



Reedley College
Residence Hall Handbook
2023-2024

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

Code of Student Conduct
Check-in Folder

Good luck and success during your stay.
Sincerely,

Lisa McAndrews
Residence Hall Manager

Savannah Uhlir
Assistant Manager



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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.

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 and part-time custodian who assist in the program.

Lisa McAndrews- Manager

Lisa.mcandrews@reedleycollege.edu

559-388-7559

Savannah Uhlir- Assistant Manager

Savannah.uhlir@reedleycollege.edu

559-593-6851

Sergio Alvarado- Utility Worker

Sergio.alvarado@reedleycollege.edu

Front Desk: 559-494-3049

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- as well as to assist students in developing and accepting responsibility for their actions.



Work- Study Student Staff:

Student Aides/Workers are Reedley College students who have been trained to complete both administrative and maintenance tasks, although they do not live in the Residence Hall.

Office Hours and Services:

The Residence Hall Office is open from 8 AM - 10 PM Monday- Friday. Some services available through the Office are as follows:

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

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.

Residence Hall Club:

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 is for the various programs which 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:

Thanksgiving Break- November 23rd -25th

Winter Break- December 11th- January 5th

Spring Break- March 24th- 30th



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.

Trash

Trash bags and waste baskets are provided to all residents upon move-in. Additional trash bags are available at the front desk all year, upon request. All personal trash must be thrown away in the dumpster located at the back of the building. Residents will be responsible for all other cleaning supplies they may desire.

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 residents from the washer/dryer once the cycle is complete. Please place clothes on the tabletop. REMOVE LINT FROM THE DRYER BEFORE EACH LOAD.

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

Mail

A personal mailbox key will be issued to each resident at check-in. US Mail is received at the Residence Hall Monday-Saturday and is delivered by on-duty staff to mailboxes no later than 5 PM. There is no Sunday or holiday service.

Outgoing mail may be left with the front office staff. Use the following address:

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



UPS and FedEx items are typically delivered after 4 PM. When packages are received, a notice will be placed in your mailbox. Bring the slip to the on-duty staff and they will give you the package. A mailbox key replacement is a \$10 charge.

Internet

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

Username: Reedley College ID#

Password: RC email password

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/rcmaintenance> 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.

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 the appropriate treatment to resolve the situation.

Recreation Room

The TV and recreation (Rec) room are provided for the residents' relaxation and enjoyment. Overall responsibility for the condition of this area rests with the residents. The television is connected to DIRECTV and includes most of the popular satellite channels. It is first come first serve when using the television.

Please be considerate of others when watching TV. 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. No individual or group may monopolize the TV.

Vending Machines

The vending machines are located in the main hallway on the first floor. They are filled by cafeteria staff throughout the week. Tiger One café money can be used in them. The machines are on loan to the residence hall and any damages to the machines are taken from the students' activity funds.

Parking

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

Add-On Amenities

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

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



Requirements for Residency

Multiple requirements need to be met to apply for and maintain residency on campus. They are listed with descriptions below.

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.

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

The governing board of RC requires that every student residing in the Residence Hall be covered by health insurance. Health insurance is **MANDATORY** for all housing students. Residents who have changed companies should notify a manager.

Parking Permits

Both a Residence Hall parking pass and a school parking pass must be together and visible to parking enforcement.

RC parking permits can be purchased at the Business Services Office or online at mycampuspermit.com (\$20/summer, \$30/semester)

Residence Hall permits are free and can be obtained from an on-duty staff in the Housing Office.

Students are not to loiter or "party" in any parking lots. All handicap and staff parking zones are enforced 24/7 and violators will face costly fines.



Room Inspections

Room inspections are conducted on the *second Tuesday of each month*. They 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

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

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.

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 are encouraged to give a copy of their payment schedule to their parents or 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
	Breakdown: \$710.00 /month x5 months
Meal Plan:	\$1,409.00 /Semester
Total:	\$3,550.00 /Semester

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 to work through the options and best solution. 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.

Check-out

Residents are required to properly check out of the Residence Hall. After moving out, the only items left in the room should be the 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. Room inspections will be conducted with the check-out process; while final room damage evaluations and financial assessments will be completed after.

The check-out process includes:

- Remove all trash and unwanted personal items from the room.
- Clean the room and return all assigned furniture.
- Return Tiger One card and Mailbox key to RH staff.
- Complete inventory check-out sheet with forwarding mail address

*Failure to complete the tasks above will result in an improper checkout fee of \$100 + cleaning/damage/replacement fees

Damages

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).

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. If you fail to return the check-in sheet within 24 hours or fail to turn the sheet in at all, any 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. RETURNING THE INVENTORY SHEET IS FOR YOUR PROTECTION.



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 of room condition and damages will be conducted by professional staff and may result in further repair costs.

Non-Refundable Fee

The non-refundable contract fee (\$200.00) covers any damages to the assigned room as well as general damages which occur in the common areas (lobby, restrooms, hallways) or to College-owned equipment or third-party-owned equipment (vending machines). If 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 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.

Refunds

Please refer to your housing contract.



Health, Safety, and Wellness

Health Services

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

Hours: 8 AM to 4:30 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

Psychological Services are offered through the Health Services Office located in the Student Services building. Services are accessible both in-person and online via Zoom.

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

Phone: 559-494-3000 ext. 3210

A partnership with ProtoCall Inc provides emergency clinical services 24/7. This can be accessed through RC Health Services' number at 559-494-3000 ext. 3028.

SCCCD Campus Police

Reedley College and the Residence Hall are monitored 24/7 by SCCCDCD 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.

Emergency Phone: 559-244-5911

Non-Emergency Phone: 559-244-6140

Campus Police are 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.

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.

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, take the 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.

Signal:

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. There is also

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.

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.

Food Pantry

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

Open: Monday- Friday *times posted at Pantry

Phone: 559-494-3000 ext. 3734

Rules and Regulations

Cards/Keys

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

Room Alterations & Cleanliness

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 that 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 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: 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 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 that are removed will be replaced and a charge will be noted on the resident's room inventory sheet. Screens that 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 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" based on the judgment of the managers. Displays of the alcoholic beverage container, 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. 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 skillets, 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.**

Refrigerators: Residents can keep in their rooms a small (up to 3 feet tall) compact refrigerator. 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. Please keep your refrigerator clean and do not store it in the closet.

Microwaves: Residents are permitted to bring 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 subjected 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, 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.

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 must be removed from the Residence Hall.

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.

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

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. 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. As a precaution and for the safety of the other residents, please do not drive vehicles onto the residence hall front patio.

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

Pets: Except for 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.

Weapons: 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.

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 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.

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, and 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 M - 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: 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 areas.

Visitation & Guest Policy

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. The resident is and will be held responsible for all of their guests' actions and behaviors.

Overnight Accommodations: Any guests staying overnight with a student must be of the same gender and pay a \$20 fee/ overnight stay to the staff on duty. Residents can host a guest for 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 must enter the Residence Hall through the front lobby.**

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.

Room Lock Out

Residents will be charged \$5.00 cash for each instance to unlock their room door. Frequent lockouts will result in referral through the student conduct process. Refer to staff on duty for lock-out assistance.

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 including any events hosted by the Residence Hall on or off campus. Possession of alcohol will result in dismissal from the Residence Hall.
- 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.

- 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. 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 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.



Disciplinary & Termination Policy

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

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, 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 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 SCCCDC. 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:

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, 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.

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.

Academic Probation

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

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.

Suspension

From the campus for two to ten days.

Expulsion

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

ENJOY YOUR STAY!