

*Lassen Community College  
Sainte Marie Residence Hall*



**LCC**

LASSEN COMMUNITY COLLEGE

*Resident  
Handbook  
2016-2017*

**Table of Contents**

Page #

Welcome	3
Points of Emphasis/Progressive Discipline Policy	4
Academic/Age Requirements	5
Alcohol/Drug Policies	5
Building Hours	5
Cable Television	6
Check Out Procedures	6
Common Area	6
Common Area Damage	6
Consolidation of Rooms	6
Cooking	7
Door Locks	7
Emergency Numbers	7
Exterior Doors	7
Fire Procedures	8
Guests	8
Hall Staff	8
Health Services	8
Housing License/Contract, Terms and Conditions	8
Insurance	9
Intramurals	9
Laundry	9
Mail	9
Maintenance/Custodial	9
Noise/Quiet Hours	9
Parking	10
Payment	10
Refrigerators	10
Residence Hall Openings/Closures	10
Resident Advisors	11
Being asked to vacate the Residence Hall	11
Room Assignments/Room Charges	11
Room Condition Forms	11
Room Furnishings and Information	11
Room Entry/Room Inspections	12
Rules and Regulations	12
Safety	13
Sexual Assault/Sexual Harassment	14
Smoking/Smokeless Tobacco	14
Student Refund/Residence Hall Cancellation	14
Trash	14
Recycling	14
Voluntary or Disciplinary Withdrawal from Residence Hall	14
Dormitory Rules of Conduct – Appendix A	15
Dormitory Rules of Discipline – Appendix B	15
Sexual Harassment Policy – Appendix C	16
Student Rules of Conduct – Appendix D	16
Student Discipline – Appendix E	17
Meningococcal Disease information	18
Emergency Exit Plans	20

## **WELCOME TO SAINTE MARIE RESIDENCE HALL!**

The Sainte Marie Residence Hall Staff and Student Services Division, on behalf of the faculty and administration of Lassen College, extend a sincere and warm welcome to each Residence Hall student. We hope your endeavors at Lassen College will be successful and that we may contribute to your success.

Whenever many people share common living facilities, it is necessary to establish rules for the mutual benefit of the individual, the group, and those responsible for administration. We recognize that your experience in this on-campus community will be an important part of your education. For many students, residence hall living is their first experience living away from home, and they find campus life offers a support system and a sense of community along with new found freedom. For others, the convenience and economy of living on campus are important factors. For everyone, group living requires flexibility and a spirit of compromise, which is rewarded with many opportunities to meet new people, make lasting friendships, and share learning experiences.

To help you get acquainted with residence hall living, we have put this handbook together with much of the information you'll need to know. For the most part, the Residence Hall is what we make of it and reflects the expectations, talents, enthusiasm, and involvement of each year's group of residents. The Residence Hall represents a relatively high density housing arrangement that requires cooperation, courtesy, and respect for the rights and privileges of all occupants. Therefore, your respect of others, cooperation with the staff, and willingness to abide by the policies will result in a residential experience conducive to academic and personal success.

The Residence Hall at Lassen College is a part of Student Services directed by the Dean of Student Services and is under the supervision of the Residence Manager. The Housing Office is in Room 127, and is open Monday-Friday 7am-3:30pm. Resident Advisors are on duty in the residence hall every evening, and on call during other times for questions and concerns.

Please familiarize yourself with the information in this handbook. Please contact any staff member about any questions you might have and again, welcome to the Sainte Marie Residence Hall at Lassen College!

## **Sainte Marie Residence Hall Handbook - Points of Emphasis**

1. You must take twelve units per semester to be eligible to stay in the residence hall. (Approval by the Dean of Student Services will allow you to stay with less than 12 units but no fewer than 9 units. Less than 12 units automatically places you on Residence Hall Probation, an official warning status. Any policy violations will be viewed more strictly while on probation)
2. The Progressive Discipline Policy is in effect, and will be enforced. However, the housing staff will not be bound by the sanctions outlined in that order if an incident is egregious, or if the egregious behavior is repeated
3. No smoking is permitted anywhere in the Residence Hall. Also, no-one may smoke within 20 feet of any entrance.
4. Drugs and alcohol in all forms are banned from campus. (Even if you are legally able to drink)
5. Even an odor of marijuana, or being present in a room where drugs or alcohol are present, constitutes a violation of Residence Hall policies.
6. All weapons are banned from the building. Weapons are defined in the handbook you were issued.
7. Quiet hours begin at 10pm on all days preceding days in which classes will take place. Quiet hours will begin at Midnight on days preceding days in which there are no classes scheduled. Courtesy hours are in force at all times. Quiet hours are in force twenty four hours a day during finals week.
8. The propping open of the East entrance doors after 10pm is both a risk to the safety of the dorm, and a violation of residence hall policies.
9. You are responsible for taking your room garbage to the trash bin next to the lower parking lot. Overly filthy rooms will mean sanctions for residents residing in those rooms. We will not allow anyone to create a health risk for others.
10. All guests must be checked in at the front desk by 10pm. You may have a maximum of 6 overnight guests per semester. No opposite sex guests will be checked in for overnight stays.
11. Covering fire detection equipment will not be tolerated. Residents found tampering with fire detection equipment will be ordered to vacate the dorm.
12. Any device with a heating element, other than a microwave, are banned from the building. Residents who sneak those devices into the building will have them confiscated, destroyed, and thrown away. A resident who continues to sneak those devices in to the building will receive an order to vacate the dorm. The housing office also needs to make you aware that you may be required to remove your microwave at the conclusion of the common kitchen renovation.
13. Be advised, all residents have acknowledged and have agreed to a search of the resident, or the room in which they reside if a health, safety, or security issue arises by virtue their of signature on their Community Guidelines Agreement. All residents signed this agreement, and were presented a copy, at the time they checked-in. We will search rooms if such an issue becomes evident.

### **Progressive Discipline Policy:**

Step 1 – Verbal Warning\*

Step 2 – Letter of Reprimand\*

Step 3 – Three day or five suspension from the residence hall.\*

Step 4 – Required to vacate the residence hall\*

Drug, Alcohol, and Fighting – Step 1 – Suspended from Dorm & Police Alerted\*  
Step 2 – Ordered to Vacate Dorm & Police Alerted\*

Weapons – Step 1 – Ordered to Vacate Dorm & Police Alerted\*

\*= may be accompanied by additional sanctions

### **Section 1: Academic/Age Requirements**

1. All residents are required to be full-time students registered in a minimum of 12 units throughout the semester of occupancy.
2. Aside from special circumstances, students who drop courses and carry from 9 to 11 units will be placed on Residence Hall Probation, an official warning status. Any policy violations will be viewed more strictly while on probation.
3. A student who drops below 9 units may be directed to vacate the Residence Hall.
4. Only students aged 18 or older, and/or who are high school graduates or have completed a GED may live in the Residence Hall.
5. Residents under the age of 18 are required to have a parent or legal guardian sign their Annual Housing License Contract prior to moving into the Residence Hall.

### **Section 2: Alcohol/Drug Policy**

***The use of alcohol and illegal drugs is counter-productive to the educational process and their presence is strictly prohibited in the Residence Hall and anywhere on campus. The Student Code of Conduct PROHIBITS the following:***

*Use, possession, or distribution of narcotics or dangerous drugs, including, but not limited to, marijuana and lysergic acid diethylamide (LSD).*

*Possession or use of alcoholic beverages on College property, at any College-sponsored event, or any appearance on campus or at any College-sponsored event while under the influence of alcohol.*

1. Alcohol is not allowed in the Residence Hall or anywhere on campus at any time.
2. Empty alcohol containers or drug paraphernalia are not allowed in resident rooms, as it will be assumed that they have been used for that purpose, and their presence will be treated as a policy violation.
3. Residents in rooms where alcohol is present will be assumed to have been consuming.
4. Regarding illicit drugs, even if only the smell of marijuana is detected, it will be assumed that the resident has been smoking and has violated the rules.
5. Hall Staff will notify police when residents are in violation of the law.
6. Violators of the Alcohol/Drug Policy will be ordered to vacate the residence hall.
7. **Medicinal Marijuana:** Under Article VI, section 2, of the United States Constitution, federal law is superior to California state law and cannot be overruled by it. As a result, possession of marijuana remains illegal under federal law as a controlled substance regardless of whether the person has a prescription or recommendation. The District is obligated by law and by its grant funding to ensure that students, faculty and/or staff do not unlawfully possess or use marijuana on this campus. As a result, the possession or use of marijuana (for any purpose) on the Lassen Community College campus is a violation of federal law, the District's Policies and Regulations, and may result in the discipline of a student up to and including expulsion from the campus.
8. Suspicion of Drug or Alcohol use will constitute sufficient reason for Lassen College personnel to conduct a room search.

### **Section 3: Building Hours**

1. The Residence Hall is accessible to residents 24 hours a day – it is locked between the hours of 10:00 p.m. and 8:00 a.m. to non-residents
2. ONLY RESIDENTS are allowed in the building after closing hours (10 p.m.-8 a.m. at all times. See Guest Policy for more information.)
3. Residents are issued a Proxy Card to open the West Entrance and key to their room when they move into the Residence Hall.
4. The cost for lost Proxy cards and keys is \$38.00 and can be acquired from the Residence Manager only after a work order to replace the key has been submitted.

5. Residents who lock their keys in their rooms accidentally will be able to gain entrance to their room by contacting an RA. Starting with the second occurrence of each semester the resident will be charged a \$1 entry fee.

#### **Section 4: Cable Television**

1. A cable hook-up is available in each Residence Hall room at no charge.
2. If you have any problems with your television reception, DO NOT CALL the cable company; notify the Residence Hall Staff so they can handle the problem without a charge to you.
3. A television is available in the main lounge of the building for resident enjoyment.

#### **Section 5: Check Out Procedures**

1. There is *no refund of your security deposit* should you leave before the conclusion of your contract stay, or be ordered to vacate, during the semester.
2. Damage and/or cleaning costs in excess of normal use will be charged to the payee. (Rooms which are not cleaned, or are excessively trash filled, after check out may constitute a complete forfeiture of the security deposit)
3. Lassen College will not be responsible for property left in rooms after students have vacated.
4. At the end of each semester, each resident is expected to check out of their room within 24 hours of the last day of final exams.
5. Residents who will not be returning to Lassen College after the winter break must take their belongings with them as they leave
6. Students who are returning after the winter break may leave their belongings in their room over the break.
  - a. Residents must vacate the residence hall during the winter break.
7. Exceptions for special circumstances may be granted through prior approval of the Residence Manager.

#### **Section 6: Common Areas**

1. There is a television, pool and ping pong tables, and Foosball in Sainte Marie Residence Hall that are available to students and their guests during the hours that the Residence Hall is open.
2. Students are expected to keep this and other public areas clean and pick up after themselves.
3. All guests must leave the Residence Hall before 10:00 p.m. (*see Guest Policy*).
4. The common area will serve as a study room between 10pm and 12am.
5. This room is reserved for residents' except on occasion when the room may be reserved for meetings, classes, intramurals, and other Residence Hall-related business.
6. Students should contact the Residence Manager to reserve the room.
7. The removal of furniture in the common areas will be treated as theft, subject to disciplinary action, including being asked to vacate the facility.

#### **Section 7: Common Area Damage**

1. Residents are responsible for damages which may occur to common areas and Hallways, including broken windows, holes in walls, damage to light covers, etc.
2. If the identity of the responsible individual of common area damages cannot be found, costs are divided among residents.

#### **Section 8: Consolidation of Rooms**

1. If a roommate vacates a Residence Hall room the remaining occupant(s) will be asked to find a new roommate and may be required to move rooms in order to avoid paying a higher room rate.
2. Rooms may be consolidated any time during the semester.
3. Every effort will be made to follow the wishes of the residents regarding roommate selection. But there are no guarantees.

4. No opposite gender cohabitation is permitted in the Saint Marie Residence Hall.
5. Rooms in the Saint Marie Residence Hall are designed for double occupancy. Therefore, requests for "single" rooms will be considered according to space availability.

**Section 9: Cooking**

1. Due to fire safety considerations and the Residence Hall electrical wiring, cooking appliances; including hot plates, and toasters are not allowed in Residence Hall rooms and will be confiscated if discovered. Microwaves are allowed.
2. Confiscated items will be disposed of after sanctions are issued, and will not be returned.
3. The common kitchen is fully equipped to for anything you'd like to cook.

**Section 10: Door Locks**

1. Students are issued a mail key and a room key when they move into the Residence Hall.
2. DO NOT give your keys to other students! Protect your privacy!
3. Students who misplace their keys temporarily and are locked out of their room can contact their RA to be let into their room. Starting with the second occurrence of each semester the resident will be charged a \$1 entry fee.

**Section 11: Emergency Numbers**

Management:

Patrick Walton, Dean of Student Services	530/251-8823
Fran Beaujon, Director of Residence Life	530/251-8879
Lassen College Facilities Management	530/310-0487

Resident Advisors:

Layne Embrey	Room 114
Andrew Smith	Room 102
Justin Hill	Room 128
David Grayson	Room 216
Zach Bascom	Room 228

Important Numbers:

Department of Motor Vehicles	800/777-0133
Lassen Community Hospital	530/257-5325
Lassen County Ambulance Service	530/252-1024
Lassen County Department of AOD	530/251-8112
Lassen County Department of Fish and Game	530/225-2300
Lassen County Department of Mental Health	530/251-8108
Lassen County Department of Public Health	530/251-8183
Lassen County Family Services	530/257-4599
Lassen County Sheriff	530/257-6121
Lassen County Suicide Prevention Hotline	530/257-5004
Lassen Medical Center (Banner)	530/252-2000
Lassen Rural Bus Line	530/252-7433
National HIV & AIDS Information Service	800/342-2437
Sexually Transmitted Disease Hotline	800/227-8922
Susanville Animal Control	530/257-0448
Susanville Fire Department (911)	530/257-5152
Susanville Police Department (911)	530/257-2171

**Section 12: Exterior Doors**

1. Doors are locked from 10:00 p.m. to 8:00 a.m.
2. DO NOT PROP EXTERIOR DOORS. Those caught propping exterior doors may be subject to sanctions.

### **Section 13: Fire Procedure**

1. If you detect a fire, pull the fire alarm, and leave the building.
2. When the fire alarm sounds, every person should immediately leave his/her room, shut the door, and go out the nearest side exit door.
3. **Report to the orange dot in from of the dorm and await instructions.**
4. Do not return to the building until the Residence Manager tells you that it is safe to do so.
5. Students are required to follow this same procedure when participating in authorized fire drills or false fire alarms. Those that do not participate will be sanctioned.

### **Section 14: Guests**

1. Residents may host guests in the Residence Hall between the hours of 8am and 10pm.
2. Guests are not permitted in the Residence Hall after 10pm through 8am unless special permission is granted by the Residence Manager.
  - a. Residents wishing to register a guest who is under the age of 18 must seek out, and gain written permission from the Residence Manager.
  - b. No opposite gender guests will be checked in after 10pm and before 8am.
3. Guests must be accompanied by the resident at all times.
4. Residents are responsible for their guests' conduct and the guests must adhere to Residence Hall policies.
5. Guest privileges are revocable at any time for violations of Residence Hall policies.
6. Guests must give preference to residents when using all Residence Hall equipment, including use of restrooms, and laundry facilities.
7. Overnight guests are permitted up to three consecutive nights (limit of one guest per night), for no more than six nights total per semester per resident.
  - a. If a guest leaves before the RA is off office duty, and checks out for the evening with the RA, it will not count against the 6 visit limitation.
8. No individual guest may stay for more than 6 nights a semester, regardless of who their host or hosts are.
  - a. RA's will be permitted 12 guests per semester because of their inability to be away from the residence hall whenever they wish.
9. All overnight guests are required to register with Residence Hall Staff on duty.
10. DO NOT to let any unidentified guest into the building!

### **Section 15: Hall Staff**

1. The Residence Hall is under the supervision of the Director of Residence Life.
2. The Director of Residence Life maintains an office in the Residence Hall (127) and can be reached at 530-251-8879.
3. Resident Advisors are on duty in the evenings, and on weekends.

### **Section 16: Health Services**

1. It is highly recommended that you have personal health insurance.
2. Lassen College's accident insurance policy, paid for by the student's registration health fee, covers only injuries that occur during a classroom-related activity.
3. Injuries which occur in the Residence Hall are *not* covered.
4. Students who require a needle disposal container must see office staff.
5. Students are also strongly encouraged to get a meningococcal disease vaccination.

### **Section 17: Housing License / Contract, Terms and Conditions**

1. Before moving into the Residence Hall, all students are required to sign a Housing Application/Agreement.
2. By signing the Agreement, you agree to accept responsibility for month-to-month payments in return for your assigned space.
3. Please read the Agreement carefully, and retain a copy for future reference.

### **Section 18: Insurance**

1. Residents are encouraged to provide their own property / rental insurance and health insurance. **Lassen College is not responsible for damage, loss or theft of personal property.**

### **Section 19: Intramurals**

A full program of Intramurals will be offered throughout the fall and spring semesters. Activities include but are not limited to: Ultimate Frisbee, Kickball, Speedball, Dodgeball, 3 on 3 Basketball, Indoor Flag Football, Volleyball, Wiffleball, 9-Ball, Ping Pong, 8-Ball, Texas Hold 'Em, and Foosball. All information for the intramural program is posted daily on the bulletin board next to the RA's office at the West Entrance.

1. Only Lassen College students, faculty, and staff are eligible to participate in the Intramural Program.

### **Section 20: Laundry**

1. Laundry facilities consisting of coin-operated washers and dryers are available in the Residence Hall at minimal cost for resident student use only.
2. Abusive treatment and/or vandalism of the laundry facilities may result in the removal of the laundry facilities from the building.
3. Laundry not removed from machines which are at rest for the period of one hour may be removed by a Resident Advisor at the request of any resident who wishes to use the machine.

### **Section 21: Mail**

1. Resident mailboxes are located in the main lobby of Sainte Marie Residence Hall.
2. Keys which open the boxes are distributed to residents when they check in.
3. Mail is normally distributed in the late afternoon.
4. RA's are responsible for checking out your packages to you.
5. The mailing address for the residence Hall is:  
**Your Name**  
**Lassen College**  
**PO Box 5775, [your room number]**  
**Susanville, CA 96130**
6. **Do not put your mailbox number on any correspondence--it could delay your mail.**
7. **When you move out of the Residence Hall update your address with the Admissions & Records and Business offices.**

### **Section 22: Maintenance/Custodial**

1. The Maintenance Department coordinates with the Housing Office to provide a safe and clean environment.
2. The buildings are swept and the trashcans are emptied regularly.
3. Residents are expected to contribute to a safe and clean environment by disposing of their trash in the bin beside the Northeast corner parking lot, and picking up after themselves in the common areas and in the Hallways.
4. If you have specific maintenance requests or concerns, please contact the Housing Office.
5. A vacuums and brooms are available for your use and can be checked out by contacting a resident advisor.

### **Section 23: Noise/Quiet Hours**

1. **Radios, televisions, conversations, and other noises are expected to remain low enough at all times to permit neighbors to study.**
2. Quiet hours are from 10pm to 8am each night. However, these hours are extended during final exam periods to promote an academic environment.

3. During quiet hours, noise must be low enough so that it is not heard in other rooms or in the hallways.
4. The right to sleep and study supersedes the privilege to entertain oneself or others at ALL times; thus, "courtesy hours" are in effect 24 hours a day.
5. Gathering in the hallways should be avoided.
6. Residents are expected to monitor their own behavior, and to communicate directly to neighbors who may be disturbing them.
7. When staff intervention is required, an incident report will be filed and appropriate disciplinary action taken (see Appendix B, *Residence Hall Discipline Process*).
8. The Residence Hall staff reserves the right to require removal of stereo, TV, radios, etc. that may be causing continuous noise violations.
9. Headphones are highly recommended and may be required if continuous noise violations occur.

**Section 24: Parking**

1. Residents are required to park in the lots behind or beside Sainte Marie Residence Hall.
2. Residents must park in marked parking spaces, between the white lines and behind the yellow lines, or in the gravel lot.
3. **Residents must not drive on the dirt or lawns and must comply with all posted regulations (stop signs, speed limit notices, handicap parking and other parking restrictions).**
4. A violation of any of the regulations is considered an infraction and is punishable by the fine or bail set by the City of Susanville and/or by the Susanville Justice Court.

**Section 25: Payment**

1. The Student Housing Agreement outlines specific payment schedules for the Residence Hall. Residents failing to make their monthly payment will be directed to vacate the residence hall.
2. The student/responsible party will be held liable for any unpaid balance after the student has vacated.
3. A hold will be placed on the student's records in the event of non-payment.

**Section 26: Refrigerators**

1. Residents are welcome to bring a small refrigerator for their rooms.
2. No refrigerators larger than 4.5 cubic feet are permitted.

**Section 27: Residence Hall Schedule**

*The Residence Hall will be open according to the following schedule:*

Open	August 1, 2016	9am-5pm check-ins
Closed	December 23, 2016	Noon closed (end semester)*
Open	January 3, 2017	9am-5pm check-ins
Closed	May 27, 2017	Noon closed (end semester)*

***\*These dates signify the final deadline. Students must vacate their room within 24 hours after their last final exam and no later than the final deadline. Housing during break periods is limited. Ask the Residence Manager for more information about housing availability during break periods.***

Other important dates:

August 22, 2016	Instruction begins, fall semester
January 17, 2017	Instruction begins, spring semester

### **Section 28: Resident Advisors**

1. RAs are to help students adjust to college life, plan activities, and communicate the rules and regulations throughout the Residence Hall.
2. If you have a question about Lassen College or a Residence Hall-related problem, discussing it with your Resident Advisor is a good place to start.
3. If you have an activity, which might be suitable, see your Resident Advisor and suggest it.
4. RAs are selected by Lassen College each year and new applicants are accepted each semester, and as vacancies arise.
5. The RA can help you fill out your room condition form when you move into the building.

### **Section 29: Being asked to vacate the Residence Hall**

1. Lassen College reserves the right to terminate a student's agreement in the case of expulsion, breach of peace, excessive infraction of rules and regulations, drug and alcohol use, for any action which threatens the general welfare and safety of the students, nonpayment of fees, and insufficient credit loads.
2. Lassen College shall give at least 48 hours written notice of such revocation unless the student's presence in the Residence Hall presents an immediate threat to the safety or welfare of the remaining residents or guests.
3. A student may appeal the revocation of agreement by requesting in writing from the Dean of Student Services.
4. The College President will make the final determination concerning the disposition of the case.
5. Any student removed from the Residence Hall because of disciplinary action is restricted from being in or around the Residence Hall for the period of one calendar year.
6. The student is still responsible for the entire semester's fees, no refund will be issued. The security deposit will be forfeited.

### **Section 30: Room Assignments/Room Changes**

1. Room assignments are made by the Housing Office, based on information provided by the student. If a specific roommate is requested, every effort will be made to honor that request.
2. No opposite gender cohabitation is permitted in the Saint Marie Residence Hall.
3. The Residence Manager reserves the right to change room assignments in the interest of health, discipline, or general welfare of the residents, and to consolidate double occupancy rooms (see Consolidation of Rooms section).
4. If, after the first two weeks of classes into the semester, residents wish to switch rooms, contact the Residence Manager for approval to move.
  - a. Residents are expected to find new roommates and see that all individuals are in agreement.

### **Section 31: Room Condition Forms**

1. Room Inventory Forms are provided to all residents when they move into the Residence Hall each semester.
2. Room Inventory Forms are due back to the Residence Manager within 48 hours of your check-in date.
3. It is the resident's responsibility to make sure the damages claimed on the Room Inventory Form are consistent with the existing damages in the room.
4. Residents will be charged for any damages not recorded on the form and which exist at the time they vacate the room.

### **Section 32: Room Furnishings and Information**

1. Rooms are designed for two to four people and Lassen College provides a bed, desk, chair, wardrobe, and chest of drawers for each student.
2. Students need to provide their own linens (bed size is 36" x 80", extra long twin), pillows, blankets, towels, washcloths, desk lamp, etc.
3. Students are expected to exercise reasonable care with their room and its furnishings.

4. In the event that damage occurs to furniture or carpeting, residents are requested to notify Residence Hall Staff immediately so that repairs and cleaning can be made to eliminate further damage.
5. NO NAILS, HOOKS, TACKS, OR PUSH-PINS are permitted to hang items on room walls.
6. Signs or messages, which depict sex, drugs or alcohol are inappropriate and are not permitted on or around windows, walls and doors.
7. Stickers and decals are not permitted on windows, doors, furniture or any other surface.
8. Nothing is permitted to be outside of windows or on rooftops.
9. Students are expected to make prompt payment for any damage for which they or their guests are responsible.
10. Students rent living space in the Residence Hall, not a particular room.
11. Students may be moved for the following reasons:
  - a. to keep two-four students per room (see Consolidation of Rooms section)
  - b. to allow for a private room, when paid for as such and when space allows
  - c. for the convenience of a student or the College
  - d. for disciplinary action
  - e. for the safety or security of a student or other students
12. Residents are not permitted to paint, alter, or modify any part of the room or its furnishings without the express approval of the Residence Manager.
13. Furniture may not be moved in or out of student rooms without permission.
14. **Lassen College is not responsible for loss or theft of personal belongings.**

### **Section 33: Room Entry/Room Inspections**

1. The College Staff reserves the right to enter a room at any time for purpose of management, health, safety, maintenance, and the general welfare of students or the enforcement of applicable rules and regulations.
2. Be advised, all residents have acknowledged and have agreed to a search of the resident, or the room in which they reside if a health, safety, or security issue arises by virtue their signature on their Community Guidelines Agreement. All residents signed this agreement, and were presented a copy, at the time they checked-in. We will search rooms if such an issue becomes evident.
3. When the Residence Hall is closed for vacation, housing staff enter the rooms to close windows and make sure the lights and other appliances are turned off. A visual inspection may occur at that time.
4. Students should also make sure that refrigerators are unplugged and emptied before leaving for academic breaks. Refrigerators may be checked for items that may expire during breaks.
5. Residents will receive a notice concerning scheduled Health and Safety Inspections in their mailbox at least twenty-four hours before the inspection.

### **Section 34: Rules and Regulations**

1. The Residence Hall policies are established to provide a community environment that will promote student success and comply with State law and the Education Code.
2. Residence Hall Staff is directed to enforce the rules and regulations in the interest of all concerned.
3. Those who detract from the positive experience of living in the Residence Hall or whose behavior negatively impacts the community will be ordered to vacate the Residence Hall.
4. Residents will be responsible for what happens in their living space.
5. Students who are asked to vacate are no longer allowed to visit the Residence Hall for the period of one year.
6. Each student living in the Residence Hall is expected to use good judgment and to behave in ways which respect the rights, privileges, and privacy of other residents.

***Listed below are regulations which have particular application to the Residence Hall setting.***

The possession or consumption of alcoholic beverages, drugs or narcotics on campus is prohibited. (Business and Professions Code, Section 25608)

Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, assault or battery upon school personnel or any threat of force or violence directed toward school personnel shall constitute good cause for suspension or expulsion from school (or the Residence Hall). (Ed Code, Section 76033)

Theft or damage to property of the College or a member of the College community or a campus visitor is prohibited. Students who commit theft will have their Hall privileges canceled immediately and will be required not to reenter the Residence Hall premises.

Any action, which constitutes a disturbance of the peace, is prohibited. This includes; fighting, use of offensive words, generation of loud noises or actions inappropriate to a public setting. (Penal Code, Section 415.5)

Gambling in any form is prohibited. (Penal Code, Section 415.5)

Habitual use profanity is grounds for suspension or expulsion from school (or the Residence Hall). (Ed Code, Section 489000g)

### **Section 35: Safety**

1. In order to maintain a safe environment for all students, the following rules are strictly enforced.

Possession of a firearm on the grounds of any community college is a felony, punishable by imprisonment in the State prison for one to three years.

Firearms, hunting knives, ammunition, bows and arrows, air rifles, paint ball markers, pellet and BB guns, martial arts equipment, fireworks and explosives are not permitted on College property. (Penal Code, Section 626.9, AB2998, Chapter 854). Arrangements have been made with the Susanville Police Department for storage of hunting weapons. Please see the Residence Hall Supervisors to make arrangements for storage.

Fire fighting and fire detection equipment may not be disturbed except in case of a fire. This includes removing batteries from smoke detectors. It is a felony to tamper with fire extinguishers. (Penal Code, Section 148.4) Removal of door signs is a fire safety issue; punishable by fine, campus conduct action, and legal consequences.

Any knife other than a pocket knife is not allowed.

Hot plates, and similar appliance are not permitted in student rooms.

Halogen lamps are not permitted in student rooms.

Candles or incense are not permitted in student rooms. Not even as decorations. A fine of \$50 and conduct charges will be imposed for the first offense.

Smoke and smoking is not permitted in the Residence Hall. Smoke or the smell of smoke, coming from any student room will result in entrance to the room as a safety precaution.

No one is permitted on the rooftops.

Window screens may not be slid open in their tracks or removed for any reason. Residents will be charged for repairs and/or replacement along with sanctions for unauthorized removal of screens.

Students throwing any object from a window are displaying inappropriate behavior. This kind of behavior can be very dangerous, and students breaking this policy are subject to disciplinary action.

Animals are not allowed on campus or in the Residence Hall. Students may have non-predatory fish in tanks up to 20 gallons only. No amphibians or reptiles are permitted.

Vehicles / tools that use combustible fuel are not allowed in any area of the Residence Hall. Bicycles may not be ridden in the buildings. Roller skates, skateboards, and roller blades are not to be used inside the Residence Hall.

ANY ACTION, which could result in harm to another student, is potential grounds for removal from the Residence Hall. These include sports in the hall, roughhousing, and water/snow fighting, as well as propping exterior doors.

2. **For your safety and security, it is recommended that you lock bottom floor windows at night and when you leave your room.**
3. **Lassen College is not responsible for the loss or theft of personal belongings.**

#### **Section 36: Sexual Assault/Sexual Harassment**

1. "Date rape" or "acquaintance rape" is defined as sexual intercourse without consent, where the victim and assailant are acquainted or may have dated.
2. Sexual harassment is defined as unwanted sexual advances, visual, verbal or physical conduct of a sexual nature, including making or threatening reprisals after a negative response to sexual advances, making or using derogatory comments, epithets, slurs, and jokes, etc.
3. Any student involved in the sexual harassment or sexual assault of any person will be subject to disciplinary action and legal prosecution.
4. Any student who has been the victim of sexual assault or sexual harassment is encouraged to report the assault to a college official with whom the resident feels comfortable.
5. The Housing Office and the Counseling Center may refer students to qualified counselors to help them deal with difficult situations including sexual assault.
6. The housing program strives to educate students for the prevention of date/acquaintance rape. See Appendix C, *Policy on Student Rape and Sexual Harassment* and *Statement of Student Responsibilities*.

#### **Section 37: Smoking/Smokeless Tobacco**

1. Smoking is **NOT** permitted anywhere in the Residence Hall.
2. Smokeless tobacco is not permitted in common areas of the dormitory.
3. Any and all "spitters" must be emptied before being disposed of in an appropriate refuse receptacle.

#### **Section 38: Student Refund/Residence Hall Cancellation**

1. A student may cancel his/her application for housing and receive a full refund of all monies under the following conditions:
  - a. Student cancels his/her room reservation by August 1.
  - b. Student is not admitted to Lassen College.
2. A student who cancels his/her application **after** August 1 will forfeit the \$100 cleaning fee.
3. Students with special circumstances may appeal their case in writing to the Dean of Student Services.

#### **Section 39: Trash**

1. Residents are responsible for emptying their room trash into the trash bin by the Northeast parking lot of the Residence Hall.

#### **Section 40: Recycling**

1. The Residence Hall has a container designated for aluminum can and plastic bottle recycling.

#### **Section 41: Voluntary or Disciplinary Withdrawal from Residence Hall**

*If a student decides to leave the Residence Hall or is asked to leave, the following will occur:*

- **Additional fees assessed**, such as damages, key replacement; cleaning, or unpaid balances will be charged to the student/responsible party.

# Appendix A

## Section 1: Dormitory Rules of Conduct

***Students who reside in the college-operated residence hall are expected to exhibit good behavior and conform to the residence hall rules and regulations. Breaking of state and federal laws will be reported to the police. Police and court action will not replace college sanctions for breaking college regulations.***

Misconduct for which students are subject to disciplinary action includes the following:

1. Physical abuse, fighting, threat of bodily harm, or abusive language or behavior which threatens the health or safety of any person.
2. Possession of alcohol, or intoxication from the use of alcohol or the unlawful distribution or sale of alcohol on college property.
3. Possession of unlawful drugs or being under the influence of unlawful drugs or unlawful distribution or sale of drugs on college property.
4. Theft of property from the college, its offices, employees, students, or visitors.
5. Vandalism to college property or the property of students, employees, or visitors to the college.
6. Unauthorized entry or use of college facilities, including the dormitory, by a student or a student's guest.
7. Failure to maintain health and safety standards in the dormitory room or common area.
8. Possession of firearms, weapons, or explosives, except as provided for in Board Policy 6900 – Firearms Policy.
9. Failure to pay for Residence Hall charges.
10. Other behavior, which in the view of the Director of Residence Life and the Dean of Student Services, poses danger or threat to other students, the college, its property, and staff.

# Appendix B

## Section 1: Dormitory Rules of Discipline

***The Dean of Student Services shall exercise direct supervision over the conduct of students living in college-operated residence hall. In addition to the disciplinary action described below, students responsible for the theft, damage, or vandalism acts will be required to make restitution.***

The types of disciplinary action will depend on the severity of the misconduct, and may include any or all of the following:

**A) Warning** – Written notice to the student that continuation or repetition of specified conduct may be the cause for further disciplinary action. The notice may be given by the Director of Residence Life, or designee.

**B) Letter of Reprimand** – from the Dean of Student Services or Director of Residence Life. Written notice to the student stating that the behavior is unsatisfactory.

**C) Suspension of Campus Privileges** - Written notice from the Dean of Student Services which: restricts a student's participation in campus-sponsored activities and use of recreational facilities; and excludes the student from visiting the Residence Hall.

**D) Exclusion from the Dormitory** – Written notice from the Dean of Student Services or Director of Residence Life permanently excluding a student from the Residence Hall. The student must vacate the premises within 48 hours of the receipt of this notice. After that time any possessions remaining in the dormitory will be discarded.

**Students excluded from the dormitory may not visit the dormitory for the period of one calendar year.**

## **Appendix C**

### **Section 1: Sexual Harassment Policy**

Sexual harassment is an illegal form of sexual discrimination and a violation of professional ethics. Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonably interfering with a student's or employee's educational or work performance. It is also defined as the creation of an intimidating, hostile, or offensive environment.

Sexual harassment whether subtle or blatant, is unacceptable at Lassen Community College. It is in violation of both District policy and civil law and will be addressed with quick and decisive action. Lassen Community College, in order to ensure an environment free from harassment, encourages any individual who believes that he or she has been sexually harassed to raise the issue and/or file a complaint with the Residence Manager. Allegations of inappropriate behavior will be handled confidentially and thoroughly, protecting the rights of all concerned.

Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Right Act of 1964 and/or Title IX of the Education Amendment of 1972, as well as of California Law.

## **Appendix D**

### **Section 1: Student Rules of Conduct**

***Lassen Community College students are expected to conduct themselves, both on campus and at off-campus functions, in an exemplary manner. Breaking of state and federal laws will be reported to the police. Police and court action will not eliminate college sanctions for breaking college regulations. Misconduct, for which students are subject to disciplinary action, includes but is not limited to the following:***

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alterations, or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, community service activities, extra and co-curricular activities, or other authorized events.
4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or damage to college property, its officers, employees, students or visitors.
6. Unauthorized use of college facilities.
7. Violations of college policies and regulations, including those concerning the registration of a student organization, the use of college facilities, or the time, place, and manner of public expression.

8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling or possessing same on college property or at events sponsored by the college.
9. Failure to comply with directions of college officials acting in performance of their duties.
10. Gambling on college property.
11. Hazing or any act that injures, degrades, or disgraces any person in attendance at the college.

**Computer-related crimes:** A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code or as specified in District policies and regulations. Such crimes include, but are not limited to, the following:

- a. Knowingly access without permission, or alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to devise or execute any scheme or artifice to defraud, deceive or extort, or wrongfully control or obtain money, property or data.
- b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or resident internal or external to a computer, computer system or computer network.
- c. Knowingly and without permission use or cause to be used computer services.
- d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
- e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user or a computer, computer system or computer network.
- f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
- g. Knowingly induce any computer contaminant into any computer, computer system or computer network.

## ***Appendix E***

### **Section 1: Student Discipline**

1. The Dean of Student Services Shall exercise general supervision over the conduct of students, as outlined in Board Policy 5380.
2. Any college administrator may warn or suspend a student when circumstances warrant such action.
3. In all cases involving suspension or a request to expel, a copy of the report shall be forwarded to the Superintendent/President.
4. Although an instructor may instruct a student to leave the classroom for disruptive behavior on any occasion, the instructor may not expel a student permanently from a class without following the disciplinary procedures outlined in this section.

***Although the seriousness of the case will dictate the action to be taken, the types of disciplinary actions which may be taken are as follows:***

**A) Warning:** Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

**B) Censure:** Written reprimand for violation of specified regulations.

**C) Conduct Probation:** Exclusion from participation in designated privileges or extracurricular college activities or use of specified campus facilities for a designated period of time.

**D) Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**E) Interim Suspension:** Exclusion from classes and other designated privileges or activities, pending final determination of all alleged violations.

**F) Suspension:** Exclusion from classes by teachers and other designated privileges or activities for a definite period of time.

**G) Expulsion:** Permanent termination

### **Meningococcal Disease**

What is meningococcal disease?

Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord) caused by the meningococcus germ.

Who gets meningococcal disease?

Anyone can get meningococcal disease, but it is more common in infants and children. For some adolescents, such as first-year college students living in dormitories, there is an increased risk of meningococcal disease. Every year in the United States approximately 2,500 people are infected and 300 die from the disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, and people traveling to parts of the world where meningococcal meningitis is prevalent.

How is the meningococcus germ spread?

The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person.

What are the symptoms?

High fever, headache, vomiting, stiff neck and a rash are symptoms of meningococcal disease. The symptoms may appear two to 10 days after exposure, but usually within five days. Among people who develop meningococcal disease, 10 to 15 percent die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

Should people who have been in contact with a diagnosed case of meningococcal meningitis be treated?

Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, daycare center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin or ceftriaxone) from their physician. Casual contact, as might occur in a regular classroom, office or factory setting, is not usually significant enough to cause concern.

Is there a vaccine to prevent meningococcal meningitis?

In February 2005 the CDC recommended a new vaccine, known as Menactra™, for use to prevent meningococcal disease in people 11 to 55 years of age. The previously licensed version of this vaccine,

Menomune™, is available for children two to 10 years old and adults older than 55 years. Both vaccines are 85 to 100 percent effective in preventing the four kinds of the meningococcus germ (types A, C, Y, W-135). These four types cause about 70 percent of the disease in the United States. Because the vaccines do not include type B, which accounts for about one-third of cases in adolescents, they do not prevent all cases of meningococcal disease.

Is the vaccine safe? Are there adverse side effects to the vaccine?

Both vaccines are currently available and both are safe and effective vaccines. However, both vaccines may cause mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days.

Who should get the meningococcal vaccine?

The vaccine is recommended for all adolescents entering middle school (11 to 12 years old) and high school (15 years old), and all first-year college students living in dormitories. However, the vaccine will benefit all teenagers and young adults in the United States. Also at increased risk are people with terminal complement deficiencies or asplenia, some laboratory workers and travelers to endemic areas of the world.

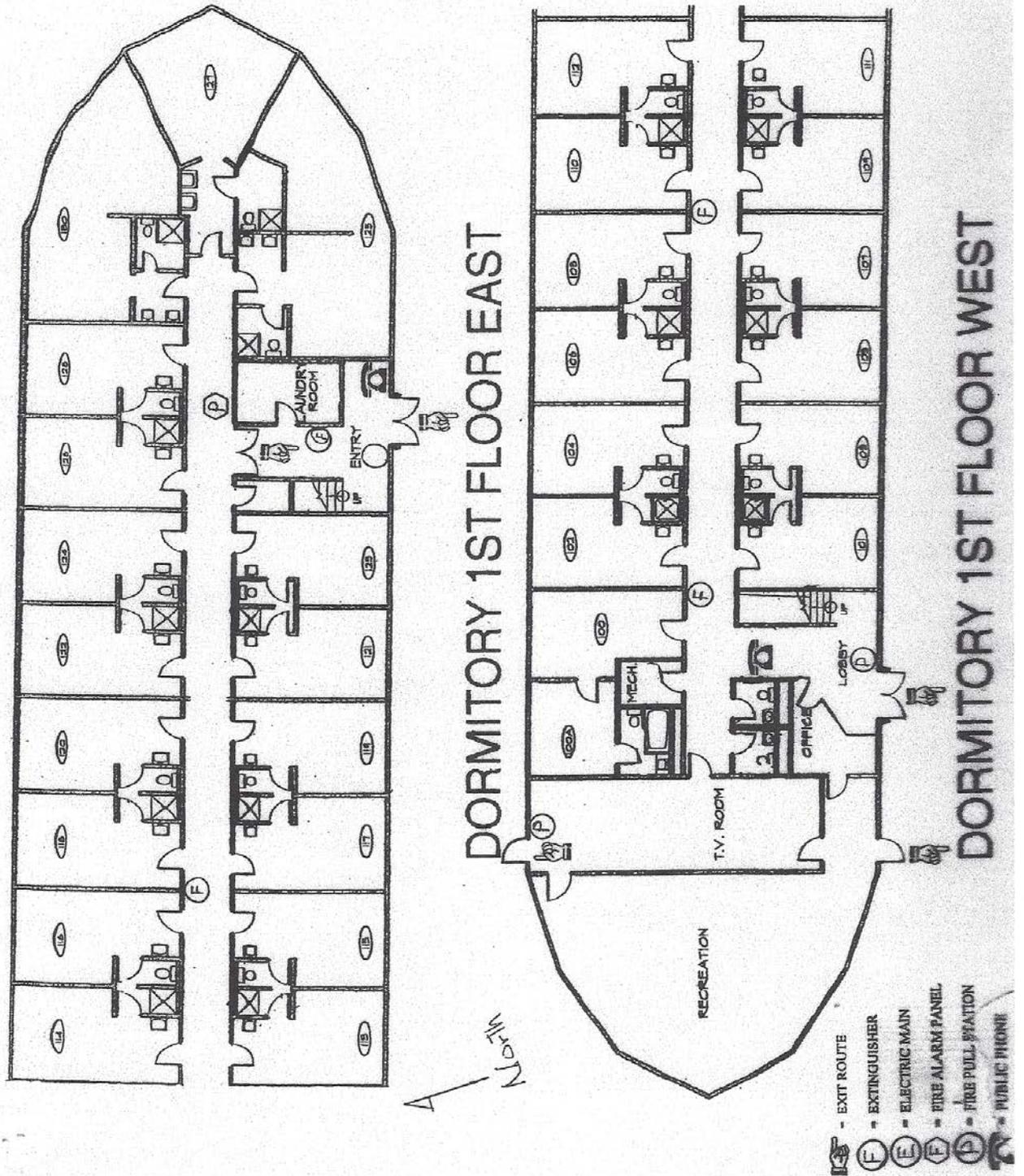
What is the duration of protection from the vaccine?

Menomune™, the older vaccine, requires booster doses every three to five years. Although research is still pending, the new vaccine, Menactra™, will probably not require booster doses.

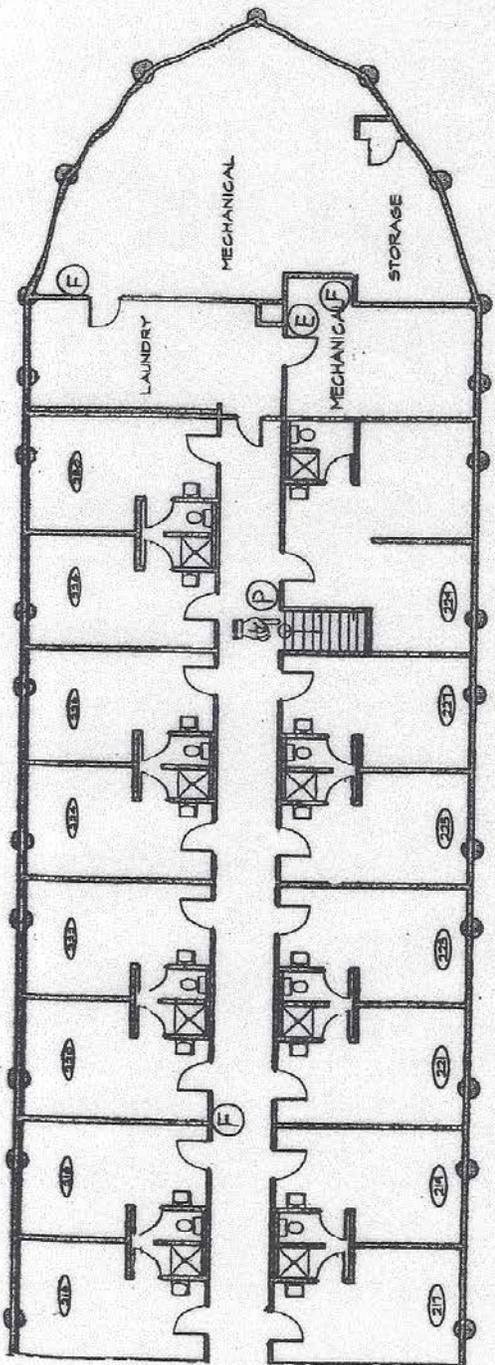
How do I get more information about meningococcal disease and vaccination?

Contact your physician or your student health service. Additional information is also available on the Web sites of the Centers for Disease Control and Prevention [www.cdc.gov/ncidod/diseases/index.htm](http://www.cdc.gov/ncidod/diseases/index.htm); and the American College Health Association, [www.acha.org](http://www.acha.org).

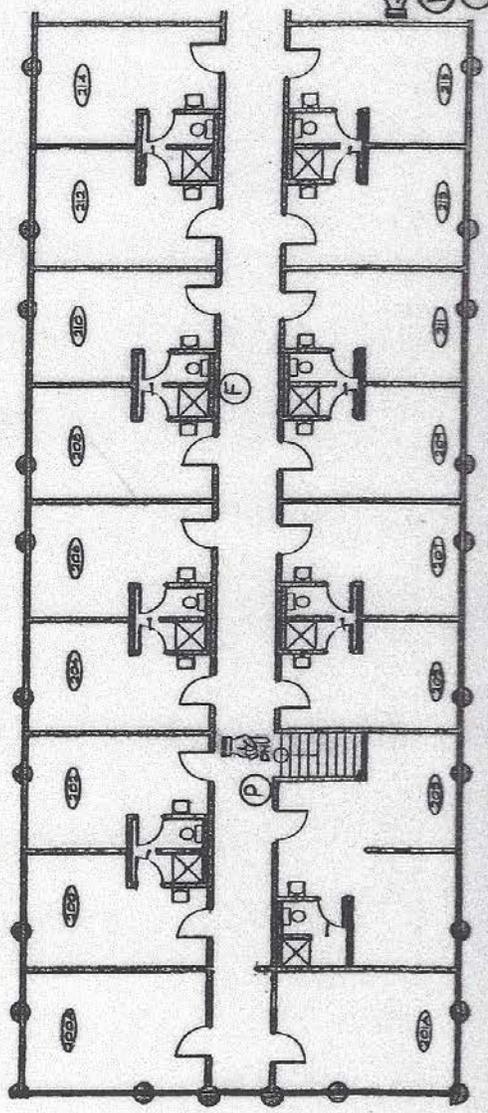
# EMERGENCY EXIT PLAN



# EMERGENCY EXIT PLAN



DORMITORY 2ND FLOOR EAST



DORMITORY 2ND FLOOR WEST

- EXIT ROUTE
- (F) - EXTINGUISHER
- (E) - ELECTRIC MAIN
- (F) - FIRE ALARM PANEL
- (P) - FIRE PULL STATION
- (P) - PUBLIC PHONE

