

Residence Hall Handbook



Reedley College

Resident's Name

2022 - 2023

Welcome

Dear Residence Hall Student:

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. Living in the Residence Hall also allows you the freedom to make your own decisions. It is an atmosphere filled with new life experiences.

The following pages provide positive guidelines to successful living as a resident student. This handbook has been prepared by the housing staff to help acquaint you with those policies, procedures, and regulations which guide the Residence Hall students and staff at the college. Living at residence hall is an education in that you are learning to live among students with different lifestyles and cultures. You also learn to deal with taking responsibility for getting to class on time, budgeting money and managing your time.

We encourage you to thoroughly read your contract and this handbook to understand your responsibilities as a Residence Hall student. Should you have any questions, please contact a staff member for clarification.

Good luck and success during your year.

Sincerely,

Lisa McAndrews
Residence Hall Manager

Table of Contents

Residence Hall Staff (2-3) <ul style="list-style-type: none">- Managers- Resident Assistants- Work Study Student Staff- Office Hours & Services- Residence Hall Club	Residence Hall Closings (10) <ul style="list-style-type: none">- Holiday Breaks- Move Out
Amenities (4-8) <ul style="list-style-type: none">- Air Conditioning & Heating- Cable TV- Cleaning Supplies- Closed Areas- College Police- Health Services- Internet- Laundry Rooms- Mail- Maintenance Repairs- Pest Control- Recreation Room- Tiger One Card- Storage- Telephones- Vending Machines	Room Changes (11) Residence Hall Contract (11-14) <ul style="list-style-type: none">- Contract Cancellation- Damages- Non-Refundable Fee- Rent Payments- Refunds
Requirements (8-10) <ul style="list-style-type: none">- Units- Dress Code- Health Insurance- Personal Health/Hygiene- Handwashing- Facial Coverings- Social Distancing- Room Inspections	Disciplinary/Termination (15-16) Rules & Regulations (18-30) <ul style="list-style-type: none">- Alterations (18-20)- Cleanliness (20-21)- Fire Safety (22-24)- Prohibited Activities (24-26)- Prohibited Items (27-29)- Visitation & Guest Policy (29 – 30)- Alcohol, Drugs, & illegal Substances (31)

RESIDENCE HALL STAFF

The Residence Hall staff is part of the Students Services Division at RC. Student Services is led by the Vice President of Student Services.

Managers & Facility Staff:

The Residence Hall has one full-time Residence Hall Manager (Lisa McAndrews). Assisting the Residence Hall Program is a full-time Utility Worker (Sergio Alvarado) and part-time Custodian.

Lisa McAndrews: lisa.mcandrews@reedleycollege.edu or
559-388-7559

Sergio Alvarado: sergio.alvarado@reedleycollege.edu
Front Desk: 559-494-3049

Resident Assistants (RAs):

The Resident Assistants work with the Managers to ensure the Residence Hall provides a comfortable environment to study, sleep and relax. With your help and cooperation, we can achieve this goal.

Work-Study Student Staff:

There are a few Reedley College students living in the Residence Hall who also work at the Residence Hall. Some work with the custodial staff in completing maintenance tasks, while others work for the supervisors in the Residence Hall Office at the front desk.

Please remember that all of the Residence Hall staff are people who take classes, have feelings, and sometimes have a bad day. They take pride in their work and appreciate students who make their job easier by treating them with respect and a “thank you” every now and then.

Office Hours and Services:

The Residence Hall Office is open from 8 A.M. to 10 P.M., Monday-Friday. Some services available through the Office are as follows:

- * Trash bags, and brooms
- * Room card replacement
- * Lost and found items
- * Report a maintenance problem
- * DirectTV and private internet information
- * General information
- * Room lock-outs \$5.00
- * Contact manager(s)
- * Housing contracts

Periodically during the day, the Office may be closed up to two hours. This is so the Managers can run errands, and attend various meetings across campus.

The front desk is located in the Residence Hall lobby. It is periodically staffed through the day at various times by college work-study students assigned to the residence hall. There may be times when the desk is not staffed. If you should have a problem or need help, please contact the Manager by calling their posted phone numbers.

Residence Hall Club:

Residence Hall Club is recognized by the RC Student Activities Office as a campus club and holds virtual meetings once a month. Every student in the Residence Hall is a member in good standing. The \$40.00 activities fee is for the various programs, which are provided for your enjoyment throughout the academic year.

Activities include monthly birthday socials for the residents, video movie marathons, exam week munchies/snacks, and prizes for various activities. All Residence Hall students are eligible to run for office.

AMENITIES

Air Conditioning & Heating:

All rooms have an independently controlled A/C unit. For your comfort and convenience, the thermostat should be set at 75 degrees Fahrenheit during warmer seasons and 72 degrees Fahrenheit during colder seasons. This will also conserve energy. Make sure windows are closed when using the A/C or heater.

Cable TV:

Residents can subscribe to DirectTV for their room by contacting the the Residence Hall Manager, Lisa McAndrews.

Cleaning Supplies:

Trash bags and a waste basket will be provided to all residents. Resident will be responsible for supplying all other cleaning supplies to ensure their room is in an optimal living condition.

Closed Areas:

The following areas are off-limits to the residents: Behind the front desk, any key drawers at the front desk, Rooftop, custodial/maintenance storage areas, electrical/mechanical areas, storage shed, and Lisa's/Stephane's office.

College Police:

Reedley College is protected by sworn peace officers. These officers are employees of the SCCC and have all of the police responsibilities and power to enforce California and Federal law both on and off the Reedley College Campus.

Occasionally you will see an officer in the Residence Hall. They are here to make safety checks of doors, and windows and to ensure that all College property is secure. Please lock your car at all times, close and lock your room window before leaving your room to ensure your personal safety.

Should you need to report a crime on campus, notify a Residence Hall Manager and an officer will be called to assist you.

Health Services:

Residents are encouraged to contact the campus nurse upon the first sign of illness. If you are ill, don't wait until the evening. There is no evening nurse.

If you have a medical condition requiring the use of syringes, please note that needles of any kind cannot be disposed of in any trash can or dumpster. They must be placed in an approved container (can be requested from Health Services) and when full turned over to the school nurse.

The Health Services Office is located in the Student Services building. Office hours are 8 A.M. to 4:30 P.M., Monday through Friday. You may contact the Reedley College Nurse's office at 559-494-3000, ext. 3219 from 8:00 A.M. to 4:30 P.M., Monday through Friday.

Internet:

SCWiFi is free and available to all residents. Residents may purchase private internet for their rooms. Arrangements may be made with:

Frontier (1-855-392-5390)

Laundry Rooms:

The Residence Hall has a laundry facility for each room 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 stay in the laundry room while washing and drying clothes.

Coin-operated or App: **WASH** — \$1.25-\$1.50 **DRY** — \$1.00

Laundry may be removed by any resident from the washer/dryer once the cycle is complete. Please place clothes on the table top.

Laundry trash cans are only for removing laundry lint traps. All personal trash must be thrown away in the dumpster behind the Residence Hall.

Mail:

US Mail is received at the Residence Hall Monday-Friday and is delivered by on-duty staff to the mail boxes no later than 4:30 PM. There is no weekend or holiday service.

Outgoing mail may be left with the front office staff.

Use the following address while residing in the Residence Hall:

Your Full Name
1235 W. Manning Ave.
Reedley, CA 93654

Residents using the college address 995 N. Reed Ave. will have their mail delayed 1 to 3 days. UPS and FedEx items are typically delivered after 4:00 PM. When packages are received, a notice slip will be placed in your mailbox. Bring the slip to the on-duty staff and they will give you the package. Packages will need to be picked up during Monday – Friday, from 8 AM – 12 AM.

Maintenance Repairs:

We have attempted to have everything in your room in good working order prior to your arrival. Should there be something in need of repair, please DO NOT repair it yourself. Submit a maintenance request at <https://tinyurl.com/rcmaintenance> and our utility worker will work on resolving the issue.

Pest Control:

Should you have a problem with pests in your room, please notify one of the Residence Hall managers via e-mail. We will assess the situation and recommend the appropriate treatment to resolve the situation.

Recreation Room:

The TV and recreation room is provided for the residents' relaxation and enjoyment. Overall responsibility for the condition of this area rests with the residents. Proper disposal of empty cans, wrappers, and other trash is expected. Furniture should be left in an orderly fashion.

Our television is connected to DIRECTV. Most of the popular satellite channels are received, including ESPN, BET, MTV, and TBS. It is first come, first served when using the television.

Please be considerate of others when watching TV. Loud conversations make it difficult to hear the TV. Keep your conversation to moderate levels.

Unless scheduled by Housing, no video games are to be played on the 72 inch TV. Students may check out the TV for specific programs or to watch movies. A separate TV located near the back wall close to the pool table is available for video games and DVD movies. Residents need to provide their own video game equipment and games.

No individual or group may monopolize the TV. **A max of 10 people may be in the recreation room at one time.**

Tiger One Card and Mailbox Key:

Every resident is required to purchase a Tiger One card. The price of the card is included in the \$150.00 deposit, and you will be issued it upon your arrival. The card replacement charge is \$25.00, and it must be paid prior to a new card being issued. The mailbox key replacement charge is \$10.00.

Your Tiger One card will give you access to the Residence Hall and your room. Treat this card as you would the keys to your home or car. Never loan or give a friend your Tiger One Card, as you are responsible for this card. Remember, your belongings could be stolen should you loan or give someone your card. Keep the Residence Hall safe and secure.

Storage:

There is no additional storage space available in the Residence Hall for trunks, suitcases, or boxes. Storage is limited to the space available in your room. We recommend you get a locked storage container.

Telephones:

Residents may have a telephone installed in their room. Arrangements can be made with:

Verizon (800-837-4966)

Vending Machines:

The vending machines are located in the main hallway on the 1st floor. The machines are on loan to the residence hall. Any damages to the machines are taken from the students' activity funds.

REQUIREMENTS

Units:

All Residence Hall students must be enrolled in and maintain at least 12 units throughout the semester while living in Residence Hall. Unit checks will be conducted every week throughout each semester.

Dress Code:

The Staff enforce a dress code that is appropriate and in good taste for both a residential living and public environment.

Health Insurance:

The governing board of RC requires that every student residing in the Residence Hall be covered by health insurance. Residents who have changed companies should notify a manager of the change.

Health insurance is mandatory for all housing students.

Personal Health and Hygiene:

Residents are reminded that the residence hall provides limited first-aid items, i.e. flu/cold remedies, aspirin, Band-Aids, etc. We encourage residents to secure these items, along with their own personal health and hygiene items, with their own personal funds.

Handwashing:

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Please wash your hands after usage of shared spaces (bathroom, recreation room, laundry room, etc.) and handling bodily fluids.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Facial Coverings:

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face.

For unvaccinated individuals, face coverings will need to be worn anytime utilize shared spaces (bathroom, recreation room, laundry room, etc.) and/or to exit/enter the Residence Hall.

Social Distancing:

Residents will need to stay at least 6 feet (2 meters) apart from others and wear face coverings in any shared spaces, including spaces restricted to staff only.

Residents are encouraged to contact staff electronically through mobile or e-mail for any issues.

Room Inspections:

Room health and safety checks are conducted the last Monday of each month. They are to ensure the safety and health of students and to ensure the facility is maintained. Failure to meet health and safety standards may result in a fine as well as referral through the student conduct process.

RESIDENCE HALL CLOSINGS

Holiday Breaks:

The Residence Hall is closed during the holiday periods and only open to students in need of housing or that are required to participate in a college sport or program during the period of Winter Break (December 10, 2022 thru January 5, 2023) and for Spring Break (April 3, 2023 thru April 7, 2023). The semester breaks are not included in the rents and will be charged per student accommodation.

Move Out:

Residents are required to properly check-out of the Residence Hall. Generally; the Residence Hall closes in the third week of December and May. The only items left in the room should be the beds, mattresses, desks, dressers, door mirror, blinds, two chairs, and two or three wastebaskets. There will be a very costly penalty charge for anything left behind. Room inspections will be conducted before you check-out. Final room damage evaluations and financial assessments will be completed after the students have checked-out.

- Remove all trash and unwanted personal items from your room.
- Clean room and return all assigned furniture to room.
- Return Tiger One Card and Mailroom key to staff member
- Complete Inventory Check-out Sheet and leave a Mail Forwarding Address

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

ROOM CHANGES

Room Changes:

Room changes are possible after the fourth Monday of classes for each semester. Please follow the steps below:

1. Contact a Manager. Manager will help resolve any issues.
2. If you're the one looking for a new roommate then you must move from the room AND find a new roommate.
3. After you have found a roommate, notify a Manager and Manager will proceed from there to find the best solution.

Please note that a room change is not guaranteed due to occupancy and will be granted at discretion of a Manager. Failure to contact and consult a manager for room changes will result in check-out issues.

RESIDENCE HALL CONTRACT

Please review your contract periodically, and use it as a resource for questions you may have about your obligations.

A resident may request a contract release by contacting a manager. Should the resident move out of Residence Hall without having met with a manager, the resident is responsible for all rent due per the signed contract.

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.

Damages:

Your Room: You and your roommate(s) are responsible for the condition of your room at all times. This means the complete interior of your assigned room, including the room door (back and front). The front of the door is the portion of the room door that faces the hallway. When you first arrived at the Residence Hall you were 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 from the time it is given to you.

If you fail to return the check-in sheet within 24 hours, or fail to turn the sheet in at all, damages present in the room will be charged to you, as we have no written proof of what damages were present when you first moved into the room.

All students must turn in their Tiger One Card and mailbox keys at the end of the semester. 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. Both you and your roommate(s) will share in the cost of the repairs, unless otherwise agreed upon. Please note a final review for room condition and damages will be conducted by professional staff and may result in further repair costs.

RETURNING THE INVENTORY SHEET IS FOR YOUR PROTECTION.

Non-Refundable Fee:

The non-refundable contract fee (\$150.00) in addition to covering any damages to the assigned room, also covers general damages which occur in the common areas (lobby, restrooms, hallways) or to College owned equipment or third party owned equipment (vending and video machines). In the event that the fee is not sufficient to cover the cost of the combined room damages and general damages, the resident will be charged the difference between what is owed to the College and the fee.

The \$150 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:

Residents are reminded that the residence hall rent and meal plan fees are due and payable as outlined in your deferment/promissory note. Residents should be aware that RC does not bill nor send reminders for fees due. Residents who fail to make their payments may be subject to a hold on their account, suspension of their meal plan and termination of their housing contract.

Residents should give a copy of their payment schedule to their parents or guardian, so that they can arrange their personal finances to meet the residence hall fees payment schedule. There will be a \$45 fee to set up a payment plan.

**Rent (\$2,039) and Meal Plan (\$1,281)
\$3,320 per semester**

Fall Semester:

August	\$664
September	\$664
October	\$664
November	\$664
December	\$664

Spring Semester:

January ...	\$664
February	\$664
March	\$664
April	\$664
May	\$664

Refunds:

Please refer to your housing contract.

DISCIPLINARY/TERMINATION POLICY

CONTROLLED SUBSTANCES USE/ABUSE/POSSESSION:

State Center Community College District Policy 5410 (e) (11) 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, and those involved will be placed in an off-limits status to the College Residence Hall, its surrounding property, and other 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 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 the student conduct within the SCCCD. Reedley College and the Residence Hall also maintains rules and regulations which governs student conduct while on the 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:

ACADEMIC PROBATION: Any Residence Hall students who are between 1.75 and 1.99 GPA and/or have between 9 and 11 units at the end of the academic semesters will be placed on academic probation. Students already placed on any type of probation and who do not meet the 2.00 GPA and/or 12 Unit requirements will not be eligible to return to the Residence Hall the following semester. Students have one semester to be in good standing. Academic Probation conditions:

- a. Six-week 11 PM curfew Sunday-Thursday.
- b. Print Canvas grades every other Friday: submit to Manager
- c. AIM Tutoring (Time and Day to be Determined)

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 and 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 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, 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.

PLACED ON 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.

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 this 72 hour period 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.

SUSPENSION: From the campus for two to ten days.

EXPULSION FROM THE COLLEGE: For the remainder of the semester or academic year. Campus Code: Site AR 5520

Residence Hall students are encouraged to read the Disciplinary/Termination Policy periodically during their stay in Residence Hall, as to avoid any behavior that might result in the sanctions listed on the previous page.

RULES & REGULATIONS

Alterations:

Ceilings:

Residents are not allowed to hang items from their ceilings. Sheets, fabric, blankets and any other material cannot be hung from the ceiling either to divide the room or for decoration.

Decorations/Displays:

Flammable items may not be attached to the ceiling. This includes, but is not limited to, fish nets, flags, items which are fastened flat against the ceiling, and items covering light fixtures.

Displays attached to the wall such as, but not limited to, stuffed animal heads, cans, alcohol bottles, and antlers is prohibited.

Double-sided tape is recommended for attaching posters to the wall since this will not damage the paint. 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:

Student 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, resident will be responsible 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 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 which are removed will be replaced and a charge will be noted on the resident's room inventory sheet. Screens which are damaged, ripped, torn, bent or punctured will be replaced at the expense of the residents assigned to the room.

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 which are broken will be replaced at the expense of the residents assigned to the room. This holds true for breakage as a result of horseplay or break-in. Screens are not to be removed. Any damage to them will result in a charge to the responsible resident(s).

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" as based by the judgment of the managers. Displays of alcoholic beverage container, logos, advertisements, etc. are not permitted.

Cleanliness:

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. Anything else will be confiscated and disciplinary action will be taken. Residents are encouraged to use the kitchen and hallway alcove areas whenever preparing food and to keep food stored in covered containers. Anything less creates an unsanitary and unhealthy situation. Electric skillet, microwaves, exposed single electric elements, rice cookers, crock pots, immersion heaters, toasters, toaster ovens, 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 alcove areas. Oil fryers are not permitted in the Residence Hall.

Clean up after yourself.

Hallways:

Hallways and all emergency doors must be cleared of any obstructions. There is an alcove with counter space, a microwave, and a sink available to prepare instant meals. It is the student's responsibility to clean the microwave, 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 completed prepping and cooking your instant 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.

Kitchen:

The Residence Hall has a kitchen available for the residents. To use the kitchen, residents must contact staff and sign in the same day and only use the kitchen for one hour at a time. The kitchen will be checked for cleanliness after each use; residents leaving the kitchen dirty will lose their kitchen privileges.

Due to safety concerns, students are not permitted to use cooking oil, grease, or any type of fryers. The kitchen may be closed if it's deemed unsanitary. Residents will be required to clean it prior to the kitchen being reopened.

Personal Hygiene:

It is expected that Residence Hall students maintain a personal level of hygiene that is not offensive or disruptive to the community.

Refrigerators:

Residents can keep in their rooms a small (up to 1.75 cubic foot) compact refrigerator. Residents are asked to keep the refrigerator in an area of their room where circulation of air to the rear of the refrigerator is constant. Please keep your refrigerator clean and do not store in closet.

Microwaves:

Residents are permitted to bring a microwave for personal usage 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:

Trash needs to be thrown out in the dumpster located behind the back patio area. Trash bags are available in the housing office. For building safety, the patio gate must remain closed at all times.

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. Please ask staff for storage information.

Fire Alarms:

Fire alarm pull stations are located throughout the Resident 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.

Fire Drill:

At least one fire drill per semester will be held as practice to familiarize the residents with the evacuation procedure. Every resident is to participate in the fire drill. When you hear the alarm, leave your room with your room keys, and take the exit out of the building and proceed to the parking lot. Residents and visitors are required by law to evacuate the Residence Hall when a fire alarm is activated.

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.

Fire Evacuation Procedure:

Please follow directions and evacuate rooms immediately through the nearest exit and move quickly to the sidewalks in front of the parking lot. Do not loiter in front of the Residence Hall or driveway.

Signal: The fire alarm sounds in a variable and continuous tone.

Men's - Floor 1

Rooms 101-110: Exit South East emergency door

Men's - Floor 1

Rooms 157-158, 166-170, 171-175: Exit North East emergency door

Rooms 151-156, 161-165: Exit North West emergency door

Women's - Floor 2

Rooms 201-210: Exit South East emergency door

Women's Floor 2

Rooms 257-258, 267-270, 272-276: Exit North East emergency door

Rooms 251-256, 259-265: Exit North West emergency door

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. 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 to or replacement of the device will be charged directly to the residents assigned to the room where damage or vandalism has occurred.

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.

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 presents a possible safety hazard.

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.

Prohibited Activities

Disruptive Behavior:

Any behavior which 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.

Subleasing:

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

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 is 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 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.

Horseplay:

Destructive acts or "horseplay" that could result in injuries to the person(s) involved, to others, or that could cause damage to the facility and furnishings or disruption of the peace are prohibited. This regulation includes, but 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 other residents' privacy. Every resident is entitled to proper study and sleeping conditions; staff and residents may request that other residents cease activities which hinders their ability to study or sleep.

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.

Quiet hours are in effect from 10 P.M. to 8 A.M., Sunday through Thursday and 12 A.M. to 8 A.M. Friday through 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.

Finals Week-All day Quiet Hours are observed from Sunday through Friday of finals week.

Bass volume on devices must be kept at a minimum volume as to not cause the windows, doors, or walls to vibrate.

Students placed on probation may also be placed on room curfew at 11:00 P.M.

Smoking:

The Reedley College campus is tobacco and smoke free. No one is permitted to smoke anywhere on campus and there are no designated areas for smoking. This also includes the Residence Hall and the surrounding area.

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 neighbors. If warned more than 3 times, your stereo equipment must be removed from the Residence Hall.

Bikes:

There is a bike rack provided in the back patio of the Residence Hall. Please use this rack. Do not leave your bike in you room, the hallways, or locked to any stairwell or other object(s). This would be a safety hazard which could result in injury to you or others living and working in Residence Hall. It is not the Residence Hall's responsibility if a bike on the bike rack is damaged or stolen. Make sure your bike is locked and secure.

Do not leave your bike in any laundry room, chained to the railings on the second floor landing, or trees, etc. 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. Walk your bike when coming up to the bike rack area.

Candles:

Candles and all other open flames are prohibited.

Dartboards:

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

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-80's, bottle rockets, roman candles, etc. as well as “legal” types of fireworks are prohibited in and around the Residence Hall. 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, & Scooters:

If you have a motorcycle, scooter, or moped, it must be parked in the student Residence Hall parking lot. Motorcycles, scooters, and mopeds must also have a RC parking permit affixed to the vehicle. As a precaution and for the safety of the other residents, please do not drive vehicles onto the residence hall front patio.

Pets:

With the exception of fish, pets are not allowed in the Residence Hall. Fish tanks must be under five gallons and be clean at all times. Pets pose health, damage and nuisance problems for both neighboring residents and staff.

If animals are found in the rooms, the student(s) will be assessed a minimum fine of \$50 and will be held responsible for any costs incurred by the college (i.e., fumigation and repair of any item(s) damaged by the animal). In addition, a daily \$20.00 charge will be assessed until the animal is removed.

Roller Blades:

Roller blades are not to be used or worn in Residence Hall. Wait until you get outside. Please remove your roller blades before entering the Residence Hall.

Skateboards/Razor Scooters/Long Boards/Hover Boards:

Anything with wheels on it are not to be ridden in the Residence Hall. Wait until you get outside.

Weapons:

Weapons such as, but not limited to, explosive devices of any kind, firearms, ammunition, air soft guns, empty shells, gunpowder, “loads” (items used to manufacture), B-B guns, B-B’s, marital arts weapons, knives (includes buck knives), bows, arrows, crossbows, slingshots, brass knuckles, etc. are not allowed in the Residence Hall.

Visitation & Guest Policy:

Hosting:

All guests within the Residence Hall must be hosted and escorted by a current resident at all times. It is the responsibility of the resident to ensure their guests are made aware of and abide by all Residence Hall policies. All guests must be hosted outside of the resident's assigned bed space in the Residence Hall common spaces (game room, patios) unless approved otherwise by the Residence Hall staff.

Overnight Accommodations:

Any guests staying over-night with a student must be of the same gender and pay a \$20 fee/ overnight stay to the Residence Hall Manager. Residents will be able to host a guest 2 nights consecutively, no more than 3 times per semester.

Room Entry:

Under no circumstances will any other resident and/or guest be let into another resident's room without the resident of that room present. All guests are only allowed to enter the Residence Hall through the front desk.

Visitation:

Guests are defined as anyone who does not currently hold a housing contract for the bed space of the resident they are visiting. Guests will need to purchase a \$20 visiting pass/semester and showcase that pass every time they check-in at the Residence Hall front desk for the duration of that semester.

Guests are allowed between the hours of 8 AM - 10 PM, Monday - Sunday. Guests will check-in at the front desk and must leave a valid government-issued picture ID with the Residence Hall staff. Upon leaving, a guest will then be able to collect their ID from the Residence Hall staff.

Guests age 17 or under must be accompanied by a parent or legal guardian. Resident is and will be held responsible for all of their guests' actions and behaviors.

Co-habitation:

Co-habitation is defined as living together as romantic partners and/or in a sexual relationship. Co-habitation is not permitted and will be subject to dismissal.

Parking:

Both a Residence Hall parking pass and a school parking pass must be together and visible to parking enforcement. Parking lot A at the far end adjacent to the Residence Hall is reserved for only housing residents. An RC parking permit and a special hall permit is required. RC parking permits can be purchased at the Business Services Office. The special hall permit is "free" and can be obtained from on-duty staff in the Housing Office. Students are not to loiter or "party" in any parking lots. Students will be asked to leave by staff or if necessary the Reedley College Police.

All Handicap and Staff parking zones are enforced 24 hours a day/7 days a week. Violators could face costly fines.

Room Lock Out:

Residents will be charged \$5.00 for each instance to unlock your room door and will be billed to your WebAdvisor. Frequent lock outs will result in referral through to the student conduct process. Lock outs can be requested at the Residence Hall Office.

Alcohol, Drugs, & Illegal Substances:

Reedley College is a “dry” campus and has established itself as substance free. District Board policy 5410 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. Possession of alcohol will result in dismissal from the Residence Hall.
- Displays of alcoholic beverage containers, logos, advertisements, paraphernalia, empty alcohol containers, caps collections, recycling alcohol containers or possessing low alcohol beverages are prohibited.
- Empty alcohol containers, container caps, labels or cartons for the purpose of display, collection, or recycling are not allowed.
- Students in possession of alcohol will be asked to pour out the alcohol.
- Paraphernalia such as, but not limited to, alligator “roach” clips, rolling papers, pipes, water pipes "bongs", 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. Possession of marijuana or any derivative is prohibited and will result in dismissal from the residence hall.

This is a 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 with respect to 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 Policy 5410 (e) (11) 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.

*As an exemplary educational institution,
Reedley College cultivates professional, well-
prepared individuals who will enrich our ever
changing local, regional, and global
communities.*