

# CR Community Guidelines

2018-2019

## WELCOME

We are glad that you have chosen to live and pursue your studies from the College of the Redwoods Residence Halls. By doing so you have accepted the responsibility of a being a member of the CR community. Living in a community can have wonderful benefits, but only if each member follows the guidelines that make a community a great place to be. These guidelines reflect Federal and State laws, California Community College District policies, and other guidelines deemed necessary by fellow students. These policies are key ingredients to building our community and each member has the responsibility to know and follow them. They should give you, the student, a clear and concise representation of the policies we are all expected to follow. **It is considered a supplement to your Housing License Agreement.** Violation of these rules and regulations, or violation of any federal, state, or local law places you subject to judicial action. Please take the time to review this packet as you will be held accountable for all information contained here. **Ignorance will not be an excuse for a policy violation.** If you have questions, please direct them to a Residential Life staff member.

## RESIDENTIAL LIFE PHILOSOPHY

The Residence Halls are a living and learning environment. It is our hope that you will increase your academic ability, learn more about yourself, grow in your experiences with other people, and have a better understanding of your local and global community. To accomplish this goal requires respect, tolerance, and the safety of all residents. An easy way to remember our philosophy is the 3 Rs of community living: **Respect for self, Respect for others, and Respect for the community environment.** The following guidelines were created in the spirit of this goal.

## Abandon Property

No storage is available. Any property remaining after a resident has left will be considered abandoned, and will be removed as trash or donated as the Residence Halls best sees fit.

## Academic Expectations

Once admitted into the Residence Halls, residents should be enrolled in 12 or more units and maintain a cumulative GPA of 2.0 or higher. Failure to maintain these standards may result in the resident being removed from the Residence Halls, while still being financially responsible for Residence Hall Contracts.

## Administrative Room Changes / Room Consolidations

As stated in the License Agreement, the College reserves the right to change room assignments, assign a new licensee, re-assign a current licensee, and/or consolidate vacancies at any time in the interest of health, discipline, occupancy, or for the general welfare of the licensee.

Residents asked to consolidate may ask permission to keep their current double room as a single occupancy room. If permission is granted, those residents will pay a higher fee for the balance of the academic term.

For further information regarding assignments or consolidations, see the Assistant Director or the Director of Residential Life.

## Airborne Objects

Throwing objects at other people, into or out of windows, through doorways, or in the interiors of the buildings is prohibited at all times.

## Alcohol – Zero tolerance

College of the Redwoods is an alcohol free institution. This means that it is illegal to possess, consume, or be under the influence of alcohol at any time while on college grounds. This includes the Residence Halls. The campus drug and alcohol policy has been mandated by campus officials as well as state and federal laws. Although we understand that this will be your home, the Office of Residential Life is not at liberty to change or make exceptions to any part of the Campus Drug and Alcohol Policy.

This policy applies to persons over the age of 21 as well as those who are under the legal drinking age.

**No one may be intoxicated on campus or smell of alcohol. Empty alcohol containers, beer caps, and alcohol boxes are also prohibited in student rooms or in any person's possession while on campus. These items will be confiscated and the student will be held responsible for a drug and alcohol violation. Students found in violation of the Alcohol Policy will be removed from the Residence Halls and will still be financially responsible for the Residence Hall Contract.**

## Appliances/ Furniture

Appliances such as clocks, radios, lamps, personal computers, stereos, televisions, and the like, are permitted to be used in the student rooms and public areas of the facilities at any time, provided that the resident ensures that the wiring of such appliances is safe, that the appliances are turned off when not in use, and that requests from other residents/ staff regarding noise from such appliances are respected.

The only other appliances that may be used in student rooms are electric coffee pots, popcorn poppers, small refrigerators (under 4 cubic feet) and microwaves. Resident student are limited to one refrigerator, television, and microwave. Students are required to use power strips with surge protectors instead of extension cords to protect the student's equipment during power outages and for fire safety. No more than 2 power surge strips may be used per room.

Appliances such as electric frying pans, toasters, Coleman stoves, toaster ovens, irons, and any items with an exposed heating element are prohibited in the Residence Halls at all times. Space heaters and other heat producing appliances are fire safety threats and prohibited in the halls at all times. No full sized sofas, loveseats, or overstuffed chairs are permitted in resident's rooms.

Residents overloading the electrical system may be charged for the maintenance departments repair time and may be asked to remove excessive or oversized equipment for fire safety reasons.

## Automobile Repair

Automobile Repair or service is prohibited at all times in any of the College parking areas. Immediate removal of vehicles being repaired will be done at owner's expense. Should hazardous materials be spilled during repair or service of a vehicle, the clean-up will be at owner's expense. Owner of the vehicle will be responsible for any fines for hazardous material spills of his or her vehicle.

## Candles, Barbecues, and other Incendiary Products

Burning candles in the Residence Halls is prohibited at all times. This is considered a fire safety hazard. Any candle found with a wick will be confiscated. **Incense burning is not allowed in the buildings.** Any incense found that has been burnt will be confiscated.

Barbecues may be used only outside a 50' radius from the Residence Hall buildings and if reasonable fire safety precautions are used. Residents assume responsibility for any damages or problems caused as a result of this activity.

Flammable liquids such as gasoline or charcoal starter may NOT be stored in any Residence Hall facility.

Propane and butane tanks may NOT be stored in any Residence Hall facility.

While we attempt to list as many non-permitted items that we know of, the list is not comprehensive; please check with The Director or Assistant Director of Residential Life about any items not listed that may be questionable.

## Check-in/ Check-out Procedures and RCFs

All residents are required to follow designated check-in and check-out procedures. This includes scheduling a check-out time with your Resident Assistant (RA) at least **48** hours in advance. Check -out procedures are **mandatory** for all

students at end of the Fall Semester and end of the Spring Semester. Details on current procedures are available from the Residential Life staff. Failure to adhere to such procedures can result in a \$50.00 penalty per semester.

**\*\*AFTER HOURS CHECK-IN:** After traditionally closed periods (see CLOSURE), the Residence Halls will change codes to all rooms to provide as much room security as possible. Upon returning from a closed period, all students must check-in during business hours. Call the Housing Office for business hours about the period in question. Any one arriving after scheduled office hours, must contact the Housing Office PRIOR to arriving to arrange a check-in time. Any one arriving after scheduled business hours will be subject to a \$50.00 after hours fee due upon arrival.

**RCFs:** All residents will complete a Room Condition Form (RCF) upon checking into their rooms. It is critical that residents review this form carefully and note, in detail, the condition of each item listed. *Once signed, the resident assumes complete responsibility for maintaining the condition of the furnishings and facilities as cited on the RCF.* Upon checking out of the room, the RA will inspect the premises and the **resident will be held financially liable for any damage or loss** other than what could be reasonably termed "wear and tear." The Director and the Maintenance staff will make a Final Inspection to determine the room condition.

## Cleaning Responsibilities

Custodial services are provided to clean common areas in both buildings. These areas include the laundry rooms, lounges, and hallways. **Excessive damages and/or cleaning problems in these areas may result in community fines of \$20 per person per incident and/or the loss of use of the areas.**

Residents are expected to maintain a reasonable level of cleanliness in their private areas. Regular cleaning of the bedroom and bathroom is expected. Rooms must be kept in a clean orderly fashion. Excessively dirty bedrooms and/or bathrooms could be a health hazard if regular cleaning does not occur. Failure to regularly clean your bedroom and /or bathroom will result in judicial action which may include removal should your space be deemed a health hazard. You are required to clean both your bedroom and bathroom regularly, and before you vacate at the end of Fall semester, at Spring Break, and at the end of Spring semester. You will be charged if the room and/or bathroom are not reasonably clean and ready for any new residents who may be moving in. All Residents involved will be held financially responsible for unclean bathrooms and rooms should college staff need to clean excessively dirty rooms to make them ready for the next occupant, or make them livable for current occupants. **Occupants found responsible will be charged minimum charge of \$100.**

When vacating, residents are responsible for cleaning their proportionate share of their room's common areas.

At no time should trash be stored outside of your door or placed into the recycling bins. The recycling bins on campus are used to generate scholarship money for students in need. If an individual's trash items are found in recycling bins, a fee of \$25.00 will be charged to the person responsible. There is a Dumpster located in the upper parking lot. Please be sure to place your trash in this receptacle.

## Closure

The Residence Halls are closed during the following Winter and Spring vacation periods:

### **Thanksgiving:**

12:00pm, Saturday, November 17, 2018 until 9:00am Sunday, November 25, 2018.

### **Winter:**

12:00pm, Saturday, December 15, 2018 until 9:00am, Sunday, January 20, 2019.

### **Spring:**

12:00pm, Saturday, March 16, 2019 until 2:00pm, Sunday, March 24, 2019.

**There will be NO occupancy allowed during the Winter Break. Exceptions will be accommodated at the discretion of the Director of Residential Life or (designee). Any resident requesting an exception must be in good standing with the Residence Halls academically, financially and judicially. There will be an additional charge for approved extra days. You will need to sign up for extra days.**

**For Thanksgiving and Spring Break, residents will need to sign an addendum to stay while there are no classes in session (see above dates). There will be NO charge for Thanksgiving or Spring break. Room codes will be changed for residents that do not sign up with the Housing Office.**

All residents are required to vacate their room within 24 hours of their last final exam. Any students found violating any community guidelines during finals week will be asked to leave immediately. (See Check-In / Check-out Procedures)

## College Staff Requests

Residents and their guests are required to comply with all reasonable requests by College staff members. Failure to do so will result in disciplinary action.

## Community Respect

The Residence Halls are an environment based upon the creation of an atmosphere where all residents are safe and secure in their home. Bigotry or hatred have no place within our community and no one has the right to degrade or denigrate any human being based upon their age, physical ability, national origin, race, sexual orientation, gender, or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. **Likewise, we will not accept alcohol, ignorance, humor, or substance abuse as an excuse, reason, or rationale for such behavior.** Such behavior will result in severe disciplinary action, which may include removal from the Residence Halls, expulsion from the College, and the filing of criminal complaints.

## Contract Cancellation

Please see the License Agreement for Use of Housing Facility. Should you be denied your request to cancel your contract, you may appeal and request to be placed on a list to be replaced. All appeals will be heard by the Vice President of Student Services or their designee.

## Controlled Substances / Illegal Drugs – Zero Tolerance

The use, possession, cultivation, production, sale, gift, or exchange of illegal drugs is prohibited on campus at all times.

Possession of drug paraphernalia, including pipes, water pipes, and bongs, is prohibited on campus at all times. If found, these items will be confiscated. **It is against college policy to be under the influence or smell of any illegal substance.**

**The college will not tolerate violations of the drug and alcohol policy in our Residence Hall environment. We will actively pursue such infractions and take judicial action including removal from the Residence Halls.**

## Damages

Damage, destruction or vandalism is prohibited at all times. *Residents are reminded that financial liability for the damage, destruction or loss in common area facilities and equipment may be borne by all members of the living group unless specific responsibility can be identified.*

Once you vacate your room, due to a room change or check-out, an inspection of your room is done by the Residential Life Staff. Any new damages made to your room or your common area is subject to charges. If you wish to contest a charge, you will have 30 days to file an appeal to a damage charge.

## Door Code Changes

Residents are given a door code which is equivalent to a door key. We recommend that residents do not share their door codes. Sharing codes increases risk of more sharing which can jeopardize safety. Roommates must get permission from the other roommate if the code is to be shared. Door code changes are allowed with the first time being free and then increasing by intervals of \$5.00 each time requested (i.e. \$5.00, \$10.00, \$15.00).

**If you give your code to other people and a judicial violation occurs in your room while you are not present you may be held responsible for the violation. Please be responsible with your code.**

## Door Propping

It is a fire and safety hazard to prop open exterior doors. Students found propping the building doors will be fined \$25.00. The only exception is on move-in day or move-out day where doors should be closed after you are finished moving items in or out.

## Fire and Safety Equipment

Fire and safety equipment is installed in the Residence Halls for emergency use only. Tampering with such equipment including pull stations, fire extinguishers, smoke detectors, alarm horns and bells, or any other safety equipment is a

threat to life and safety and is strictly prohibited at all times. Violations of this will result in severe judicial action which may include removal. Causing false alarms may also be grounds for removal. **Fines for false alarms will be charged directly to the student(s) responsible.**

**Residents are required to vacate the facilities in the event of a fire alarm. Failure to do so is a violation of state law. Residents are also required to vacate the facilities when directed to do so by a staff member (in the event of other emergencies).** Failure to evacuate when the fire alarm is sounded or asked to do so by college staff, do to other emergency situations may result in disciplinary action which could lead to removal from the residence Halls. The safety of all individuals is our first priority and only with your cooperation can this happen. **Fire/Emergency Evacuation Drills will be conducted each semester. Full cooperation during these drills is required and failure to do so is a violation of the fire code.**

Driving or parking on service roads around buildings are limited to a 30 minute unloading time. Unattended vehicles will be ticketed.

Any room decorations which create a fire hazard, hang from the ceiling, block fire detection units, facilitate ignition, or create dangerous barricades must be removed. No full size sofas, loveseats, or overstuffed chairs will be allowed in a resident's room. They are deemed a fire hazard. Smoke detectors must be visible from the front door into your room. Storage of any items outside of rooms is not permitted in the event of a need for Resident Hall evacuation. Any behavior which endangers the safety of residents or facilities is strictly prohibited. Doors to the rooms in Del Norte Hall must remain closed at all times due to State Fire Code.

### **Firearms - Ammunition - Fireworks - Weapons**

Firearms, ammunition, weapons, and fireworks are prohibited in residents rooms at all times. The possession of, or use of such items on campus is a violation of departmental, college, and state law. Examples of prohibited weapons include paint ball guns, pellet / BB guns, sling shots, and toy guns. There may be other weapons not mentioned on this list which are also prohibited. Bladed weapons which exceed 3" in length qualify as an illegal weapon on campus. Weapons of any kind, whether real or toy, will be confiscated.

### **Forest Access & Wildlife**

College of the Redwoods is bordered by a majestic forest. The forest is a natural habitat for many native plants and native animals. The hunting, trapping, skinning, or killing of wildlife is prohibited. Violators are subject to Residence Life and College policies along with Federal and State regulations. Forest areas are closed at dusk. Any student found in the forest areas after this time will be subject to judicial action.

### **Guest Policy**

Residents may invite non-resident guests to stay overnight with them in their room providing all such guests are registered with the Housing Office and in good judicial and financial standing with the Residence Halls. **Guests not registered with the Housing Office by 10pm will be asked to leave and their cars may be ticketed.** Note: if you have guests visiting who **are not** staying the night, they must also be checked in at the Housing Office by 10pm. Residents are reminded that they **MUST have the permission of their roommate to have a guest** anytime day or night. Overnight guests may not stay longer than **three (3)** consecutive nights in the Residence Halls and no more than a cumulative total of **seven (7)** nights per semester. During summer periods of occupancy, guest may stay no more than **three (3)** nights total.

**Cohabitation** is not permitted at any time. Couples who are both residents cannot live together. Cohabitation is defined as the extended presence of any person in any living area who is not assigned a bed space in that living area.

**Squatters** will be removed from the Residence Halls immediately and the Sheriff may be called. The residents and the Squatter will be charged a double room rate. The cost will be divided up between all individuals involved.

Residents are **completely responsible** for the behavior and actions of their guests. Violations of policy by a guest will result in judicial actions being taken against the hosting resident and the guest being restricted from the halls.

The College reserves the right to request that any non-resident leave the halls at any time. Unsupervised guests will be asked to leave common areas.

Guests under the age of 18 years old will not be permitted to check in for an overnight stay. (Exceptions to this rule must be approved by the Director or Assistant Director of Residential Life.)

## Hazardous Waste

Hazardous waste is prohibited. Disposal of hazardous waste will be charged to the resident or residents responsible.

## Health and Safety Checks / Rooms and Bathroom

We conduct safety checks of all rooms each time we close the facilities for breaks, and mid semester in the fall and spring. These breaks occur at Winter Break, and Spring Break. We enter each room to see that the proper items are unplugged and there is no potential fire or safety hazard present. A closing memo is sent out before each break period instructing residents of what must be unplugged in the room and how the room should be left for the closure. Health and Safety Inspections will be conducted at least once during each semester. Should bathrooms need to be cleaned by maintenance staff due to the failure of residents to clean their space residents will be charged.

The Director and the Assistant Director reserve the right to enter any room at **any time** where a health and safety concern may be an issue.

## Housing Payments

You are responsible for making your room and board payments on time. These payments can be made at the Business Office window in the Administration Building between 9:00am-4:00pm, Monday-Thursday. You are responsible for your payments according to the payment schedule (Please see the License Agreement for Use of Housing facilities). If you have questions about your payments, stop by or call the Business Office at (707) 476-4120. Students who fail to pay on time are subject to a late fee and possible removal from the dorms. Students will still be held to their financial obligation to the school even if removed.

## Internet

All residents who wish to have an Internet connection are required to have anti-virus software. Those who do not have the required software may not be connected. Should any resident's computer contain a virus, they will be disconnected from the system. Should more than one resident's computer have a virus, the college may find it necessary to disconnect the dorms from the network. The dorms will remain disconnected from the net until the problems are corrected. Active monitoring of the wireless network is performed daily. All CR related network resources have been given the highest priority access. All other sites are serviced as 'best effort'. Should a resident be found to be using an excessive amount of bandwidth, which affects the normal operation of the internet to the Residence Halls, that resident may be disconnected from internet service. Routers and/or Wireless Access points to the internet are prohibited. Any Router or Wireless Access equipment may be confiscated by Housing Staff and held until the end of the contract period. We provide a large scale wireless network, so please ensure all of your networked equipment is wireless. There are no Ethernet drops in the rooms. The resident may be banned from the use of the Residence Halls' internet service should it be determined that that person is regularly affecting the internet services. Residents who have been determined to be creating the problem for the internet may be charged for the time needed to isolate the problem.

## Instruments

Amplified instruments (including guitar amplifiers) and drums (bongos) of any kind as well as acoustical instruments may be played in the Mendocino Lounge from 1pm to 5pm every day. Amplified instruments may not be played in any other location in or around the Residence Halls, including residents' rooms. **We reserve the right to prohibit the use of any instrument should it be necessary, including storing the instrument for the remainder of the academic year.**

## Judicial Procedures / Non-Compliance

If you violate Residence Hall community guidelines, you can expect to be confronted by either a Residence Hall staff member, security, or a concerned resident. Residents may report violations directly to Residence Hall staff. If you permit your roommate to engage in violations in your shared space you may be held responsible for these violations

Staff members who become aware of community guideline violations, either through observation or through reports, must document such circumstances via an incident report.

Once an incident report is filed, it is given to the Director or Assistant Director of Residential Life. The Director or Assistant Director of Residential Life determines if any judicial action is necessary. Initial incidents will be decided by the Director of Residential Life or his/her designee. Written warnings may be sent with or without meeting with a resident. Major incidents or multiple minor incidents the Director or designee will request a meeting with the individual

to help understand what has occurred and make a decision about the incident or incidents. Judicial action can range from a student not being held responsible, to a written warning, to immediate removal from the residence halls.

Should College judicial action become necessary, you will be notified in writing by the Vice President of Student Services of the College or his/her designee. This notification will request your attendance at a judicial hearing with the Conduct Officer.

In most cases, you will be given 48-72 hours advance notification to schedule a hearing. During the hearing, you will be given an opportunity to present your "side" of the incident. After hearing the case, a decision will be rendered and sanctions (if applicable) will be imposed by the Conduct Officer.

Please note: failure to attend a judicial hearing does not prevent the case from being heard. The case will be conducted without any additional input from you.

Any of the following sanctions may be imposed based on the severity of the guideline infraction and the student's overall attitude and behavioral pattern: written warning, community service hours, residence hall probation, drug and alcohol education classes, removal of personal property creating the violation, referral to a higher authority, relocation of the student within the residence halls, removal from the residence halls without release of financial obligations, legal action through the police, college probation, and suspension or expulsion from the college. If a student is removed he/she will have 24 to 72 hours to move out of the residence halls.

If at any time a resident does not follow through with their sanction, they will be found non-compliant. If a resident is found non-compliant, they will meet with the Director or Assistant Director of Residential Life and action will be taken from there, up to and including removal from the Residence Halls.

### **Laundry Room Use**

Laundry rooms are provided for the convenience of the residents. Tampering with laundry equipment is prohibited. It is important that you report all machine malfunctions or problems to the Housing Office. The College is not responsible for any damages to items while laundering or the loss of items. The laundry room will be open weekdays from 10am to 10pm and 11am to 10pm on weekends and holidays. Hours are subject to change.

### **Lounge Furniture**

Furniture in the Lounge of Del Norte and Mendocino halls must remain in its appropriate location. Removal of furniture is prohibited at all times. Any individual found with lounge furniture will be subject to a fine of \$50.00 and a per-day use fee until the furniture is returned. If the lounge furniture is not found or returned, repair or replacement costs will be the responsibility of all residents unless the cause can be attributed to specific individuals.

### **Maintenance Requests**

If something breaks or malfunctions in your room, ask your Resident Assistant to complete a work order or report your need to the Office. Work orders give College staff members the permission to enter your room in order to complete the required repairs. Staff will attempt to make repairs while residents are in the room. Repairs not completed within 5 working days should be reported to the Residential Life Office.

### **Mail**

No mail will be accepted for nonresidents. Mail for nonresidents will be returned to sender. Mail for former residents will be forwarded for up to one month after the resident's departure from the Residence Halls.

### **Nonresidents / Former Residents**

Individuals not in good judicial or financial standing with the Residence Halls will be restricted from coming to the Residence Halls.

### **Parking**

All residents with vehicles or motorcycles need to obtain a parking permit in order to park anywhere on campus including the Residence Halls. Parking permits can be obtained at the campus bookstore. Permits cost approximately \$40.00 per semester or \$65.00 for the school year. Guests who have vehicles can receive an overnight parking permit when they check in at the Housing Office. Guest parking permits are for the **MAIN PARKING LOT**.

It is important for all guests and students to be aware that driving or parking on service roads around buildings is limited to a 30 minute loading/unloading time at the beginning and ending of each semester. Un-attended vehicles will

be ticketed. Service roads are for maintenance vehicles and emergency vehicles only. Bicycle owners need to register their bikes at the Housing Office to insure bicycles forgotten can be returned to their original owner.

## **Pets**

All pets are prohibited in the Residence Halls at all times. This includes warm-blooded, feathered, fish, amphibians, and reptiles. It also includes pets of guests or visitors who may only be present in the halls for a short time. Violators of this policy will be subject to the cost of fumigating the room. Financial responsibility for fumigation charges may be assessed to all members of a room, floor, etc. unless specific responsibility can be identified.

## **Physical Abuse**

Physical abuse towards staff members, fellow students or any member of the community will not be tolerated and will be grounds for immediate removal. Physical abuse includes but is not limited to pushing, restricting someone's ability to move, hitting, choking, and kicking.

## **Posting on Exterior Doors and Windows**

Surfaces which are visible to the public, including exterior doors and windows, must be free from postings, markings and other alterations. Any damages done to these spaces will subject the individual to repair charges to restore these surfaces to their original state.

## **Quiet Hours / Noise**

The Housing Office is committed to providing an atmosphere conducive to sleep and study as well as academic and social achievement at all times. **The right to sleep and study supersedes the privilege to entertain oneself or others at ALL TIMES.** Violation of the quiet hours' policy will result in judicial action.

**Quiet hours have been established as 10:00 p.m. to 10:00 a.m.** During quiet hours, noise that emanates from any room into the hallway or common areas or vice-versa is prohibited. Noise in areas adjacent to facilities is expected to be kept at a minimal level as well.

During times when quiet hours are not in effect, "courtesy hours" are considered to be in effect. Courtesy hours mean that any resident has the right to request that your noise level be lowered. Residents are expected to comply with such requests. Failure to comply will result in disciplinary actions being taken.

24-hour quiet hours will be in effect from midnight on the last day of regular classes through finals week up to the closing of the halls each semester.

Stereo speakers may never be positioned so music is directed out windows/doorways to exterior or public areas of buildings.

Failure to comply with quiet hours' policy may result in the confiscation and storage of the offending appliance.

**Please note that if you are assigned to the Study Hall floor, whether at your request or otherwise, you must agree to respect and observe a 24-hour quiet policy. Failure to comply with noise policies can result in judicial action being taken.**

**Continual quiet hours' policy violations may result in judicial action including removal from the Residence Halls.**

## **Rape / Sexual Assault**

The College of the Redwoods maintains a zero-tolerance policy on sexual assault. Any behavior determined to constitute sexual assault will be viewed as a serious matter and subject to disciplinary and/or criminal actions. Acts of sexual assault include those committed by force or intimidation, or through use of the victim's mental incapacity or physical helplessness.

If you need to report a sexual assault, call the duty staff immediately. This information will NOT be released to the police without the victim's consent; however, you are encouraged to file a report with the police. Victims of sexual assault may also seek assistance from the North Coast Rape Crisis Team by calling (707) 445-2881. *The most important thing is to seek assistance—do not try to handle this alone.*

## Room Changes

All room changes must be approved through the Residential Life Office. Failure to obtain approval may result in forfeiture of the security deposit. **No room changes will take place within the first two weeks of the semester. If at anytime a room is vacated by a resident, the remaining resident is not allowed to assume the vacated space. The space should be left vacated and be made available for immediate occupancy by another resident.**

## Room Condition Forms

The Room Condition Forms must be filled out and returned to the Residential Life Office before you occupy your room. This form protects you from being held responsible for any prior damages to your room. Please be detailed about any problems you find. If you do not return the Room Condition Form to the Office you will be held responsible for all damages discovered at the end of a semester or year.

## Sexual Harassment

It is the policy of College of the Redwoods to maintain an environment free from sexual harassment. Any behavior determined to constitute sexual harassment will be viewed as a serious matter and subject to disciplinary and/or criminal actions. Acts of sexual harassment include but are not limited to behavior that is unwanted or unwelcome that is sexual in nature or related to the gender of the person. Please report any incident of concern to a member of the residential life.

## Doubles Rooms / Single Rooms

All rooms are double occupancy. Singles will only be granted if vacancy permits and the cost will be double the requested contract. This means the resident would take on double all costs of food and housing.

Should a resident use a room as a single when they have a double contract due to vacancies they may be charged a single rate if the other half of the room isn't ready for immediate occupancy. The resident would be charged that rate until the room is returned to double occupancy. Such factors as beds being moved together and belongings being placed all over the room will be some indications of single occupancy.

(See: Administrative Room Changes / Room consolidations)

## Skateboards / roller-skates / roller blades / bicycles/ hoover boards

Bicycles are prohibited in the interior of buildings, on catwalks/balconies, or in any areas which create safety issues or damage the facilities. Skateboards, roller blades, skates and hoover boards are prohibited on campus. Hoover boards cannot be kept in the Residence Halls

The college reserves the right to confiscate such items should problems persist.

## Smoking Policy – Zero Tolerance

**Smoking is prohibited in the interior areas of the building at all times.** This includes your room, the common areas, recreation areas, and hallways. The College has restricted smoking everywhere on campus. Use of electronic smoking devices and similar products are only allowed in designated smoking areas. **Incense burning is also not allowed in buildings. Students found in violation of the Smoking Policy will be removed from the Residence Halls and will still be financially responsible for the Residence Hall Contract.**

## Solicitation

In order to maximize residents' privacy, solicitation is prohibited in the Residence Halls at all times.

## Sports / Recreation

Sporting activities such as baseball, golf, soccer, football, hockey, hacky sack, frisbee, etc. are prohibited in the interior areas of the buildings at all times.

## Storage

No storage facilities are available. Only residents who have completed a contract to return to the Residence Halls for Summer School and have received approval from the Director of Residential Life or designee may leave items until they return. If for any reason a student does not return for Summer School or any other time and fails to collect his/her belongings, the belongings will be donated to charity. The College accepts no responsibility for items left in the Residence Halls between terms or upon termination of occupancy.

## Verbal or Written Abuse

A climate of fear or intimidation will **not** be tolerated at College of the Redwoods. Verbal or Written abuse includes but is not limited to name calling, yelling, derogatory remarks, put downs, and cursing at staff members or fellow students. Verbal or Written abuse toward a staff member, fellow students or members of the community will not be tolerated and will be grounds for judicial action **including removal**.

## Windows

Absolutely nothing, including trash, bottles, paper, or liquid may go out of or into any window. This includes climbing in or out of the window.

## Student Rights and Responsibilities

Now that you are aware of the guidelines and judicial procedures which govern the Residence Halls, it is important that you understand what your responsibilities as a resident are when infractions occur.

When you encounter another resident violating community guidelines, or when/if someone's behavior is disturbing you, you are expected to request that the offender comply with community expectations. If you are uncomfortable with this interaction, you may want to seek some advice from your RA or Assistant Director as to how to approach the situation.

If you do confront someone and that person does not comply, you may then contact your RA, the duty RA, the Director or, if appropriate, Campus Security.

It is important that you realize that the residential staff is not solely responsible for maintaining your environment and enforcing guidelines. Your living group environment will generally be established by the residents. While staff is expected to respond to infractions which others have been unsuccessful in handling, they are not there to solve all problems.

As a member of the residential community, you are responsible for responding to and reporting violations. If you are unwilling to do so, then you should not expect that the situation is going to change or that the infraction will "go away."

***It is your responsibility and choice to remove yourself from a situation when a violation is occurring, or you are subject to being held responsible for the violation even if you weren't the one in violation. For example, if you are in a room where alcohol is being consumed, you are not drinking (maybe you're studying) and others are, you need to make a choice to leave the room or ask them to stop or go elsewhere. If you remain, and the situation is documented, you can be held responsible for an alcohol violation. You need to learn to make choices, however difficult, and be responsible for them.*** It is our hope that you can develop these personal skills and be productive members of your community.

Remember, the quality of your experience while living on campus is up to you! Only you can choose to make it as fun as it can be.

(See next page for Campus and Local Resources available)

**CAMPUS RESOURCES (707)**

Public Safety <b>Emergency</b>	476-4111
Public Safety Office	476-4112
CR Tip Line	476-4555
Academic Support Center	476-4106
Admissions/Records	4764200
Assessment Center	476-4106
Bookstore	476-4130
Cafeteria	476-4237
CARE/EOPS	476-4270
Career Center	476-4159
Cashier	476-4126
Child Development Center	476-4337
Cooperative Education	476-4305
Counseling/Advising Office	476-4150
Disabled Student Services	476-4280
Evaluation/Graduation	476-4205
Financial Aid	476-4182
Job Placement	476-4159
Learning Resource Center	476-4106
Library	476-4260
LIGHT Center	476-4290
Physical Education	476-4213
Residence Halls	476-4294
Student Government/ASCR	476-4180
Student Health Center	476-4149
Scholarship Office	476-4191
TDD Line:	476-4284
Transfer Center:	476-4146
Tutorial Service:	476-4106
Writing Lab:	476-4686

**Local Resources (707)**

**Humboldt County Switchboard 441-1001**  
Humboldt County AOD 476-4054  
**(Alcohol & Other Drug Programs)**

Alcoholics Anonymous 442-0711  
Marijuana Anonymous 834-3211

**Crisis Lines:**

**Domestic Violence Services 443-6042**

GLBTQ Natl Help Center 888-843-4564

**Health Crisis Line 888-849-5728 445-7715**

Humboldt County Mental Health **445-7715**  
**Crisis Line**

**Rape Crisis Hotline 445-2881**

**Sheriff-Emergency 911**

Sheriff Office 445-7215

**Suicide Hotline 800-784-2433 445-7715**

**Emergency Food:**

Cal Fresh 877-410-8809

Food for People 445-3166

**Health Insurance:**

Covered California 800-300-1506

Humboldt County Medi-Cal 800-891-8551

**Medical/Dental:**

Burre Dental Center 442-7078

Eureka Community Health Center 441-1624

Planned Parenthood 442-5700

Public Health Eureka Clinic 268-2108

St. Joseph Hospital 445-8121

United Indian Health 825-5000

**Transportation:**

Humboldt Transfer Authority (Bus) 443-0826

Taxi 442-4551

**Veteran's Services: 442-4322/445-7341**

**\*Updated March 2015**

