



## RESIDENCE LIFE HANDBOOK 2019-2020

**Northeast Community College reserves the right to make changes as necessary to this handbook at any time.**

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The contents of this handbook were gathered and compiled by the Director of Residence Life for residents' use and information. All information in this publication is subject to change. It is your responsibility as a resident to read and understand all information in this handbook. This handbook is provided to help you become familiar with our residence halls, services, programs, facilities, policies, procedures, and staff as well as to understand our philosophy and goals while living at Northeast Community College. Each resident of Northeast's residence halls must realize that they have not only certain rights as a resident but also responsibilities. There are three residence halls and two apartment buildings at the Norfolk campus of Northeast Community College. The Apartments house 64 students. Burkhardt Hall houses 146 students in suites. Simon Hall houses 137 students in micro-suites. Path Hall houses 191 students in suites. Micro-suites are double occupancy rooms connected by a shared bathroom. Our regular suites have a common living area with a bathroom that only the residents of the suite access.

**Residence Life Policies do not attempt to define every acceptable/unacceptable form of behavior.** *In situations not covered by specific policies, residents are expected to use common sense, good judgment and always conduct themselves in a mature and responsible manner.* Residents are responsible for knowing and following all policies, rules and regulations for on-campus living contained in this handbook, as well as information from other sources including:

- Northeast Community College Campus Catalog
- Northeast Community College Student Handbook and Planner (Student Code of Conduct, Student Rights, Responsibilities and Freedoms, and the Student Grievance Procedures)
- Northeast Community College student policies
- Residence Life Staff
- Residence Hall Handbook (Residence Hall policies, procedures, and information)

## 2 RESIDENCE LIFE STAFF

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The department of Residence Life is made up of six full-time professional staff members, five part-time professional staff members, twenty-one paraprofessional staff members.

***Director of Residence Life*** - The Director is responsible for the overall supervision, planning, coordination and organization of Residence Life including information services, housekeeping, maintenance, and administrative operations.

***Assistant Director of Residence Life*** – The Assistant Director resides in Burkhardt Hall and is a full-time professional staff member. The Assistant Director supervises the student residence hall staff and assists the Director in all Residence Life operations.

***Residence Life Database Specialist*** – The Residence Life Database Specialist is in Hawks Point at the Path Hall Front Desk. The RLDS is responsible for managing the application database, working with incoming students to find on and off-campus housing needs, assisting with roommate matching and hall room assignments, and with coordinating contract offers.

***Residence Life Assistant*** - The Residence Life Assistant works during the day in Burkhardt Hall and helps manage the front desk and the offices of the Residence Life Department. The assistant is responsible for the Residence Life services such as the computer lab, copy machine, lobby areas, front desk scheduling, student support, and coordinating maintenance.

***Residence Hall Front Desk Clerks*** - The Residence Hall Front Desk Clerks provide clerical and supervisory assistance throughout the academic year to help assure the residents' safety and maintain Residence Life policies and procedures. Residence Life staff is available at the front desk to assist residents and visitors 24 hours per day during the academic year when the college is open and most hours during the summer.

*Student Staff* – Are comprised of Senior Resident Assistants (SRAs), Resident Assistants (RAs), and Student Assistants (SAs). These staff members live in the residence halls and are paraprofessional staff. They are there to ensure a positive living experience for residents while encouraging student achievement both in and out of the classroom.

### 3 RELEASE OF INFORMATION

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Any student wishing to share academic, housing or account information with any third party must, in person, sign a release of information form in the Residence Life office. No non-directory information about a student, their progress/violations/fines/status or other may be shared with anyone outside of Northeast without a signed release (excluding parental/guardian notification of alcohol and drug violations, by those under age 21). This also includes information from an off-campus apartment landlord who wants to rent to a student. For these types of situations, student(s) must also provide the office of Residence Life with a release of information signed and turned in before the Director of Residence Life or designee can release any information about the resident to that off campus landlord regarding the resident(s) behavior when they lived in on campus housing.

### 4 ASSIGNMENT OF HOUSING

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Room assignments are made by the Director or Assistant Director of Residence Life. Students are not guaranteed assignments based on their preferences on the housing application packet. The Director or Assistant Director may reassign residents within and between buildings and rooms as deemed necessary to accommodate the maximum number of students in the most economical way. Students without roommates after the semester begins (due to no-shows and cancellations) may be asked to move to another room. If space is available and if it is deemed an appropriate request, residents in good standing may request a private room. Private rooms are only provided on a semester basis. Should this request for a private room be available and deemed appropriate and approved by Residence Life, the cost of a private room is 1.5 times the amount of dual occupancy cost for that building.

#### 4.1 RESIDENCE LIFE HOUSING CONTRACT

By signing the Residence Life Contract, residents agree to live in the Residence Halls and accept responsibility for the terms and conditions of the contract. All Residence Life Contracts are for one (1) academic year (10 months) unless previously approved by the Director of Residence Life. All contracts are binding and effective after May 15 prior to the contracted year. Room rates and regulations are subject to change by action of the Board of Governors and administration of Northeast Community College. **Rooms may not be sublet.**

#### 4.2 CONSOLIDATION POLICY

It is expected that every student has a roommate unless they choose to pay the single room rate (only as space allows). A brief consolidation period will be determined for each new semester in which residents will be required to consolidate or pay the cost of a single room if the consolidation is possible. The Director or Assistant Director has the authority to reassign rooms and roommates to consolidate rooms in the best interest of the residence community and the College. Any resident having been deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents or several reassignments may have their housing contract terminated.

#### 4.3 ROOM CHANGES

No room or room changes will be made in the first two weeks of each semester. After the first two weeks of the start of the semester, there will be a room change period of four weeks in which a \$25.00 fee will be assessed by each person moving rooms. Changes may be requested only after the first two weeks of each term and must be approved by the Director of Residence Life. The following steps must be completed for a room change:

- Complete the Room Change Request form.
- Obtain approval from the Director of Residence Life.
- Schedule and complete a check in to the new room and complete a Room Facility Inspection form.
- Schedule and complete a Check Out form.
- Check out of the first room within three days (An improper check out will result in an improper check out charge).

There will be no room changes made after the room change period has ended, unless for extenuating circumstances deemed necessary by the Director or Assistant Director of Residence Life. Residents must check out of their original room and check into their new room with residence hall staff. Making an unauthorized room change will result in a \$100 improper check-out fee.

#### 4.4 HOUSING ELIGIBILITY

A resident who falls below twelve (12) credit hours and/or a cumulative 2.0 GPA may lose their eligibility to reside in on-campus housing. Any resident not living in their assigned room, not attending classes, or who causes continual conflict within on-campus housing may have their campus housing terminated at the discretion of the Director of Residence Life. Any student who is terminated from housing will forfeit their security deposit as well as the entire academic year's room charge.

#### 4.5 HOUSING TERMINATION

A student may have their on-campus housing terminated for infractions outlined in the Residence Life Handbook. Each student will receive notification from the Director of Residence Life or their designee stating the reason and expectations of the termination including date and time of effectiveness. **Any resident who has their housing terminated by Residence Life Staff may not visit the Residence Halls, for any reason, until they have met with the Director of Residence Life to receive approval.**

##### 4.5.1 Disciplinary termination

Any resident who's housing is terminated for disciplinary reasons will not be eligible to live on campus at Northeast Community College thereafter.

##### 4.5.2 Nonpayment Termination

A resident who is terminated from on-campus housing for nonpayment, may be eligible to return to campus housing if payment arrangements are made with the Accounts Receivable Services prior to their residency AND with approval from the Director of Residence Life.

##### 4.5.3 Self-elected Termination

A resident who wishes to terminate their contract for any portion of the academic year or summer sessions will need to do so in writing by filling out a contract cancellation form. The Residence Life Office will supply a contract cancellation form to students upon request. Any cancellation of contract will be subject to a \$25 administrative fee and/or forfeiture of the deposit, and the remaining room charge for the academic year.

#### 4.6 MOVE-IN AND MOVE-OUT

##### 4.6.1 Move-in

- ✓ Make an Appointment. All residents MUST make an appointment with the Residence Life office at least 24 hours prior to their preferred check-in date/time. For fall and spring semester occupancy, the

Residence Life Department has set check-in times available to residents on a “first come-first served” basis. All roommates may check in at the same time, but this is not required.

- ✓ Have your picture taken. On the day of the check-in, each resident must report to the Front Desk where they will have their picture taken, and meet the RA or SA who will do their check-in.
- ✓ Receive your facility keys and/or key access cards. Each resident will be issued keys and/or a key card for building access. The resident is responsible for those keys and the areas that he/she accesses. Any lost or stolen key replacement charges will be assessed to the resident who checked out the key/key card.
- ✓ Replacement charges: Keycards- \$15, Key-\$10, Re-core lock-\$30.
- ✓ Fill out & sign the UFI for the room. Each student has a Room Facility Inspection form (UFI) that needs to be filled out. Residents are responsible to make sure the UFI accurately represents the condition of the room by marking each section with either “good” or, if a room has a flaw, a description of the flaw. Any damage/problem with the room must be marked on the UFI at the time of check-in. Check-ins are done by RA/SAs; students should assist with the check in. Each resident is liable for any damage not previously marked on the UFI, other than due to ordinary wear to his/her room and/or furnishings therein. Each resident is responsible for reporting any damage found later immediately to the Front Desk.
- ✓ Review the Residence Life Handbook. All the Residence Life policies and procedures are found in the Residence Life Handbook. Residents may go to the Front Desk at any time with questions or concerns. Each floor also has an RA and a SA to assist residents.

#### 4.6.2 Move-out

Each resident MUST do a proper check out by 5:00 p.m. on the last day of his/her finals, or the day he/she withdraws from classes. All the items belonging to the resident who is checking out must be out of the room BEFORE the check-out process begins. The room must also be clean before a check-out will take place. Make sure to notify Residence Life Staff if roommates leave items. Roommate(s)/suitemates should begin cleaning prior to the day of check out. This process is made easy by properly caring for the room. When preparing for check-out, the following should be done:

- Stop by or call the Front Desk (7150 or 7155) to make an appointment 24 hours before the check-out. You must be on time at the scheduled check out time. Not being on time, as well as not having your room clean for your check out will result in \$100 improper check-out fee.
- DEFROST the refrigerator and wipe it out (Simon Hall and Burkhardt Hall residents only). Catch the water in a bucket or pan so it does not run on the carpet. Ask an RA/SA for help if necessary. DO NOT JUST UNPLUG IT AND ALLOW THE WATER TO LEAK ONTO THE FLOOR. No food should remain in the refrigerator. Once done leave the refrigerator door open using the cord.
- WIPE OUT all dressers, bathroom, and desk drawers.
- WIPE OFF all countertops, sink tops, bookshelves, closet shelves, appliances, etc.
- CLEAN mirrors and windows.
- VACUUM carpet.
- SCRUB shower, toilet and floor.
- CLEAR the room of all personal belongings.
- REMOVE any tape, sticky putty, etc. from the windows, doors, walls, etc.
- Contact all businesses, family, and friends who send mail with your new address as all mail received at on-campus housing after checking out will be returned to sender.
- TURN IN your Residence Hall keys and key cards to the RA/SA doing your check-out.
- COMPLETE AND SIGN the CHECK-OUT section of the UFI.



The UFI declares damages/cleaning charges. Your check-out is left open-ended for final assessment until all residents within a room/suite are checked-out, and Staff completes a final walkthrough. A copy of the UFI will be mailed to each student after being processed. Make sure to print your mailing address clearly.

*Questions should be directed to the floor RA or SA, or the Residence Life Office at extension 7150.*

After all residents move out of the room, a Residence Life staff member will go through the room with your original Room Facility Inspection form (UFI) and record any damages that may have occurred during occupancy. Damages are assessed by the Director of Residence Life after all occupants of the room have checked out. Damages will be equally assessed to each resident according to the cost of repair, replacement or cleaning. A partial price listing can be found in the Appendix of this Residence Life Handbook. A formal check-out form will be completed noting any damages assessed, resident’s forwarding address, and resident’s signature. Each resident will be asked to turn in all keys/key cards at the time of check-out. The Residence Life staff member will be the last person to leave the room and will lock the door after everyone in the room has left. *If no check-out is performed within three days of moving out of on-campus housing, Residence Life staff will do an administrative check-out and the student will be charged with an improper check-out fee of \$100 and subject to additional charges.*

**There is a \$100 fee for improper check-outs and forfeiture of the opportunity to appeal any charges.**

## 5 DINING SERVICES INFORMATION

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Northeast Community College works with Chartwells dining services. Campus residents are required to purchase the Hawk Meal Plan in which they have a choice of two: Unlimited meals plus \$100 Hawk’s Express money per semester or 10 meals a week meal plan. Each resident may also opt to supplement the meal plan with a \$250 Hawk’s Express card.

### 5.1 HAWKS POINT

Meal times are subject to change and will be posted in the dining hall. Two meals are served on days when the college is closed. No food service is available during Thanksgiving, Christmas, and Spring Break. Menus are published online at <https://www.dineoncampus.com/necc>. The Dine on Campus app is available for download to view current menus on your mobile device.

<b>Monday – Friday</b>			
	Breakfast	6:30 am – 10:00 am	
	Lunch	10:30 am – 1:30 pm	
<b>Monday – Thursday</b>		<b>Friday</b>	
Dinner	5:00 pm – 7:30 pm	Dinner	5:00 pm – 6:30 pm
<b>Saturday/Sunday</b>			
	Brunch	11:00 am – 1:00 pm	
	Dinner	5:00 pm – 6:30 pm	

### 5.2 JAZZY’S CORNER STORE

<b>Monday – Thursday</b>	
7:30 am – 1:30 pm & 7:30 pm – 12:00 am	
<b>Friday – Sunday</b>	
6:30 pm – 11:00 pm	

### **5.3 WE PROUDLY SERVE (COLLEGE WELCOME CENTER)**

**Monday – Friday**

7:45 am – 5:00 pm

## **6 CAMPUS HOUSING AMENITIES AND SERVICES**

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### **6.1 POSTING BOARDS**

A white board located in the entry way to Simon & Burkhardt Halls is updated daily, listing Northeast activities and emergency contact numbers. There are also activity boards located on each floor of Simon and Burkhardt Halls as well as the first floor of each Apartment building. Areas for posting in Path hall include up by the front desk, as well as on the cork board on each floor by the elevator and by the big student lounges in Path Hall.

### **6.2 FOOD PANTRY**

Northeast is committed to responding to food availability concerns of our students. The Pantry, located in Simon Hall on the Norfolk campus, is free to all students. Donations can be dropped off at the Residence Life Desk in the entrance of Burkhardt Hall. For more information, contact the Director of Residence Life at 402-844-7151.

### **6.3 INTERNET SERVICE**

Northeast on-campus housing has wireless internet installed throughout the buildings contracted thru Connecting Point. If you have any issues with your wireless internet, please first contact the Northeast Service Center at (402) 844-4357 or 844-HELP to report any problems with internet connectivity. You can also email issues to the Service Center at [help@northeast.edu](mailto:help@northeast.edu). Wireless internet interference caused by personal devices transmitting at the same frequency as the College provided wireless signal is prohibited. Students causing these types of interference problems may face loss of wireless internet privileges. If you have questions or concerns about any of your wireless personal devices, please contact the Northeast Service Center and let the Residence Life staff know so they are aware.

### **6.4 KEYS/KEY CARDS**

Each resident is issued one key to their room, one key card, and a student mailbox (SMB) key. Lost keys should be reported to housing staff immediately. If a replacement key (whether lost, stolen or broken) is necessary, a charge of \$10 per key (including roommate keys that need to be replaced) and \$30.00 to re-core a lock will be charged. If a key card needs to be replaced (whether lost, stolen, or broken), a charge of \$15 will be assessed to the student. It is against the law to duplicate a key. Keys/key card **MUST** be returned to the Residence Life Office when checking out of on-campus housing. If it is not returned for any reason, the responsible resident will be charged for the replacement and/or recoring.

#### **6.4.1 Lock outs**

When residents are locked out of their room, they may visit the Front Desk to have a staff member open the door. Each student is permitted to have three courtesy lock outs per year. A \$5 fee is assessed after the third lockout.

#### **6.4.2 Possession of an unauthorized room key/key card**

Residents are not allowed to give out their room key or key card to any other resident or non-resident. Possessing an unauthorized room key or key card is considered a safety and security violation which will result in disciplinary action.

### 6.4.3 Locks

Per the Northeast Residence Hall's fire code, students may NOT install locks in the bathrooms or any other area of the residence hall rooms. Room door locks may not be tampered with or made in any way not to latch. This also includes tampering with the room main entrance doors to keep the door unlocked.

### 6.4.4 Door propping

Doors may not be propped open (Simon Hall and Apartments only) at any time other than move in and move out. Path Hall and Burkhardt residents may prop their doors open using the designated door stop provided in the proper manner and only when in the room. When not in the room, doors must remain closed and un-propped.

## 6.5 LAUNDRY

Card option (both debit & credit options) laundry facilities can be found on each level of the apartments, in the basement of Burkhardt Hall and on the first floor of Path Hall across from the kitchen. Laundry costs are a \$1 wash/\$1 dry per load. **NOTE:** No clothing items (wet or dry) may be hung from drapery rods, vents, or light fixtures in any area of on-campus housing. **Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Any problems with these machines should be directed to the Front Desks.** Make sure to empty machines in a timely manner so other residents may use the washers and dryers.

### 6.5.1 Ironing

an iron and ironing board are provided for check out at the Front Desks. Ironing is prohibited anywhere but the basement area of Burkhardt Hall and the Apartments and in the Path Hall laundry room. Ironing **may not** be done in resident rooms.

## 6.6 MAIL SERVICE

Each resident is assigned his/her own Student Mailbox (SMB) and issued a key for the SMB. It is recommended that the assigned resident checks his/her mailbox at least once a day or once a week at the absolute minimum. Simon Hall residents' SMBs are found in the main lobby of Simon Hall; Burkhardt Hall and some Apartment residents' SMBs are in the main lobby of Burkhardt Hall. The remaining students assigned to Path Hall and/or Apartments will be assigned mailboxes over in the main entry area of Hawks Point by the Path Hall front desk. Stamps may be purchased at the Residence Hall Front Desk. An outdoor mailbox is located on campus near the Lifelong Learning Center for outgoing mail. Mail can also be sent from the drop box in the Burkhardt Hall main lobby ONLY. **When a student moves off campus, whether permanently or for the summer break, he/she must contact anyone who would be sending mail with their updated address as mail will not be forwarded from Northeast campus and will be returned to the sender.**

To ensure timely mail delivery, please encourage friends and family to use the following address format:

#### Postal Mail (letters, magazines, etc.)

STUDENT NAME  
Northeast Community College  
RESIDENCE HALL & SMB #  
P.O. Box 469  
Norfolk, NE 68702-0469

#### Deliveries (packages; UPS, FedEx, etc.)

STUDENT NAME  
Northeast Community College  
RESIDENCE HALL & SMB #  
801 East Benjamin Avenue  
Norfolk, NE 68702-0469

## 6.7 FOOD DELIVERIES

Residents must have deliveries of food made to the Front Desk. The delivery driver should have a cell phone number or hall and room number provided to them when ordering. Residents should be waiting at the Front Desk for food deliveries and should pre-pay if possible. The College is not responsible for any food delivery orders that are undeliverable.

## **6.8 REPAIRS/MAINTENANCE REQUESTS**

Repairs and maintenance needs, including broken furniture, malfunctioning equipment and fixtures, water leaks, burned out light bulbs, or any other matters requiring attention should be reported to a Residence Life staff member. Residents should not attempt to repair or replace any equipment or fixtures. Northeast Community College is not liable if injury or death occurs from such action. Residents are responsible for plunging toilets and cleaning up water from overflowing toilets, showers, and sinks and keeping their bathrooms free of mold by regular and routine cleaning. *Please contact the Front Desk of your building to complete a Repair/Maintenance Request form when repairs or maintenance is needed.*

## **6.9 PARKING**

Parking for campus housing residents is provided in lots on the north and south side of the residence halls and the east side of the apartments. The parking lot east of the apartments are designated spots for apartment residents only. Simon & Burkhardt residents are to park in the main lot outside of Simon & Burkhardt Hall. Path Hall residents are to park in the parking lot adjacent to Path Hall.

A parking fine will be issued to anyone parking outside of a designated parking spot. Tickets must be paid in the Accounts Receivable Services located in the College Welcome Center.

### **6.9.1 Snow removal**

Throughout the semester, students may be requested to move all vehicles out of the parking lots for a designated time period in order to remove snow or maintain the lots. Every student will be notified of the required move. Anyone not complying with the move within the designated time period will receive a parking violation.

### **6.9.2 15 Minute Parking**

Fifteen-minute parking is allowed in the pick-up/drop-off lanes in front of Burkhardt Hall & Path Hall. Anyone who is parked in that area for a longer period will be ticketed. Parking is not allowed in the blue-stripped accessible ramp in front of Burkhardt Hall for any period; residents will be ticketed or towed from this area.

## **6.10 RECREATION AREAS**

Within the area of Hawks Landing, our residential space on campus, all students will find basketball courts, a sand volleyball court, and amphitheater. These spaces are open and available to all students of the college. See below for information on how to sign-out equipment to utilize at these locations.

### **6.10.1 Patio & Gazebo**

A concrete patio area and wooden gazebo are in the area in front of Simon & Burkhardt Halls. Any loud, disruptive, disorderly and/or questionable conduct or behavior in this area, as well as refusal to cooperate with requests to keep noise levels down, will result in sanctions placed on residents.

### **6.10.2 Study Rooms**

Study areas are located on each floor of Burkhardt and Path Halls. These areas are accessible to residential students. There are also lobbies on each floor of Simon Hall that can be used as study areas. Priority for these lobby/study areas will be for residents' study. However, if no resident is studying, the areas may be used for other purposes. You must erase and clean up the marker boards after you are done and before leaving the lounges. Path Hall study lounges require special markers. Please check them out at the Path Hall front desk. You can also check out markers for the Burkhardt conference room at the Burkhardt front desk.

*Note: These study rooms may be converted into temp rooms, and/or extended housing options for students on a temporary basis at the discretion of Residence Life based on the need to do so.*

### 6.10.3 Computer Labs

There is a computer lab and other study areas for residents located in the main lobby of Burkhardt Hall and in Hawks Point before entering Path Hall. The Residence Life computer labs are open 24 hours a day and preferred use is given to on-campus residents. Students doing homework have first rights using the computers. A printer is available at the front desk. Noise must be kept to levels that respect others using the lab. Residents not working on homework, classwork, etc. when other residents need to use the computers to work on homework/classwork, may be asked to leave the computer lab from Residence Life staff and return later. Failure to utilize the computer labs appropriately may result in loss of privileges. *Proper computer usage procedures are posted at all locations and students should make themselves aware of the rules and regulations.* **NO FOOD OR BEVERAGES ARE ALLOWED IN ANY OF THE COMPUTER LABS ON CAMPUS.**

### 6.10.4 Game Rooms

A full-sized pool table, foosball table, ping pong table and piano are located on the main floor of Simon Hall for residents. There is also a game room next to the front desk in Path Hall which includes two full-sized pool tables, foosball table, two ping pong tables as well as three TVs'. The game room in Simon Hall is accessible to residents between the hours of 7:30 a.m. and 12:00 a.m. Monday through Sunday. The game room in Path Hall is accessible to ALL registered and enrolled Northeast students and operates during the hours in which the front desk is open Monday through Sunday. Both game rooms may have reduced hours depending on any situations that may arise due to students being loud, causing disruptions and/or not taking care of the area and/or equipment in an appropriate manner and in the way the equipment is supposed to be used.

### 6.10.5 Recreation Equipment Check-out

A DVD player, puzzles, books, board games, volleyballs, basketballs, tire pump, tennis racquet and tennis balls and additional recreational items can be checked out with a student ID card at both the Burkhardt and Path Hall Front Desk. If items and/or equipment is returned damaged, fines to fix and replace the items or equipment will be assessed to the individual or individuals.

#### 6.10.5.1 Bicycles

*College Owned:* Are available for check out for recreation purposes or for transportation. They are kept locked up behind Residence Life on the bike rack outside of Path Hall and outside of Burkhardt Hall. You will need to visit either front desk to sign-out a lock key in order to take out a bike. When done using, please chain it back up as you are held liable for it and return the lock key to the front desk of either Burkhardt or Path Hall to check back in the bike with hall staff.

*Resident Owned:* Residents may bring their own bicycle and it must be kept locked up and stored in a spot on the bike racks outside. Residents must also register their bicycle and provide information to the front desk within the first week of school as to what color their bike is, make-brand-model and any other information. Any and all bicycles may not to be stored inside on-campus housing and may not be ridden inside the halls for any reason at any time.

### 6.10.6 Trash Disposal

Residents are responsible for disposing of their own trash. Please do not leave personal trash in the hallways, stairwells, lounges, or any other public locations.

#### **6.10.6.1 Apartment/Burkhardt/Simon residents:**

Resident trash should be taken to the dumpsters outside Burkhardt Hall. Be careful when transporting garbage through the facility to the dumpster, so that nothing can leak through and spill onto the carpet, stairs, etc.

#### **6.10.6.2 Path:**

Residents should take their trash down to the first-floor trash room and place all items inside the toters/large trash cans. These will be emptied during the campus trash collection. If there is an issue with these toters, please inform the Front Desk staff. Be careful when transporting garbage through the facility to the dumpster, so that nothing can leak through and spill onto the carpet, stairs, etc.

### **6.11 KITCHEN/KITCHENETTES**

Residents must remain in the kitchen/kitchenettes while food is cooking in order to prevent a fire hazard. The vent must be on while cooking. Residents are required to clean up after themselves and should not leave items or a mess behind. Failure to clean the kitchen/kitchenettes after use may result in restrictions.

#### **6.11.1 Burkhardt Hall:**

Within the main lobby there is a kitchen available which has an electric range and oven, microwave, refrigerator, coffee maker, toaster, cooking utensils along with pots and pans, and a sink with a garbage disposal.

#### **6.11.2 Path Hall**

On the first floor there is a kitchen available which has an electric range and oven, microwave, refrigerator, coffee maker, toaster, cooking utensils along with pots and pans, and a sink with a garbage disposal.

### **6.12 ROOM AMENITIES**

#### **6.12.1 Apartments**

Each apartment has two bedrooms (two students in each), bath, kitchen, dining area, and living room. All apartments are furnished with twin XL beds (38"x80"), desks, bookshelves, individual closet space, desk chairs, electric stove & oven, full-sized refrigerator, a dining set with four chairs, and a large storage closet. Residents may bring one microwave not to exceed 1000 watts into the apartment. Residents may bring small cooking appliances with heating elements to be used in only the kitchen of the apartment.

#### **6.12.2 Burkhardt Hall**

The rooms in Burkhardt Hall are suite style with four residents to a suite. The suites have a small living room, bathroom, and two bedrooms with two students in each bedroom. Each suite is equipped with a built-in cabinet and shelf in the living room, four loft-style beds, four 3-drawer dressers, four 2-drawer cabinets, two closets, four desks and four desk chairs. There are two dorm-size refrigerators provided in each suite. Residents may bring one microwave not to exceed 1000 watts into their room.

#### **6.12.3 Path Hall**

All rooms in Path Hall are organized in suites; most of the suites have two to three students in each bedroom with a total of 4-6 residents in each suite. There are some suites that residents will have their own individual private bedroom. The suites have a small living room with furniture provided (couch/love seat, lounge chairs and ottoman). Each suite is equipped with some built in shelving and cabinets, metal framed loft-style beds, drawer dressers in every bedroom, along with closet space, four desks and four desk chairs. There is one full-sized refrigerator and a microwave provided in each suite. Each bedroom has their own individual key that will be issued to the resident(s) of that bedroom. Residents may not bring their own refrigerator or microwave.

#### 6.12.4 Simon Hall

All rooms in Simon Hall are organized in micro-suites; two double occupancy rooms joined by a shared bathroom amongst all suitemates. Each room has one dorm-size refrigerator, two twin beds, two dressers, two closets, two desks, two desk chairs, and two bookshelves complete with study lights. Residents may bring one microwave not to exceed 1000 watts into their room.

### 6.13 ROOM FURNISHINGS

Northeast Community College property may not be removed from the room or building in which they are located without the written permission of the Director of Residence Life. This includes, but is not limited to, beds, desk chairs, desks, mattresses, lobby and lounge furniture, and all other Northeast property. Relocation or removal may result in the student being billed for any missing furniture during check-out.

#### 6.13.1 Lofting/Bunking Beds

Residents can request to have their beds lofted and/or bunked if their beds are capable. In order to do this, residents will need to put in a maintenance request at the Front Desk to have this done by maintenance staff (within the first two weeks of the semester only). After this period, unless for a designated and approved medical reason by the Director of Residence Life, a bed will not be lofted and/or bunked.

#### 6.13.2 Care and Cleaning

Residents are encouraged to regularly vacuum, scrub, and use other cleaning supplies to maintain their spaces. Residents within each apartment unit are encouraged to furnish their own vacuum and other cleaning supplies to maintain the area. Cleaning equipment such as vacuum cleaners, brooms and mops are available at the Front Desk and can be checked out with the student's ID card (Keycard). Residents are required to immediately report any damage to their unit; spills on carpet should also be reported so they can be shampooed. Please do not use harsh chemicals on the tubs and showers. Please inquire at the Residence Life Office regarding cleaning agents to be used to clean the bathroom.

##### 6.13.2.1 Monthly Cleaning Tips for Apartments

*Drain Cleaner* This can be done for kitchen and bathroom sink drains as well as tub/shower drains. It is also an excellent way to keep the garbage disposal fresh smelling and clean.

- 1) Bring large pot of water to full boil.
- 2) Pour 1 cup baking soda in drain or garbage disposal.
- 3) Pour 1 cup vinegar on top of baking soda.
- 4) While soda/vinegar mixture is at full bubbling stage, pour boiling water through it.
- 5) Let hot tap water run through drain for a minute or so after that.

*Garbage Disposal Maintenance* In addition to the monthly soda/vinegar/boiling water, the following can be done to maintain blade sharpness and loosen gunk that may be attached to the blades:

- 1) Turn on garbage disposal.
- 2) Without water running, add 2 or 3 ice cubes at a time until at least one tray is used.
- 3) Turn on water and let run for a minute or so.

If the disposal "locks up" there is a reset switch under the sink that should be tried before calling Maintenance for assistance. Push the reset button and then turn on the disposal. If the disposal works, allow plenty of water to run through it. It may be a good time to do the soda/vinegar/boiling water routine and the ice cube routine again.



## 6.14 ROOM DECORATIONS

Residents are encouraged to decorate their rooms to make it a home with a few restrictions. Be careful when affixing posters, pictures, etc., or decorating for the holidays. Nothing should be affixed to the ceilings. **Do not** paint, paste, nail, staple or thumb tack anything on the doors or walls of your space or the hallways. No nails, hooks, or screws may be used. Posters may be hung, but tape marks may result in damage charges. When multiple residents occupy the same room or living area and the College cannot determine responsibility for damage or loss in the shared space, costs shall be divided equally among the residents of living area. If a resident takes responsibility for the damage or loss to their room or shared space, they will be charged the full damage/loss amount.

### 6.14.1 Adhesive products

Adhesive stick-ups, duct tape, scotch tape, and masking tape are prohibited.

**Path Hall:** you cannot use 3M or similar type hooks, only small push pins or push pin tacks and/or poster tape. Items such as 3M hooks will remove paint and/or leave residue which will result in damage charges to the resident. Care must be used so no damage occurs to Northeast property.

**Apartments/Burkhardt/Simon:** Sticky putty or poster tape can be used and can be purchased at the College Bookstore.

### 6.14.2 Keurig & Single Cup Coffee Makers

Residents may utilize and bring single cup coffee makers with them. These items are limited to one per suite/apartment in all of on-campus housing and needs to be utilized in the main living area or kitchen. These items may not exceed 1500 watts and must have an automatic shutoff.

### 6.14.3 Prohibited Items

Residents who are found in possession of a prohibited item will have the item confiscated.

**Alcohol/drug and tobacco containers** may not be used in decoration no matter what the condition; any items found in rooms will be confiscated and/or the resident(s) will be assessed a fine. It should be noted that the presence of alcohol and tobacco containers will be interpreted as actual possession. A student determined to be in locations where violations of campus alcohol policies are taking place will be considered in violation even though they may not actually have the prohibited items on their person at the time of the incident.

**Car parts** including but not limited to: tires, batteries, hitches, chains, vehicle engines, and other large items are *not* to be stored in on-campus housing.

**Candles and Scentsy's** the burning of candles, incense, or any other item that requires an open flame is a violation of fire code and is not permitted in campus housing. This restriction also applies to all electric and candle burning potpourri pots, candles warmers, and Scentsy's.

**Cooking appliances** Due to fire code, all small cooking appliances are prohibited in Burkhardt, Path, and Simon Halls. Appliances that are prohibited include all but are not limited to the following: appliances with a heating element, such as coffee pots, griddle/hot plates, sandwich makers, electric skillets, etc.). If found, items will be confiscated and returned when residents leave for break.

**Extension Cords** No electrical extension cords or multiple plug electrical adapters are allowed. Residents may only utilize surge protectors. Microwaves and mini-fridges should be plugged directly into a wall outlet.



**Grills** Residents are prohibited from bringing charcoal or gas grills or fire pits to campus. Residents may not grill and/or tailgate in any of the parking lots on campus.

**Halogen/'octopus' lamps** halogen lights, multiple-arm plastic covered lamps (octopus lamp), and Torch Eire lamps with halogen bulbs pose a severe fire hazard and are not allowed in any of the Residence facilities. Please do not use lamps as clothes hangers. Questions about lamps should be directed to the Director of Residence Life. **Plastic covered lamps are acceptable as long as energy efficient light bulbs are used and the appropriate wattage of the light bulb for that lamp is used.**

**Hover boards/Hover scooters** are not allowed in on-campus housing at any time.

**Road signs or other recognizably stolen articles** will be confiscated. Residents in possession of stolen items will be turned over to the Norfolk City Police for prosecution.

**Live trees/branches/wreaths** are not permitted in on-campus housing.

**Lofts/DIY Bunk Beds** A student cannot build a loft or bunk bed for their room unless there is an accommodation that is approved through the office of Disability Services and upon that process, the resident must also inform the Director of Residence Life.

**Metal-tipped darts and dartboard** are not allowed in on-campus housing.

**Storage** Storing room furniture or personal possessions is not permitted in college housing. Students who leave college housing must remove all their belongings. Failure to remove all items may result in a fee and/or disposal of items.

**Toxic Materials** Any use of toxic materials (items that pose a physical or health hazard) by residents will not be allowed in on-campus housing.

**Waterbeds** are not allowed for use in any on-campus housing facilities.

#### **6.14.4 Religious/Special Circumstances**

Northeast Community College respects the spiritual practices of all individuals in the College community. Any resident who wishes to bring items to campus for such purposes that are normally prohibited by College policies must first discuss the request with the Director of Residence Life to avoid misinterpretations of the items in question. The religious rights of students must coexist however, it must also consider the comfort and safety of all residents. Due to fire code as well as campus policies, students are not allowed to burn anything (regardless of religious beliefs) in on-campus housing. Recognizing that Northeast Community College is a tobacco and smoke-free environment, Northeast recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students living in on-campus housing as well as in accordance to the College policies.

#### **6.15 DISABILITY ACCOMMODATIONS**

If any resident requires room accommodations due to a diagnosed disability, they must notify the Director of Residence Life either on the personality questionnaire or via written statement. The Director will forward the request to the Director of Disability Services who will contact the student to discuss the need and reasonable accommodations. It is the student's responsibility to provide appropriate supporting documentation for the requested recommendations to the Director of Disability Services (a reference list of these documents can be found on the website at [www.northeast.edu](http://www.northeast.edu) quick link "Disability Services"). All documentation needs to be provided prior to May 15th for the fall semester or November 15th for the spring semester that the student

wishes to live on campus. The student will be notified of the decision on accommodation within 30 days of receiving the request and all supporting documents.

### **6.15.1 Personal Care Attendants**

Attendant accommodations need to be requested at the time of application for housing with Residence Life. If the accommodation is granted, the resident will be responsible to pay the full room charge for themselves and the attendant. The attendant will be required to follow all Northeast policies and procedures as outlined in the Code of Conduct and Residence Life Handbook. The actions and behavior of the attendant will be the responsibility of the resident.

## **6.16 PERSONAL PROPERTY LIABILITY**

Northeast Community College assumes no responsibility for residents' or guests' personal belongings. Many homeowners' insurance policies cover a resident's belongings while at college. Residents are encouraged to investigate this matter to assure proper coverage for valuables. The college will make every effort to ensure the safety of residents' property, but the College is not in any way liable for the loss, theft, or damage of property belonging to any resident or guest. Residents are strongly encouraged to purchase personal property insurance.

## **6.17 CABLE TV**

Cable TV is provided to every resident within their assigned space. Residents are required to provide their own coaxial cable; Residence Life will not provide them. Cable is provided through QAM digital format. Please be advised that less expensive TVs sometimes come with a lower quality QAM tuner that may be unable to tune all the channels. We have found this to be true on certain models of bargain brands such as: Apex, Dynex, Element, Sanyo, Seiki, Sylvania & Westinghouse. The actual channel numbers are in 'tiers' that start at channel 8-1 and go up all the way to 50-1. For a full cable channel line-up card, please stop by the Residence Life front desk at either Burkhardt Hall or Path Hall. If a resident wants an upgraded cable service in their room, he/she may purchase this plan directly from Cable One.

## **6.18 SECURITY**

Northeast Community College Campus has a contract with Sioux City Night Patrol (SCNP) to provide security for the Norfolk campus, College property and parking lots 24:7:365 days a year. For telephone numbers and other information, refer to the Residence Life Student Directory and the posted signs throughout on-campus housing. Their phone number is: 402-841-5163.

\*Sioux City Night Patrol (SCNP) can also be texted to their direct phone number (402) 841-5163.

## **6.19 VENDING MACHINES**

Beverage and snack vending machines are in the main lobby of Burkhardt & Simon Hall. These vending machines take cash, and/or debit/credit cards only. They do not take any form of a Student ID for payment.

# **7 SAFETY AND SECURITY**

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The safety and security of our students is our top priority. Security cameras are in all hallways and common areas of each residence hall and in various other locations on campus. When in public areas, all residents are under 24-hour video surveillance.

Residents should call "911" and alert residence hall staff in the event of an emergency after office hours. The Norfolk campus is a safe campus, but the following security guidelines are suggested:

- Always lock the door to your room, even when leaving for a few minutes.
  - Northeast Residence Life is not responsible for any lost or stolen items on campus
- Don't leave valuables in lounges or study rooms.
- Don't keep large amounts of money or valuables in your room.
- Do not prop open the outside doors of the residence hall.
- Report any theft to a residence hall staff member immediately.
- Be sure water faucets are shut off properly.
- Turn off lights and major electrical appliances when not in use.
- Close your windows.

## 7.1 BUILDING ENTRY

Entering or exiting through windows is prohibited. Residents and guests are to enter and exit through the main front entrances only. Residence hall students may gain access to the buildings by using their ID cards.

### 7.1.1 Entrance Doors

Any resident opening entry doors for a guest they are not hosting is in violation of policy. If the act is witnessed a fine will be assessed. Residents should be aware that allowing un-hosted, non-residents into a locked facility can put them and others in a dangerous situation. Only when a resident is moving in or out of on-campus housing will the entry doors be allowed to be propped open, provided prior permission has been received from Residence Life staff.

Any individual not currently enrolled at Northeast Community College, who illegally enters on-campus housing, will be referred to Campus Security as well as the Norfolk Police Department for appropriate charges, including trespassing.

- **Residence Halls** Simon Hall, Burkhardt Hall & Path Hall entry doors are locked from 10 p.m. to 7:30 a.m. Monday through Thursday during a normal school week. The entry doors are locked 24 hours a day every weekend (Saturday and Sunday) and during school breaks. On the last day of school before a school break and every Friday, the entry doors will be locked at 5 p.m. During the summer sessions, the doors are locked at 5 p.m. each weekday, with some exceptions. The Residence Life Office reserves the right to adjust these times as necessary.

A telephone is available in the foyer of Burkhardt Hall for on-campus calls only. Visitors can telephone the resident they wish to visit by using the last four digits of the resident's telephone number. Residence Life highly recommends that each room has a room phone. Visitors may also call the front desk (ext. 7150 or 7155) for assistance.

- **Apartments** The apartments are locked 24 hours per day, seven (7) days a week, throughout the year. If the resident wishes the visitor to enter, they must meet the visitor at the front entry door and allow the visitor to enter the building.

## 7.2 EMERGENCY PROCEDURES

In case of an emergency notify Residence Life staff or call '911'.

### 7.2.1 Fire

If you find fire in any of the on-campus housing, you should:

- Pull the closest fire alarm
- Call '911'
- Locate a Residence Life Staff member, if possible
- Evacuate the building using the closest exit to your location – yes, this means you can use the emergency doors!

### **7.2.2 Shelter areas:**

Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.

- Apartments – 1<sup>st</sup> floor laundry rooms in each building. Also, the locations available to residents below if they can get to them safely.
- Burkhardt Hall – Burkhardt Basement
- House 3 & 13 – Lower level restroom
- Path Hall – 1st floor near the laundry room as
- Simon Hall – Burkhardt Basement

### **7.2.3 Tornado**

Residents are informed of proper emergency procedures when they check into on-campus housing. Emergency telephone numbers and warning siren signals are distributed in the Residence Life Student Directory which is distributed to each student.

- Tornado Watch: Conditions are favorable for tornados or severe weather.
- Tornado Warning: A tornado has been sighted nearby and you should go at once to the designated area in your building. The city sirens will usually sound, but if you see or hear a tornado, do not wait for the warning siren. Go to your shelter area if there is time. If not, kneel on the floor and place your hands over your head to protect yourself.

### **7.2.4 Weather Advisories**

Winter Weather Advisories/High Winds/Flood Warnings are announced and/or posted depending on the amount of occupancy. Student staff will post flyers on doorways and entry doors to inform residents of weather and/or road conditions.

## **7.3 EMERGENCY DRILLS, SHELTER, AND EVACUATIONS:**

Using Campus Alert supplied by Rave Wireless ([ravewireless.com](http://ravewireless.com)), Northeast can disseminate timely notifications to thousands of users via mobile text alerts, email, and recorded voice messages. For more information and to sign up to be notified, go to <http://www.northeast.edu/campus-alert>. Periodically, emergency drills will be performed in each building. Exact dates will be determined, and the appropriate personnel will be notified several days before the drill. Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.

### **7.3.1 Fire Drills**

A fire drill is conducted at least twice per semester and provides an opportunity for residents and staff to practice evacuating the building and to understand the importance of personal safety in the event of an emergency. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents shall consider any fire alarm real and evacuate the building immediately.

- All residents, staff, and guests are to exit through the nearest fire emergency doors according to the evacuation maps located on each floor.
- Room doors are to be closed.
- Resident Assistants and Residence Life staff are to take roll call of each floor of the Residence Life facilities to assure all residents are evacuated, safe, and without injury.
- Maintenance and campus security personnel may walk through the units to assure that all residents are out in a timely and safe fashion.
- Maintenance personnel will shut off alarms and residents will be allowed to go back into the Residence Life unit once it is declared safe and or upon approval for the Director of Residence Life or designee.

- Gathering locations:
  - Burkhardt & Simon Halls exit to the south and meet at the south end of the parking lot
  - Apt A & B exit and meet in the second parking lot to the east of the apartments
  - Path Hall exit and meet in the adjacent parking lot/ the lot next to Path Hall

### 7.3.2 Siren Testing

Siren tests occur on the first and third Tuesday morning of each month. In case of any type of public emergency, weather related or not, the city will sound a steady blast as a notification to look for more information on the television, internet or radio

## 7.4 MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Student safety is a priority at Northeast Community College. When an on-campus resident is determined to be missing for 24 hours, based on facts and circumstances known to the College, this policy and procedure will be implemented to assist in locating the Northeast student. This policy follows the federal Higher Education Opportunity Act of 2008, section 485 (j). Each Northeast student residing on campus will identify to the campus Residence Life Office an individual to be contacted by the College if the student is determined to be missing:

- Students have the option of identifying an individual to be contacted by the College not later than 24 hours after the time the student has been determined to be missing. Students will provide this confidential emergency contact information to the campus Residence Life Office on the housing application. The emergency contact will be confirmed at check-in.
- If the student is under 18 years of age, and not an emancipated individual, the College is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

**NOTE:** Local law enforcement will be notified if a student is determined missing regardless of the prior identification of a contact person.

## 7.5 HEALTH & WELLNESS CONCERNS

These procedures are designed to enhance the safety and well-being of students who may be at risk of self-harm or suicidal. Health and wellness concerns must be reported to Residence Life Staff or another College employee.

- Students exhibiting suicidal behaviors or expressing suicidal thoughts will be required to meet with a Licensed Mental Health Practitioner (LMHP), such as with the College counselor or someone from the Crisis CARE Line (both are free to students) within 24 hours of the incident.
  - If the student would like to utilize another LMHP, it is at his/her own expense and still required within 24 hours.
- Students who are believed to have ingested a harmful substance will be required to go to the hospital and be checked by a physician.
- In the event that an ambulance is called, or a College official believes that there is a direct threat to the safety of a student, or any other person, the professional on-call staff member and/or the Residence Life professional staff will call the student's emergency contact.
  - (Direct Parent/Guardian notification is required whether the student is transported).
- Students who attempt suicide will have his/her individual situation assessed by medical professionals and College personnel.

Because Northeast Community College cares about student safety and to support the students' successful return to campus housing, prior to returning to campus housing, the student and his/her parent(s) guardian or emergency contact will have a meeting with the Director of Residence Life and/or the Dean of Student Life & Athletics and the College Counselor to discuss a college success plan. Please stop by the front desk of your residence hall upon your return to campus to schedule this meeting with the Director of Residence Life.

Residence Life staff will be able to schedule this for you. During this meeting, the student will provide the College Counselor with documentation that includes a discharge summary and a provider assessment indicating that the student is ready to return to classes and live on campus from the releasing hospital. The purpose of this meeting is to develop a plan for the student to be successful, how to uphold his/her personal safety, and provide resources and support that are consistent with the needs of the student.

## 7.6 VACCINATIONS

All on-campus residents must complete and submit to the Northeast Residence Life Office, the Student Health Form and the Meningococcal Vaccination Recommendation Form. Both forms must be on file on or before a student will be allowed to move into on-campus housing. It is the student's responsibility to contact the office of Residence Life if they want copies of any health forms and/or vaccination information. The office of Residence Life will not release this information and/or send this information onto other Colleges or Universities, even if the student requests us to do so. It again is the responsibility of the individual student to request their own copy. Health information copies will **only** be given to a student requesting in person. Fax, email & phone requests will not be fulfilled due to legal liability issues.

## 8 CONDUCT OF RESIDENTS

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Students who reside within college housing are under contractual obligation to abide by the rules and regulations governing college housing living, as well as by the Student Code of Conduct and all other College rules and regulations governing the conduct of students. The Director of Residence Life may institute penalties such as termination of contract, moving within the same or to a different hall, imposing a behavior contract, restitution, or other appropriate penalties. The student may appeal the decision by following the appeals procedure found in this handbook. This handbook is meant to be a guide for residents in College housing, and these regulations are designed to protect the rights of individual privacy as well as personal and College property. Students need to be mindful that multiple disciplinary violations will have an accumulative effect. The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary.

### 8.1 COMPLICITY

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.

### 8.2 AMNESTY

Note: The Amnesty provision described in this section is intended to encourage all students to immediately seek necessary medical attention or assistance for themselves or others in need. To encourage students to immediately seek necessary medical attention or assistance for themselves or others in need, Northeast Community College Residence Life will not impose disciplinary action for a violation of student alcohol or drug policies against individual students when they report to or seek assistance from the College or law enforcement for a medical emergency or condition, or against the student who is subject of such medical emergency or condition, if: (1) the College determines that the violation occurred during or near the time of the alleged medical emergency or condition; (2) the student is determined to have made the report or sought assistance in good

faith; and (3) the College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk. However, repeated or serious medical emergencies arising from or in connection with parties may result in disciplinary action under applicable procedures.

### **8.2.1 Parameters**

- Action by the police or other law enforcement personnel is not covered under this policy.
- This policy does not preclude student conduct actions regarding other violations.
- Serious or repeated incidents will prompt a higher degree of health concern and may trigger a review under the Residence Hall Conduct process.

## **8.3 RESIDENCE LIFE POLICIES**

The action of the student signing the Residence Life Contract, checking in and accepting keys/key cards for Northeast Community College on-campus housing constitutes an agreement to abide by all regulations as listed in the Residence Life Handbook, the Student Code of Conduct, and as stated by a College employee serving in an official capacity. Violations are cumulative from the time students move in to on-campus housing until permanent separation from the college.

**Upon moving onto campus, residents are responsible for the following:**

- The rules and regulations as stated in this handbook. Each resident is responsible for knowing these rules and adhering to them at all times.
- Attending floor meetings. Residents are responsible for all information discussed, and if unable to attend, they should contact the RA/SA prior to the meeting date. Residents are responsible for the information either way, and not attending a meeting is not a viable excuse for not knowing the information.
- Activities that occur within their housing assignment. Even if not present or actively involved in a policy violation, each resident may be held responsible.
- Guests, and their conduct, while present in on-campus housing are the hosting resident's responsibility. Residents may be subject to disciplinary action because of their visitor's behavior.
- Everyone assigned to a unit, and everyone present in a unit when a violation occurs, will be charged with the violation.

### **8.3.1 Alcohol**

No matter your age, alcohol is not allowed on college grounds or in College buildings, including all College owned housing and campus parking lots. For health and sanitation reasons, collections of cans or bottles in College housing is prohibited. The presence of empty alcohol containers will be considered an alcohol policy violation. Possession, consumption, being under the influence, or being in the presence of any alcoholic beverages on campus will be subject to disciplinary action. Residence Life staff reserve the right to search incoming packages for alcohol and alcohol containers based upon reasonable suspicion. Alcohol, alcohol containers, and paraphernalia are also not allowed in vehicles. Please refer to the Student Code of Conduct – Article III: B.16, located on page 149 of the Student Handbook and Planner.

### **8.3.2 Babysitting/Pet sitting**

Residents may not babysit children, including siblings and/or younger family members, or animals at any time within on-campus housing. This also includes pet sitting for another resident who has a service or assistance animal. Children under the age of 16 must be accompanied by their non-resident parent/guardian or be on a campus tour.

### **8.3.3 Bicycles**

Residents may not store bicycles in residents' rooms. Bicycle racks are provided in several locations on campus for resident use. Bicycles may not be ridden inside the halls for any reason at any time. Please



refer to the Student Code of Conduct – Article III: B.22, located on page 149 of the Student Handbook and Planner.

#### **8.3.4 Coercion**

Anyone using coercion to pressure another person to tell a lie, persuade them to be silent, or threaten them or someone they care about, to hide or hinder the investigation of an act resulting in a policy violation, will be considered an act of aggression and will be handled as such. Please refer to the Student Code of Conduct – Article III: B.4, 4a and 4b, located on page 148 of the Student Handbook and Planner.

#### **8.3.5 Communal Damages**

Any damages or vandalism that occur in any of the public areas of on-campus housing that can't be directly attributed to a certain resident will be assessed to each resident of the room/suite/floor/building where the damages occur. It is your responsibility, as a member of the campus community, to report anyone misusing public areas or vandalizing posters, walls, furniture, etc.

#### **8.3.6 Controlled Substances (Drug/Drug Paraphernalia)**

In accordance with Nebraska State law, the unauthorized and/or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited in all College facilities and on all property of the College. Residence Life staff reserve the right to search incoming packages for drugs based upon reasonable suspicion. Marijuana, other controlled substances, and paraphernalia are also not allowed in vehicles. Synthetic drugs include but are not limited to anything that is used to mimic or get the same effects as drugs and/or controlled substances. Northeast Community College reserves the right to confiscate property identified as a policy violation in this handbook and in the Residence Life Contract. Additionally, property or substances that are illegal to possess will be confiscated and turned over to law enforcement officials. Any student(s) found with illegal drugs, controlled substances, drug paraphernalia, and/or synthetic drugs, (other than marijuana and/or marijuana paraphernalia) will be evicted immediately from campus housing and local law enforcement will be contacted. Please refer to the Student Code of Conduct – Article III: B.15, located on page 149 of the Student Handbook and Planner.

#### **8.3.7 Disorderly Conduct**

Any behavior or actions which infringe on the rights and well-being of students or guests will not be tolerated. Residents are responsible for the behavior of their guests. Violations will result in disciplinary action. If a second violation of a similar nature occurs by a resident(s), the resident(s) will be evicted within 24 hours. Guests displaying these types of behaviors may be prohibited from entry into all campus Residence Life facilities for the remainder of the semester. Please refer to Student Code of Conduct – Article III: B.3,4,5, and 23 located on page 148 and 149 of the Student Handbook and Planner.

#### **8.3.8 Failure to Comply**

College personnel are here to assist you and to ensure your safety and security in College housing and/or on campus. Residents are expected to follow all posted rules and regulations as well as any directions given by housing staff. Failure to comply with rules, directions, or disrespecting College personnel will result in disciplinary action. Please refer to the Student Code of Conduct – Article III: B.10, located on page 148 of the Student Handbook and Planner.



### 8.3.9 Gambling

State law does not permit gambling for money, exchange of items or other personal gain, including on-line gambling, in any of the campus facilities. If gambling occurs, Residence Life staff will confiscate all money and accessories; if on-line, the resident will lose computer privileges. Campus activities such as “Casino Night,” using play money, are allowed with prior permission. Please refer to the Student Code of Conduct – Article III:

### 8.3.10 Guests

All guests, defined as anyone not assigned to the resident’s room and/or not assigned a room in campus housing, must always be accompanied by a resident, including entering and leaving the building. If a guest is found to be unescorted, they will be asked to leave. Guests must never be in possession of a resident’s College issued room key or keycard. Residents are responsible for the conduct of their guests. **Any guest found without a host in any area outside of the Burkhardt Hall & Path Hall main lobby will be removed from on-campus housing immediately and banned from visiting any resident within campus housing for seven (7) consecutive days.** Before a guest will be allowed to return for a visit, they must meet with the Director of Residence Life. If a guest violates this guest policy a second time, they will be prohibited from visiting any resident within campus housing for the remainder of the semester.

#### 8.3.10.1 Underage Guests

Guests as well as siblings of residents under the age of 16 must always be accompanied by a non-student parent or guardian or be on a campus tour.

#### 8.3.10.2 Visitation Hours

The Director of Residence Life and the College administration reserve the right to adjust visitation hours at any time. Residents as part of their individual roommate agreement may set or modify different or more restrictive visiting hours as agreed upon as members of that room or suite.

- Open Hours: 8:00 am – 8:00 pm (all guests may come & go with an escorting resident, no sign-in required)
- Registered Hours: 8:00 pm – 2:00am from Sunday-Thursday & 8:00 pm – 3:00am on Friday-Saturday (all guests must be signed in at the Front Desk)
- Closed Hours: 2:00 am – 8:00 am from Sunday-Thursday & 3:00 am – 8:00 am on Friday-Saturday (no guest registration is allowed)

#### 8.3.10.3 Overnight Guests

Roommate(s) consent is required. Guests must be at least 18 years old and present a photo ID to the Front Desk between 8pm and midnight to sign-in. All overnight guests must turn in a photo ID when signing the Overnight Guest Form. Guest(s) must have a copy of their guest registration form on file at the front desk and their copy with them. Guests are allowed for no more than three (3) consecutive nights and no more than nine (9) nights per semester. The Director of Residence Life may grant exceptions to this policy. Residents will be held responsible for their guest’s behavior and damages caused by their guest. Guests must always be escorted by a resident; this includes entering and leaving the building. All resident and non-resident students of Northeast are under the jurisdiction of Northeast campus housing policies while near or in the college’s buildings.

### 8.3.11 Painting

Residents are not permitted to paint their rooms, furniture, or any College property. Repair costs will be assessed for the repainting for any violations found.

### **8.3.12 Prohibited items**

Section 4.13.4 of this Handbook has a list of items that are not allowed in campus housing. This list, including but not limited to, candles, Scentsy's, car parts, small cooking appliances, toxic materials, waterbeds, etc. may not be brought to or utilized in campus housing. Combustible materials such as gasoline, fireworks, ammunition, and explosives are expressly prohibited in college housing. Residents who are found in possession of a prohibited item will have the item confiscated.

- Items that are illegal to possess will be confiscated and not returned to the student. These items will be turned over to law enforcement officials to be disposed of or used as evidence.

### **8.3.13 Hall Sports**

There is no playing of sports in the hallways, rooms, or common areas of college housing. No balls should be bounced, kicked, or thrown while inside College housing. This includes but is not limited to Frisbee, football, soccer, basketball, baseball/playing catch, and nerf toys (including nerf guns). No skateboards, bicycles, Ripstiks, rollerblades, skateboards, hover boards, or scooters are to be used or operated in College housing. Items may be confiscated by housing staff if found in violation of this policy and you may also face additional disciplinary action.

### **8.3.14 Health and Safety/Room Inspections**

The College respects the privacy of each resident. However, the College reserves the right to enter and inspect student rooms for purposes of maintenance and repair, regularly scheduled room checks, whenever it appears college property may be damaged, or when it appears that College policy is being violated. Residence hall staff will inspect all rooms at the end of each semester and prior to breaks. Residents are expected to have their room clean upon inspection. If upon entry a violation is visible (i.e.: lounge furniture, alcohol, etc.) it will be handled through the disciplinary process. Prohibited items may be confiscated to promote safety and compliance with college policy.

### **8.3.15 Illness/Injury**

If someone is ill or injured, a report of the situation should be made to the Residence Life Front Desk. If someone is so ill he/she is going home or to a hospital, please notify a Residence Life staff member. The College reserves the right to call emergency medical services for anyone who is deemed to be seriously ill or injured.

### **8.3.16 Noise**

The right to study and sleep takes precedence over noise that disturbs the community. Be aware of the noise you are making and consider how it may be impacting others in the community. The use of televisions, stereos, and other audio equipment must not disturb others. If they are played too loudly, deemed by Residence Life staff, the offender may be required to remove the item from College housing. Failure to remove a stereo, radio, television, etc. when notified by housing staff may result in removal and storage by the College until it is convenient for the owner to take it home and/or fines are paid. Residents who infringe on the rights of others to sleep and study will be referred to the Director of Residence Life. The residence hall staff may confiscate audio equipment if residents are consistently loud.

#### **8.3.16.1 Quiet Hours**

- Sunday – Thursday: 10:00pm – 9:00am
- Friday & Saturday: 12:00am – 12:00pm

#### **8.3.16.2 Courtesy Hours**

- Are observed 24 hours a day by showing consideration for your neighbors and responding positively to requests to reduce or minimize noise.

### **8.3.16.3 Final Week Quiet Hours**

- During the final week of each semester Quiet Hours will be extended to 24 hours. Quiet hours will begin at 10:00pm on the last day of class and not end until on-campus housing closes for the semester or summer break.

### **8.3.17 Pets**

Fish are the only pets permitted in on-campus housing. The fish must be kept in a covered tank not to exceed 20 gallons, kept clean, healthy, and fresh smelling. If odor, health issues and/or other concerns become a problem, the fish and fish tank will have to be removed from the campus housing. Residence Life Maintenance staff, the Director and/or their designee may inspect the tank to make sure it is of legal size. Also, disposal of the fish supplies from the tank, such as the tank rocks, leftover fish food, fish tank toys, and fish tank supplies, etc. must be disposed of in the trash. These items may not go into the sink drain, toilet or in the garbage disposal.

#### **8.3.17.1 Service Animals**

Service animal accommodations need to be requested at the time of application to Residence Life. The resident will be responsible for caring for, grooming and cleaning up after the service animal, as well as any damages to the room caused by the animal. If the resident is unable to physically clean up after the service animal, he/she should contact the Director of Disabilities Services, Dean of Student Life & Athletics or other appropriate staff person to plan for the clean-up. The resident is also responsible to clearly explain his/her expectations of how others are to interact with the service animal and communicate this to the campus community.

#### **8.3.17.2 Assistance Animals (Emotional Support Animals)**

All requests for an assistance animal (emotional support animal/ESA) must go through the office of Disability Services first. Residents must turn in all proper documentation for justification for the request through the office of Disability Services along with the proper request for information form. Disability Services will work with Residence Life to make sure all documentation has been provided and approved before the resident can bring the animal to campus or have the animal in campus housing. Once approval is granted, the office of Disability Services and Residence Life will notify the student of the approval to have their ESA on campus. Residents may not bring their animal to campus prior to approval from both Disability Services and Residence Life. The resident will be responsible for caring for, grooming and cleaning up after the animal, as well as any damages to the room caused by the animal. The resident is also responsible to clearly explain his/her expectations of how others are to interact with the animal and communicate this to the campus community. Residents approved for an ESA must follow all policies, procedures, and guidelines within the assistance animal agreement they sign with Disability Services.

### **8.3.18 Safety & Security**

The safety and security of our students is our top priority. The subsections below are examples of violations that will result in disciplinary action

#### **8.3.18.1 Explosives/Fireworks/Firearms/Weapons**

The possession or use of firearms, fireworks, gunpowder, weapons, Tasers or other materials which endanger health or safety, (**including, but not limited to: bb guns, paint ball guns, stun guns, cap guns, air-soft guns, sling shots, and archery equipment**) are strictly prohibited. Students found in possession of fireworks, explosives, weapons, or firearms anywhere on campus are subject to criminal prosecution and college disciplinary action including suspension or expulsion. Please refer to the Student Code of Conduct – Article III: B.19, located on page 149 of the Student Handbook and Planner.

- Mace, pepper spray, or similar materials will be confiscated if used or threatened to be used for any reason other than the intended purpose.
- Hunting knives and knives (other than kitchen utility knives) with blades longer than 3.5 inches are prohibited.
- Ammunition of any kind may not be stored in on-campus housing.

#### **8.3.18.2 Bomb/Bomb Threats**

Bomb threat, bomb making, and exploding of bombs and/or also includes exploding devices, constitute a felony offense under state and federal law and shall be reported to law enforcement officials. In accordance with the Student Code of Conduct, *persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.* Please refer to the Student Code of Conduct – Article III: B.18, located on page 149 of the Student Handbook and Planner.

#### **8.3.18.3 Failure to Evacuate/Seek Shelter**

Residents are responsible for ensuring that their guests are aware of emergency procedures. All persons, including guests, in the building must participate in any emergency procedures, including but not limited to, fire drills, fire alarms, tornado warnings, etc. During fire alarms, all persons in the building must evacuate. Failure to evacuate buildings during a fire alarm or take shelter during a tornado warning will result in disciplinary action.

#### **8.3.18.4 Fire Safety/Security Equipment**

Tampering with fire safety equipment, fire alarms, smoke alarms, and sprinkler systems is a very serious offense. Students found tampering with fire protection systems will be charged for damages and subject to Residence Life and/or College disciplinary action and/or civil prosecution. Pulling the fire pull stations, engaging the fire exit doors, etc. when there is not an emergency is prohibited.

- False fire alarms are very dangerous. Authorities will prosecute anyone turning in a false fire alarm. A resident committing such an act is subject to immediate terminations of contract.
- **Do not** hang/affix anything from fire sprinkler heads or smoke detectors.

#### **8.3.18.5 Fire Code**

The Director of the Physical Plant or his/her representative may inspect any unit with the student and/or Director of Residence Life to ensure the safety of the hall for potential fire hazards. The unit occupants will be expected to immediately rectify any identified hazards or corrective maintenance will be charged to the resident(s).

#### **8.3.18.6 Physical Violence**

Northeast Community College takes physical violence seriously. All incidents will be reported to the Norfolk Police Department and investigated immediately. Students will not only face legal consequences but also Northeast Community College Code of Conduct sanctions including possible housing termination.

#### **8.3.18.7 Threats/Aggressive or Disruptive Behavior**

Residents who threaten other residents, students, College personnel, or members of the campus community at large is taken as a serious offense. Threats including, but not limited to, intimidation, depicting acts of violence, hate crimes will result in disciplinary action being taken. Police may be notified. Aggressive/disruptive behavior is always deemed inappropriate at Northeast; actions of this type by a resident(s) and/or his/her guest(s) will be handled with expediency.

#### **8.3.18.8 Water Fights**

To protect the safety of residents and to preserve equipment in the facility, indoor water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with in the manner described for vandalism.

#### **8.3.19 Solicitation**

Residents soliciting for any purpose is not permitted in campus housing. This includes any campus club without permission from the Director of Residence Life and Director of Student Activities.

#### **8.3.20 Theft**

Northeast Community College is not responsible or liable for personal property kept in a resident's assigned space if lost, stolen, or damaged, regardless of fault. Students should secure insurance for their personal property (many students find that their belongings are covered by their parent's homeowner's insurance policies). Residents are further encouraged to purchase a footlocker to lock and secure personal belongings this includes locking up one's personal prescribed medications. Report all losses to a staff member immediately.

##### **8.3.20.1 Locked Containers**

Locked containers will be required to be opened during a room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of the Director of Residence Life or a College Administrator. Northeast Community College is not responsible at any time for any damage done to locked containers, their locks, or the contents of the locked containers.

#### **8.3.21 Tobacco/Smoking**

Northeast Community College is a tobacco free campus. The mission of Northeast Community College in regard to its tobacco policy is to provide a healthy and safe environment that is supportive to students, staff, and visitors. Northeast Community College is committed to protect public health and wellness, and the environment by implementing a Tobacco Free Policy. Tobacco use including the use of e-cigarettes or smokeless products, is prohibited on campus.

#### **8.3.22 Under the Influence**

Public intoxication, and/or being under the influence of drugs and/or alcohol, and/or disruptive behavior related to the consumption of alcoholic beverages and/or drugs on or off campus will be considered a violation of the Alcohol, Controlled Substances, and Synthetic Drugs Policy. If Residence Life staff has suspicion that a student(s) is intoxicated or under the influence of drugs and/or alcohol and leaves campus while operating a motor vehicle, Sioux City Night Patrol and/or the Norfolk Police Department will be contacted due to the hall staff and public's concern for the student(s) overall safety and well-being.

#### **8.3.23 Vandalism**

Anyone caught vandalizing Northeast property or the property of other residents through malicious or idle actions, such as painting, drawing, cutting, carving, or other means, shall be assessed a fine and the cost of repair or replacement. The Director of Residence Life may also sanction the violator(s) to assume responsibility for repairing the property that was damaged when appropriate. Northeast property includes all posters and billboards posted by Northeast Residence Life Staff. If the party or parties responsible for the vandalism cannot be identified, an entire floor or building of residents may be equally assessed the damage charges.

### 8.3.24 Windows/Window Screens

The large window in each Residence Hall unit is intended as an emergency exit only. This window may not be opened for any purpose other than emergency evacuation. No tin aluminum foil or other darkening reflective coverage is permitted. Persons may not enter or exit through any of the room windows unless it is an absolute emergency. Residents of the room unit will be held responsible if guests are entering and exiting through the windows and will be fined in accordance to this policy per person per occurrence as well as their guests. All screens are always to remain on the windows. Extending items through the screens to the outside, such as outdoor thermometers is also prohibited.

## 9 PROCEDURES REGARDING CONDUCT RESOLUTION IN HOUSING

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### 9.1 EDUCATION, INVESTIGATION, AND CHARGES

Residence Life staff may investigate an alleged violation of the Residence Life Housing Policies in and around on-campus housing. The review may include interviewing relevant students, witnesses, review of documents and security camera footage, or other steps that will assist the Director of Residence Life to determine if charges are warranted. If appropriate, housing staff may file charges against the student(s).

Residence Life staff may allege violations at any time. If a student has withdrawn or withdraws from the College after the filing of charges, a registration hold may be placed on the student's academic record and the Director of Residence Life or their designee may proceed to resolve any alleged Residence Life Housing Policy violations with an in absentia finding.

### 9.2 NOTICE OF CHARGE/MEETING NOTIFICATION

Upon the filing of charges, the named student(s) will receive a Notice of Charge and Meeting Notification in which they are directed to attend a conduct meeting with a staff member. This notice will be hand delivered to their room by a student staff member. The Notice will contain a statement of the charges, summary of the facts upon which the charges are based including the date and type of incident. If a student does not meet at the specific date/time, it will result in a forfeit of due process.

### 9.3 CONDUCT CONFERENCE

The student(s) will meet with the Director of Residence Life or their designee to discuss the nature of the conduct alleged in the Notice of Charge, the student's responsibility for the allegations, and the options to resolve the matter. The student(s) will also be advised of the range of possible sanctions.

### 9.4 CONDUCT CONFERENCE OUTCOMES

At the end of the Conduct Conference, the resident(s) may be found not responsible for the alleged violation(s), the Director of Residence Life or designee may issue a warning letter, or the student(s) may be found responsible and assigned sanctions. Residents who fail to attend their Conduct Conference; their case is heard in absentia and findings will be made without input from the charged resident(s). **Residents may request an appeal within two business days of the date of the decision letter. Failure to file a request for an appeal in a timely manner constitutes a waiver of any right to an appeal.**

#### **9.4.1 Not Responsible**

The Conduct Conference may result in a finding that the student is not responsible for the alleged violations. The Director of Residence Life or their designee may assign an educational assignment at their discretion.

#### **9.4.2 Responsible**

The Conduct Conference may result in a finding that the student is responsible for some or all the alleged violations and the Director of Residence Life or their designee will assign appropriate sanctions.

#### **9.4.3 Status Sanctions**

A status sanction is relative to your status as a residential student on campus. If you are found responsible for a violation of a Residence Life Housing policy, you will be issued a status sanction and an educational sanction. Status sanctions are: warning, probation, deferred housing removal, or dismissal from housing.

##### **9.4.3.1 Warning**

If you are issued a warning, it means that you have been found responsible for a policy violation and any future policy violations may result in an advanced status sanction. Warnings will be on your conduct file for up to two (2) semesters.

##### **9.4.3.2 Probation**

If you are issued probation, it means that you have been found responsible for violating a policy that is more severe and requires a higher-level sanctioned response OR you have been found responsible for a second policy violation either while under a status sanction of a warning or not. Any future policy violations may result in an advanced status sanction. Probation will be on your conduct file for two (2) semesters.

##### **9.4.3.3 Deferred Housing Dismissal**

If you are issued deferred housing dismissal, it means that you have been found responsible for violating a policy that is more severe and requires a higher-level sanctioned response OR you have been found responsible for a third policy violation either while under a status sanction of probation or not. Any future policy violations may result in dismissal from housing. You may be relocated to a new room and/or building as a result of this status sanction. Deferred Housing Dismissal may be on your conduct file for up to four semesters.

##### **9.4.3.4 Dismissal from Housing**

If you are issued dismissal from housing, it means you have been found responsible for violating a policy that is the most severe and requires a higher-level sanctioned response OR you have been found responsible for a third+ policy violation.

#### **9.4.4 Educational Sanctions**

An educational sanction is to assist residents who are found responsible for a violation of a Residence Life Housing policy to learn from their actions. Educational sanctions may include one or more, but not limited to: community service, restitution, a fine, restriction from a residence hall, suspension of guest privileges, no contact orders, relocation in college housing, etc.

##### **9.4.4.1 Level of Sanctions**

- **Minimum:** If you are found responsible for a violation, your sanction will be no less than what is listed as the minimum in Section 12 Appendix – Residence Life & Code of Conduct Violations.
- **Maximum:** If you are found responsible for a violation, your sanction will be no more than what is listed as the maximum in Section 12 Appendix – Residence Life & Code of Conduct Violations.



## 9.5 APPEALS

In order to appeal a conduct decision by the Director of Residence Life or their designee, a charged resident must submit a written appeal form (“Petition for Appeal”) to the College Appeal Board within three (3) business days of the written notification of the sanction – refer to the date of the sanction letter. The Appeal Board will either grant or deny the appeal by a majority vote. Failure to file a petition for appeal form in a timely manner constitutes a waiver of any right to an appeal. A resident may not appeal a policy or procedure.

1. Once the petition for appeal form is submitted within the proper timeline and once approved, The Director of Residence Life will set up the College Appeal Board to hear the case and outline recommendations. The Appeal Board will consist of one non-resident student, one campus resident, and a Counselor/Advisor.
2. A date and time will be set to hear the case as soon as possible. As outlined in the Student Code of Conduct, the hearing shall not be less than five (5) nor more than fifteen (15) business days after the resident has filed the appeal.
3. A letter with the College Appeal Board’s decision will be sent to the resident within five (5) business days after the hearing.

For students who request an appeal hearing but do not attend the hearing or are more than 15 minutes late for the scheduled hearing, the College Appeal Board will proceed with the hearing in the student’s absence and will decide based on the information and materials presented.

Students who would like a review of the College Appeal Board’s decision may request such in writing to the Director of Residence Life within seven (7) days of receiving the decision. The Vice President of Student Services and/or Dean of Student Life & Athletics shall review the record of the hearing and supporting documentation to decide if the hearing was conducted fairly, that the facts were enough to establish a violation, and whether the sanctions imposed were fair.

Only in the case of new evidence will the resident meet with the Vice President and/or Dean of Student Life & Athletics.

### 9.5.1 Petition for Appeal

Residents completing the Petition for Appeal form should specifically allege and factually support one or more of the following grounds for appeal:

- There was a procedural error that substantially affected the outcome of the hearing; and/or
- The sanction is excessively severe; and/or
- There is new or newly discovered information that may affect the outcome of the hearing that was not reasonably available to the appealing party prior to the hearing which would have materially affected the decision. Non-attendance at a hearing by a charged student or witness does not constitute new evidence.

## 10 FINAL NOTE

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This handbook is meant to be a guide for residents in College housing and on College property. These regulations are designed to protect the rights of individual privacy and to protect both personal and College property. The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary. Students may grieve policies they feel unfair by utilizing the Student Grievance Procedure outlined in the Student Handbook. The list of housing penalties is not meant to be all inclusive. Action may be taken even though an infraction is not written in the policies.



## 11 APPENDIX – ENTRY, SEARCH & SEIZURE

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Northeast Community College reserves the right to have appropriate College personnel enter and search a resident's room with reasonable suspicion to investigate possession of stolen, illegal, unauthorized, or potentially harmful articles, suspicious odors, smoke, or materials, and to confiscate such articles or materials.

Each time Residence Life staff goes to a resident room for any and all policy violations and/or potential policy violations, reasonable suspicion, etc. they will knock at least three (3) times and announce themselves as Residence Life staff before keying in and entering in the room unit(s).

**If a resident or residents of a room unit are NOT present at the time of the search, Residence Life Staff will still conduct the search with the residents NOT being present. However, Residence Life Staff will leave an emergency room inspection notification form in the common area or in the bedroom with detailed information letting the residents of the room know as to why Residence Life staff was in the room.**

Stolen, illegal, unauthorized, or potentially harmful articles or materials will be confiscated. Disciplinary action will be taken if such articles or materials are confiscated. At any time during normal, routine entries into a resident's room, such as pre-arranged tours, room inspections, requested or pre-arranged maintenance/custodial needs, etc., any authorized Residence Life staff, including RA/SA Team members and maintenance/custodians, will confiscate alcohol, drugs, harmful articles, materials, etc. that are visible. Incident documentation procedures will be completed by the Residence Life staff and the Director of Residence Life or Director of Student Conduct will administer violation sanctions accordingly.

The rights of students to be secure in their personal living quarters, and possession against unreasonable entry, searches, and seizures will be assured. Entry, search, and seizures by civil officers shall be governed by civil law. These procedures shall provide for entry when:

- Maintenance requested by the resident(s) is being performed.
- Routine inspection of rooms for inventory, health & safety inspections, or maintenance performed upon institutional initiative is preceded ***in most cases*** by at least twenty-four (24) hours written or posted notice to resident(s).
- There is serious and/or imminent danger to safety, health, or property of occupant(s) on institutional property.
- Conduct or conditions in the Residence Halls seriously disrupt the discipline and educational atmosphere of the residents' facilities.
- Conduct pursuant to an administrative entry/search/seizure procedure when there is "Reasonable Suspicion" to believe that a student is using his/her residence in a way that is illegal or a violation of the
- Institution's regulations. The authorized official(s) should state when requesting entry:
  - the room(s) to be searched
  - the regulation(s) allegedly being violated
  - the item(s) being sought (if applicable)
  - the names of those authorized to enter
- A notification will be left in the room to inform all residents that an emergency search happened; the notification will include the above information as well as how to contact staff with questions.

*"Reasonable suspicion"* is a belief based on objective fact enough to lead any authorized College personnel to suspect that a policy violation or imminent danger, as defined above, exists within a resident(s) unit. If any authorized College personnel respond to a *"reasonable suspicion"* to investigate, and occupants of the unit are not present, do not respond to the request to open the entry door, or refuse to allow entrance when requested, the official is authorized to enter, announce the reason for entry and begin the investigation.

## 12 APPENDIX - RESIDENCE LIFE & CODE OF CONDUCT VIOLATIONS

<b>Violations</b> <i>(Bold = Code of Student Conduct)</i>	<b>Sanctions Minimum</b>	<b>Sanctions Maximum</b>
<b>Alcohol</b>	Fine: \$150 CS: 15 hrs. CA Parental Notification if under 21	HR Fine: \$400 Suspension current/following semester
<b>Aggressive/Disruptive Behavior and/or Disorderly Conduct</b>	Fine: \$50 CS: 5 hrs. Probation	Suspension current/following semester or expel
Babysitting/Pet Sitting	Warning CS: 10 hrs.	DHR/HR Fine: \$50 CS: 20 hrs.
Bicycles	Warning CS: 5 hrs.	DHR/HR CS: 20 hrs.
Coercion	Warning CS: 10 hrs.	DHR/HR Fine: \$50 CS: 20 hrs.
Communal Damages	Warning Restitution for damages	DHR/HR Restitution for damages
<b>Controlled Substances (Drugs/Drug Paraphernalia)</b>	Fine: \$150 CS: 15 hrs. CA	Fine: \$400 Suspension current/following semester
<b>Failure to Comply</b>	Fine: \$25 CS: 5hrs	Suspension current/following semester or expel & restitution
Gambling	Warning	Probation CS: 10 hrs.
Guests	Warning CS: 5 hrs.	Probation CS: 20 hrs.
<b>Hall Sports</b>	Fine: \$25 CS: 5 hrs. Restitution for damages	Fine: \$400 Suspension current/following semester
Health & Safety: Room Inspections	CS: 5 hrs. Re-inspection	Fine: \$100 CS: 20 hrs.
Health & Safety: Prohibited Items	CS: 5 hrs. Confiscation of item(s)	Fine: \$100 CS: 20 hrs.
Noise	Warning Fine: \$25 CS: 10 hrs.	DHR/HR Fine: \$50 CS: 20 hrs.
Painting	Warning Cost of Repairs	DHR/HR Cost of Repairs
Pets	Warning Fine: \$25 CS: 10 hrs.	DHR/HR Fine: \$100 CS: 20 hrs.
<b>Safety &amp; Security: Bomb/Bomb Threats</b>	<b>Expel &amp; Restitution</b>	

<b>Violations</b> ( <b>Bold</b> = Code of Student Conduct)	<b>Sanctions Minimum</b>	<b>Sanctions Maximum</b>
Safety & Security: Fire Safety Equipment	Probation Fine \$250 CS: 10 hrs.	DHR/HR Fine \$250 CS: 20 hrs.
Safety & Security: Failure to Evacuate/Seek Shelter	Warning CS: 10 hrs.	DHR/HR Fine \$50 CS: 20 hrs.
<b>Safety &amp; Security: Explosives/Fireworks/Firearms/Weapons</b>	<b>Probation</b> <b>Fine: \$100</b> <b>CS: 10 hrs.</b> <b>Confiscation of item(s)</b>	<b>Expel</b> <b>Fine: \$200</b> <b>CS: 25 hrs.</b>
<b>Safety &amp; Security: Physical Assault/Threats</b>	<b>Probation</b> <b>Fine: \$50</b> <b>CS: 5 hrs.</b>	<b>Suspension current/following semester or expel</b>
Safety & Security: Propping Doors	Warning Fine \$25 CS: 10 hrs.	DHR/HR Fine \$100 CS: 20 hrs.
<b>Safety &amp; Security: Theft</b>	<b>Fine: \$25</b> <b>CS: 5 hrs.</b> <b>Restitution</b>	<b>Suspension current/following semester or expel &amp; restitution</b>
Solicitation	Warning CS: 5 hrs.	Probation CS: 10 hrs.
<b>Tobacco/Smoking</b>	<b>Fine: \$25</b>	<b>Fine: \$75</b> <b>CS: 10 hrs.</b> <b>Beyond 3 offenses: sanctions double each time</b>
<b>Vandalism</b>	<b>Fine: \$50</b> <b>CS: 10 hrs.</b>	<b>Suspension current/following semester or expel</b>
Water Fights	Warning CS: 5 hrs. Restitution for damages	DHR/HR CS: 20 hrs. Restitution for damages
Windows/Window Screens	Warning CS: 5 hrs. Restitution for damages	Probation CS: 15 hrs. Restitution for damages

*All violators may be assessed sanctions. The college may add other violations and/or sanctions as needed. All sanctions are per Resident, per incident.*

CS: Community Service Hours  
HR: Housing Removal

CA: Class/Assessment

DHR: Deferred Housing Removal

## 13 APPENDIX – ON-CAMPUS HOUSING REPAIR COSTS

Item	Cleaning Charge	Repair/Replacement Charge
Key - replacement		\$10.00
Key – re-core		\$35.00
Keycard - replacement		\$15.00
Carpet	\$20/room	\$24/sq. ft.
Ceiling Tiles	\$20/room	\$8/each
Cleaning - Labor	\$10/hr	
Closet Shelf/Close Bars		\$12 - \$60
Doors	\$4/door	
Doors – Entry, Bathroom, Bedrooms		\$4 - \$600
Doors – locks, signage		\$48 - \$300
Doors – handles/knobs		\$48 - \$300
Refrigerators	\$8 - \$48	\$56 - \$240
Walls	\$12/wall	\$12 - \$120
Counter Tops	\$4	\$12 - \$60
Cabinets	\$8 - \$48	\$4 - \$300
Floors	\$10/room	\$24/sq. ft.
Sinks	\$4/sink	\$4 - \$12
Shower	\$12 - \$48	\$100 - \$500
Shower Curtains	\$4	\$10
Towel Racks		\$4 - \$12
Furniture	\$4 - \$24/item	\$100 - \$500
Windows – including blinds & small screens	\$4	\$8 - \$300
Outlets – cable		\$10 - \$72
Outlets - electrical		\$10 - \$72
Outlets – telephone/Ethernet		\$10 - \$72
Smoke Detector		\$250
Light switch plates		\$10 - \$72
Thermostats		\$50 - \$200
Mattress pads/covers	\$4	\$15

This is not an exhaustive list, other charges may be assessed for excessive cleaning, damage, replacement, or repair of items.

## 14 APPENDIX – SEVERE WEATHER

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Information on cancellations, delays or school closings will be announced on the radio. Information will also be sent out via the Campus Alert system supplied by RAVE Wireless.

\*For more information and to sign up to be notified, go to <http://www.northeast.edu/campus-alert>.

KHWK/HAWK TV ~ Northeast’s own “radio with a picture”  
Norfolk Cable TV Channel

KPNO (Norfolk) .....	90.9 FM
KUSO – US92 (Norfolk) .....	92.7 FM
KNEN (Norfolk) .....	94.7 FM
KEXL (Norfolk) .....	97.5 FM
WJAG (Norfolk) .....	105.9 FM & 780 AM
KQKX (Norfolk) .....	106.7 FM

\*As a general policy, Northeast will not cancel classes when inclement weather conditions occur. However, if conditions warrant, Northeast may delay starting, may cancel all classes, or may cancel select classes. Notification regarding canceled classes, or any delayed starts will be sent out via the campus alert (RAVE) system.

## 15 APPENDIX – COMMUNITY LIVING

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### **Article I.** Care of On-campus Housing Assignment

*Section 1.01* Clear communication of what is expected from everyone in on-campus housing assignments. This will help eliminate problems throughout the academic year and possibly avoid assessed cleaning charges. Each resident is responsible for cleaning up after him/herself. It is recommended at the beginning of the year that all residents agree upon a system to maintain the cleanliness and upkeep of their unit, such as rotating duties to keep the bathrooms, kitchen, and living areas clean and then put the agreed upon system down in writing in their roommate agreement.

### **Article II.** The following tips help assure safety and security of residents and personal belongings.

#### **Northeast Residence Life is NOT responsible for any lost or stolen items on campus.**

- ✓ Be sure water faucets are off
- ✓ Turn off lights and major electrical equipment
- ✓ Close the window(s)
- ✓ **Lock the door**
- ✓ Clean the room, bath, and unit
- ✓ Dispose of any food that may spoil
- ✓ Dispose of all garbage in the dumpster located outside each of the buildings
- ✓ Close the window(s), blinds, and/or curtains
- ✓ Double check the water faucets and stool to make sure water is not running
- ✓ **ALWAYS LOCK THE DOOR!!!!**

**Article III.** The Residence Life experience will depend largely on the consideration demonstrated by roommates, suitemates, and other residents. Basic roommate rights include:

- (a) The right to read and study free from undue interference in one's room. Unreasonable noise or other distractions inhibit the exercise of this right.
- (b) The right to sleep without undue disturbance from noise, guests of roommates, etc.
- (c) The right to expect that a roommate will respect one's personal possessions.
- (d) The right to a clean-living environment.
- (e) The right to free access to one's room and facilities without pressure from a roommate.
- (f) The right to privacy.
- (g) The right to host guests with expectations that guests are to respect the rights of the host's roommate and all other residents.
- (h) The right to resolution of grievances.
- (i) The right to be free from fear of intimidation, physical and/or emotional harm.
- (j) The right to expect reasonable cooperation in the use of "unit-shared" appliances, such as telephone, refrigerator, radio, TV, etc.
- (k) The right to ask guests to leave and be removed from the room unit that are violating any of the above rights.

**Article IV.** A Roommate Agreement will be filled out online during the first month of the fall semester. The agreement will allow all residents of the designated unit to sit down with each other and clearly discuss their living and unit expectations for the academic year

**Article V.** To Have a Good Roommate Each Person Must Also Be One.

- (a) Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
- (b) Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
- (c) Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
- (d) Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the lobby can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
- (e) Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates.
- (f) Any resident being deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents or because of multiple reassignments may be evicted.

**Article VI.** Managing Conflict

*Section 6.01* Although roommates may get along well, there will be situations in which there are disagreements. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

*Section 6.02* Do not be afraid to deal with conflict when it arises. Most problems can be resolved quickly and easily if dealt with promptly. Conflict signals a need for change. It also forces the participants to examine situations from another's point of view, acquire new information, and explore creative and innovative solutions. Learning to resolve conflict can help roommates understand each other and become better friends in the process.

*Section 6.03* The RA/SA Team members are trained to help handle conflicts. To discuss a situation, get help planning a conversation, or talking with other residents about a conflict, feel free to contact any RA/SA Team member.

*Section 6.04* If a resident experiences difficulty with any of the above situations, or other roommate/suitemate issues, the following steps should be taken: (1) Try to work it out by communicating directly with your roommate or roommates, (2), Talk directly with your RA/SA or SRA; he/she will be able to sit down with all parties to discuss the roommate agreement, revise the agreement if necessary and see what they can do to help resolve the problem. If that option is not successful, and if the concern continues, the resident may make an appointment with the Associate Director of Residence Life to resolve the issue after previous steps have been completed.

*Section 6.05* Also, the Associate Director of Residence Life is available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with the Associate Director to discuss a conflict and how to resolve it. The rest of the Residence Life staff is also available for assistance.

**Article VII.** Steps to Healthy Conflict Resolution

- (a) Do not ignore or avoid the problem. Frustration will only store up for another day.
- (b) Carefully consider the emotional state of both people. Do not bring up the matter if anyone is angry, tired, or upset. If necessary, determine a specific later time for the discussion.
- (c) Before discussing the conflict(s), think about the problem and organize what needs to be said calmly. Describe the problem. Try using "I" statements ("I get a headache when the TV is so loud").
- (d) When discussing the conflict, define the problem clearly. Avoid bringing up other subjects or grievances that do not directly relate.
- (e) When someone else is expressing his/her feelings, listen carefully and consider his/her viewpoint. Try to keep from thinking ahead for what to say next.
- (f) Offer a description of a solution to this conflict. Try to offer at least two reasonable options.
- (g) If others have suggestions of their own, be willing to negotiate and stay open to new, creative solutions.
- (h) Should the situation deteriorate, do not resort to hostile language or name-calling. The best thing to do is to take a break from each other and try again later.
- (i) Remember to treat others as you would want them to treat you.

**Article VIII.** Developing a relationship takes time; it will not happen overnight. Throughout the year, relationships can grow, provided the lines of communication remain open and honest.

**Article IX.** Roommates are expected to communicate with each other and be motivated to work at the relationship. Although conflicts may arise, all roommate relationships have the potential to be successful. Take time to actively communicate about each other's needs. This alone can solve and prevent many problems.



## 16 APPENDIX – EQUIPMENT CHECK-OUT

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A log is maintained at the Front Desk of each residence hall. The procedure for checking out equipment/games is:

- 1) Student ID and room number submitted to staff at Front Desk.
- 2) Residence Life staff member releases the equipment/game(s) for check out.
- 3) When the item is returned, Residence Life staff will check the condition of the item(s).
- 4) If in good condition, Student ID will be returned.
- 5) If in poor or questionable condition, front desk staff will report the student who had the item checked out to the Director of Residence Life with the damaged or questionable item. The student ID will be returned to the student.
- 6) The Director of Residence Life will assess repair or replacement costs to the resident via a conduct conference.

**Items may not be held for more than 4 hours.** Residents who do not return items within 4 hours will be documented and may face disciplinary action. Please return all items in a timely manner once done using them.

### **Game Tables Available:**

Pool table  
Foosball table  
Table Tennis

### **Board Games**

Chess  
Backgammon  
Moods  
Monopoly  
Jenga  
Chinese Checkers  
Marble game  
Jig Saw Puzzles  
Cards

### **Game Equipment:**

Croquet Set  
Sports Balls  
Tennis Racquet/Balls  
Pool cues & balls  
Air Pump  
Ping Pong paddles & balls

### **Housekeeping Equipment:**

Vacuum  
Mops  
Buckets  
Brooms  
Cooler (to use when defrosting refrigerators in unit)  
Dust pan  
Iron (must be used in Burkhardt basement only)  
Ironing Board (must be used in Burkhardt basement only)

**\*Only residents can check out Residence Life items.**