

CR Community Guidelines

2024 - 2025

WELCOME

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

RESIDENTIAL LIFE PHILOSOPHY

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

Abandoned Property

No storage is available. Any property remaining after a resident has left will be considered abandoned, and will be removed as trash or donated as the Residence Halls best sees fit. Residents will be charged if they leave their personal belongings /property.

Academic Expectations

Once admitted into the Residence Halls, residents must be enrolled in 12 or more units (Min. 6 academic units) and maintain a cumulative GPA of 2.0 or higher. Failure to maintain these standards may result in the resident being removed from the Residence Halls, while still being financially responsible for Residence Hall Contracts.

Administrative Room Changes / Room Consolidations

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

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

Airborne Objects

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

Hazardous Waste

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

Health and Safety Checks / Rooms and Bathroom

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

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

Housing Payments

You are responsible for making your room and board payments on time. These payments can be through your WEB advisor or over the phone at (707) 476-4120. You are responsible for your NBS payments according to the payment schedule (Please see the License Agreement for Use of Housing facilities). If you have questions about your payments, call the Business Office at (707) 476-4120. Students who fail to pay on time are subject to a late fee and possible removal from the dorms. Students will still be held to their financial obligation to the school even if removed.

Internet

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

Instruments

We reserve the right to prohibit the use of any instrument should it be necessary, including storing the instruments for the remainder of the semester. Remember that quiet hours are 10:00 p.m. to 10:00 a.m Monday-Thursday and 10 a.m. to 11 p.m. Friday-Saturday. The right to sleep and study supersedes the privilege to entertain oneself or others at ALL TIMES.

Student Conduct / Non-Compliance

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

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

Once an incident report has been filed, it is given to the Director of Residential Life. The Director of Residential Life determines if any Student Conduct action is necessary. Initial incidents will be decided by the Director of Residential Life or his/her/their designee. Written warnings may be sent with or without meeting with a resident. If there are Major or Minor Major incidents, the Director will request a meeting with the individual to help understand what has

occurred and make a decision about the incident or incidents. Student Conduct action can range from a student not being held responsible, to a written warning, to immediate removal from the Residence Halls.

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

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

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

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

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

Laundry Room Use

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

Lounge Furniture

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

Maintenance Requests

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

Mail

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

Nonresidents / Former Residents

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

Parking

All residents with vehicles or motorcycles need to obtain a parking permit in order to park anywhere on campus including the Residence Halls. Permits cost approximately \$46.00 per semester or \$75.00 for the school year. Guests who have vehicles can receive an overnight parking permit when they check in at the Housing Office. Guest parking permits are for the **MAIN PARKING LOT**. **The speed limit on campus is 15 MPH.**

It is important for all guests and students to be aware that driving or parking on service roads around buildings is limited to a 30 minute loading/unloading time at the beginning and ending of each semester. Un-attended vehicles will be ticketed. Service roads are for maintenance vehicles and emergency vehicles only. Bicycle owners need to register their bikes at the Housing Office to insure bicycles forgotten can be returned to their original owner.

Pets

All pets are prohibited in the Residence Halls at all times. This includes warm-blooded, feathered, fish, amphibians, and reptiles. It also includes pets of guests or visitors who may only be present in the halls for a short time. Violators of this policy will be subject to the cost of fumigating the room. Financial responsibility for fumigation charges may be assessed to all members of a room, floor, etc. unless specific responsibility can be identified. An exception for service and support animals is permitted only after completing paperwork at the Residential Life Office (ESA) or DSPS Office (service animal).

Physical Abuse

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

Posting on Exterior Doors and Windows

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

Quiet Hours / Noise

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

Quiet hours have been established as 10:00 p.m. to 10:00 a.m Monday-Thursday and 10 a.m. to 11 p.m. Friday-Saturday. During quiet hours, noise that emanates from any room into the hallway or common areas or vice-versa is prohibited. Noise in areas adjacent to facilities is expected to be kept at a minimal level as well.

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

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

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

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

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

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

Rape / Sexual Assault

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

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

Room Changes

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

Room Condition Forms

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

Sexual Harassment

It is the policy of College of the Redwoods to maintain an environment free from sexual harassment. Any behavior determined to constitute sexual harassment will be viewed as a serious matter and subject to disciplinary and/or criminal actions. Acts of sexual harassment include but are not limited to behavior that is unwanted or unwelcome that is sexual in nature or related to the gender of the person. Please report any incident of concern to a member of the Residential Life staff or CR Public Safety. All sexual Harassment reports will be forwarded to the Title IX Coordinator.

Doubles Rooms / Single Rooms

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

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

(See: Administrative Room Changes / Room consolidations)

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

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

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

Smoking Policy – Zero Tolerance

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

Solicitation

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

Sports / Recreation

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

Storage

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

Verbal or Written Abuse

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

Windows

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

Student Rights and Responsibilities

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

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

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

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

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

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

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

College of the Redwoods does not discriminate on the basis of Race, Color, National Origin, Sex, Religious Creed, Disability, Age or Political Beliefs.

(See next page for Campus and Local Resources available)

CAMPUS RESOURCES (707)

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

Local Resources (707)

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

Alcoholics Anonymous 442-0711
Marijuana Anonymous 834-3211

Crisis Lines:

Domestic Violence Services 443-6042

GLBTQ Natl Help Center 888-843-4564

Health Crisis Line 888-849-5728 445-7715

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

Rape Crisis Hotline 445-2881

Sheriff-Emergency 911

Sheriff Office 445-7215

Suicide Hotline 800-784-2433 445-7715

Emergency Food:

Cal Fresh 877-410-8809

Food for People 445-3166

Health Insurance:

Covered California 800-300-1506

Humboldt County Medi-Cal 800-891-8551

Medical/Dental:

Burre Dental Center 442-7078

Eureka Community Health Center 441-1624

Planned Parenthood 442-5700

Public Health Eureka Clinic 268-2108

St. Joseph Hospital 445-8121

United Indian Health 825-5000

Transportation:

Humboldt Transfer Authority (Bus) 443-0826

Taxi 442-4551

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

***Updated March 2015**

