall and have been selected based on their experience, leadership, and interpersonal skills. They are prepared to assist residents with a multitude of concerns: personal, social, academic, and environmental. RAs also assist in the daily oversight of student conduct and behavior. They report any infractions or concerns to the managers.

RA On Duty: (559) 593-6851

Student Assistants:

Student Assistants are Reedley College students who may not live in the Residence Hall but have been trained to complete both clerical and maintenance tasks.

Office Hours and Services:

The Residence Hall is operational 24 hours a day, 7 days a week.

Reedley College Residence Hall

Front Desk: (559) 494-3049



The Residence Hall **Office** is typically open from 8 AM – 10 PM Monday-Friday. Periodically, during the day, the office and front desk may be closed.

Managers and staff may be at various meetings or arrangements across campus. If you should have a problem or need help, please contact a staff member by phone.

Some services available through the Office are as follows:

- Room Card Replacement
- Lost & Found Items
- Report a Maintenance Problem
- General Information
- Visitor/Overnight Passes
- Room lock-outs (\$5.00)
- Contact managers
- Housing Contracts
- Mail/Package Pickup
- Sign up for Activities

**Residence Hall Club:**

The Residence Hall Club is recognized by the Reedley College Student Activities Office as a campus club and holds monthly meetings. Every student in the Residence Hall is a member in good standing. The \$100.00 activities fee (paid as part of the \$200 contract fee) is for the various programs that are provided for your enjoyment throughout the academic year. All residents are eligible to run for office.

RH Calendar Schedule:

The Residence Hall closes throughout the year. Students who need housing or are required to stay due to participation in a college sport or program may make accommodations prior.

The Hall will be closed for the dates listed below:

Winter Break- December 15th- January 9th

Spring Break- March 30th – April 3rd

Amenities

Air Conditioning & Heating

All rooms have an independently controlled A/C unit. For your comfort and convenience, the thermostat should be set between 72-75 degrees Fahrenheit. Make sure your room window is closed when using the A/C or heater.

Internet

SCWiFi is free and available to all residents. Sign-in is

Username: Reedley College ID#

Password: RC email password

Kitchen

The kitchen is downstairs near the main lobby and has a stovetop and oven. Residents may check into the kitchen with a staff member on duty. Cooking utensils, pots, pans, etc., are the responsibility of the resident to bring and clean on their own.

Laundry

The Residence Hall has a laundry facility room for each hallway. The Residence Hall and Reedley College are not responsible for any lost, damaged, or stolen items. We suggest you mark your belongings with a permanent laundry marker and monitor loads. Laundry may be removed by any resident from the washer/dryer once the cycle is complete. Please place the clothes on the tabletop. REMOVE LINT FROM THE DRYER BEFORE EACH LOAD.

Coin-operated or App: WASH \$1.25 DRY \$1.00

Mail & Packages

Mail

A personal mailbox key will be issued to each resident at check-in. US Mail is received on-campus Monday- Saturday and is delivered by on-duty staff to mailboxes no later than 5 PM. There is no Sunday or holiday service. Any lost or damaged mailbox keys will incur a \$10 replacement charge.

Outgoing mail may be left with the front office staff.



Packages-

When packages are received, residents will be notified via email. Show this email to the staff to obtain your package.

For mail or packages being delivered to you, please have all senders address packages in the following manner:

Resident Full Name

Room #

1235 W Manning Ave.

Reedley, CA 93654

Maintenance Repairs

Everything in your room should be in good working order before your arrival. However, should there be something in need of repair throughout the year, **DO NOT REPAIR IT YOURSELF**. Submit maintenance requests at <https://tinyurl.com/rcrhmaintenance> and our utility worker will work on resolving the issue. Maintenance requests can also be submitted for common areas. If you see something, please report it to a staff member on duty.

Parking

Parking lot A at the far end adjacent to the Residence Hall is reserved for only housing residents. For more information, please refer to the Parking Permits section under *Requirements for Residency*. The parking lot is monitored 24/7 by SCCC Police, and enforcement of parking lot and College rules falls within campus jurisdiction.

Residents leaving for an extended period (weekend or longer) during the semester should leave vehicle keys with the Housing staff or in their room. This ensures that in the case of an emergency, the student's vehicle can be transported to a safe designated area and not have to be towed.

Pest Control

Should you have a problem with pests in your room, please notify one of the Residence Hall managers as soon as possible. We will assess

the situation and recommend appropriate treatment to resolve the situation. If Pests are determined to be associated with cleanliness in an individual room, the student will be financially responsible for treatment.

Recreation Room

The TV and recreation (Rec) room are provided for the residents' relaxation and enjoyment. Every resident is responsible for the cleanliness and care of this shared facility, including the public restroom in the Rec room.

The television is to be used on a first-come, first-served basis. Please be considerate of others when watching TV. Unless scheduled by Housing, no video games are to be played on the 72-inch TV. No individual or group may monopolize the TV.

The television is connected to DIRECTV and includes most of the popular satellite channels.

Tiger One Card

Upon arrival, each resident will receive a proximity card. This will serve as their card for entrance and access to Residence Hall doors as well as their RC campus ID card. This card may not be given or shared for any exception. Any lost or damaged proximity cards will incur a \$25 replacement charge. This card also provides free access to all home RC athletic events.


Trash

All trash has to be taken to the back patio dumpster. Residents must provide their own trash bag liners.

Vending Machines

The vending machines are located in the main hallway on the first floor. They are filled by Tiger Cafe staff throughout the week. You may purchase food from this machine with your Tiger One Card. Please be aware, the machines are on loan to the residence hall and payment for any damages to the machines are taken from the students' activity funds.

Add-On Amenities

Should you choose, there are some additional amenities you may add to your room throughout your stay at your cost. To subscribe to any or all of those listed below, please contact RH Manager.

| | |
|-----------|---------------------------|
| Cable | DIRECTV |
| Internet | Frontier (1-855-392-5390) |
| Telephone | Verizon (800-837-4966) |

Requirements for Residency

To maintain your residency in the Residence Hall, you must meet all of the following requirements:

GPA

A minimum 2.0 cumulative GPA is required to maintain residency. Grades will be checked at the end of each academic semester. A GPA of 0-1.74 will be dismissed and invited to re-apply for housing once all minimum qualifications have been met. A GPA of 1.75-1.99 and/or between 9-11 units will result in academic probation. Refer to the Disciplinary & Termination Policies section for conditions of academic probation.

Health Insurance & Immunizations

Health insurance is **highly recommended** for all housing students. Residents who have changed companies should notify a manager.

All Residence Hall students enrolled in classes are required to submit a Residence Hall Immunization Clearance Form to the Health Office. Residents must meet Reedley College immunization and health compliance requirements to remain eligible for on-campus housing. This includes up-to-date immunizations in accordance with state and college health guidelines. For more information, visit the Reedley College Health Services site or contact Student Health Services.

Units

All Residence Hall students must be enrolled in and maintain at least 12 units throughout the entirety of the semester. Unit checks will be conducted throughout the semester.

Parking Permits

Both a Residence Hall parking pass and an RC parking pass must be together and visible to parking enforcement. RC parking permits must be purchased online at mycampuspermit.com (\$20/summer, \$30/semester)

Residence Hall permits are free and can be obtained from staff in the Housing Office. Residents with a vehicle are required to register it with the housing office. All handicap and staff parking zones are enforced 24/7 and violators will face costly fines.

As a reminder, the parking lot is monitored 24/7 by SCCCD Police and enforcement of parking lot and college rules falls within campus jurisdiction. Students are not to loiter or “party” in any parking lots.

Room Inspections

Room inspections are conducted monthly by the Residence Hall Manager. Inspections are to ensure the health and safety of students and guarantee facility maintenance. Failure to meet health and safety standards may result in a fine as well as a referral through the student conduct process.

Residence Hall Contract

Your contract with the Residence Hall is your signed agreement to abide by all rules and guidelines for living on campus at Reedley College. You need to read and understand it and regularly refer to it as needed.

Contract Cancellation

All contracts for the Residence Hall are written for the entire semester. If for some reason you feel you cannot uphold your contract for the semester, an appointment must be made with a manager. If you move out of the residence hall without meeting with a manager, all charges will continue to accrue and you will be responsible for all charges.

Students can cancel their housing contract, without penalty, up to the 1st Friday of each academic semester for their current housing contract in that academic semester. Should a student want to and decide to cancel their housing contract after the 1st Friday in the academic semester, the student will incur a penalty fee equal to 30 days of rent. Students interested in canceling their housing contract will need to contact the Residence Hall Manager and Assistant Manager in writing through e-mail. The student may be released from their contract only under the following conditions after the 1st Friday of the academic semester:

- a. Academic withdrawal through the end of the third (3rd) week of school.
- b. Disciplinary dismissal
- c. Graduation or transfer mid-semester
- d. Non-withdrawal
- e. Medical Reason: a doctor's letter must accompany the written request for early contract termination

Check-in

When you first arrived at the Residence Hall you are given a room inventory sheet. You are to look over the condition of your room and make note of any damages or deficiencies. The inventory form must be

returned to the Residence Hall Office within 24 hours. If you fail to return the check-in sheet within 24 hours or fail to turn the sheet in at all, any damages present when you check out of the room will be charged to you. RETURNING THE INVENTORY SHEET IS FOR YOUR PROTECTION.

Check-out

Residents are required to properly check out of the Residence Hall. Room inspections will be conducted during the check-out process; while final room damage evaluations and financial assessments will be completed after.

When moving out, please:

Remove all trash and unwanted personal items from the room.

Upon moving out, rooms should be left exactly as they were when checking in, with only the following items in the room; beds, mattresses, desks, dressers, door mirrors, blinds, two chairs, and two trash bins. There will be a costly penalty charge for anything else left behind.

Clean the room and return all assigned furniture.

Return Tiger One card and Mailbox key to RH staff.

All students must turn in their Tiger One Card and mailbox keys at the end of the semester. If the card and keys are not returned, students are subject to additional charges (\$25 for Tiger One Card & \$10 for mailbox key).

Complete inventory check-out sheet with forwarding mail address

Whether it is the end of the semester or year, at the time you officially check out of your room, a staff person will complete the check-out portion of the inventory form and record any damages present. Please note a final review of room condition and damages will be conducted by professional staff and may result in further repair costs.

*Failure to complete the tasks above will result in an improper checkout fee of \$50 + cleaning/damage/replacement fees

Damages

You and your roommate(s) are responsible for the condition of your room at all times, which includes the entire interior of your assigned room and the outside of your room door. Both you and your roommate(s) will share in the cost of the repairs unless otherwise agreed upon.

Non-Refundable Fee

The non-refundable contract fee (\$200.00) is a charge separate from the Residence Hall semester fee and will not be applied towards the Residence Hall semester fee. The non-refundable fee will include the cost (\$100 of a Residence Hall activity fee, utilized for social and educational events implemented by the Residence Hall Staff for residence hall students, and a cleaning fee of \$100 for when students checks out and vacates the residence hall. The \$200 non-refundable fee must be paid before the student moves into the Residence Hall.

The non-refundable fee will also be used for unpaid residence hall balances, and the remaining portion will be used for other school debts and standard room cleaning. Additional charges may apply due to improper checkout, room condition, failure to turn in Tiger One Card, and mailbox keys.

Rent Payments

Residence hall rent and meal program fees are due and payable as outlined in your deferment/promissory note. Residents who fail to make their payments may be subject to a hold on their account, suspension of their meal program, and termination of their housing contract.

Residents are encouraged to give a copy of their payment schedule to their parent/guardian so that they can arrange their finances to meet the residence hall fees payment schedule. There is a \$45 fee to set up a payment plan.

Rent: \$2,141.00 /Semester
Meal Program: \$1,409.00 /Semester
Total: \$3,550.00 /Semester
Breakdown: \$710.00 /month x5 months

Refunds

If a student moves out during the contract period without formal written approval, they remain financially responsible for the full contract until the cancellation is approved. Refunds for approved cancellations will be prorated based on the remaining contract period, minus any applicable fees. In the event the residence hall closes during the academic semester (excluding designated holiday break periods) and the student has not canceled their contract, they may request a prorated refund for the unused portion of their contract. Students experiencing extenuating circumstances such as medical issues, financial hardship, or emergency withdrawal may submit a written appeal with supporting documentation to request a reduction or waiver of cancellation fees. All appeals will be reviewed by the Residence Hall Manager.

Room Changes

Room changes are possible after the first month of classes each semester. If you desire a room change you must contact a manager and submit a room change request form. If a manager approves a room move, the resident is responsible for finding a new roommate and moving.

Room changes are not guaranteed due to occupancy and will be granted at the discretion of a manager. Failure to contact and consult a manager for room changes will result in check-out fines.

Health, Safety, and Wellness

Fire Safety

Combustibles: Gasoline, motor oils, paints, thinners, cleaners, lighter fluids (all types), charcoal briquettes (includes Match Light brand), bottle gas: propane, camp gas, flammable and non-flammable gases are strictly prohibited. These and similar items pose a danger and high fire hazard.

Fire Alarms: Fire alarm pull stations are located throughout the Residence Hall. They are to be used only in case of fire. Purposely tampering with or activating the alarm for no emergency is a misdemeanor, California Penal Code, Section 148.4. Residents identified as tampering or falsely activating the alarm system will be dismissed from the Residence Hall and may be financially responsible for charges (\$100 minimum) levied by the local City of Reedley Volunteer Fire Department.

Additionally, residents are not permitted to store any items on the top bunk. There must be at least an 18-inch clearance from the ceiling to ensure fire safety compliance.

Fire Drill: At least one fire drill per semester will be held as a practice to familiarize the residents with the evacuation procedure. Every resident and visitor is required by law to evacuate when the alarm is activated. When you hear the alarm, leave your room with your room keys, exit out of the building, and proceed to the parking lot.

Fire Extinguisher: The Residence Hall is outfitted with fire extinguishers throughout the facility. These are not to be tampered with in any way. Clean, repair, and replacement will be the responsibility of those found responsible for tampering with fire extinguishers may be responsible for charges (\$100 minimum) and dismissed from the Residence Hall.

Open Flames: Candles and all other open flames are prohibited.

Health Services

The Health Services Office is located in the Student Services building.

Hours: 8:30 AM to 5 PM, Monday through Friday.

Phone: 559-494-3000 ext. 3219



Residents are encouraged to contact the campus nurse upon the first sign of illness. If you are ill, do not wait until the evening. There is no evening nurse. Residence Hall provides limited First-Aid items i.e. cold/flu remedies, aspirin, Band-Aids, etc. We encourage residents to secure these items, along with their health hygiene items themselves.

**If you have a medical condition requiring the use of syringes, please speak with a Manager for a more specific protocol.*

Psychological Services/Mental Health Services

Mental Health Services are offered through the Health Services Office located in the Student Services building. A licensed mental health therapist is available in person to help connect students with internal and external referrals, resources, and services. Confidential short-term individual and group counseling services are available to currently enrolled students at no charge.

Hours: Monday-Friday from 8:30 am-5 pm
Phone: 559-494-3028

Virtual/online mental health services, including on-demand crisis counseling, are available to enrolled students through **Uwill**. With Uwill, students can choose their own therapist and schedule virtual, online, or phone sessions at their convenience. To get started, visit **app.uwill.com** and register using your college email address (required to access these free services).

For mental health crises, call or text the National Suicide & Crisis Lifeline at 988, or text "courage" to 741741.

SCCCD Campus Police

Reedley College and the Residence Hall are monitored 24/7 by SCCC Police Department. These officers have all of the police responsibilities and power to enforce California and Federal law both on and off the Reedley College campus including all areas of the parking lot and athletic facilities.

Emergency Phone: 559-244-5911
Non-Emergency Phone: 559-244-8201

Campus Police are also available to report a crime or provide safety checks including within the Residence Hall, walking to parking lots, and more. Please notify a Manager for assistance.

Signal/Fire Alarm:

The fire alarm sounds in a variable and continuous tone. Please follow directions and evacuate rooms immediately through the nearest exit. There are Fire Emergency Exit Doors at the end of each hallway. Including the East/West of each hallway both upstairs and downstairs.

You have received a detailed image with a description in your check-in folder.

Door Propping: Please do not prop any of the doors around the Residence Hall, including bedrooms, bathrooms, recreation room, back patio, Fire Exit doors, laundry rooms, etc. unless specifically instructed to do so by the Residence Hall staff.

Emergency Exit Doors: During non-emergencies, entry to and exit from the building is only through the main lobby. The hallway emergency exit doors are only to be used during fire alarms and emergencies.

Fire Sprinklers: Do not tamper with fire sprinklers, any smoke detectors, or fire alarm pull stations. Tampering with fire sprinklers can cause damage to the Residence Hall, and result in dismissal and a fine (\$100 minimum). Do not hang anything on the ceiling-mounted sprinklers.

Smoke Detectors: Each room is furnished with a functional smoke detector; this is for your protection. Residents are cautioned not to tamper with the smoke detector in any way. Periodic maintenance inspections of this safety device will take place. Any repair or replacement of the device will be charged directly to the residents assigned to the room where damage or vandalism has occurred.

Staircases: We ask you not to sit, stand, or occupy inside or outside the staircase or railings at any time. This is a fire hazard and will slow down evacuation of the building. Sitting on the staircase also poses a possible safety hazard.



Tiger Pantry

Reedley College Tiger Pantry offers non-perishable food items, fresh produce, and personal hygiene products. This is made possible with donations from the community and in collaboration with Central California Food Bank. It is located in the Student Center Room 103 and is available for all students currently enrolled in Reedley College.

Open: Monday- Friday *times posted at Pantry

Phone: 559-494-3000 ext. 3173

Follow the Tiger Pantry on Instagram to stay connected and get the latest updates and exclusive content @reedleytigerpantry



Rules and Regulations

Alcohol, Drugs, & Illegal Substances

Reedley College is a “dry” campus and has established itself as substance-free. District Board policies 3550 and 3560 forbids the possession of alcohol, drugs, or other illegal or controlled substances for use, sale, manufacture, or distribution.

Alcohol and drugs including marijuana are not permitted on the campus and this includes the Residence Hall and your room. Residence Hall students who are 21 years old or over are not exempt from this policy.

- Alcohol is not permitted at any time on campus or in the Residence Hall this includes all parking lots and athletic facilities. Possession of alcohol will result in dismissal from the Residence Hall.
- Alcohol, drugs, or other illegal or controlled substances are not permitted at any Reedley College or Residence Hall organized events including any off-campus social or athletic activities.
- Displays of alcoholic beverage containers, logos, advertisements, paraphernalia, empty alcohol containers, caps collections, and recycling alcohol containers possessing low-alcohol beverages are prohibited.
- Empty alcohol containers, container caps, labels, or cartons for display, collection, or recycling are not allowed.
- Students in possession of alcohol will be asked to pour out the alcohol and may be asked to vacate the vacate their room at the Residence Hall and/or reported to the Dean of Students
- Paraphernalia such as, but not limited to, alligator “roach” clips, rolling papers, pipes, water pipes “bongs”, and BEDE cigarettes are not allowed. No hookahs or vapes are allowed.
- The smell of marijuana on your person or your room will lead to a verbal warning, write-up, probation, or dismissal from the Residence Hall and reported to the Dean of Students. Possession of marijuana or any derivative is prohibited and will result in dismissal from the residence hall.

This is an SCCC Board policy as well as California State Law as found in the Business and Profession Code. The influence of alcohol or drugs

shall not in any way alter the consequences and the responsibility of the resident student concerning the enforcement of Residence Hall policies, regulations, or rules as well as the policies which govern the RC campus as outlined in the SCCC Board Policy Handbook. Please see the disciplinary termination policy Education code section 10603 for violation of this living standard. Violation of this policy will result in immediate dismissal from the residence hall.

CONTROLLED SUBSTANCE USE/ABUSE/POSSESSION - State Center Community College District Board Policy 3550 forbids the use or possession of controlled substances. Violation of this Board Policy will result in the immediate dismissal/release from the College Residence Hall. Students will be placed in an off-limits status to the Residence Hall and its surrounding property. The students may also face further campus disciplinary action.

Cards/Keys

Every resident is required to purchase a Tiger One card. The price of the card is included in the contract fee and will be issued upon check-in.

Your Tiger One card will give you access to the Residence Hall and your room. This card is also loaded with your meal plan funds for use at the Tiger Café. Treat this card as you would the keys to your home or car. Never loan or give a friend your Tiger One Card. Remember, your belongings could be stolen should you loan or give someone your card. Keep the Residence Hall safe and secure.

If your card is lost or damaged, you will be charged a \$25 replacement fee.

Cohabitation Policy

To support a safe, respectful, and community-focused living environment, the Residence Hall follows designated housing assignments based on gender identity and enforces clear cohabitation and visitation policies.

Cohabitation is defined as visiting a resident's room as romantic partners and/or engaging in a sexual relationship. **Cohabitation is**

strictly prohibited. Residents found engaging in or allowing cohabitation will be subject to dismissal from the Residence Hall.

The Residence Hall is structured as follows:

- 1st Floor: Designated for male residents
- 2nd Floor: Designated for female residents

Room and Floor Access:

To ensure the privacy and comfort of all residents:

- **Residents and guests are not permitted to enter the floor or room of the opposite gender at any time**, regardless of the reason.
- Male residents and male guests are not allowed on the 2nd floor, including use of the elevator or stairwells leading to that level.

Exceptions may only be made with **prior written approval** from Housing Management for official Residence Hall business or emergency purposes.

Policy Enforcement

Any violation of this policy is considered a serious offense. Disciplinary action may include, but is not limited to, dismissal and cancellation of their housing contract.

Prohibited Activities

Disruptive Behavior: Any behavior that upsets the normal routine of the Residence Hall and its residents is not permitted. Please see the disciplinary termination policy which covers violations of this living standard.

Gambling: Any form of "games of chance" (craps, poker, blackjack, numbers, etc.) are not allowed in Residence Hall and are illegal in the City of Reedley and the State of California. Administrative Code, Title, Section 24.

Harassment: Physical abuse, threats of violence, and conduct including verbal harassment that threatens the safety or well-being of any person

are prohibited. Such conduct may lead to removal from the Residence Hall and, when appropriate, to campus disciplinary action or legal prosecution. While the term "physical assault" is commonly understood, the term "harassment" is not. Harassment is a form of violence; it consists of a written or verbal invasion or violation of an individual's rights. It may be racial, sexual, or personal in nature and may be conveyed through graffiti, verbal statements, obscene telephone calls, social media, or other means. The influence of drugs or alcohol shall not in any way mitigate the consequences of this type of behavior or limit the responsibility of the individual(s) involved. A mandatory meeting is held once a semester to address issues of sexual harassment. Any form of harassment reported will immediately be reported to the Dean of Students. (see BP 3430)

Horseplay: Destructive acts or "horseplay" that could result in injuries to the person(s) involved, or to others, or that could cause damage to the facility and furnishings or disruption of the peace is prohibited. This regulation includes but is not limited to, acts of vandalism, scaling the outside of any building, and similar activities.

Noise/Quiet Hours/Curfew: Loud and excessive noise is an invasion of another residents' privacy. Every resident is entitled to proper study and sleeping conditions. Consideration of the rights of others is mandatory in a group living situation. These guidelines also apply to noise which may affect adjacent study rooms. This includes bass volume on devices kept at a minimum volume to not cause the windows, doors, or walls to vibrate.

**Quiet hours are in effect: 10 PM - 8 AM Sunday - Thursday
12 AM - 8 AM Friday & Saturday**

Please note this does not mean that all noise levels are acceptable before these hours. Noise heard outside of your room, which is potentially disruptive to the community, is unacceptable at any time. The rights of other members of the community must always be taken into consideration.

**Quiet Hours are observed 24/7 Sunday- Monday finals week.*

Smoking/Tobacco: BP 3570 prohibits

It is the policy of the State Center Community College District Governing Board to promote a safe and healthy environment for students, employees, and visitors by reducing the health risks associated with smoking, vaping, and tobacco use. The District is a smoke and tobacco-free environment.

To enforce smoking, vaping, and tobacco control regulations and procedures, violators may be subject to a civil penalty, not to exceed one hundred dollars (\$100). The Chancellor is delegated with the authority to develop enforcement processes and standards consistent with this policy and applicable laws.

This includes any use of tobacco via “chewing”, smoking, vaping, etc. and smoking or vaping of any marijuana products.

Subleasing: Residents are prohibited from subleasing any part of their room to anyone, regardless of duration.

Prohibited Items

Amplified Equipment: Electric guitars, keyboards, and percussion instruments, are allowed in the Residence Hall unless complaints are issued. Stereo equipment, (receivers, televisions, blue tooth speakers) though amplified are not included; however, the resident should take care in setting the volume of this type of equipment, so as not to bother their roommate or neighbors. If warned more than 3 times, your stereo equipment will be removed and held until you can transport it off campus.

Bikes: There is a bike rack provided on the back patio. Make sure your bike is locked and secure. It is not the Residence Hall's responsibility if a bike on the bike rack is damaged or stolen.

Do not leave your bike in your room, the laundry room, the hallways, or locked to any stairwell or other object(s). If a violation does occur, bike owners will receive a warning. The second violation will be without notice, and the student will be fined \$50.

Dartboards: Dartboards and the throwing of darts are not allowed in the Residence Hall.

Extension Cords/Power Traps: Residence Hall rooms have limits on the capacity of the electrical systems. Overloading these systems can present a fire hazard. The use of extension cords and power traps is prohibited. If you find that you have several electrical items needing power, please unplug other items to make optimum use of the outlets and the power supply to your room.

Fireworks: Fireworks – firecrackers, M-80s, bottle rockets, Roman candles, etc. as well as “legal” types of fireworks are prohibited in and around the Residence Hall and on all areas of campus. They are illegal in the City of Reedley. Please see the disciplinary termination policy for violation of this living standard. California Penal Code, Section 626.9.

Incense: The burning of incense sticks, disks, oils, aromatic oils, lamps, scented and unscented candles, and Clove cigarettes are prohibited.

Motorcycles, Mopeds, Skateboards & Scooters: **Anything with wheels on it is not to be ridden in the Residence Hall.** If you have a motorcycle, scooter, or moped, it must be parked in the Student Residence Hall parking lot. As a precaution and for the safety of the other residents, please do not drive vehicles onto the residence hall front patio. All skateboards should be held in hand and walked through the lobby area and to your room and stored in your room. Wait until you get outside.

Pets: BP 3442 Animals on District Property:

All individuals on district property, including employees, affiliates, volunteers, students, business representatives, contractors, and visitors are generally prohibited from bringing animals, including pets, into any building, indoor space, or outdoor area owned or controlled by the District with limitations on use or access (i.e., classrooms, offices, practice fields, stadiums, farm, tennis courts, etc.). However, animals are permitted in areas controlled by the District when necessary to support specific curriculum-related projects and activities, to conduct police officer duties, to serve as service animals, or serve as an approved accommodation per BP 3440 – Service Animals and Emotional Support/Comfort Animals on District Property.

Areas open to the public (i.e., streets, lawns, sidewalks, parking lots) with no limitations on use or access are not considered to be controlled areas. Individuals who bring animals in areas open to the public must comply with the guidelines in this policy and in the associated Administrative Regulation.

This policy shall apply to all animals on district property except those that reside on district property as part of an agricultural program, serve as service animals as required by federal and state law, or serve as an approved accommodation per BP 3440 – Service Animals and Emotional Support/Comfort Animals on District Property.

BP 3440 Service Animals and Emotional Support/Comfort Animals on District Property

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in district facilities and on district campuses in compliance with state and federal law.

An individual may, in certain circumstances, request the presence of an emotional support animal as an accommodation through the interactive discussion process. Employees should contact the District Human Resources office and students should contact the College Disabled Students Program and Services (DSPS) office for more information.

Weapons: BP 3530 prohibits the possession of firearms or other weapons on college property. Weapons such as, but not limited to, explosive devices of any kind, firearms, ammunition, airsoft guns, empty shells, gunpowder, “loads” (items used to manufacture), B-B guns, B-B’s, martial arts weapons, knives (includes buck knives), bows, arrows, crossbows, slingshots, brass knuckles, etc. are not allowed in the Residence Hall this includes toys or water guns. Anyone caught with a weapon will be immediately referred to the Dean of Students.

Room Alterations & Cleanliness

Ceilings: Sheets, fabric, blankets, posters or any other material Is NOT to be hung from the ceiling either to divide the room or for decoration.

Decorations/Displays:

Displays attached to the wall such as, but not limited to, taxidermy heads, antlers, cans, and alcohol bottles, are prohibited. Double-sided tape or command strips are recommended for attaching posters to the wall since this will not damage the paint. Do NOT use nails or make holes in the walls.

Both residents assigned to the room are responsible for any damage to the room and room door – front (facing the hallway) and back (facing the inside of the room). The use of any decorations which are not fire-resistant is prohibited.

Furniture: Students removing furniture from common areas will be fined \$25. All furniture assigned to your room must remain in the room. There is no storage space available for furniture. Please do not leave room furniture in the hallways or study rooms. When you check out, you will be held accountable for any furniture missing from your room. Residents are not allowed to make any adjustments to their bunk beds without approval and inspection by housing staff.

Lighting: Fluorescent lighting is provided in each Residence Hall room. Residents are not allowed to remove light bulbs for any reason. Black lights are prohibited.

Room Painting: Residents are not permitted to paint their rooms. Should staff need to repaint a resident's room due to the resident painting their room, the resident will be billed for all costs associated with the need to repaint the room back to its original state.

Room Repairs: Any repairs to the room must be made by the Residence Hall utility worker or a Residence Hall staff member. At no time will the resident make any repair, remodel, or construction-related change to their room. Please see a manager or on-duty staff if a repair is needed.

Screens: Window screens are to remain on the windows at all times. Screens that are removed or damaged in any way will be replaced and the cost billed to the resident. Should someone other than the residents assigned to the room remove or damage the screen, the

residents should report the damage to the managers immediately. The residents are still responsible for the charge of the screen unless the responsible party is located.

Windows: The room window is not to be used as a point of entry or exit. This damages the windows/AC units and could injure the individual. Items should not be thrown, dumped, emptied, or discarded from the resident's room window. Windows that are broken will be fixed or replaced and the cost billed to the resident.

Window blinds are provided. Blankets, sheets, foil, etc., are not permitted to be hung on, in, and/or near windows.

Any item placed on display in the windows of your Residence Hall room must be in "good taste" based on the judgment of the managers. Displays of alcoholic beverage containers, logos, advertisements, etc. are not permitted.

Cooking: If careless, cooking can be a fire hazard and a danger to all Residence Hall students. The kitchen is available for resident use. Daily use may be granted upon request. The only items which may be used in the resident's room are coffee makers and microwaves. Anything else will be confiscated and disciplinary action will be taken. Residents are required to use the kitchen and hallway alcove areas whenever preparing and cooking food. Electric skillets, exposed single electric elements, rice cookers, crock pots, immersion heaters, toasters, toaster ovens, air fryers, sandwich makers, such as a George Foreman grill, and other cooking appliances are not allowed in your room but may be stored, and used in the kitchen. Oil fryers are not permitted in the Residence Hall. Any leftover food needs to be stored in covered containers. ***Clean up after yourself. Any food or items left out or uncleaned in the alcoves or kitchen could result in loss of privileges using those areas.***

Refrigerators: Residents may keep a small (up to 3 feet tall) compact refrigerator in their rooms. Residents are asked to keep the refrigerator in an area of their room where the circulation of air to the rear of the refrigerator is constant and is not to be kept in the closets. Please keep

your refrigerator clean. Your refrigerator is subject to inspection at any time by management.

Microwaves: Residents may keep a microwave for personal use in their room. Please ensure you follow all safety protocols when microwaving food to ensure you do not burn items and potentially set off the fire alarm. Please keep your microwave clean.

Trash: All personal trash must be taken out to the dumpsters behind the building. Trash being placed in the hallways, outside of windows, or left throughout the building will be subject to a fine (minimum of \$25). **Clean up after yourself.**

Cleanliness- Common Areas

Kitchen: The Residence Hall has a kitchen available for the residents. To use the kitchen, residents must contact staff and sign in and out of the kitchen. The kitchen will be checked for cleanliness after each use; residents leaving the kitchen dirty will lose their kitchen privileges. The kitchen may be closed if it's deemed unsanitary. Residents will be required to clean it before the kitchen is reopened.

Hallways: Hallways and all emergency doors must be cleared of any obstructions. There is an alcove with counter space and a sink available to prepare instant meals. It is the student's responsibility to clean the counters and sinks after use. Do not use the alcove sink for brushing your teeth or washing your face. The sink may be used for washing hands and dishes only. For hygienic reasons, after you complete prepping your meal, all personal items, including dishes, utensils, pots, and pans, must be taken back to your room. Any items left in the alcove area will be discarded.

Room Lock Out

In the event a resident has lost or forgotten their key and finds themselves locked out of the Residence Hall or their room, they will need to contact a staff member on duty, pay a \$5.00 fee in cash, and

then they will be let in. Frequent lockouts will result in referral through the student conduct process.

Visitation & Guest Policy

Definition of a guest:

A guest is defined as any individual who does not currently hold a housing contract for the specific bed space they are visiting. All guests must be at least 18 years of age. Guests may not stay in University housing if they have had a prior housing contract terminated, been evicted from University housing, or are otherwise restricted from campus housing per University policy.

Guest Registration & Passes:

All guests must be registered at the Residence Hall front desk and present a valid, government-issued photo ID upon each visit. Guests must check out and retrieve their ID when leaving the premises.

- A **\$20 guest pass per semester** is required and must be paid in cash.
- Check-in is required **at the front desk during business hours** or with an RA **after hours**.
- **Visitation ends at 10 PM** daily. Unregistered guests or guests remaining past visitation hours may be asked to leave by University staff.
- Residents may not provide housing for the same guest for more than **25 consecutive days** or a total of **25 days in one semester**, without prior **written approval** from Residence Hall management and their roommate(s)/housemate(s). Violation of this policy may result in the revocation of visitation privileges.

Guest Hours:

- **Sunday – Thursday:** 8:00 AM – 10:00 PM
- **Friday – Saturday:** 8:00 AM – 10:00 PM

Overnight Guests:

- Overnight guests must be of the same gender identity as the resident host and approved in advance by Residence Hall management.
- Overnight stays require a **\$20 per night fee**, paid in cash to the staff on duty.
- Residents may host an overnight guest for a **maximum of two (2) consecutive nights** and no more than **three (3) overnight visits per semester**.

Resident Responsibility:

Per University Policy 102.34, residents are responsible for the actions of their guests, including students and non-students, while on University-owned or affiliated property. Residents are also financially liable for any damages caused by their guests and are required to inform them of all University and Residence Hall rules.

Health and Safety Requirements:

Guests must comply with all current campus and public health orders. Residents are responsible for ensuring that guests follow these guidelines. Non-compliance by guests is considered a material breach of the housing agreement and may result in disciplinary action or contract termination.

Staff Discretion and Removal:

University officials, including Residence Life staff, reserve the right to request that a guest leave the premises at any time for any reason pursuant to University policies. Guests may be restricted or banned from University residences if their presence becomes disruptive, unsafe, or violates policy.

Room Entry Policy:

No guest or resident will be allowed entry into another student's room without the assigned resident present. Entry without consent is a violation of personal privacy and safety protocols.

All guests must enter the Residence Hall through the front lobby.

Disciplinary & Termination Policy

Residence Hall students are required to read the Disciplinary/Termination Policy periodically during their stay in the Residence Hall, to avoid any behavior that might result in the sanctions listed below.

Academic Probation

A GPA of 1.75-1.99 will result in Academic Probation the following semester. Academic probation includes 11 PM school night curfew check-ins, weekly grade checks, and required tutor sessions.

Behavioral Probation

Continued policy violations will lead to probation and ultimately dismissal from the Residence Hall. The length of the probationary period will not be less than 5 months or more than one academic year. Students will be requested to sign the disciplinary contract, which may include community service and/or counseling.

Controlled Substances Use/Abuse/Possession

State Center Community College District Board Policy 3550 forbids the use or possession of controlled substances. Violation of this Board Policy will result in the immediate dismissal/release from the College Residence Hall, reported to the Dean of Students, and possibly face criminal charges, anyone involved not a current resident will be placed in an off-limits status to the College Residence Hall, and its surrounding property, and another campus disciplinary action may occur.

Violation of State Center Community College District Board Policies/College and Residence Hall Regulations/Rules

The resident should note if their general behavior indicates an inability to adjust to the requirements of group living, or which is otherwise detrimental to the welfare of the resident student or others then the Residence Hall Manager(s) shall in conjunction with the Dean of Students and the Vice-President of Student Services judge whether such behavior is detrimental and disruptive to warrant dismissal from the Residence Hall. State Center Community College District maintains Board Policies and governs student conduct within the SCCCD.

Reedley College and the Residence Hall also maintain rules and regulations which govern student conduct while on Campus and in the Reedley College Residence Hall. Violation of Board Policies, College, and Residence Hall rules and regulations may result in one or a combination of the following sanctions:

Dismissal and Trespassed from the Residence Hall and Surrounding Property

The resident will have no more than 72 hours to vacate their room and the Residence Hall at the time of verbal notification. A student may also be asked to vacate the premises immediately if the violation is in the judgment of campus personnel severe and warrants immediate dismissal from the Residence Hall. Should the resident student during these 72 hours further violate Board Policy, College/Residence Hall rules, and regulations, the 72-hour period will be void and a maximum of 2 hours will be given to the resident student to vacate their assigned room and the resident after vacating the Residence Hall may also be subject to additional sanctions by the Office of the Vice-President of Student Services should the student violate their off-limits status. The resident will also be subject to further disciplinary sanctions by the Office of the Dean of Students.

Policy Violations

Students found violating the rules and regulations outlining the Residence Hall policies will be subject to the student conduct process. Additionally, please note that the Residence Hall policies are subject to change at any time at the discretion of the Residence Hall Managers. Any actions resulting in imminent danger and harm to self and/or others will be escalated to police officials.

Student Conduct Process

Student(s) referred through the student conduct process will meet with one of the Residence Hall Managers. In the meeting, the student(s) will have the opportunity to explain their involvement that led to the alleged policy violations. The Residence Hall Managers will then make an informed decision based on the preponderance of the evidence. Should the student(s) be found responsible for the alleged Residence

Hall policy violations, sanctions can vary from a written warning to dismissal and loss of renewal to live in the residence hall, to referral to the Dean of Students in addition to any fines. The student(s) will be informed of the outcome of the meeting and will have the right to appeal the outcome.

Responsible Action Plan (RAP) - Reedley College Residence Hall

The health and safety of our residents is a top priority. In situations involving significant intoxication from alcohol or other substances, students are strongly encouraged to seek help for themselves or others without fear of disciplinary action for alcohol or drug use, as long as certain conditions are met.

Amnesty May Be Granted If:

- A student calls for help (e.g., contacts a Resident Assistant, Campus Security, or 911) on behalf of someone experiencing a substance-related medical emergency.
- The caller stays with the person needing help and cooperates with medical responders and college staff.
- The students involved meet with a designated college official and comply with all follow-up requirements.
- No other major violations (e.g., violence, property damage, harassment) occurred during the same incident.
- The student has not used this policy more than twice in two years.

What Responsible Action Looks Like:

- Calling Campus Security (559-638-0300), 911, or informing an RA immediately.
- Remaining with the person and monitoring their condition until help arrives.

Not Covered Under RAP:

- Failing to take action before staff or emergency responders arrive.
- Drug distribution or intent to distribute.
- Other violations of the Student Code of Conduct.
- Repeated incidents beyond the amnesty limit.

Follow-Up:

Students granted amnesty must complete educational requirements, such as substance use workshops or counseling. Failure to follow through may result in formal conduct action. Any associated costs are the student's responsibility.

For Student Groups:

Student organizations may also receive amnesty if they seek help during a medical emergency at their event. However, they must meet with college staff and complete educational follow-ups to maintain eligibility under this policy.

Suspension

From the campus for two to ten days.

Expulsion

For the remainder of the semester or academic year. Campus Code:
Site AR 5520

