

Community Living

When you move into the residence halls at Lewis-Clark State College, you choose to become part of a community—a community of individuals who, by virtue of their common educational goals, have come together to share a wide variety of experiences.

Living in a residence hall is a unique experience, which provides an opportunity to meet new people and explore new ideas and ways of relating to others. Residence hall living is a vital part of the educational process in which students are encouraged to assume individual and group responsibility. You will have an opportunity to develop close friendships, enjoy eating together in the dining area, and assist in planning activities for your floor or hall.

The residential community exists within the larger structure of the College, city, and of course, society. Residents remain subject to College policy and civil and state laws. Within these parameters there exists considerable opportunity for self-direction and experience. Your experience is limited only by the choices that you make and by how you balance the rights that you have as a resident with the responsibilities that you have to the other members of the community.

At Lewis-Clark State College, students come from a wide variety of backgrounds and are used to many different styles of living. You may meet people who have had experiences that are unfamiliar to you. It will be essential that you have an open, interested, tolerant, considerate, and compromising attitude to those you come in contact with. We hope that you will share the belief that our diverse population is a wonderfully enriching aspect of the residential life experience.

Many college students living in the residence halls make two important discoveries. First, that most have more individual freedom than previously experienced; and second, that the intense academic demands and confined residential living arrangement require greater self-control and individual discipline than ever before.

Residents' Rights and Responsibilities

Living in a residential community brings with it certain responsibilities. The individual and members of the community have specific rights as well as specific responsibilities. You have the right to live in an environment in which you can achieve your academic goals and be treated in a civil and respectful manner by all members of the community. You, in turn, will be asked to treat other residents with courtesy and consideration, to do your part to promote a safe and secure residential community, and to abide by the policies and regulations which are designed to support an academic environment in the residence halls.

The following is a listing of your “rights”, what you are entitled to as a student living in LCSC’s residence halls, and your “responsibilities”, what is expected of you as a member of the residence hall community.

YOU HAVE THE RIGHT to a safe and secure residence hall space;

YOU HAVE THE RESPONSIBILITY to keep your room door and hall doors locked and not prop them open or allow in strangers.

YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can study;

YOU HAVE THE RESPONSIBILITY to observe quiet hours, keep your stereo and your voice at a reasonable volume in your living group, and to remind others that you expect the same of them.

YOU HAVE THE RIGHT to privacy and the proportionate use of your room, both in terms of space and time and the right to be free of unwanted guests in your room;

YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preferences for hours of sleep, study and visitation, and to work through any differences you may have in a peaceful manner within the guidelines established in the Residence Hall Handbook.

YOU HAVE THE RIGHT to choose your means of recreation and relaxation;

YOU HAVE THE RESPONSIBILITY to know and abide by the laws of the State of Idaho, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow policies and regulations established to support the educational purposes of the College and to sustain a safe and comfortable living environment in the residence halls.

YOU HAVE THE RIGHT to confront another’s behavior, which infringes on your rights;

YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and work toward resolving conflicts

YOU HAVE THE RIGHT to the assistance of your RA, RHD or other Residence Life or College staff when you need help with a problem;

YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem in a timely manner and to cooperate with them as they work with you to solve your problem.

YOU HAVE THE RIGHT to know what’s OK and NOT OK in the residence halls;

YOU HAVE THE RESPONSIBILITY to read the information provided for you by the Office of Residence Life, especially your housing contract and the Residence Hall Handbook.

These are some of your “*rights*” and “*responsibilities*” - think about them; talk about them; and make them a part of what you do during your stay here.

To a significant extent, your success will depend on your ability to understand the balance between rights and responsibilities. The College staff does not assume the role of campus parent and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior begins to disrupt the legitimate pursuits of others within the residence hall community.

As a resident of LCSC's residence halls, you possess specific individual rights, which your roommate and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, floor mates, and other residents.

The Residence Life Staff does not, nor can it, guarantee you will attain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, floor mates, and other residents.

RESIDENCE LIFE AND YOU

The Department of Residence Life is excited that you have chosen to live on campus and include us as part of your college experience. We are determined to make your stay with us an enjoyable and memorable time. Welcome!

RESIDENT ASSISTANT

Your Resident Assistant (RA) is a student and a primary resource person for students living in campus housing. Some of the responsibilities of an RA include planning floor activities, providing individual advisement and counseling, assisting in general management of the hall, serving as a role model to residents, explaining housing and College policies and regulations, and confronting those who violate these policies and regulations.

RESIDENCE HALL DIRECTOR

Your Residence Hall Director (RHD) will also be an important resource. The RHD's have overall responsibility for their assigned living group. The RHD is responsible for the supervision of all hall staff and the enforcement of regulations and policies.

Feel free to talk to your RHD about any personal or school problem as well as ideas or suggestions to improve the residential community. They will be happy to listen to and assist you.

STAFF ON DUTY

Each weekday as well as each weekend throughout the semester, RAs will be “on duty.” Duty schedules are posted throughout the halls. If any problem arises, please feel free to contact the staff member on duty.

COOPERATION WITH COLLEGE OFFICIALS

Your residence hall staff are College officials. Residents must immediately comply with lawful orders from any College official. Verbal and/or physical abuse directed toward any College staff member will not be tolerated and may subject the student(s) responsible to disciplinary action.

IDENTIFICATION

For the safety and welfare of all students and to protect the property of the residence halls, it is strongly suggested to have your College ID in your possession at all times. Proof of identity may be requested of any person in the residence halls by members of the housing staff. Failure to identify yourself to a College staff member upon request will be viewed negatively and may result in charges being brought against you.

OFFICE OF RESIDENCE LIFE

The Department of Residence Life is located in the lobby of College Place. Several services are provided to students at the office. You may purchase stamps, change currency, pick-up packages, attain a lock-out key, check out equipment, etc. Office hours are posted each semester. Please call 792-2053 for information or questions regarding Residence Life.

A ROOMMATE'S BILL OF RIGHTS

This document is intended to serve as a suggested format for an agreement between roommates to ensure that each individual's rights are respected. Learning to accept each other's differences without infringing on one another's freedom is a valuable part of your total education. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate as roommates. Roommates should mutually determine the decisions and the stipulations for the behavioral contract and endorse it. Your residence hall staff is available if additional assistance or mediation is needed.

The basic rights of a roommate include:

The right to study free from undue interference (noise, stereo, guests, etc.) in one's room.

- ✓ The right to sleep without undue disturbance from noise, guests, roommates, etc.

- ✓ The right to expect that roommates will respect each others' personal belongings.
- ✓ The right to a clean environment in which to live.
- ✓ The right to free access to one's room and facilities without pressure from roommates.
- ✓ The right to personal privacy.
- ✓ The right to host guests at agreed upon times and with the expectation that guests are to respect the rights of the host's roommate(s) and other hall residents.
- ✓ The right to expect that the roommate will not violate College and residence hall policies in the room.
- ✓ The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect and that it is acceptable, when any roommate feels it is necessary, to involve a residence hall staff member in such a discussion.
- ✓ The right to be free from harassment and discrimination.

JUDICIAL PROCESS

As a student in the residence halls at Lewis-Clark State College, you are responsible for your own actions. As we strive to maintain an educational environment conducive to academic success, acceptable and unacceptable behaviors have been clearly defined. Not following the outlined responsibilities and policies may result in judicial action.

RESIDENCE HALL CONDUCT PROCEDURES

When an apparent violation of College or residence hall policy occurs, an incident report is filed. Based on this report, the Director may file specific charges against the suspected student(s) involved. Residents charged with infractions of policy will have a hearing. Alleged violations of College and residence hall policy may result in fines, community service hours, probationary status, removal from housing, suspension or expulsion from the College.

THE JUDICIAL PROCESS

Residence hall students are responsible for their actions, and living in a densely populated environment requires maturity and good judgment. In order to maintain a positive educational environment, there are conditions that are part of your residence hall contract which govern acceptable and unacceptable behavior. These conditions allow Residence Life staff to take action if you don't fulfill your part of the contract. The residence hall staff will confront you if your actions appear contrary to policy or community standards. Our hope is that by calling attention to your behavior and its consequences,

better judgment will be exercised, and future problems can be avoided.

INCIDENT REPORTS/DOCUMENTATION

Incident reports are the primary means of communicating what goes on in the residence halls. The reports are used by the Residence Life staff as an informational and historical record of events, as well as a tool for follow-up investigations or disciplinary actions. Incident reports are not limited to violations of College and residence hall policy, but may be purely informational in nature. Once an incident report has been filed, the conduct officer will determine if there may have been a violation of College or Residence Hall Policy.

DUE PROCESS

Once it has been determined that a hearing is necessary, the student(s) involved will be notified to meet with the Director of Residence Life or designee. At this meeting, the hearing party(ies) will discuss whether a violation has occurred, determine the degree to which the student was involved, and assign a sanction if appropriate.

SANCTIONS

The Hearing Officer will use appropriate and fair sanctions based upon the State Board of Education's policy, College Policy and Residence Hall Policy. These sanctions include, but are not limited to:

Residence Hall Probation: A documented statement that further misconduct may result in a recommendation that the student be removed from the floor, hall, or house and/or be subjected to other disciplinary action.

Transfer to another Floor within the Hall or Room within the House: Moving the resident from his/her floor or room to another floor or room within the hall or house.

Eviction: Administrative action taken to remove a student from the residence hall system. The student is no longer permitted to reside in any College-owned residence hall. Eviction may occur within 48 hours of official notification.

Restitution: The student is required to make payment to the College or to the persons, groups, or organizations for damages, which he/she is responsible. This is true whether the action was intentional or an accident.

Community Service: Specified number of hours that a student must complete. The amount of time and place is determined by the Hearing Officer. Students may complete hours assisting their RA, custodial staff or other campus departments.

Educational Sanctions: A student may be required to complete creative or educational sanctions. These have included research papers, counseling, etc.

Counseling and/or Alcohol/Drug Intake: A student may be referred to these support services as a way to assist the student in more effective management of personal crisis and alcohol/drug misuse.

APPEALS PROCESS

Every student is entitled to appeal a decision from the Hearing Officer. Any sanction imposed by the Director or designee remains active until the appeal process is complete. All appeals must be submitted in writing to the Vice President for Administrative Services & the Dean of Student Services and must be submitted within (3) school days of receiving the decision. Students may appeal cases based on these criteria:

1. Due process was denied the student
2. Additional evidence or information has been found which may affect the outcome of the case.

FAILURE TO APPEAR

A student who fails to appear for a conduct meeting or fails to submit the appeal within the limited time will not be excused from pending action. The student will be informed of the decision in writing.

A student who voluntarily withdraws from the residence halls or College prior to the completion of the proceedings is not excused from pending action.

STUDENT RESPONSIBILITIES AND POLICIES

THE FOUR COMPELLING COMMUNITY INTERESTS

Defining and explaining residence hall policy can be complicated. In the past, when a resident requested an explanation for a reason for a rule, the response could have been something like: "Because I say so, and this is the way we do it here." The response was usually arbitrary and known as rules for rules' sake. The Residence Life staff at LCSC expects its students to hear a much different response.

These compelling community interests are:

1. Health and Safety
2. Property loss or damage
3. Serious disruption of the educational living environment
4. Legitimate educational purpose

We do not attempt to cover every conceivable offense with a rule, and will, when a resident violates the general rule of "conduct not keeping with the

standards of the College," hold the student accountable for his or her actions. It should be understood that the residents of each room in the residence halls are responsible for addressing issues when they are aware of violations of standards in their community.

Gathercoal, Forrest, Judicious Leadership for Residence Hall Living, 1991.

COMPELLING COMMUNITY INTEREST: Issues of Health & Safety

The College has the responsibility to establish policies with regards to the Health and Safety of students. Policies and procedures have been developed to protect students against incidents or behavior that may jeopardize the physical, mental, and emotional health and/or safety of either the group or individual.

PERSONAL HYGIENE and HOUSEKEEPING

Good personal hygiene is important for the prevention of disease and illness. Good housekeeping helps eliminate foul odors and keeps insects and rodents out of the residence halls. It is the responsibility of all residents to keep their rooms and suites clean. Your room and/or suite must be left in a clean and orderly condition when you check out to avoid cleaning charges.

SAFETY & SECURITY

Living group security is a shared responsibility between residents and College staff members. We care about your comfort and safety in the residence halls and on campus, so we encourage you to take all reasonable steps to insure your personal safety and security.

The campus is not a crime-free haven. Common sense and crime prevention strategies can help insure your safety and security. Work together with your community members and Residence Life Staff to create a floor watch awareness, thereby protecting your floor from people who do not belong there. Ask strangers visiting your floor who they are visiting. If you are suspicious or uncomfortable with their presence, or you witness them doing things that are questionable, contact your RA, RD or Security. (Remember you will be asked to describe them).

PUBLIC SAFETY

You are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus.

Students who jeopardize the safety or security of other residents by propping or otherwise disabling

exterior doors, or letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action. Students who endanger the health and safety of themselves or other residents will face disciplinary action.

PERSONAL SAFETY

For your own protection, **it is recommended you keep your room/suite door locked at all times.** Carry your keys with you. When walking across campus at night, always walk with a “buddy.” Report any intruders or suspected unescorted guests to a staff member or to Security. Please remember that Security does provide rides from campus to Clearwater Hall at night.

PERSONAL SAFETY & FERPA GUIDELINES

Under FERPA Guidelines, the college must have a release of information signed before contacting or speaking with a parent or guardian, **UNLESS** the student is a danger to him/herself or is endangering others.

In the event that a student attempts to endanger him/herself or others, the Residence Life staff will contact the student, their “*emergency contact*” person and the Student Counseling Center. It is mandatory for any student in this situation to attend four counseling sessions with the Student Counseling Center located in Reid Hall, Rm. 111. The phone number is 792-2211.

CANDLES/INCENSE

Candles, oil lamps, incense or other items with an open flame are not permitted in any College Residence Hall.

EMERGENCY AND SAFETY EQUIPMENT

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from College housing. This policy includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit lights or panels, or fire alarm pull stations.

ESCORT

For safety and security purposes, guests in the residence halls must be escorted at all times by a resident of that building. A guest is defined as any visitor who does not live in the hall in which they are visiting. The following guidelines apply to the escort policy:

- You must escort your guest into and out of the building.
- You must remain with your guest at all times while in rooms, public areas, TV lounges, laundry rooms, hallways or stairwells.
- Guests left unattended or unescorted may be asked to leave the building.
- You are responsible for the conduct of your guests.
- Never agree to escort a person you do not know personally. This includes opening the door to allow unknown visitors to enter your hall.

EXTERIOR DOORS

The exterior doors are locked 24 hours a day in all residence halls. If students are found to be “propping doors open”, the student(s) will be fined up to a full semester fee. If you are leaving the hall, please make sure you have access to return. If you are locked out, please phone the office during work hours at 792-2053 or call Security at 792-2815.

FIRE ALARMS

Each building is equipped with a fire alarm for your protection and students should not tamper with them. If a fire alarm sounds you should:

1. Put on shoes and a coat quickly.
2. Take a towel with you to prevent smoke inhalation.
3. Close your room door and window.
4. Walk briskly through the exit in your area and continue outside until you are away from the building.
5. DO NOT re-enter the building until you have been directed by a residence hall staff member or the fire department.

Residence Hall Staff are partially responsible to help with the evacuation of the hall. If you fail to evacuate the hall after the alarm sounds, you will be documented for violating residence hall policy.

Tampering with any fire alarm equipment is a violation of state law and could jeopardize the safety of all residents of the hall. Possible sanctions for persons who violate fire alarm policy may include removal from housing and cancellation of your contract, suspension from the College, and/or criminal prosecution. The individual(s) will also pay for any charges or damages related to the tampering of equipment.

FIRE DRILLS

Each hall will conduct a fire drill every semester. These drills are conducted to familiarize residents to the sound of the alarm, emergency exits, and the procedure for evacuating the building. Your participation in these drills is required. Persons who

refuse to evacuate the building are subject to disciplinary action and possible fines.

FIREWORKS/EXPLOSIVES/CHEMICALS

Dangerous and/or highly corrosive chemicals and all types of explosives are not allowed in the residence halls. This includes all types of fireworks. It is a violation for anyone to possess, store, sell, use or explode any type of firework. Violators may be subject to fines and imprisonment.

Due to the physical danger to residents and the possibility of fire, any prank or activity involving fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or noisome materials/objects will not be tolerated on LCSC grounds and/or any residence hall. Activities involving the use of fireworks/explosives/chemicals, may result in severe sanctions issued by the Department of Residence Life as well as prosecution under applicable criminal codes. All chemicals/explosives/fireworks found in any residence hall room are subject to immediate seizure by housing staff.

GUESTS

Guests are defined as any individual who are not contracted residents of the specific room or building in question. Each guest must have a host and/or be escorted while in the building. The host will be responsible for the behavior of his or her guest(s). Guests are expected to comply with all state and college regulations and policies. Guests of residents may be asked to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others.

Only people assigned to a room may reside in that room. Overnight guests are permitted only with the permission of the roommates(s). **Residents are permitted ten (10) nights PER SEMESTER to host overnight guests.** Overnight guests may stay no more than two (2) consecutive nights. Students are to notify their Resident Assistant or Hall Director 24 hours prior to the guest's arrival.

LAMPS

In order to preserve the safety of residents and their belongings, torch-style halogen lamps are not allowed in residence hall rooms. They have been found to operate at very high temperatures and thus are a fire hazard.

SECURITY

The College employs uniformed campus security personnel. They handle traffic control, parking violations, campus safety inspections, building security, investigative work, college policy enforcement and documentation of violations of

college or state law. Thefts and other crimes should be reported to campus security immediately. (792-2226 - office hours & 792-2815 nights & weekends)

SMOKING AND TOBACCO USE

Smoking is prohibited inside all residence halls. Smoking is permitted outside of buildings, 25 feet away from any entrances, air intakes, or windows. Keep in mind that students have the right to be free of exposure from smoke and the hazards associated with or caused by smoking. Students who disagree with smoking or exposure to smoke should make a reasonable effort to resolve the matter among themselves.

Chewing tobacco on walls, carpet, or in water fountains will be considered damage and will be charged to residents accordingly.

SOLICITATION

The College does not allow door-to-door or use of common areas for solicitation of funds, products, or services in the residence halls. Any solicitors should be reported to residence hall staff immediately. Residents are not permitted to run private businesses from their campus residence.

SPORTS ACTIVITIES

Residents may not engage in any sports or sport-related activities within the residence hall rooms, lounges, hallways, stairwells, or other public areas. Playing sports in a confined area can lead to injury and/or damage to private or College property. In addition, bicycles, skateboards and roller blades are not to be ridden or worn in the halls.

WINDOWS

To prevent personal injuries and property damage, throwing anything from residence hall windows is prohibited. Students responsible for throwing objects from residence halls will be subject to immediate disciplinary action and possible eviction from the building. Students may not remove screens from their windows. Screens that are removed will result in a fine.

WEAPONS/FIREARMS

Students may NOT bring any firearms, guns, ammunition, or any other weapons which may be hazardous to the health or safety of residents into the halls. This includes, but is not limited to steel-tipped darts, pellet or BB guns, paint guns, sling shots, arrows, axes, machetes, num-chucks, throwing stars and knives. Hazardous chemicals or flammable liquids are also prohibited. These items will be confiscated by residence hall staff. All legal firearms (and ammunition), bow and arrows, and martial arts weapons owned by residents are to be stored with

LCSC Security. Students may check out their weapons from LCSC Security with 24 hour notice. A picture identification is required when you come to pick up your weapons.

COMPELLING COMMUNITY INTEREST:PROPERTY, PROPERTY LOSS & DAMAGE

While the campus has a relatively low crime incidence, it is important to remember that no community can be totally risk free from incidents that cause property loss and damage. Care and protection of both community and personal property is a shared responsibility of all its members.

ABANDONED PROPERTY

Lewis-Clark State College and the Office of Residence Life are not responsible for any student property left in the residence hall rooms or public areas of the residence halls. In the event that student property is left in the residence halls after the housing contract has expired, the property will be removed at the owner's expense. The student will be notified by phone or letter to arrange a pick-up date. The hall staff will maintain lost and abandoned personal property left in rooms for at least 30 days, after which the property will be donated to an appropriate agency.

APPLIANCES

The electrical system within the residence halls is not designed to carry heavy loads of electrical equipment. For that reason and because of other safety concerns, open-faced electric or heating appliances such as hot plates, broilers, and space heaters are prohibited. Residents may have and use appliances with closed coil elements such as coffee pots, crock pots, toasters and hot pots. You may also have a refrigerator (**no larger than 4.0 cubic feet**) and a microwave (**not greater than 700 watts**) in your room. Regardless of size of room or number of occupants, larger appliances cannot be accommodated.

BICYCLE STORAGE

Bicycle storage areas are provided outside of the residence halls. Bicycles must be kept in these areas or in student rooms. Bicycles left in public areas will be impounded. Please make sure you provide a bike lock for your bike.

DECORATING/PERSONALIZING YOUR SPACE

Students are encouraged to personalize their room with plants, posters, rugs, comforters and the like.

When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating the room (or removing decor at the end of the year) will result in a charge to the resident. No flammable decorations are allowed in the residence halls. Residents are not allowed to paint their rooms or their suites.

Students are not permitted to make holes (nails, tacks, or screws) in the walls, ceilings, furnishings, and/or other elements of their living space and residence hall. We want you to feel at home, but we also want to preserve our residence halls. Use push pins to hang pictures or posters. Do not use any type of foam tape to hang things, regardless of the instructions on the package that claim the product will not damage walls. We have not found a tape or foam tape that does not damage the walls.

GROUP BILLING

Financial charges relating to the damage or theft of College property are billed to the specific individual(s) responsible whenever such individuals can be identified. When damage or theft cannot be assigned to a specific individual(s), the costs may be divided equally among the residents of the affected floor/house. This means that if any damage occurs in areas such as your floor, hallway, bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in your building, which cannot be assigned to an individual, may result in building residents equally sharing in repair or replacement costs.

The Office of Residence Life also reserves the right to bill students living in a residence hall, building, or house in which residence halls policies are being violated but the specific violator(s) cannot be identified. Examples of such violations include, but are not limited to, the propping of entrance doors, excessive personal garbage in common areas, excessive false fire alarms that are caused by someone purposely setting off the fire alarm, and excessive messes in public areas, such as restrooms, lounges, and kitchens.

KEYS

You are issued a room key and an entrance key when you check into your residence hall. You are responsible for the security of your room – **DO NOT LEND YOUR KEYS TO ANYONE.** Lock your door whenever you leave. If you lose your key, inform someone on the residence hall staff as soon as possible. A lockout key will be issued to you until your locks can be changed. You will be charged \$55 for your new lock and keys and \$20 for your entrance key. NOTE: Duplication of residence hall keys is prohibited.

Clearwater Hall residents will use their Warrior One ID cards to access the hall and suite. If you lose your Warrior One card, you must go to the SUB Information Desk and pay \$10 to have it replaced. If you lose it after business hours or on the weekend, refer to the section, "Lock-Outs," for details on obtaining a temporary card.

LOCK-OUTS

If you lock yourself out of your room, you may check out a lockout key from the Residence Life Office in College Place or ask a Resident Assistant to let you into your room. Lockout keys may be issued for 30 minutes or 3 days. If the lockout key is not returned, a charge for a lock change will be assessed.

LOUNGE FURNITURE

Furniture in the lounges and other public areas of your residence is for use by all residents and their guests. Removal of furniture from public areas makes it unavailable to other residents. As a result, students moving furniture from any area of the building will be subject to conduct proceedings and may be prosecuted for theft.

PETS

Due to health regulations, the only pets allowed in the residence halls are FISH. This prohibition includes animals which you may not consider pets, such as farm animals, insects, arachnids, mice, newts, frogs, or beetle grubs for your piranha or biology experiments.

ROOM AND SUITE FURNISHINGS

All furnishings are to remain as you find them when you arrive. Furniture should not be moved from room to room or suite to suite. Furniture should never leave a room or suite.

ROOM ENTRY

The College respects the student's right to privacy. The College does, however, reserve the right to enter a student's room at any time for health, safety, welfare, and maintenance purposes. These entries are usually done with advance notice. Room inspections will be made each semester as part of hall closing or to check cleanliness of quads. In cases where there is probable cause to believe that the student is or has been violating College and/or residence hall policies, the College can enter a student's room without a resident's permission.

ROOM CONDITION FORM

Upon check-in, you are required to note any existing damages in your room on a Room Condition Form (RCF). When filling out the RCF, describe the existing damages in detail; note any scratches, holes,

and missing or broken furniture and fixtures. Upon completion, you and a Resident Assistant will sign the RCF prior to receiving your keys. When you check-out of the residence halls, a Resident Assistant will inspect your room. If the Resident Assistant finds anything broken, damaged, or unaccounted for that was not previously listed on the RCF, you will be required to pay for those damages.

THEFT AND LOSS

Promptly report information to your Resident Assistant, or a Campus Security Officer (792-2226) regarding the loss of property from your room.

It is also recommended that you record a complete description, including model and serial numbers of property such as stereos, televisions, etc.

In order to reduce the opportunity for theft, the Department of Residence Life recommends that you lock your room whenever you are away.

COMPELLING COMMUNITY INTEREST: DISRUPTION OF THE EDUCATIONAL LIVING ENVIRONMENT

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and the rights of the other members. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary to the efficient and successful operation of any residence hall/house.

ALCOHOL GUIDELINES

ONLY individuals 21 years of age or older may consume alcohol and ONLY in the privacy of their own room unless all individuals present in the suite are 21 or over. Students of legal drinking age will be held responsible for any minor caught drinking in their suite and/or room.

Violations of this policy will be handled by the Residence Life Office and will be forwarded to the College disciplinary system and/or prosecution by persons and agencies within the State of Idaho.

A first offense may lead to eviction from the Residence Halls, without a refund of any room and board fees.

ALCOHOL GUIDELINES Cont'd

1. Under federal guidelines, college officials may notify parents and/or guardians of alcohol or drug violations if the student is under the age of 21.
2. You will be held responsible for the actions of your visitors or guests. Consumption of alcohol is no rationale for disruptive behavior.

3. Civil and College authorities could become involved if your party is disruptive.
4. Lewis-Clark State College in observance of Idaho State law reserves the right for its employees (staff, RA's, security, etc.) to check for a valid picture identification. If invalid, it will be handled by proper authorities.
5. The sale of alcoholic beverages by groups or individuals without a license is prohibited by the State of Idaho.
6. Any action, device or advertisement that promotes the irresponsible use of alcohol or promotes any individual to become excessively intoxicated (e.g. kegs, pony kegs, multiple cases, drinking games, beer bong, etc.) are not allowed in any area of the residence halls and will be removed.

COHABITATION – Please read carefully

Cohabitation is defined as a non-resident using a room as if they were a resident of that room. This includes: the presence of clothing and other personal belongings in the room; sleeping in the room; studying in the room on a regular basis; being in the room without the presence of the host and using the bathroom facilities as if they lived there. Disciplinary action will be taken against any resident whose guest interferes with his/her roommate's right of entry into their room or ability to study and/or sleep within their room.

DISRUPTIVE BEHAVIOR - Students are expected to cooperate with Residence Life staff and other College officials. A student shall not interfere with, annoy, disturb, or obstruct any other student or staff member of the College by means of noise, abusive language or any other nuisance. Students who verbally abuse, or fail to cooperate with College officials (including all members of the Residence Life Staff) acting in the performance of their duties, will face severe disciplinary action.

DRUGS

Possession, manufacture, distribution, use or sale of marijuana, drug narcotics or other controlled substances classified as illegal under Idaho law, except those taken under a doctor's prescription is prohibited. Any student known to be possessing, using, or distributing such drugs or drug paraphernalia will be subject to immediate dismissal from residence halls and may be arrested under state and federal laws.

DISCRIMINATORY HARASSMENT

LCSC residence hall policy prohibits behavior based on another's status that has the purpose or effect of creating an intimidating, hostile, or offensive living and learning environment. Status refers to race, color, national origin, religion, sex, age, or disability.

This policy is not intended to, and will not be applied, in a way that would violate rights to academic freedom and freedom of expression.

Sometimes discriminatory harassment is intentional and meant to be offensive. Often it is less obvious, yet equally offensive. Behaviors that may constitute discriminatory harassment include but are not limited to:

1. Racial, ethnic or other slurs;
2. Malicious name calling;
3. Anonymous notes or phone calls;
4. Derogatory graffiti;

COMPELLING COMMUNITY INTEREST: LEGITIMATE EDUCATIONAL PURPOSE

Many times in student conduct situations, the question is asked, "Why are you here?" In most cases after some thought the answer is always, "To get an education." With this as a basic and fundamental premise it can then be understood that anything that does not directly or indirectly contribute to the accomplishment of this goal goes against the legitimate educational purpose of the College and the residence hall system. Therefore, the Department of Residence Life has established policies, procedures, and programs that support the compelling community interest of "Legitimate Educational Purpose."

BABYSITTING

For reasons of safety and liability, minors cannot be brought to the housing facility for the purpose of babysitting.

DECORATION GUIDELINES

These guidelines are not intended to take away any students first amendment rights, but rather to facilitate the time, place and manner that decorating shall occur in Lewis-Clark State College Residence Halls.

1. Open forum space for all individuals residing in the residence halls will be limited to their room door and their window, provided that the decorations do not offend their roommate or clash with community standards.
2. Decorations are to be in strict compliance with the City of Lewiston health, welfare and fire codes (including all electrical wiring and cannot impede any escape routes, etc.).
3. All other student-initiated decorating shall have a predetermined time frame for display which will be established by the RHA. The space for student-initiated open forum shall be strictly designated by the RHA. Space may be allotted in each residence hall facility and said space shall be open and public, but not to be an impediment. The RHA may require that some

displays be monitored, should any safety concerns arise, such as a potential fire hazard.

ROOM DISPLAYS

You are free to display posters and other things in your room. Possessions or displays which are inconsistent with accepted standards or College policies should not be displayed on the outside of room doors or in general view of the public. This includes your room windows. For example, collections of alcoholic beverage containers, posters of nude men or women, and harassing or intimidating visual materials are generally considered inappropriate.

GAMBLING

All forms of gambling are prohibited on campus. The College also prohibits gambling at all student-sponsored activities and programs.

HALL/FLOOR PROGRAMMING

Each floor/house has an activity fund. Revenues for the activity fund come from the \$15 per semester activity fee. These funds support a wide variety of activities and projects, including social and recreational activities, educational programs and facility improvements. Past activities have included the following: softball tournament, raft trips, paint ball games, talent show and much more. The development of activities is the joint responsibility of residence hall students and residence hall staff. Students are encouraged to be involved in the development of and participation in residence hall programs and activities. Members of the residence life staff will be more than happy to incorporate you into the planning process.

RESIDENT HALL ASSOCIATION (RHA)

Living in the residence halls automatically makes you a member of the Residence Hall Association. RHA is a student-run, inter-residence hall government system. This group plans various campus-wide programs and activities to entertain and educate residents. They also work in conjunction with the Department of Residence Life to enhance and improve the residence hall environment. All students are encouraged to attend and participate in meetings and events. RHA is funded by portions of the \$15 per semester activity fee.

POSTING MATERIALS

Posters and other advertisements may be posted on public bulletin boards only. Fire safety regulations prohibit posting materials on walls, fire exit doors, windows, or in stairwells. Any items posted on bulletin boards need to be approved by the Office of Residence Life.

COURTESY QUIET HOURS

Courtesy Quiet Hours are in effect at all times. Courtesy hours allow all residents to sleep, study, relax or host visitors without distracting noise from neighbors. If asked to be quiet, students are expected to cooperate with the request.

QUIET HOURS

Quiet hours are from 10:00 pm to 8:00 a.m. Sunday through Thursday. On weekends, quiet hours are from 12 midnight to 8:00 a.m. Some facilities may establish stricter policies if they desire. In addition, all halls observe special quiet hours the week prior to and during Finals Week. During this time, 22-hour quiet hours will be in effect.

EXCESSIVE NOISE

Excessive noise (loud stereos, televisions, amplified instruments, loud voices, etc.) is an infringement on the rights of others and is unacceptable at LCSC. No amplified/music directed out a window is permitted. While it is the responsibility of everyone to control noise, it is also the responsibility of those victimized by noise to contact the offending party and request that the problem be eliminated.

Please remember that courtesy hours are in effect at all times.

HALLWAYS

Hallways are thoroughfares. Gatherings in hallways are a disruption to the community and impede effective evacuation. Residents are encouraged to meet in lounges, student rooms, and other public spaces.

VIOLATION OF RESIDENCE HALL POLICIES AND PROCEDURES

Violation of Residence Hall policies and procedures could result in one or a combination of the following:

1. A behavioral agreement, which is a written agreement that no further violations of Residence Hall policies and procedures will occur; or
2. Relocation to another Residence Hall; or
3. Immediate termination of the Residence Hall and Dining Services Agreement, which would not absolve you of your financial obligations; or
4. A fine not in excess of \$200.00 and/or restitution for the full cost of damage or loss; or
5. Requirement to plan and organize an educational activity related to the offense. Examples include a bulletin board on fire safety, an alcohol awareness event, and a presentation on personal safety.

SERVICES AND FACILITIES

CABLE TELEVISION

All rooms are equipped with cable television provided by Cable One. The main lounges in each residence also have cable.

CUSTODIAL SERVICE

The Office of Residence Life employs full-time custodial personnel in the residence halls. The custodians are responsible for normal cleaning duties in public areas and community bathrooms. Residents are responsible for cleaning their own rooms and non-community style bathrooms. The custodial staff are people who we hope you will come to know, respect and appreciate.

Custodians work cooperatively with the students to make each residence hall a clean and safe place to live. They have a heavy workload and are not expected to clean up after parties, practical jokes, or any other unusual or excessive messes. Individual room cleaning is the responsibility of each resident.

KITCHENS

Clark Hall and Parrish House are equipped with a stove, refrigerator, and microwave for resident use. Residents are responsible for keeping the area clean for others to use and to insure that precautions are taken to prevent fires. Never leave a hot stove unattended.

LAUNDRY FACILITIES

Each of the residence halls are equipped with coin operated washers and dryers. These facilities are for the exclusive use of the residents. It is wise not to leave your personal belongings unattended. Please report problems with the equipment to the Residence Life office. Refund slips are available at the Residence Life office.

MAIL

Locking mailboxes are provided for Clark, Parrish, College Place, and Clearwater Halls and are located on the first floor of each building. You will be issued a mailbox when you check into your room. Mail should be addressed to you in the following manner:

*Your Name
Lewis-Clark State College.
500 8th Ave.
Name of Hall & Room Number
Lewiston, ID 83501*

MAINTENANCE SERVICES

Maintenance of our facilities is coordinated through the College's Physical Plant. If you need something

repaired in your room (heater, lights, etc.) or building, please report it to your RA or the Residence Life Office located in College Place. Maintenance staff will respond as quickly as possible. Note: Residents should never attempt to make repairs themselves.

PACKAGES

Packages may be sent through the campus mailroom, located in the Sam Glenn Complex basement. Packages which have been sent to you will be distributed through the Residence Life Office. A package notice will be sent to you and you must bring the notice along with a picture ID to retrieve your mail.

TELEPHONES

Local phone service is provided. Long distance calls should be made using a calling card.

CLEARWATER HALL AND COLLEGE PLACE

Clearwater Hall and College Place are the College's newest residence halls and feature suite-style living. Along with added privileges provided by these new halls comes added responsibility. Residents residing in these halls are subject to all of the policies and procedures outlined in the Residence Hall handbook. The following sections outline additional responsibilities and policies by which residents living in Clearwater Hall and College Place, must abide.

If you are placed in one of our new suites, it is important that you remember to keep your entrance doors locked and secured when the suite is unoccupied and during quiet hours (10:00 pm – 8:00am). Please remember that if your suite door is left propped open or unlocked when you are away, you are sending the message that anyone may enter the suite at any time. Unfortunately, this could lead to a theft or possible danger to suitemates. If your suite is found to be unlocked or propped during quiet hours or while residents are away from the suite, the residents of the suite will be fined.

LOCKS

Residents living in College Place will use keys to enter their suite and private bedrooms. All policies and procedures regarding residence hall keys apply to College Place residents.

Residents of Clearwater Hall will use their Warrior One ID cards to enter the building and suite and a key to enter their private bedroom. If you lock yourself out on a weekday during office hours, you may go to the SUB Information Desk and they will issue you a temporary card. If you lock yourself out of your room or suite during non-business hours or

on a weekend, you should find the Resident Assistant on duty and ask to be let back in. If you lose your Warrior One card at any time during the school year, you must go to the SUB Information Desk and pay \$10 to have it replaced.

ROOM TEMPERATURE

A thermostat is located in each suite and it controls the temperature for the entire suite. The temperature can be adjusted between 66 and 76 degrees. If you force the controls past these temperatures you are causing damage. You will also be subject to Lewiston weather as you can only control the heat when the chillers are turned off and can only control the air conditioning when the chillers are turned on. Therefore, you may have a few days where the temperature is not ideal, but it won't last long.

HOUSING CONTRACT INFORMATION

The following section covers information found in the TERMS & CONDITIONS sheet and is also aimed at answering some of the most frequently asked questions. You should read and become familiar with the conditions of your contract because it is a binding agreement between you and the College.

CHECK-OUT PROCEDURES

Residents need to complete the check-out process by the time designated by the Residence Life office. It is the student's responsibility to follow the closing procedures that will be distributed prior to this time. Students who demonstrate a need to stay later (i.e. graduation, etc.) must make arrangements in advance at the Office of Residence Life in College Place.

Any student who has completed his or her finals and who participates in disruptive activities may be required to vacate the halls immediately.

Students who withdraw prior to the end of the semester must vacate their room within **48 hours** of withdrawal. Any time you permanently vacate your room, you must properly check out with your RA. This includes having the room inventoried, returning your keys, and completing the necessary paperwork. You are responsible for the condition of your room, (including cleanliness) and for all the furnishings which were assigned to you.

IMPROPER CHECK-OUT

Any time a resident fails to check-out of his/her room properly, he/she shall be subject to an improper check-out charge (\$100). These improper procedures include, but are not limited to:

- Switching rooms and/or keys without permission of the Office of Residence Life

- Failing to check-out of the room by the prescribed date and time
- Leaving the room or the system without going through the check-out procedure

FINANCIAL OBLIGATION

- A. A student is officially checked into a residence hall room once they have been given a key to the room and completed and signed the room inventory form.
- B. Students are solely responsible for the entire rental rate which they selected. Students will not be eligible for any refund even if they choose to move out of the residence halls before the stated termination date of their housing contract. For exceptions, see **Termination of Contract**.

RENTER'S INSURANCE

As a tenant, your belongings are not insured from theft, fire, or water damage while you are renting from the College. The College strongly recommends that students purchase renter's insurance or make arrangements with the parents' insurance company to insure coverage of personal belongings.

ROOM ASSIGNMENTS

Room assignments are made without regard to race, religion, national origin, sexual orientation, or disability. The Department of Residence Life reserves the right to make all hall and room assignments and to make any subsequent changes considered advisable or necessary. During all semesters, the College reserves the right to require single occupants of double occupancy rooms to move to a new room, acquire a new roommate or pay for a double room as a single room (additional \$400 per semester).

ROOM CHANGE POLICY

There will be NO room or suite changes during the first two weeks of classes. Students wanting to move must follow the guidelines below:

1. Speak to your suitemates/roommate about your concern(s)
2. If communicating with the suitemates/roommates does not work, please meet with the RA on your floor to setup a mediation
3. If the RA decides that a student needs to move, and there is availability in another room, floor or hall, the RA will go to the RD and recommend the move
4. NO ONE may move without following the guidelines above. Any moving without following the

guidelines will be fined up to the cost of an additional semester and will be subject to disciplinary action.

NOTE: The Department of Residence Life reserves the right to limit the number of room moves allowed in any given semester.

SINGLE ROOMS

Each hall has designated single rooms. A waiting list for all single room requests is maintained by the Residence Hall Director in each hall. On a space available basis, students may also contract to live in a double-as-single room. The additional charge for this room is \$500 per semester. This consideration will be allowed for only one semester at a time (i.e. continuation from fall to spring in a double-as-single is based on the availability of space for the spring term). The additional cost of a single room is **not** refundable. Furthermore, triples and quads will not be sold as singles or quads as doubles.

TERMINATION OF CONTRACT

Students who wish to terminate this contract prior to the end of the contract period are subject to the following terms and conditions (in all cases, the deposit will be forfeited):

- A. Under all conditions a Petition for Contract Release must be completed with the Office of Residence Life. This includes students who are getting married, transferring, or withdrawing from the College. Approval or non-approval of the petition is contingent upon meeting the criteria set forth in the petition. Termination of the contract is not guaranteed.
- B. A student whose petition is denied shall be obligated for the full amount of the room contract.
- C. Students who are required to leave the residence hall due to disciplinary action are still responsible for the entire semester or academic year room rent.
- D. Formal check-out with a staff member is required.

REFUND SCHEDULE

If you want to leave the residence halls, but are remaining in school, please contact the Office of Residence Life. Refunds are not given to students remaining in school but choosing to live off-campus after moving into the halls. If you are leaving LCSC, because of financial or personal reasons, please contact the Office of Residence.

Evictions

If a student is evicted, they will NOT receive a refund of any of the residence hall fee or deposit. Typically, the first time the student violates residence hall policy, they are placed on probation. A second offense will lead to an automatic eviction from the

residence halls with NO refund of the housing deposit or the housing payment.

VACATION PERIOD HOUSING

The contract period does not include Winter Holiday vacation break. If housing is offered during this time, students will be charged an additional fee to reside in the halls.

Students should expect to be consolidated into one facility during break periods.

ACKNOWLEDGMENTS

Resources:

Boise State University Residence Hall Handbook & Calendar, 1995-1996

Oregon State University, Residence Hall Handbook & Calendar, 1995-1996

Judicious Leadership for Residence Hall Living, Gathercoal, Forrest, (1991), Sacramento:
Caddo Gap Press

Campus Life in Search of Community, Carnegie Foundation for the Advancement of Teaching,
(1990) Lawrenceville, N.J.: Princeton University Press

University of Idaho Residence Hall Handbook, 2005-2006