



RESIDENTIAL LIFE HANDBOOK

2018-2019

Welcome

This Residential Life Handbook is a guide to community living and contains general information concerning daily life in the residence halls. Additional specific information will be posted on housing bulletin boards, in emails to residents, and in specific flyers handed out to residents. You will be accountable for this information just as you are for the contents of this residential life handbook.

The residence halls at Dakota College at Bottineau house approximately 200 students. We're glad that you are coming to live with us! Living in a residence hall is quite unlike any other living experience. Residence halls seem somewhat impersonal...until you move in and discover all the new friends and unique opportunities now open to you. It's the people that make residence hall living so great.

At Dakota College at Bottineau, students are the most important aspect of our college. Residing in one of our residence halls will put you in a living and learning environment where you can benefit through interaction with a diverse community of people.

Please respect where you live and remember that you are sharing this space with others. Do your part to keep the residence facilities safe and clean. Be mindful of behavior that may disturb others you share your building with. Respect each other's privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple ground rules will help assure a comfortable and safe living environment.

We encourage you to become active residents and informed consumers. If you have any questions concerning policies or procedures, or believe you have an unusual circumstance that merits another solution, please contact the Director of Residential and Student Life. Please remember that the earlier you speak with us, the better our chances will be of helping you establish your exceptional case or helping you find or develop other possible solutions.

Please retain this handbook. You can refer to it throughout the year as an important information source. You can also help ensure your success as a member of the Dakota College at Bottineau housing family by knowing and abiding by the handbook regulations. We wish you an enjoyable and memorable stay in our residence halls.

Introduction and Philosophy

Our Mission is to:

1. Create an atmosphere conducive to learning.
2. Implement and foster programs supporting student learning and provide programs that enhance understanding of cultural, ethnic, physical, racial, sexual orientation, and religious differences.
3. Create and maintain a residence life community in which students take responsibility for comprehending and enriching their environment while respecting the rights and needs of others within the College community.
4. Provide students with affordable and comfortable on-campus housing accommodations.
5. Provide a disciplinary structure promoting and encouraging student accountability and responsibility.
6. Provide values-based educational programming to raise student awareness of social, emotional, mental, and physical health, substance abuse, and responsible sexual behavior.

The residence halls are designed to provide comfortable living quarters for students while they are enrolled in the college as well as promote the personal and social development of students through group living.

The college has established rules and regulations which aim to protect college property, protect individual rights, uphold state and federal law, and provide an atmosphere conducive to study, sleep, security, and relaxation. The Housing Director is responsible for enforcing the rules and regulations and for managing the residence halls in an orderly and efficient manner. Assisting the Housing Director are Hall Directors and Resident Assistants.

The guidelines of student conduct and the forms of disciplinary action taken because of violations of these guidelines are listed in this handbook. These guidelines provide the framework which will govern disciplinary actions within the residence halls.

The unique situations of group living dictate which forms of discipline are appropriate. For this reason, the forms of disciplinary action termed **discretionary** and **finer** will be used most often. However, revocation of residence hall privileges because of repeated or serious misconduct usually is accompanied by formal disciplinary probation. The length of the probation will be prescribed by the Housing Judicial Officer.

The principles of democracy, tolerance, and responsibility apply to the College's residential community. Students within the residence halls are expected to conduct themselves in a manner that illustrates dignity for and respect toward fellow students, themselves, and the residence hall management and maintenance staff. Living in a residence hall is a privilege, not a right, and if this privilege is abused, students can be removed either temporarily or permanently.

Student Responsibilities

Students in the residence halls are responsible for understanding the terms and conditions of the residence hall contract. In addition, residents need to familiarize themselves with the residence hall handbook, student handbook, the college catalog, and all other information pertinent to residential life. Students are responsible for knowing the regulations and policies that govern them, and for understanding procedures that prevail in the halls. Saying "I didn't know..." is not acceptable.

Self Leadership

All residents, staff, and students are expected to conduct themselves in a manner that promotes and supports the wellbeing of the living community. Therefore, the Department of Residential and Student Life reserves the right to confront behavior that is detrimental to the student, infringes on the rights and sensitivities to others, or that has the appearance of impropriety (appears to not be in keeping with accepted college standards of what is right and proper).

The following may be viewed as some (but certainly not all) forms of questionable conduct:

- Inappropriate public displays of affection
- Use of derogatory language or behavior
- Failing to help one's self when in emotional/physical distress.

Each resident is expected to assume responsibility for his/her actions.

Roommates

Of all the new people you come into contact with at the college, your new roommate will be geographically closest to you. This initial, rather arbitrary closeness is often followed by a great deal of sharing. You should take advantage of this situation. Feel free to discuss with your roommate your ideas, feelings, sense of direction or confusion, and family background. Also, it is important that you and your roommate establish mutually agreeable **house rules** for your place of residence. Areas you should discuss are sharing of personal property, visitation guidelines, study hours within the room, and assignment of cleaning duties.

Residence Life Staff

Each residence hall has a Hall Director and Resident Assistants to help you. The Residence Life Staff is responsible for the safety and security of the residence hall students.

Non-Compliance with a Reasonable Request

In the performance of their duties, the Resident Assistants, the Residence Hall Directors, Director of Residential and Student Life, Housing Judicial Officer, Associate Dean of Student Life, or other DCB administrators or staff may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such reasonable requests. Failure to comply with a reasonable request or behaving inappropriately towards the staff member making the request will result in residents being found in violation of housing regulations and will result in sanctions.

Director of Residential and Student Life

The residence halls are managed under the auspices of Student Services. The individual who has direct authority and responsibility for administering the residence halls is the Director of Residential and Student Life. The Director supervises the Hall Directors and Resident Assistants and works closely with the Residence Life staff to ensure that the community is safe and that there are positive living conditions in the residence halls and all facilities. The Residence Life staff is charged with enforcing the rules and regulations of the residence halls. This charge carries with it the authority to take actions necessary when rule violations occur.

Residence Hall Director

Residence Hall Directors are responsible for the hall in which he or she lives, its occupants, and facilities. Each Hall Director supervises the Resident Assistants in their building, serve as a resource for students, and can serve as hearing officers in the judicial system. They also meet with students around policy violations and help ensure a safe, welcoming community.

Resident Assistants

Your RA (Resident Assistant) is a full-time student whose part-time job is to assist you with residential living. The College's primary mission is to aid you in your educational and social development. Resident Assistants are peer educators hired and trained to assist you in this development. Their general responsibilities are to advise students on academic, administrative, personal, and social matters within the limits of the RA's experience and capabilities. The RA's also provide programming in many different areas, refer students to appropriate services both on- and off-campus, and help disseminate official College information and explain policies through regularly scheduled floor meetings.

RAs will assist and abide by all policies in the Dakota College at Bottineau Student Life Handbook as well as the Residential Living Handbook. The RAs have the authority to monitor the residence halls, but expect that residents will be accountable and take responsibility for their own violations. In the event a policy is violated, it is the duty of the RA to report the violation to the necessary authority.

Maintenance

Each hall has a full-time custodian who maintains the public areas of the buildings. Students can report any maintenance problems through their RA or the Hall Director. Maintenance staff may enter rooms at any time during the day to perform normal repairs as well as emergency repairs when health and safety issues are involved. Fire, broken water pipes, and other maintenance problems that could lead to structural damage or constitute a threat to the health and safety of students are considered emergencies. Students may be required to assist by removing personal property if it interferes with access to the area to be maintained. Housekeeping, security, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. Please dress accordingly and appropriately.

Complaints

Issues concerning housing should be brought to the attention of the resident assistant (RA), and if not resolved, should be brought to the attention of the Residence Hall Director.

Services

Residence Hall Programs

The residence halls offer activities for residents. These programs can be planned and implemented by students through the Resident Assistants, the RA's themselves, and the Hall Directors. Students are encouraged to become actively involved in planning these events and to participate in as many as possible – you will get out of them what you put into them.

Cable TV Service/Internet Access

Each room is equipped with a cable TV and Internet (wireless) hookup, which allows the resident access to the local provider's basic service. Students whose televisions and computers aren't cable or Internet ready must purchase their own equipment/adaptors, etc. Each residence hall has a lounge that is equipped with cable television. Cable TV service and Internet access is offered at no extra charge to residents.

Telephone

Land-line phone service is no longer offered in each residence hall room. Local stores carry inexpensive pay as you go cell phones if needed. Contact the Housing Director for more information.

Mail

Mail is delivered to each room in the residence hall except on weekends and holidays. The mail is usually delivered by 12:00 noon by the appropriate Resident Assistant. To receive mail properly and without delay, the resident should refer to his or her address as follows:

Student Name
Hall Name and Room Number
105 Simrall Boulevard
Dakota College at Bottineau
Bottineau, ND 58318

Parking

There is a parking lot beside each residence hall. Parking passes are available at the business office for a small fee and residents are required to park in these lots.

- Do not park in posted restricted areas
- Do not block any of the parking lot entrances
- Do not park in any of the designated faculty, staff, visitor, or disability spaces.

PARKING VIOLATIONS MAY RESULT IN VEHICLES BEING TOWED AT OWNERS/RESIDENTS/STUDENTS EXPENSE!

Rest Rooms

Milligan Hall has bathroom and shower facilities in each suite, Gross Hall on each floor, and Mead Hall on each wing. The use of bathroom and shower facilities is limited to residents and their guests.

Laundry

Coinless washers and dryers are furnished in the residence halls. Residents must provide their own laundry supplies.

Laundry Room Etiquette

- Residents are responsible for their own belongings in the laundry room
- Residents should be considerate of use of the machines and keep track of time of loads so others needing to use the machines are able to do so in a timely fashion
- Residents should empty the lint traps into the garbage receptacles in the laundry room after each use
- Any personal items left in the laundry room for more than a 24 hour period will be collected and held in the lost and found until claimed or the end of each semester at which time they will be disposed of
- Residents are asked to read machine instructions or ask a staff member for assistance if they do not know how to properly operate the machines
- Non-residents are not allowed to use residence hall laundry facilities

Trash and Recycling

Custodial personnel clean all common/public areas within the residence halls. Each residence hall has cleaning equipment and materials available for students to use to clean the floors in their own rooms. Students are responsible for bagging and placing all garbage in the trash dumpsters located behind each residence hall. **Do not place room trash in the**

garbage containers in the lobby or the bathrooms.

Garbage from student rooms must be deposited in the trash dumpster behind each building. Students found leaving garbage in public areas or littering are subject to disciplinary action and/or cleaning charges. There are also recycling bins in the residence halls and around campus. Please put in only the items that the recycling area asks for and not general garbage. Again, garbage not properly disposed of will result in sanctions.

Microwaves/Freezers

A microwave oven and a freezer are available in each residence hall. These appliances are for use by residence hall occupants and must be cleaned and maintained by the residents. Food in the freezers must be kept in closed containers marked with the student's name. This includes wild game of any kind. All wild game kept in the residence hall freezers must be cleaned, dressed, and labeled according to North Dakota Game and Fish Department regulations. Specimens to be used for class laboratory purposes must be stored in freezers located in the Nelson Science Center. The College is not responsible for lost or stolen items from the residence hall freezer units. At the end of each semester, items must be removed from freezers. Items that remain will be disposed of by staff.

Food Service

The Sodexo Corporation operates the College's food service. Everyone who lives on campus must purchase a food service contract, which begins with breakfast on the first day of orientation during the fall semester. Identification cards will be issued at the beginning of each semester and students must present their card at each meal. ID cards used for the meal plans cannot be transferred to others. Cards found in the possession of someone other than the owner will be confiscated and disciplinary action will be taken. Refunds are not given for missed meals.

Special dietary requirements should be brought to the attention of the food service director.

The meal times in the Mead Hall Cafeteria are posted.

Health Services

The college nurse is on duty in Thatcher Hall room 202. Students experiencing health problems should consult with the nurse. In emergency medical situations, the Resident Assistant or Hall Director should be contacted immediately and the student be provided professional medical treatment as soon as possible. Residents who observe accidents or medical emergencies are to report these incidents immediately.

Shuttle Service

Shuttle service is offered at the start and end of each semester to enrolled Dakota College at Bottineau students. Service is offered only on specified days and times. Students must submit a request for the shuttle service one week prior to arrival to the DCB Student Services Office. The shuttle service will make stops at the Minot (ND) Amtrak train station and the Minot (ND) International Airport. Students requesting transportation MUST select a shuttle from the times and dates it is offered.

For further information please visit the college website or call DCB Student Services

Lost and Found

Items lost and found by students, guests, visitors, or staff in the residence halls should be turned in to the respective Hall Director or the DCB Business Office.

Financial Information

Room and Board Costs (2018-19)

- Board cost per semester is \$1972.50 (15 meal plan) or \$2222.50 (19 meal plan).
- Milligan Hall room per semester \$1517.50
- Gross and Mead Hall double room per semester \$1382.50
- The single room fee in Mead or Gross Hall is an additional \$517.50 per semester.

Room and board costs:

	<u>Semester</u>	<u>Yearly</u>
Milligan (15 meal)	\$3490.00	\$6980.00
Milligan (19 meal)	\$3740.00	\$7480.00
Mead/Gross (15 meal)	\$3355.00	\$6710.00
Mead/Gross (19 meal)	\$3605.00	\$7210.00

Room and board fees for the fall and spring semesters must be paid when tuition payment for these semesters is made or the reservation will be cancelled.

Exceptions to this requirement can only be made by the Associate Dean of Student Services and/or the Business Office.

Students may make installment payments on their room and board charges by making arrangements with

the Business Office. The College reserves the right to change room and board fees at any time upon approval by the North Dakota Board of Higher Education.

Cancellation and Refund

A student who is suspended or withdraws from the college and thereby leaves the residence hall during the semester will receive a refund based on the refund schedule available in the Business Office

A student who is suspended or withdraws from the college and thereby leaves the residence hall during the semester will receive a refund based on the refund schedule available in the Business Office. Any refunds that are applicable are based on a student's check out date from the residence hall.

A student who vacates his or her room before the end of the contract period without properly checking out will be held responsible for the entire contract. Students are responsible for properly checking out of the residence halls according to established procedures. Additional charges for damages, missing keys, and cleaning will be assessed when necessary.

Contract Release and Refund Policy

In clearly unusual or extraordinary circumstances, students may petition the Housing Committee for early release from their room and board contract.

Only truly unique situations will warrant a meeting of the Housing Committee. However, if the committee does convene, it will be allowed sufficient time to deliberate and reach a decision.

Students who break the room and board contract can have their registration cancelled or be held liable for charges that remain on the contract. In the latter instance, college policy stipulates that students who have financial obligations to settle with the college can have their records withheld and also be denied permission to register.

Occupancy

Eligibility

Full-time students receive preference for residence halls. If residence hall space is available, part-time students may also be able to reside in campus housing.

Housing Policy

All full-time, unmarried students under the age of 21 who do not have dependents residing with them are required to live and board in college housing, or live at home with their parents or legal guardians and commute to school. Commuting students will be

required to complete a form verifying that they are living at home. Dependents are defined as individuals claimed on the most recent federal income tax forms.

Exceptions to this policy are as follows:

- Students who have two previous academic years of full-time enrollment, summers excluded.
- Students who are living with a grandparent, uncle, aunt, brother, or sister who is the head of a household as defined by qualifying for independent status for financial aid purposes (verification form required).
- Discharged military veterans, National Guard and Reserve who have been activated within the last 5 years. Veterans' status is determined by financial aid guidelines.
- Students who turn 21 by September 30 for fall semester and January 30 for spring semester.

Students must be in compliance with this regulation to be considered fully registered.

Petition to Live Off-Campus

Students who are required to live in college housing may request an exemption and petition to live off-campus during their sophomore year if they meet the following criteria:

1. Completed 30 semester credits, 15 of which must have been completed through DCB, (Note: Transferable credits earned while still in high school, including dual credit, AP, etc., will not be counted toward the total.)
2. Have an institutional GPA of 3.5 or higher, and
3. Have an approved plan of study indicating they will graduate with a degree upon completion of their sophomore year. This plan must be approved by the Associated Dean for Academic and Student Affairs.

Housing Fees

Students must remit a \$50 non-refundable application and reservation fee with the residence hall contract. Room assignments will not be made until the fee is received.

Housing Contracts

The housing contract is signed each year by each student planning to live in the residence halls. This contract is a legal document explaining the College's policies as well as its expectations of students. Standards, procedures and regulations concerning residence hall living are contained in the contract. Students are responsible to know and abide by the

contract's terms and conditions, so it is important to retain the document as a source of information.

Contract Period

All room and board assignments are made on the basis of a full academic year, and students who remain enrolled are expected to continue residence in the hall for the duration of the contract period or follow housing regulations for leaving the hall. Students who attempt to break the residence hall contract risk the termination of their registration at the College.

Room and Hall Assignments/Transfers

Room assignments are made according to the date the application and deposit are received. The main criteria for room and roommate assignments are efficient management of the residence hall and providing the optimum environment for all students in the facility.

The College cannot guarantee that requests for a specific roommate(s) will be honored. However, efforts are made to honor such requests based on the information provided on the housing application.

Room and residence hall assignments are made approximately one month before the beginning of school. Room, residence hall, and roommate preferences are honored when possible. An established priority system is used when honoring such requests. Students who want to live together need to make their intentions known by listing each other's name(s) on their residence hall contracts.

The College reserves the right to assign or change room and residence hall accommodations to attain optimum occupancy, to accommodate occupants, to foster efficient management of the residence hall system, or for the purposes of health, discipline, security or energy conservation. The College also reserves the right to transfer students from one room or hall to another if such a change is deemed necessary. Room and residence hall transfers require the permission of both the Hall Director and the Housing Director.

First year students can move into the residence hall beginning at 10:00 a.m. on the Friday before fall classes begin. Returning students may move in the Saturday before fall classes start. All students must vacate the residence halls by 7:00 p.m. on the day of graduation or the last day of finals each semester.

Reservations for rooms not occupied by the first day of classes are subject to cancellation unless the Student Services Office or Director of Housing is notified in

regard to when the applicant will be accepting his or her room. The College reserves the right to refuse an assignment to any applicant and to make all final decisions as to room and residence hall assignments. Room and roommate assignments are made for the entire academic year; however, during the third week of each semester requests for room changes can be made. Students need to contact a Resident Assistant for the room change request form. After the third week of each semester changes will be limited.

Room Contents and Size

Residence hall rooms are equipped with study desks, chairs, built-in lights, closet/drawers, twin beds with mattresses, window coverings, and mirrors.

Gross Hall – Rooms are 12' x 16'

Mead Hall – Room are 12' x 14'

Milligan Hall – Main Living Area is 22' x 9'

Check In/Check Out

The first thing to do when you arrive at the residence hall is check into your room. Once that is completed, you are responsible for the care of the room and its contents and liable for any damages. The residence hall staff will present you with a room inventory upon which will list the condition of your room. You must review this inventory, noting any minor damage which might exist when you check in. It is important that you do this carefully and accurately so that you are not charged for damages you did not incur. You are responsible for any damages not noted on the room inventory at the time of check out of the residence hall. Doing a good job of scrutinizing your room when you check in will minimize your problems at checkout time.

Students are financially responsible to the college for the general condition of their room, and the school owned furnishings within the room. The college expects its room and furnishings to be in as good a condition at check out as they were at check in, wear and tear excluded.

Students who follow the procedures listed below will have fewer problems when checking out of the residence hall.

1. Thoroughly clean your room. You will be assessed a fee if extra cleaning is necessary.
2. Remove all items you brought into the room (furniture, bookcases, etc.).
3. A Resident Assistant or Hall Director must check your room for cleanliness, damages, and good order.
4. Turn in keys to housing staff.

5. Students who do not check out of the residence halls properly will be subject to a \$25 fine.

After you have been checked out of your room, you may not spend another night in there.

Single Rooms

A limited number of single rooms may be available depending upon the occupancy rate in each residence hall. These rooms are assigned by an established priority system and an extra fee is assigned.

Students who become the single occupants of a room because their assigned roommate is no longer residing in the room or did not check in at the beginning of a semester have the following options:

1. Find a roommate; or
2. Move into a room with another student(s) assigned by the Housing Director.

Typically, if a student becomes the single occupant of a room, he or she will have two days to find a new roommate or be assigned one. Students, who become the single occupants of a room, cannot have a single room unless they are at the top of the priority system.

Semester/Holiday Breaks

Residence halls and food service close during semester break and students must vacate their rooms by 5:00 p.m. on the last day of school in the semester. Students will be allowed back into the hall at 10:00 AM on the day before school resumes. During vacation, locks on the outside doors of the residence halls are changed. With permission from the housing office, students may be allowed to be in residence halls during break, on a limited basis, to fulfill requirements of an extracurricular activity that is credit generating.

For safety and health reasons, whenever residents leave the residence halls for semester/holiday breaks, it is in the best interest of the student to following the following procedures:

- Turn off the lights
- Unplug all appliances
- Empty all garbage receptacles in the appropriate dumpster
- Close and lock all windows
- Close and lock room/suite door

Storage

The College does have limited space available for the storage of personal items over the summer months. Please contact the Director of Student and Residential life for more information

Room Contents and Uses

What to Bring

- Clothes, including heavy coats, gloves, hats boots (both warm and cold weather items)
- Pillows, sheets (regular twin), and blanket for a regular twin size bed. The College does not provide linens, mattress covers, pillows, blankets, or towels.
- Soap, shampoo, and personal toiletries
- First-aid items and prescribed medications
- Desk lamp, alarm clock, surge protectors, and flashlight.
- Wastebasket, garbage bags, and cleaning supplies.
- Hangers, laundry basket/bag, laundry soap, fabric softener sheets or liquid.
- Plates, bowls, mugs, and eating utensils.
- Snacks, other foodstuffs
- Driver's license or non-driver ID

Additional Things you may want to bring

- Pictures of family and friends
- Cell phone
- PC or laptop/iPad/tablet, printer
- Microwave, small refrigerator, or small coffee maker, No other cooking items are allowed.
- Car (make sure you get parking permit)
- Bicycle (not allowed in residence halls, but there are areas on campus to park your bike, make sure you bring or buy a chain and lock.
- Television
- Stereo, radio, CD or mp3 player.
- Small fan
- Backpack
- Sports gear

NOTE: Candles, incense, wax burners, or other items with an open flame are not allowed in residence hall rooms, not even for decorative purposes.

Personal Property

The college assumes no responsibility whatsoever for loss or damage to residents' personal property. Residents should consider purchase of renters insurance or an extension of their parents' insurance to cover loss or damage of personal property. This includes firearms storage. **All rooms should be locked if they are not occupied.**

Bedding/Mattresses

Bedding (sheets, etc.) is required in the residence halls and students must bring their own bedding. Mattresses must remain on the bed to which they are assigned. Sleeping bags may not be used in lieu of regular bedding. Sheets and pillowcases should be laundered each week to maintain standards of cleanliness.

Room/Lounge Furniture

Room and lounge furniture may not be exchanged between rooms or residence halls. Beds and mattresses cannot be removed from the rooms even if the room only has one occupant. Lounge furniture may not be taken from the lounge for personal use. Violations of this regulation will result in disciplinary action. Larger pieces of furniture such as sofas and bookcases must be cleared with the Resident Director before being brought into student rooms. Furniture, paneling, or other decorative objects and materials that students request to bring into their rooms will not be allowed if in the judgment of the Resident Director it creates a fire hazard or it infringes upon the general living area within the room. If residents are found in violation of this policy, there will be a written warning and the resident(s) will have 24 hours to remove illegal items.

Cleanliness

Each resident is responsible for the routine cleaning of his or her room. Floor mops and vacuums are available within the residence hall. Trash is not to be swept into hallways from individual rooms or deposited anywhere except in the outside trash dumpsters. If rooms need cleaning, a warning will be given. After a second check, if the room is still not clean, maintenance personnel may clean it and the room occupants will be assessed a cleaning fee. Also, occupants may be fined whose room or areas of a room are continually in need of cleaning. Hall residents are also responsible for the maintenance and cleanliness of the residence halls' microwave ovens. If this equipment is not maintained properly, its use will be restricted.

Room Inspections

The college nurse, residential life staff, or other authorized personnel make routine room inspections to:

1. Assure the health, sanitary, and safety condition of rooms;
2. Assure that college property is cared for properly and to determine the amount of damages;
3. Remove electrical equipment or other items not in compliance with residence hall regulations;
4. Maintain general order and security, and to conduct other official business.

Whenever possible, the room will be entered only when the student is present. The times and dates for routine inspections will usually be posted the day before inspection is to be done. In addition, all rooms are inspected during times the residence halls are essentially closed (Thanksgiving, winter break, spring break, etc.) for safety reasons.

Entry and Search of Student Rooms

College policy on the privacy of student rooms stipulates that search and entry will be restricted to the following instances:

- a. The Dakota College at Bottineau housing contract stipulates that housing staff reserves the right to inspect rooms at any time for purposes of administering the housing contract. Rooms may be inspected for maintenance, fire prevention, safety, and rule enforcement. In addition, pre-announced room inspections will be held to check for cleanliness and safety.
- b. When college officials reasonably fear danger to health, safety, life or property.
- c. When college officials have just cause to suspect a violation of college regulations.
- d. Room inspections may be held during periods of academic recess. These inspections will be held primarily for maintenance and repair purposes.
- e. The college reserves the right to confiscate or impound any prohibited materials found during an entry or search.

The guidelines listed above will restrict arbitrary room inspections or searches. Usually rooms will be inspected when the room's occupants are present and college officials will announce their presence before entering.

Bunk Beds/Lofts/Alterations

There are a limited number of bunk beds in Mead Hall. Student constructed bunk beds or lofts or other structural changes to rooms are not allowed. Altering

electrical connections or fixtures is not allowed. Room furniture is not to be dismantled.

Appliances

The use and possession of electrical appliances in rooms are limited to the following devices: coffee makers, authorized microwaves, computers, clocks, fans, authorized refrigerators, sewing machines, electric shavers, hand-held hair dryers, radios, lamps, curling irons, DVD/Blue-Ray players, televisions, and CD players/stereos provided they are UL approved and portable. Electric heaters, sun lamps, air conditioners, and freezers are not permitted. Violators will have the unauthorized equipment confiscated and are subject to fines.

Cooking

Cooking in residence halls is limited to microwave ovens and coffee pots with an automatic shut off. All other forms of cooking appliances are prohibited and will be confiscated. Each hall has a microwave oven for student use along with a freezer. Students may bring their own microwave ovens or refrigerators provided the ovens do not exceed one cubic foot/1100 watts and the refrigerators are not larger than 4.6 cubic feet. A kitchenette is available for use in the Student Center. It will remain available as long as it is properly maintained.

Open Flames/Flammable Items

Incense, candles (even for decorative purposes), wax burners (Scentsy), Bunsen-burner type appliances, oil lamps, torches, stoves, and barbecues/cookers are prohibited in the residence halls. Also prohibited is possession, ignition or detonation of any explosive device, fireworks, liquid or object which is flammable or which could cause damage by fire or explosion to persons or property on college property.

Aerials/Antennas, Satellite Dishes

Residents may not erect or construct aerials, antennas, or satellite dishes from their room.

Weightlifting Equipment

For reasons of maintenance and safety, students are not allowed weightlifting equipment in their rooms. The College's weightlifting facility is located in Thatcher Hall.

Pets

For health and sanitation reasons, no pets of any kind, with the exception of fish, are permitted in the residence hall. Aquariums may not exceed 13" H, 11" W, and 21" L or hold more than 10 gallons of water. Only fish may be placed in the aquarium – no exotic

aquatic or reptile species are allowed. An aquarium in a student room must be mutually acceptable to all roommates.

Wild Game/Fowl/Fish Cleaning/Dressing Policy

The skinning and cleaning/dressing of wild game, fowl, or fish within the residence halls or on-campus property is strictly prohibited. A game cleaning station is available south of the CENEX store in Bottineau (the store is located on ND 5 across from Subway). Wild game/fowl/fish must be properly cleaned/dressed and packaged according to North Dakota Game and Fish regulations. Individuals observed/reported violating this policy may face disciplinary action.

Room Personalization

Within reasonable limits, we encourage students to make their rooms as comfortable and attractive as possible. However, each room must be left at check-out in as good as condition as it was at check-in. For this reason, nails, duct tape, two-way tape, screws, thumbtacks, or any other sharp objects cannot be used in walls or ceilings as hangers. Plasti-tak can be purchased from the bookstore and should be used for posters and pictures. 3M removable strips are also acceptable.

Dartboards are not permitted in residence hall rooms.

Stolen property is not permitted in DCB residence halls.

Signs or traffic control devices which are property of federal, state, county, or city governments are not permitted in the DCB residence halls. Residents found in possession of such described signs/devices will be referred to the Director of Residential and Student Life and possibly local authorities.

Light fixtures cannot be covered with any materials whatsoever. Halogen light bulbs and candles are not permitted. Decorative hangings or tapestries cannot be suspended from light fixtures and must be at least one and one-half feet from lights. Large and/or continuous tapestries, posters, or other flammable objects hung or placed in residence hall rooms that allow for rapid spread of fire are prohibited.

Empty alcohol containers are not allowed within residence halls. This restriction applies to containers used for decorative purposes, can collections for recycling, furniture made from empty containers (lights, etc.), or containers saved as souvenirs.

Carpets/rugs that are brought into student rooms must be approved by the Hall Director, must be flame retardant, and constructed with jute or urethane backing. Due to fire safety regulations, rubber or foam backed carpets/rugs may not be brought into the DCB residence halls.

In addition, personal property that may damage or contaminate the room or result in a lack of good order is not permitted.

Large rocks or blocks may not be used as door stops.

Residents agree not to hold responsible the College, and its employees and agents from any claims or damages sustained by residents or others in their room as a result of acts or omissions relating to any changes or modifications made to rooms or furnishings. This makes residents financially responsible to the College and releases the college in the event of damage or injury.

Damage caused by room personalization techniques will be assessed to the room residents.

Repairs to Rooms

Report immediately to your Hall Director or Resident Assistant any repairs that need to be done to your room or any damage that has occurred in your room. The Resident Assistant will complete a work order form.

Hallways

Hallways in the residence hall are considered public areas; therefore, signs, pictures, etc. will not be allowed outside the residents' doors, except on bulletin boards provided by the College.

Windows/Outsides of Buildings

Windows in the residence hall are considered public property; therefore, signs, pictures, etc. will not be allowed on windows that can be viewed from outside the building. Windows may not be used for entrance or exit to the building. Residents are not allowed to remove, modify, or tamper with the window and/or screen. If a resident is found violating this policy, sanctions and/or disciplinary action will occur. Room occupants are responsible for screen care and window condition.

Dropping, throwing, or in any manner allowing any object, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are responsible for any object ejected from their window.

Residents should be aware that leaving windows open during cold weather might cause the pipes in their

rooms to freeze and possibly burst. Residents may be held responsible for any damages that result from a window being left open in their room.

Engine heaters or extension cords may not be strung through windows to cars or plugged into outlets on the outside of the building.

Bicycles

Bicycles cannot be stored in the residence halls. There are bicycle racks around campus for storage. Please bring a chain and lock.

Solicitation/Advertising/Sales/Fundraising

Door-to-door sales within the residence hall are prohibited, as is fundraising, advertising, proselytizing, and conducting business. Students representing clubs or organizations on campus will be allowed to fundraise in the halls with permission by the Housing Director. Literature to be distributed in the residence hall, including material pertaining to political parties or campaigning, must be approved by the Housing Director and the Associate Dean of Student Services; it cannot be delivered door-to-door. Organizations or groups wishing to meet with specific individuals must do so in the lounge area of the residence halls.

Standard Regulations

Civility Statement

Living on campus provides a unique experience for students to interact with others from diverse groups and backgrounds. Residents engage in interactions that promote learning and appreciation of each other's individuality. The privilege of living on campus comes with responsibilities for personal behavior in regards to others in the community.

In order to create a positive living and learning environment, campus residents must be civil with each other. Residents are expected to understand the impact of their individual actions on the community as a whole and change any behavior that does not support our community expectations.

Those expectations include, but may not be limited to:

- Speaking to each other in a civil manner.
- Recognizing how their actions and language impact the residence community as a whole.
- Treating residence community members with dignity, consideration, and respect.
- Refraining from displaying items that are disrespectful and hurtful to others.
- Refraining from utilizing technology in a way that is disrespectful and hurtful to others.

- Creating a community in which bigotry, oppression, and hatred will not be tolerated.
- Confronting behavior or reporting to staff incidents of incivility and intolerance.

Complicity

Your presence in a location where a violation of the Code of Conduct is occurring indicates acceptance of the behavior that is prohibited. Failure to remove yourself from the situation or make a reasonable effort to stop the behavior encourages its persistence.

Alcohol

The use or possession of alcoholic beverages in college housing is prohibited by the State Board of Higher Education. Students in violation of the prohibition of alcohol in the residence halls will be subject to disciplinary action which may include, but is not limited to; fines, mandatory visits to the campus counselor or an alcohol education class, and possible dismissal from campus housing. College officials will be allowed judgment when imposing sanctions dependent on the circumstances involved in the violation.

Residents are responsible for the activity that occurs in the residence halls. Thus, if an alcohol violation is taking place, the resident has the responsibility to report the violation to the hall staff or vacate the area.

In addition, any student who is under the influence of alcohol and brings attention to themselves by making noise or general disruption or publicly displaying underage intoxication is in violation of this policy and will face disciplinary action.

The residence hall staff is aware that in certain situations a resident will not be observed actually consuming alcoholic beverages. Therefore, it is the responsibility of the Housing Staff and Student Services Office to investigate cases of suspected alcohol, examine the circumstances involved, and arrive at a conclusion concerning guilt or innocence. If it is determined that a violation has occurred, a standard course of action will be followed.

Repeat violations of the alcohol policy will usually mean removal from the hall for a specified period of time. Students removed from college housing must petition the Housing Committee to re-enter the residence halls.

Where excessive or extraordinary disruption of residence hall life is caused by use of alcohol, extraordinary disciplinary measures will be taken to remediate the situation. As in cases of other violations of residence hall rules and regulations, the residents

present in a living area where an alcohol violation has occurred will be held responsible for the conduct in that area until that time when those responsible for the violation are identified.

The college will not accept intoxication as an excuse for disruptive and disorderly behavior or for property damage. The College also reserves the right to confiscate alcoholic beverages.

Empty alcohol containers are also prohibited within residence halls. This restriction applies to containers used for decorative purposes, can collections for recycling, furniture made from empty containers (lights, etc.), or containers saved as souvenirs.

Drugs

No student or his/her guest may possess, distribute, manufacture, exchange, consume, use, or sell illegal or un-prescribed drugs anywhere on DCB premises. Any drug or smoking paraphernalia (pipes, hookahs, rolling papers, etc.) found on Dakota College at Bottineau owned or controlled property will be viewed as a violation of the drug policy. In addition, any student, under the influence of illegal or un-prescribed drugs who brings attention to themselves by general disruption or publicly displaying that they are under the influence of drugs is in violation of this policy. Any student present where drug violations are taking place are also subject to this policy no matter if they are under the influence or not.

There will be a minimum of one (1) drug dog search in each residence hall per semester.

Violators of the drug policy may be reported to local law enforcement officials and the college will fully cooperate with the authorities. A penalty or punishment dictated by civil courts and authorities will not preclude disciplinary action by the College. Violation of this regulation will generally mean removal from the residence hall whether or not the use and possession was on the college campus.

Fighting/Violence and Drug Violations

If a resident is found to be in violation of Dakota College at Bottineau's fighting and drug policies, they are subject to a minimum \$200 fine. The Judicial Officer and Associate Dean of Student Affairs may remove the student from residential life.

Criminal Trespass

Dakota College at Bottineau's residence halls are not public areas. Residence hall visitors, guests, and all others not paying room and board fees are expected to respect and observe guidelines regarding visitation,

usage, and occupancy of the halls. Failure to do so may result in the arrest of an individual(s) for criminal trespass or other appropriate charges.

Residence hall occupants need to refrain from uninvited entry into another student's room or from being present in another residence hall after visiting hours.

The North Dakota Century Code, Section 12.1-22-03, pertaining to criminal trespass is as follows:

1. A person is guilty of a class C felony if, knowing that he or she is not licensed or privileged to do so, he or she enters or remains in a dwelling or in highly secured premises.
2. A person is guilty of a class A misdemeanor if, knowing that he or she is not licensed or privileged to do so, he or she:
 - a. Enters or remains in any building, occupied structure, or storage structure, or separately secured or occupied portion thereof; or
 - b. Enters or remains in any place so enclosed as manifestly to exclude intruders.
3. A person is guilty of a class B misdemeanor if, knowing that he or she is not licensed or privileged to do so, he or she enters or remains in any place as to which notice against trespass is given by actual communication to the actor by the person in charge of the premises or other authorized person or by posting in a manner reasonably likely to come to the attention of intruders.

Conduct of Residents

Any action intended to annoy, threaten, alarm, or harm any other member of the residence hall and college community is considered a serious breach of the housing regulations and will not be tolerated. Students may not disturb or infringe on the rights of others, harass, or in any way malign or damage the dignity of a fellow student or the residence hall management personnel. Lewd, obscene, and disorderly conduct is prohibited.

Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner. They may seek help from staff members or College community members whenever necessary. Fighting in any area of the residence halls or DCB campus will not be tolerated.

The residence hall staff is responsible for maintaining order and promoting group living conditions that are conducive to the intellectual, social, and cultural development of hall occupants. For this reason,

students in the residence halls are expected to conform to the rules and regulations published in this handbook.

Skateboarding, Skating, Sledding, Snow Fights, Cleats, and Roller Blades

Skateboarding and use of scooters, skates, etc. are prohibited in the residence halls. Cleats and roller blades are not to be worn in the residence halls due to possible damage to floors. Sledding and snowball/ice fights are not permitted on residence life property.

Common Damage Policy

When responsibility for damage cannot be determined, a common damage policy is instituted. This policy provides that all residents are responsible for damage in specified areas, i.e., roommates will be jointly responsible for damage to a specific room, wing residents will be responsible for damage to a specific wing, and hall residents will be responsible for the residence halls.

Damage Policy

Students are financially responsible for damage and loss to residence hall property resulting from negligence or misuse by the student. This includes damages to screens, doors, windows, locks, walls, hallways, and bathrooms.

Doors (Entrance and Exit)

Doors that have been locked by residence hall staff are to remain locked and may not be propped open with any device or object. A \$100 fine will be assessed for propping open doors. Entrance and exit is allowed only through the main front doors.

Firearms/Explosives/Weapons

The possession of fireworks, firearms, ammunition, BB guns, stun guns, metal tipped darts, knives and switchblades, self-defense spray items, any kind of martial arts equipment (chukka sticks, throwing stars, etc.), bows and arrows, explosives, war souvenirs, blow darts, slingshots, wrist rockets, cross-bows, pellet guns, paintballs or paintball guns, air soft guns or flammable liquids (kerosene, paint thinner, lighter fluid, etc.), or other potentially dangerous items are not permitted in the DCB residence halls or on-campus.

Firearms may never be stored or physically present in an individual room – even for purposes of cleaning the weapon.

Disciplinary action will follow violations of this rule. There is a \$100 fine for students who are found to have violated the regulation prohibiting firearms in rooms. Removal of the resident in violation of this

policy from the residence halls is another possible consequence.

Gambling

Gambling for money is not allowed in the residence halls or student center. This includes any games played for money or goods exchanged for money. DCB also prohibits bets made for money.

Dress in Public/Common Areas

For the comfort and health of all residents, all individuals must wear appropriate clothing at all times in the public/common areas such as residence hall lounges, student center, hallways, etc. Appropriate clothing includes, but is not limited to; tops, bottoms, socks, and shoes/slippers. The definition of appropriate clothing is left up to the discretion of the RAs, Hall Directors, and the Director of Residential and Student Life.

Lounge/Common Area Etiquette

- There is absolutely no sleeping in the lounge/common area
- Residents, guests, and visitors are to pick up after themselves when leaving the lounge/common area
- Residents, guests, and visitors are to keep the TV volume at a reasonable level and are to turn off the TV when leaving the lounge/common area
- Personal items are not to be left in the lounge/common areas overnight
- All furniture is to remain in the lounge/common area
- There will be no viewing of pornographic or inappropriate materials on common area televisions or computers. Students observed doing so may face disciplinary action

REPEATED VIOLATIONS OF THE LOUNGE/Common ARE POLICY MAY RESULT IN THE AREAS BEING SHUT DOWN FOR A TIME PERIOD.

Visitation/Guest Privileges

General Guidelines

Dakota College has established visiting hours for the guests of residents. Residence hall students are responsible for the behavior of their guests, for knowing when visitation is permitted and for ensuring that his or her guests know and follow all housing regulations. Residents must respect the rights of roommates and other floor residents while hosting visitors. These rights take precedence over social uses of a room.

If room/suitemates are experiencing discomfort with the guests that their room/suitemates are having in the room/suite, they are to: first, communicate with their room/suitemate about their discomfort. If the situation persists, then the RA is to be contacted and the Hall Director/Director of Residential and Student Life will be included if the situation cannot be resolved.

A guest/visitor is considered anyone who does not permanently reside in the room/suite they are visiting, which means that the policies and procedures in these visiting/guest sections below also apply to inter-residence hall visitation.

Hosting guests is a privilege and not a right. Residents who abuse this privilege risk the loss of their guest privileges. Residents will be sanctioned if they exceed the established hours for visitation. Refer to the information below for the rules regarding the established hours for visitation.

Residents are to NEVER give or loan their fob or key to their guest or visitor.

Residence hall guests are required to sign into the residence hall and be **escorted by their host at all times** while they are in the facility. Entry into a residence hall as a guest does not allow the guest access to the entire building – only to those areas to which he or she is escorted by the host.

NOTE: If residents are observed or reported to be allowing unknown individuals into the residence halls unescorted, they may face disciplinary action.

Residents are also responsible for the behavior of their guests and will be billed and held liable for loss, damage, or rule violations incurred by the guest. The College is not responsible for the health and wellbeing of intoxicated individuals for whom residents may request guest privileges. Prospective guests in this condition will not be allowed and residents should not bring them into the halls. If they do, it will be grounds for disciplinary action.

Individuals under 18 years of age are not allowed in residence halls unless they are full-time students of Dakota College or members of the resident's immediate family.
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Day/Evening Visitation

During the weekday (Sunday through Thursday) visiting hours are from 8:00 a.m. to 12:30 a.m. Weekend (Friday and Saturday) visiting hours are from 10:00 a.m. to 1:30 a.m. Guests must sign in upon arrival and sign out when they leave. Resident

assistants **are not responsible** for notifying residents and their guest when visiting hours are over.

Weekday Overnight Guests (Sunday – Thursday)

Overnight guests of the same sex are permitted in the residence halls Sunday – Thursday with the permission of the Hall Director. The Hall Director needs to be given a 24 hour notice if a resident is expecting an overnight guest.

Weekday overnight guests are not allowed during homecoming, spring break, fall and spring final test weeks and during athletic tournaments. Athletes with permission to enter the halls over semester break may not have guests.

Guests must be checked into the residence hall by 10:00 p.m. Immediately upon arrival of the guest, he or she must check in with the appropriate housing staff member and be prepared to show proper identification, i.e., driver's license.

Residents cannot host more than one guest at a time.

Guests are not allowed to stay for more than two successive days without the permission of the Housing Director and must go through the proper registration procedure. Failure to follow procedure will result in disciplinary action against the resident.

Residents should not expect to host a weekday overnight guest more than once a semester.

Weekend Overnight Guests (Friday – Sunday)

Weekend overnight guests of either sex are allowed in the residence halls from 12:30 p.m. Friday to 12:30 a.m. Monday. During official holiday weekends the days and hours will be adjusted accordingly.

Residents with roommates need to discuss with each other the weekend guest policy and mutually agree upon the rules they will use. Areas to discuss include the sharing of use of each other's personal property.

Weekend overnight guests must be signed in by the Resident Assistant by 10:00 p.m. each night that the guest is staying in the halls. Guests are required to provide accurate check-in information on the weekend overnight guest form.

Residents who fail to sign in overnight guests will be sanctioned as follows:

- First offense will result in loss of weekend overnight guest privileges for the rest of the semester,

- Second offense will result in the loss of all guest privileges for the rest of the semester. Students with a second offense may not have guests at any time.

Residents are allowed to host one weekend overnight guest at a time. Only two residents in each suite of Milligan Hall are allowed weekend overnight guests at a time.

Men who are overnight guests in a women's hall are not allowed to use the shower facilities; they must make arrangements to shower in a men's residence hall. Women who are overnight guests in Mead hall are not allowed to use any shower facilities; they must make arrangements to shower in the women's residence hall.

Weekend overnight guests are expected to use the guest bathrooms in Mead and Gross Hall.

In-Hall Sports

In the interests of health, maintenance, and safety in the residence halls, hallway or "in-hall" sports are not permitted. This restriction applies, but is not limited to, hall hockey, Frisbee, water balloons, soccer, golf, skate boarding, whiffle ball, football, roller blading, and water guns.

Keys

When you check into your residence hall you are given keys for your room and a key fob for the outside door. College regulations prohibit the duplication of keys by students and also prohibit students from giving or lending their keys to any other individual. Students who lose their keys must report the loss to the Resident Director immediately so the appropriate steps can be taken. A replacement fee is assessed for the keys and lock cylinders of the doors for which the key was lost.

All living quarters should be locked when unoccupied. The College does not assume the responsibility for stolen items.

If residence hall staff must open an occupant's door because the occupant has lost a key and it has not been reported as lost, disciplinary action will be taken. Disciplinary action will also be taken any time an unreported key loss is discovered.

Posted Information/Floor Meetings

Residents are also responsible for information and notices posted on bulletin boards. Floor meetings are convened periodically to distribute information, solve problems, and answer questions. Attendance at these meetings is required.

Property Destruction/Theft

The willful destruction, defacing, or theft of college, private, or public property is prohibited. Violations of this regulation will be subject to corrective actions taken by both law enforcement officials and residence hall staff. Students who have lost items in the residence hall should complete the Missing Items Report.

Unclaimed Property

Unclaimed property is not the responsibility of the College and will be disposed of and/or a storage fee will be charged.

Quiet Hours/Noise

Quiet hours are times set aside by each residence hall for sleeping and studying. During quiet hours, students are expected to keep noise and distractions to a minimum so that academic endeavors can be pursued in an environment conducive to study. All room doors should be closed during quiet hours.

Residents are encouraged to approach individuals respectfully who are infringing upon their rights to pursue their academic studies. If this initial approach is not successful, residents then should contact a RA. The residence hall staff will enforce quiet hours when necessary and each resident has the responsibility to observe this regulation.

Quiet hours are from 10:30 p.m. to 10:00 a.m. each day. Special quiet hours may be imposed during certain times and all residents are expected to respond to individual or housing staff requests to lower noise levels. During finals week quiet hours are imposed 24 hours every day.

Loud noises at any time are not conducive to a community environment. As a general rule, residents need to be respectful of others and must use their best judgment regarding how sounds may be affecting others.

Disciplinary action for violations of the College's quiet hours/noise policy may be taken without prior warnings.

Quiet Floor – Mead Hall

When there is sufficient demand the lower level of Mead Hall is designated as a Quiet Floor. In an effort to best serve residents of the floor, the rules and regulations have been determined by the Housing Staff with input from the students living on the floor.

Guidelines:

- 24 hour quiet hours

- One guest per resident at a time
- Sanctions for unattended alarm clocks
- Removal from floor for noise violations

Sound Equipment/Musical Instruments

In consideration of other residents, stereos, radios, televisions, musical instruments, and other electronic devices should be played at volumes which cannot be heard outside of the resident’s living unit. The use of headphone for sound equipment is recommended. Stereo speakers **ARE NOT ALLOWED** in windows. If this policy is violated repeatedly, the resident(s) involved may be required to remove the sound equipment from the DCB residence halls or have the equipment confiscated until the next time the resident(s) return home.

Roofs/Ceilings/Heating Tunnels

Residents are not permitted on the roofs of the residence halls nor are they permitted in heating tunnels, storerooms, mechanical rooms, or other similar spaces where access is restricted to staff only. Being in these areas is considered **life threatening** behavior and violations of this policy will be handled with the utmost seriousness and appropriate sanctions.

Smoking

Smoking is not permitted in any area of any residence hall. Smoking is permitted outside of the buildings in designated areas only. *** By North Dakota state law, Dakota College is a Tobacco Free Campus.*** By definition, tobacco violations include the use or possession of any and all tobacco products, including smokeless tobacco and e cigarettes.

Judicial Process

A complaint is filed by a residence hall staff member when it is determined that a residence hall or college rule or regulation has been violated. The complaint will be filed on the official residence hall incident report form.

All incident report forms are forwarded to the Housing Judicial Officer and he/she will determine the sanction for each student. Students will usually be informed by inter-campus mail of the results of their write-ups.

Sanctions

A sanction is a consequence placed upon a student for violating the College’s rules and regulations.

In residence hall disciplinary cases, the forms of sanctions taken most often will be discretionary sanctions and fines. This permits the flexibility

necessary to allow a disciplinary action to fit the offense.

Sanctions or actions taken may include, but are not limited to the following:

- Verbal or written reprimand
- Contacting coaches, parents, or advisors
- Room or hall transfers
- Residence hall or college suspension and expulsion
- Residence hall or college probation
- Required counseling
- Work detail
- Confiscation
- Fines
- Community service
- Revocation of privileges (guests, visiting, using hall equipment, etc.)
- Restitution

These sanctions can be used in conjunction with other disciplinary action; likewise, fines may be used along with other forms of discipline.

Although discipline will be applied fairly and consistently, specific infractions of a rule or regulation will not be circumscribed by a specific form of punishment. **Each situation is unique; thus, the forms of disciplinary action may vary.**

Guidelines for Common Violations and Sanctions

When students violate any of the housing rules and regulations, which include but are not limited to the chart below, they will be subject to the sanctions. Residents need to know that the chart is included here only as a guideline. It does not purport to include every infraction that can occur nor the fine applied. Residential life staff are allowed and expected to use their professional judgment in determining violations and applying sanctions.

Remember – second and third violations carry a more stringent sanction. Sanctions double for violations that take place in association with college sponsored events.

Violation	1 st Offense	2 nd Offense	3 rd Offense
Screen Removal	\$50	\$75	\$100
Noise Violation	\$25	\$50	\$75

In-Hall Sports	\$25	\$50	\$75
Appliance	\$25	\$50	\$75
Tobacco	\$50	\$75	\$100
Late Visitor	\$25	\$50 & suspension of privilege for 1 mo.	\$75 & suspension of privilege for semester
Candles/Fire Hazard	\$50	\$75	\$100
Improper Gun Storage	\$50	\$75	\$100
Alcohol Violation	\$100	\$150 & Meeting with Campus Counselor	Removal from res. hall
Fighting	\$200 up to removal from res halls at ADSF* decision		
Sexual Assault	Decision of ADSF		
Drugs (Marijuana)	\$200 up to removal from res halls at ADSF* decision		
Drugs (Hard Drugs)	Removal from res halls & contact Bottineau Sheriff Dept.		

Appeals

In most residence hall disciplinary proceedings, the action taken by the Judicial Officer will in most cases be final. However, in clearly unique or extraordinary circumstances their action may be appealed to the Residence Hall Appeal Board. The Appeal Board will consist of a Hall Director from a residence hall other than where the infraction occurred, a Resident Assistant from a residence hall other than where the infraction occurred, and a faculty or staff member appointed by the Associate Dean of Student Services. The Associate Dean of Student Services and the Judicial Officer may be ex-officio members of the Residence Hall Appeals Board.

- A) A decision reached by the Housing Staff or a hearing officer may be appealed to the Residence Hall Appeals Board within five school days of the decision. The appeal must be in writing, stating the reason for the appeal, and delivered to the Housing Director or Associate Dean of Student Services.
- B) Except as required to explain the basis of new evidence, an appeal is limited to a review of the

record of the initial sanction and of any documents or evidence, for one or more of the following purposes:

- 1 To determine if the original sanction was fair and appropriate.
 - 2 To determine if the decision reached regarding the accused student was based on substantial evidence.
 - 3 To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original sanction, because such evidence or facts were not known at that time.
- C) After reviewing the matter, the Residence Hall Appeals Board may:
 - 1 Deny the appeal and uphold the decision,
 - 2 Resolve the matter by discussing the case with as many individuals as they deem necessary,
 - 3 Allow reconsideration of the original determination and/or sanction(s). The decision of this group is final.
 - D) A review of sanctions by the Residence Hall Appeals Board may not result in more severe sanctions for the accused student.
 - E) A decision on an appeal will be made within ten school days of the receipt of the appeal.
 - F) The imposition of sanctions will normally be deferred during the pendency of appeal proceedings. However, in the interests of the safety of the college community, this stay is at the discretion of the Associate Dean of Student Services.

Default Proceedings

A student or organization who fails to appear before a hearing board or administrator on the date set to answer or contest the charges of a violation of college regulations will be treated as being in default. The result will be that the case will be decided on the information available in the absence of the student's own statement and the default judgment may be re-examined only upon a showing by the student or organization that the absence was for a good cause.

In the case of the student who has left the college rather than appearing before the hearing board, the effect of the default judgment will be:

1. The college informs the student in writing of the complaint insofar as it is known without benefit of hearing and the disciplinary action that has resulted.

- The same information is furnished to anyone designated by the student in connection with application for transfer or employment.

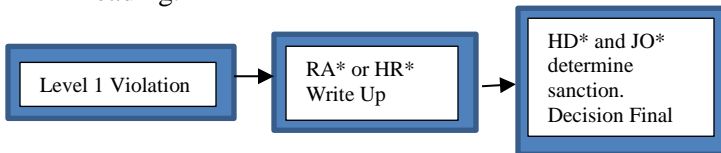
Judicial Procedures Outline

If students are found to be in violation of any of the rules and regulations detailed in the residence hall handbook, they will be subject to procedures based on the level of the violation. The campus judicial officer has discretion and will determine whether violations are classified as level 1, 2, or 3, as well as the disposition of violations within levels.

Level 1- Noise, In-Hall Sports, Late Visitor (1st offense), Appliance Violation, Tobacco, Etc.

(The foregoing is an example only – it is not intended as an inclusive list of level 1 violations.)

After hall residents incur a level 1 citation from housing staff, they will be required to have a conference with the Hall Director of the applicable residence hall to discuss the citation. The Housing Director and Judicial Officer will then determine disciplinary action. There is no appeal process for these residential life violations that fall under the level 1 heading.



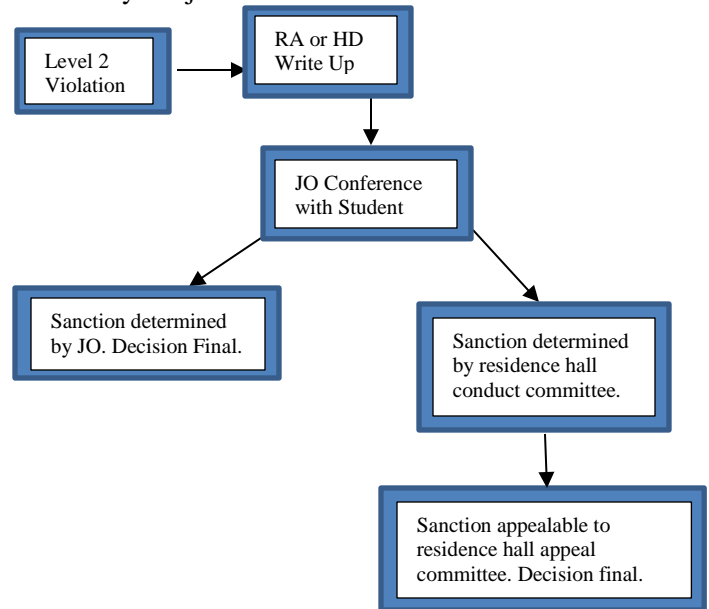
*RA- Resident Assistant, HR- Head Resident, HD-Housing Director, JO- Judicial Officer, ADSF – Associate Dean of Student Affairs

Level 2- Repeat Offense of Level 1 Violation, Door Propping, Candles or Anything Deemed a Fire or Safety Hazard, 1st Alcohol Violation, Etc.

(The foregoing is an example only. It is not intended as an inclusive list of level 2 violations.)

After hall residents incur a level 2 citation from housing staff, they will be required to meet with the Hall Director of the applicable residence hall to discuss the administration of the citation. A conference with the judicial officer will also be required to determine the avenue that the disciplinary procedure may take. In discussion with the student, the judicial officer will determine the appropriate dispensation of the matter, such as if the matter will be referred to the residence hall conduct committee. A decision made by the judicial officer will be final with no opportunity for appeal. A decision by the residence hall conduct committee has recourse to appeal. Where the preponderance of evidence and documentation shows that a student was more likely than not to be in

violation of a residence hall rule or regulation, the adjudication of the matter will, in most cases, be handled by the judicial officer.

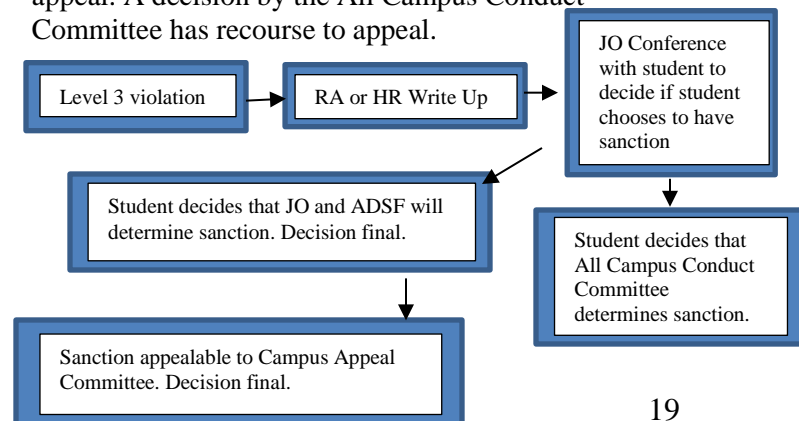


The Residence Hall Conduct Committee is comprised of an RA from a building in which the violation did not occur and appointed by the judicial officer, a faculty member appointed by the campus dean, and a staff member also appointed by the campus dean. The Residence Hall Appeal Committee is comprised of a student appointed by the student senate president, a faculty member appointed by the president of the faculty senate, and a staff member appointed by the president of the staff senate.

Level 3- Violence (Fighting, Sexual Assault), Drug Violations, and 2nd & 3rd Alcohol Violations, Etc.

(The foregoing is an example only. It is not intended as an inclusive list of level 3 violations)

After hall residents incur a level 3 citation from housing staff, they will be required to meet with the judicial officer to discuss the administration of the citation. At the conference with the judicial officer, the student will decide if he or she wants to have the matter adjudicated by the JO and ADSF, or by the All Campus Conduct Committee. A decision made by the JO and ADSF will be final with no opportunity for appeal. A decision by the All Campus Conduct Committee has recourse to appeal.



All College Student Conduct Committee

Membership

Associate Dean for Student Affairs or his/her designee (Chair Person), two students, two faculty and one staff member.

Conduct Appeals Committee

Membership

One faculty member, one student member, and one college administrator. The Associate Dean for Student Affairs, or his/her designee serves on the committee in a non-voting, advisory role. The Chairperson is elected by the members.

Fire, Tornadoes, Personal Safety

Fire Alarms/Smoke Detectors

When a fire alarm sounds you should close any open windows, leave the lights on in your room, and proceed to the nearest exit wearing a coat and hard-soled shoes. Before opening any door, you should touch it first to check for heat. **DO NOT OPEN ANY DOORS THAT FEEL HOT!!!** You should carry a towel to place over your face in case you encounter smoke. Close your door and calmly leave the building, moving to a point at least 100 yards from the building unless directed by Residence Life to move further away. **DO NOT** return to your room for any reason until authorities give instructions to do so. Students should periodically check the smoke detectors in their own rooms.

Fire Drills

Fire drills will be held in the residence halls. Students are required to cooperate and follow evacuation procedures **IMMEDIATELY** when the fire alarm sounds. Rooms will be checked during the fire drills to make certain students have evacuated. Students who do not cooperate during fire drills will have disciplinary action taken against them.

Fire Equipment/Fire Doors

Students should locate fire exits, fire alarms, and fire extinguishers on the floor where they live.

Tampering with equipment and setting false alarms endangers lives. It is against the law to tamper with fire alarms or equipment, so residents or guests who tamper with the College's fire equipment or set false alarms will be punished according to local, state, and college guidelines.

Fire doors and fire escapes are to be used only in case of fire.

Reporting Safety Hazards

Report any fire or safety hazards to the Resident Director. In the event of a fire, never assume that the fire department has been notified. Pull the fire alarm and call the fire department.

Please familiarize yourself with the following important telephone numbers:

Police.....911
Fire.....911
Ambulance.....911
Poison Information.....1-800-222-1222

911 calls are tracked to the source telephone

Tornadoes

A tornado **WATCH** is issued by the National Weather Service when weather conditions are right for a tornado to form. No action is indicated during a tornado watch except to be ready to move if a warning is issued. A tornado **WARNING** is issued when a tornado has actually been sighted. The City of Bottineau will sound the siren for both a watch and warning. Persons should move immediately to shelter in a reinforced building. The basements or interior hallways on a lower floor are safest. Upper stories are unsafe. If there is no time to descend, a closet or small room with stout walls or an inside hallway will give some protection against flying debris. Stay away from windows! **AVOID AUDITORIUMS OR GYMNASIUMS WITH LARGE POORLY SUPPORTED CEILINGS AND ROOFS.** If you are in a building, do not go outside to another building, even if you think that building would provide more protection--you are safer indoors. Students in the residence halls should proceed to first floor hallways or basements (when possible) and wait there until they are notified that the tornado warning has expired.

Severe Winter Weather

Students, especially those contemplating out-of-town travel, are responsible for making themselves aware of any severe weather conditions that may exist. When traveling in the winter, students are strongly advised to pack cold weather gear and clothing – it may save a life!

For a North Dakota road condition report, call 511 or log on to <http://www.dot.nd.gov/> then click the Road & Traveler Information button.

Security

Camera Policy

The purpose of the camera policy is to regulate the use of surveillance equipment for security or investigation purposes only. This standard practice applies to all personnel of DCB in the use of surveillance equipment.

A committee made up of the Associate Dean of Student Affairs, Director of Financial Affairs, Facilities Supervisor, Risk Management Director, Housing Director, Judicial Officer, and Director of Information Technology will assist in designating the placement and storage methods of any surveillance equipment. If an incident is reported, only these individuals can review the recorded surveillance.

General principles

- A. The purpose of surveillance equipment is to deter crime and to assist in protecting the property of the College community.
- B. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources and is therefore prohibited by this policy.
- C. The use of surveillance equipment for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved will be appropriately trained and supervised in the responsible use of the technology. Violation of the use of surveillance equipment as outlined will result in disciplinary action consistent with the rules and regulation governing students and employees of DCB.
- D. Information obtained through surveillance equipment will be used exclusively for security, risk management investigation purposes, and enforcement of DCB and North Dakota University System policies and procedures and is not intended for the enhancement of personal safety.
- E. The use of any surveillance equipment in public areas will be conducted in a manner consistent with all existing College policies and legal requirements.
- F. The use of surveillance equipment for security purposes at the College is limited to uses that do not violate the reasonable expectations of privacy as defined by law. Surveillance equipment installed for security purposes will not be placed in such a manner that confidential or sensitive information is visible or recorded.

- G. Any data retained for investigations or proceedings will be burned to a DVD and retained for three years. DCB will retain other video feeds for fourteen (14) days.
- H. DCB will post signs stating there is video surveillance on the premises.

Examples of surveillance equipment use in public areas

- A. Protection of buildings and property – Building entrances and exits, parking lots, exercise rooms, etc.
- B. Monitoring building access – Records access to building entrances during non-normal hours.
- C. Criminal investigation – Robbery, destruction of property, assault, etc.
- D. Accident investigation – Personal injury, vehicle accident, medical problems, etc.

Missing Student Notification Policy

1. INTRODUCTION: Pursuant to the 2008 reauthorization of the Higher Education Act, students residing in DCB owned and operated facilities have the opportunity to designate an individual to be contacted in the event the student is determined to be missing. The purpose of this policy is to clarify the option available for such designation, and the institution's responsibility for notification in the case of a missing student.
2. DEFINITION: A missing student is defined as a person currently enrolled at DCB, whose whereabouts have been unaccounted for by DCB staff or law enforcement for more than 24 hours.
3. CONTACT INFORMATION: Students residing in DCB owned and operated facilities have the option to designate an individual to be contacted in the event the student is determined by DCB staff or appropriate law enforcement agency to be missing. This contact may be the same or different than the emergency contact information provided in the student's Campus Connection account.
4. REPORTING: A report should be filed with the DCB Student Services at the time a student is presumed to be missing. A report may be filed by a DCB employee, friend, roommate, or family member. An investigation will be conducted in attempt to determine the whereabouts and well-being of the student.
5. INITIATE PROCEDURES: When DCB Student Services have been notified and the student becomes the subject of a missing persons report, DCB will initiate the Missing Persons Procedures

and Notification in accordance with the student's designation.

6. NOTIFICATION: The student's designated contact person will be notified.
7. MINORS: If the student is under the age of 18, and is not an emancipated adult, DCB is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student. Contact will be made no more than 24 hours after the student is determined by DCB student services or other appropriate law enforcement agency to be missing.
8. FAILURE TO DESIGNATE CONTACT: in the event a student residing in a college owned and operated facility, is determined by DCB staff or other law enforcement to be missing, and has not previously identified a missing persons contact, DCB will notify the individual identified in the student's Campus Connection account as the emergency contact.

Security

- Don't take your safety for granted.
- Be alert and aware of your surroundings.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Report IMMEDIATELY any suspicious persons or activities and make note of physical details regarding the persons or vehicles involved. WHEN IN DOUBT, REPORT IT!
- STAY SOBER.
- It is always good policy to walk or study on campus or anywhere else with a group or with someone you know.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side pants pocket, not in a rear pants pocket.
- When walking, plan the safest route to your destination, choose well-lighted areas, and avoid vacant lots, alleys, or other deserted areas.
- Lock your vehicle.
- Always check the rear seat of your vehicle for intruders before entering.
- Report to the Housing Director, Hall Director or Resident Assistant areas of campus that might be dimly lit or obscured by shrubbery or other sight-blockers. Also report lights that are not working.
- Do not prop open doors. If you see a door that should be closed and locked that is propped open, tell your Resident Assistant or Hall Director. If you can't find them, or if the occurrence is after visiting hours, close the door yourself.

- Lock your residence hall room door when the room isn't occupied and when you retire for the evening. Never loan your residence hall keys, and report lost keys.
- Do not put your name or address on your keys.
- Have your car or residence key in hand as you approach your vehicle or room/house.
- Draw blinds or curtains after dark and/or when dressing.
- When jogging, vary your route and schedule.
- Never hitchhike or pick up hitchhikers. Don't accept rides from strangers.
- If you suspect someone is following you on foot, don't panic. Go to the nearest well lighted, populated area. If a car pulls up near you, cross the street or turn in the opposite direction.
- Do not leave in plain view valuable items like computers, stereo equipment, clothing, or credit cards. Do not flaunt expensive items or valuables like jewelry.
- The college does not assume responsibility for lost or stolen items; therefore, insure the valuables you have in your room and the firearm you might have checked into the College's armory.
- Students should mark all of their property and keep a list of serial numbers of the items they have brought with them into the residence hall room.
- Know the evacuation routes that are posted in each residence hall that are to be followed in case of fire.
- If you have any ideas or concerns about campus security, contact your Resident Director, or the Housing Director.

Current Replacement Costs

Current replacement costs will be assessed to students in cases of damage beyond normal use. Residents are held responsible for their own living areas and are expected to report damages within twenty-four hours. The Common Damage Policy is invoked for damages to public areas within the residence hall where individual liability cannot be determined.

Listed below and in the next column is a chart that will give you an idea of what replacement costs are. This information is provided as a GUIDE ONLY! AMOUNTS ASSESSED WILL BE BASED ON ACTUAL REPLACEMENT COSTS.

Glass in entry doors	\$240-\$300
Entry door frames	\$180
Room doors	\$300
Windows	\$48-\$300

Wastebasket	\$15
Fire extinguisher recharge	\$50
Mattress	\$150
Lost keys	\$25
Light globes	\$50-\$75
Window screens	\$100
Tack, nail, screw holes in walls, doors, or ceilings	\$20/hr to repair
Floor tiles	\$20/hr
Shower head	\$25
Bathroom toilet	\$150-\$200
Towel bars	\$20
Cleaning charge – dirty room	\$20/hr
Room chairs	\$60
Labor	\$20/hr
Beds	\$220
Door lock assembly	\$350
Chests dressers (Gross Hall)	\$220
Re-pin door locks	\$50
Closet doors	\$120
Mini-blinds	\$30-\$100
Repaint entire room	\$300
Fire extinguisher replacement	\$200
Thermostat.....	\$90
Washer	\$720
Dryer	\$550
Lounge table lamps	\$90
Lounge sofa	\$1200
Lounge end table	\$120
Lamp shades	\$40
Upholstered lounge chair	\$600
Carpet	\$25/sq yd
Sink	\$120 to repair
Ceiling tiles	\$25/hr
Shower curtain	\$40
DVD player	\$100
Microwave	\$100
Smoke alarm	\$100
Mirror	\$100
Lounge Television.....	\$300
Towel hooks	\$20
Soap dish	\$20
Wardrobes/closets	\$750

Except where noted, **PRICES DO NOT INCLUDE THE COSTS OF LABOR.** Prices are also subject to change as the cost of material and labor change.

For Your Information - City of Bottineau Sirens



1. 12:00 Noon & 10:00 P.M. Daily – A one-time only siren goes off to remind us what time of day it is. ☺ **No action required.**



2. Fire Alarm – A continual and repeating up and down pitched siren that sounds until enough volunteer firefighters arrive at the Fire station.

ACTION – Watch out for speeding firefighters on their way to the Fire station! This siren is tested at noon on the first Monday of every month.



3. Tornado Watch/Warning – A continual one-tone pitched siren (indicating that conditions exist that could create a tornado or that an actual tornado has been sighted). **ACTION – If a tornado watch has been issued, no action necessary except to be prepared to move if the watch becomes a warning.**

If a Tornado Warning is issued, proceed to the basement of your building and heed instruction of housing staff. GET OUT OF ANY ROOM THAT HAS WINDOWS!!! All residents are required to follow severe weather procedures.

Safe areas in residence halls.

- Mead Hall – Go to basement level (where cafeteria is)
- Gross Hall – there is a basement, but very small. If time, hall personnel will direct residents to go to basement in Milligan Hall, no time, 1st floor hallway
- Milligan Hall – go to basement level (where laundry room is).

YOUR SAFETY IS OUR CONCERN!