

The Office of Residential Life and Housing



**REACH
INSPIRE
CONNECT**

**Rhode Island College
Student Handbook 2016-2017**

Dear Resident,

Welcome to the Residence Hall community at Rhode Island College! You are now part of a small but very active segment of the college. The community in the Residence Halls of Rhode Island College encompasses so much more than just a place to sleep and store your belongings. As a department, we have defined *seven essential principles* that reflect what we want the residence hall community to look like. We hope that these principles will serve as a guide as you join us this year. They are:

Living/Learning Community—A place where the academic endeavors of each individual are supported by students and staff.

Open Community—A place where freedom of expression in a respectful manner is protected and thoughtful discussion is encouraged.

Inclusive Community—A place where the uniqueness of each person is honored and where diversity is aggressively pursued.

Responsible Community—A place where individuals understand policies and the judicial process, are active in the creation and upholding of community standards, and are held accountable for their behavior.

Caring Community—A place where the well-being of each member is sensitively supported and where service to others is encouraged.

Celebrating Community—A place where traditions of the community are remembered and where rituals affirming both culture and change are widely shared.

Maintained Community—A place where the physical needs are met to provide a well-kept, safe and secure environment.

Your residence hall is your home for the academic year: please treat it as such and respect the rights of others and college property. Take responsibility for your own actions and for helping to provide a positive climate for growth and education of those living around you. The Residential Life & Housing staff is available to assist you through advising, counseling, referrals, programming, conflict mediation, and community development in your hall.

We hope that you will take advantage of all the opportunities that will be available to you as a resident student and that the year is a productive and worthwhile one for you.

Sincerely,

The Residential Life & Housing Staff

Adapted from: Ernest Boyer, *Campus Life: In Search of Community*

Office of Residential Life & Housing Staff

Director of Residential Life & Housing - x8240

Teresa Brown

The Director of Residential Life & Housing provides the leadership, direction, and supervision for the entire department, which encompasses six residence halls and approximately 1200 students. Specific duties include the selection, training, supervision, and evaluation of staff; management, coordination, and budgeting for maintenance, housekeeping, security, programming, and facility improvement; development, interpretation, and enforcement of all residence hall policies and procedures. General responsibilities include the development and evaluation of all Residential Life & Housing programs and services, and to serve as a liaison with academic and administrative departments to promote and maintain the total residential program.

Assistant Director of Residential Life & Housing – x8240

Peter Gibb

The Assistant Director of Residential Life and Housing is responsible for the central administrative support functions of the department. These include housing facilities management, room assignments and changes, damage billing, student accounts, residential life security and safety, customer service, and departmental marketing.

Professional Hall Staff

Residence Hall Directors - x8240

Alize Cordell, Browne Hall

Alex Khoury, Penfield Hall

Aysia Thomas, Thorp Hall

Area Coordinators - x8240

Nachel Motta, Sweet Hall

Allison Thayer, Weber Hall & Willard Hall

Each Professional Hall staff member (Area Coordinators and Hall Directors) has the overall responsibility for one residence hall, including the areas of judicial, programming, maintenance, front desk, and security. They encourage and develop educational and social goals for the residents and thus provide an environment that is conducive to growth. The Professional Hall staff members also assist with the programs and operations of the Office of Residential Life & Housing. The added responsibility for the Area Coordinator is in the form of a designated central office function in addition to direct support and supervision for Hall Director staff (as specified). The Professional Hall staff members live in the residence halls and can be reached in the Office of Residential Life & Housing during the day. In the evening, there is a Professional Staff person on-call for the residence hall area from 4:30pm to 8:30am. The weekday and weekend schedules are posted in each hall and at the Campus Police Office. During evening hours and on weekends, the Professional Hall staff member on-call should be contacted if a problem arises or if a referral needs to be made. The Professional Hall staff on-call can be reached through the RA on Duty in your hall or in the case of an emergency through the Campus Police.

Office Secretary - x 8241

Deb Paquette

The Secretary for the Office of Residential Life & Housing is responsible for clerical work, providing information, implementation of office procedures, office management, and supervision of student administrative aides.

Resident Assistants

A Resident Assistant is selected on the basis of their college involvement, intellectual abilities, and leadership skills. The role of the Resident Assistant is to assist students with their personal growth, to help resolve group problems, to coordinate and develop activities and programs, and to enforce residential policies and procedures. There are four Resident Assistants in each of the five residence halls and eight in the Penfield Hall. There is an RA on-duty every night in each hall from 7:00pm to 7:00am Sunday through Thursday and 7:00pm to 10:00am on Fridays and Saturdays. When on-duty, the RA makes rounds through the hall to ensure that things are running smoothly.

Student Employees

The Office of Residential Life & Housing employs student administrative aides to work in the office. These students provide assistance in the day-to-day operations of the department. In addition, students are also employed as residence hall Front Desk workers to ensure compliance with guest policy. These employees are responsible for a variety of services, including but not limited to visitation procedures and hall security.

Student Organizations

Residence Hall Councils

Each residence hall has an individual Hall Council composed of an Executive Board and a Suite/Floor Representative from each area in the hall, who are voted in at the beginning of the academic year. Every member of the Executive Board and each Suite/Floor Representative are responsible for conducting business and organizing activities with other members. Funds for each Hall Council are provided by the Hall Dues that the residents pay each year. Being an active member of your Hall Council can be an enjoyable and rewarding learning experience for those residents that decide to participate. The Councils are actively involved in handling residents' concerns, hall elections, programs, and activities.

Resident Student Association (RSA)

This organization is comprised of students living both in the residence halls and off-campus. The goal is to improve residential life and to promote unity throughout the campus community. General activities include a Holiday Party, an annual carnival, Ice Cream Socials, duck hunt, co-sponsorship with the Donovan Dining Center for the annual block party and other on-campus events. RSA also work closely with Hall Councils, Office of Residential Life and Housing and other organizations. RSA is run by the students and elects students from within the group to serve on an Executive Board. The group meets weekly on campus. If you are interested in becoming involved with RSA, please contact your Professional Hall Staff member or your Resident Assistant.

National Residence Hall Honorary (NRHH)

NRHH is a national honorary dedicated to recognizing those individuals who work to improve their residence hall and campus community. Membership in this organization is very limited. Only 1% of the entire population living on campus can be inducted in the group. As a result, being part of this organization is a great honor. NRHH was founded on four wonderful pillars that each member strives to achieve: scholastics, recognition, service, and leadership.

Residence Hall Procedures

Check-In

Prior to Residence Hall Check-In all payments and paperwork must be complete. This includes a signing the room contract, paying all room and board fees, the damage deposit, the room reservation fee, and the hall dues. At Check-In time, all residents should report to their residence hall. You will be given your keys for your residence hall room and your Room Condition Report. After you get to your room, arrangements are made with a Resident Assistant to review and sign the Room Condition Report.

Check-Out

The Check-Out procedure is completed as follows:

1. **Students must have a Resident Assistant from their hall check their room for damages.** If you do not sign your Room Condition Report, you waive your right to contest any assessed damages.
2. Keys and the signed Room Condition Report will be collected by the Resident Assistant completing your check-out.
3. Students will be assessed a fine of \$100 per key missing for the lock change.

If these procedures are not followed, a **\$50.00 Improper Check-Out Fee** will be charged.

The Professional Hall staff member will review the room and its condition after the resident has left and will further assess the condition of the room. The Office of Residential Life and Housing reserves the right to make changes and add any appropriate charges to that resident's damage bill. The Office of Residential Life and Housing's final assessment takes precedence over the signed Room Condition Report that the resident and the Resident Assistant signed.

Contacting the RA on Duty

As a courtesy to the residents, each building has a Resident Assistant available for lock-outs and emergency purposes. RAs make periodic rounds of the buildings to ensure safety, security, and policy compliance. The RA on Duty should be your first contact in the event of an emergency or if you are in need of assistance. The RA On-Call carries a cell phone daily from 7pm to 7am and is immediately accessible.

RA On-Call phone numbers are answered daily from 7pm to 7am (except for holidays & school breaks). If there is a criminal or medical emergency, please contact Campus Police at (401) 456-8201 or 9-1-1. For all other emergencies, please call:

Hall	Cell	Front Desk
Browne	401-265-3468	401-456-8320
Penfield	401-265-3392	401-456-9900
Sweet	401-265-3478	401-456-8068
Thorp	401-265-3484	401-456-8063
Weber	401-265-3418	401-456-8300
Willard	401-265-3425	401-456-8390

Resident are expected to use the on-call phone responsibly, disruption or misuse of Residential Life on-call phones, including prank calls, is prohibited. The On-Call number is for emergency assistance (Late night lock-outs, flooding, to report policy violations like noise complaints, etc...). The On-Call number should not be used to ask for toilet paper, if class are cancelled, or items that can wait until morning. The On-Call number is for Residents Only. Parents and others should call the Office of Residential Life and Housing during standard office hours at (401) 456-8240 or if it is an emergency Campus Police at (401) 456-8201.

Lockouts

Our office strongly encourages all students to keep their keys with them at all times including when just leaving their rooms for a moment to use the restroom facilities or escorting in a guest. Locking your door serves to increase the security of your belongings. In the event that you do accidentally become locked out of your room, please do the following based on the time of day:

Weekdays:

- 8:30am to 7:00pm:* Go to the Office of Residential Life & Housing in Penfield Hall.
7:00pm to 7:00am: Contact the RA on Duty in your building. In the late evening/early morning the Campus Police will also assist with lock outs.
7:00am to 8:30am: Contact the Campus Police Office.

Weekends:

- 7:00pm to 10:00am:* Contact the RA on Duty in your building. In the late evening/early morning the Campus Police will also assist with lock outs.
10:00am to 7:00pm: Contact the Campus Police Office.

Resident Assistant Rounds

A resident assistant works as a community developer and an administrator for staff and students in the residence halls. Community development is the process of shaping the environment, by creating the attitudes and developing the skills necessary to progress toward the conditions of shared expectations, responsibility, respect and consideration. As such, resident assistants conduct regular rounds each evening throughout the residence hall including the common area of individual suites. The objective is to establish familiarity, interaction, and acquaintanceship among members of the community in addition to ensuring the safety and security of residents and their guests.

Room Selection

Room Selection is held during the spring semester each year to allow returning students to select room assignments for the following fall semester. Students will need to follow the procedure outlined by the Office of Residential Life in order to be eligible to go through the Room Selection process. This procedure will be publicized at the end of the fall and beginning of the spring semesters. Room Selection is not a guarantee of a particular space; it is simply a process for stating a preference for a particular room.

Room Change

Hall and Room Change Request Forms are available through the student's MyRIC Online Services under "Student Housing" during the Fall & Spring semesters. Room change requests are usually granted on a first-come, first-served basis when there is availability. All room changes, once processed and approved, are final. If your request can be granted, you will be contacted and given an approval form. A fine of \$50.00 per person will be charged for any illegal room changes and/or unauthorized housing of non-residents.

If you are making a room change request due to a roommate conflict, you are required to discuss the situation with your Resident Assistant or Professional Hall Staff member and enter into roommate mediation before your request will be considered. All hall and room changes made at the close of the fall semester must be completed prior to leaving for Winter Break. The Office of Residential Life and Housing reserves the right to relocate a student to another space within the residence halls if dire circumstances occur.

Submitting Work Orders

Residents can go to MyRIC and click on their Adirondack (Student Housing) link to submit a work order for their room.

What is the difference between routine repairs and emergencies?

Routine repairs are problems that can be scheduled and do not require immediate attention—even if you would like it taken care of as soon as possible. Examples of routine repairs include a burned-out light bulb, broken or sticking drawers or cabinets, broken blinds, and rodents/pests.

Emergency repairs are identified as anything that requires immediate attention to avoid serious injury or damage. Emergency repairs include broken water or gas pipes, a power failure, and water backing up from a drain, any potential fire or shock hazard, and heating problems.

When a student requests repair work, they are automatically giving authorization for Rhode Island College personnel or to an authorized agent to enter the room or area to complete repairs, whether or not anyone is home. Maintenance work may require a follow-up visit.

Room Refunds/Withdrawal from the Halls

Residence Hall/Dining Center Contracts are for the entire academic year. When a student withdraws from the College they will also need to withdraw from Housing as it is a separate contract.

If a student withdraws, they must complete an [Application for Release Form](#) and will be held responsible for payment of room and board fees for the remainder of that semester. A refund (or cancellation of charges) will be granted if the vacated space can be re-rented, *and* if the residence halls are at 100% occupancy. A student's "space" is not defined as their specific room, but as their number in the count of students on campus.

Therefore, a student's room may be filled with a student from another room on campus without granting a withdrawal. If a refund is granted, it will be pro-rated from the date on which the space is filled. The date the resident withdraws (completes the Application for Release Form) is used to determine the date of refund (first-come, first-served). The balance of the Damage Deposit will be refunded after damages are assessed. When the Application for Release Form has been approved, and all of the procedures have been discussed, the resident must then have a Resident Assistant check their room for damages and complete the Room Condition Report. Students should then follow check-out procedures through the Office of Residential Life & Housing. Students must vacate the halls within 24 hours after signing their Application for Release Form.

For further details regarding Residential Life & Housing refunds, please refer to your current Housing Contract.

NOTE: If a resident is evicted from the residence halls, no refund will be given to the student, whether their space is filled or not.

Withdrawal from the College

In order to withdraw from Rhode Island College, students must go to the Office of Student Life, located in Craig-Lee 127, to fill out withdrawal forms. ***Students must then go to the Office of Residential Life & Housing to fill out the appropriate housing withdrawal forms.*** Once a resident has withdrawn from school, they must vacate their room within 24 hours of the withdrawal, and follow proper residence hall withdrawal procedures.

Residence Hall Services & Campus Offices

Academic Advisement (OASIS) - x8183

The Office of Academic Support and Information Services is located in Craig-Lee 154. The center is a resource for students who have questions concerning change of major, selection of courses, or any of the college's academic policies and procedures. When necessary, OASIS refers students to the appropriate departments. The center serves as an official advisor to students who have not declared a major or who have not yet been accepted into the Feinstein School of Education and Human Development. In addition, tutorial services are available through the Academic Development Center (ADC), the Math Learning Center (MLC), and the Writing Center. This service is provided free of charge.

Athletics & Recreation – x8007

The Department of Athletics, Intramurals, and Recreation offers 19 varsity athletic teams plus intramural, recreation, and club programs for both men and women. The Athletics Office is located in The Murray Center. The Intramural and Recreation programming takes place in the College's Recreation Center. For information regarding intramural and recreational programs, call at x8400.

Campus Center – x8034

The Campus Center includes the Student Union and the Student Media Center. Located in the Student Union are the Campus Store, Convenience Store, Campus Card, Information Center, Food Service, and mailboxes. The building also houses the Campus Center Offices, such as the Office of Student Activities, Student Community Government, Programming and many other student organization offices. The Student Union facilitates a variety of events. The Media Center houses three student organizations: the Anchor (student newspaper), WXIN Radio, and RIC-TV Productions.

Counseling Center – x8094

For assistance with personal problems or vocational testing and planning, contact the Counseling Center, which is located in Craig-Lee 130. These services are available to all students free of charge, and are completely confidential.

Donovan Dining Center – x8207

All residents are required to use their official Rhode Island College I.D. card to utilize the dining services. If you lose your RIC I.D. you must go to the Campus Card Office, located in the Student Union to obtain a new card (the fee for a replacement card is \$10.00). There is a grab and go station in the dining center for your convenience. For a listing of items being served for breakfast, lunches, and dinner, call Dial-A-Meal - x 9636 or online <http://www.ric.edu/collegedining/menufind.php>

Donovan Dining Center's hours of operation are:

Monday – Friday: 6:30am – 7:30pm

Saturday – Sunday: 9:00am – 6:00pm

(Exception holidays, extended weekends and breaks)

The Dining center also welcomes student suggestions through email, letter or by joining the committee.

Health Services – x8055

Rhode Island College Health Services, located next to Campus Police on the ground floor of Browne Hall, provides confidential, primary health care to all students. This includes physical examinations, treatment of acute and chronic illnesses and injuries, gynecological exams, health education and specialty referral if

necessary. On-site laboratory services include blood and urine tests, throat cultures, pregnancy testing and testing for sexually transmitted diseases (STD's). Visits are available on an appointment basis by calling extension 8055. Health Services is staffed by a full-time Nurse Practitioner, Registered Nurses, and part-time physicians and is open year round.

The hours of operation are:

Academic Year: 7:30am – 5:00pm Monday-Friday

Summer & Breaks: 7:30am – 4:00pm Monday-Friday

The Center is closed on weekends and holidays.

The College offers a low-cost Student Health and Accident Insurance Policy for any student carrying a minimum of six credits. Enrollment and purchase of the plan is through the Bursar's Office. Further information is available through Health Services.

Interfaith Center – x8168

Celebrating diversity in all faith traditions, the Interfaith Center endeavors to provide for the spiritual needs of all the members of the Rhode Island College community—regardless of religious history/affiliation, cultural background, sexual orientation, gender identity, or any other factor. Primarily for the students, these opportunities are open for all, to involve as many members of our community as possible. The Interfaith Center is located on the lower level of the Donovan Dining Center and is open Monday through Friday.

Laundry Service

Each residence hall is equipped with laundry facilities. Washers are \$1.50/load, and dryers are \$1.50 for 50 minutes. Residents are able to load funds onto their ID cards to use in laundry machines by going to ID Services located in the Student Union. Also, there is a machine located in front of Campus Police to add money to your ID card. Laundry machines are for the use of residents only. Service malfunction or loss of money should be reported directly to Automatic Laundry at 1-800-422-5833. Refunds will be made by mail.

Mail Service

All campus and United States mail is delivered Monday through Friday to the Campus Center, where it is sorted and placed in students' mailboxes. In order to guarantee mail delivery, all residential students are encouraged to sign up for a mailbox when they arrive on campus. Students retain the same mailbox throughout their entire time at Rhode Island College.

Maintenance & Housekeeping

If maintenance or housekeeping service is needed, contact your Resident Assistant or Professional Hall Staff member. If any service personnel have to enter your room and you are not there, Residential Life & Housing staff will go with them. Please understand that apart from emergencies affecting the safety of the residential community, maintenance needs brought to staff members after 4:30pm may need to be addressed the next day when the proper staff is available. When immediate action is needed (no heat, no hot water, burst pipes, malfunctioning elevators, etc.), contact a staff member as follows:

8:30am – 4:30pm:

Notify your Resident Assistant, Professional Hall Staff or call the Office of Residential Life & Housing (x8240)

4:30pm – 7:00pm:

Notify the Campus Police Office (x8201) and they will contact the Professional Hall Staff On-Call

7:00pm – 8:30am:

Notify the R.A. On-Duty, or call the Campus Police Office (x8201)

Parking

Students wanting to park in the residence hall lots need to get a resident parking sticker. Please see instructions for registering for a parking sticker at the Campus Police Office website. If you have an overnight guest, they must get a temporary pass at the Campus Police Office as well. Students who receive a parking sticker acknowledge an understanding of all college regulations regarding parking areas and restrictions.

Telephone Service

Suite/ Lounge phones were installed with VOIP equipment for the safety/security of residents. Your cooperation is needed in the proper use and maintenance of those phones.

1. All residents of a suite/floor are responsible if the provided campus extension is damaged.
2. Should a phone be damaged (broken, stolen, etc.) the suite/floor will be billed for the damages unless charges can be assessed to an individual(s).
3. In the event of excessive and continuous damage to the phones, judicial action may result.

Any problems with these phones should be directed to the Housing Office or Telephone Services

Vending Machines

Vending machines are located in each residence hall. Any loss of money or service malfunction should be reported to the Campus Card Office (x8394) in the Student Union, who will take care of refunds if necessary. Residence hall staff and Campus Police are not responsible for refunds.

Campus Police – x8201

You can help provide your own security. Each resident can reduce theft and vandalism by taking the necessary precautions to insure that unattended rooms are locked and that outside doors are secure. Any resident should feel free to confront strangers in the residence halls. If an unfamiliar person refuses to offer identification, notify a Residence Life Staff Member or Campus Police immediately.

The Campus Police Office, located on the ground floor of Browne Hall, is staffed 24 hours a day. Regular rounds are made by Campus Police Officers. The officers are authorized with police powers and are responsible for preventing security hazards, investigating emergencies, and responding when requested by a resident or a staff member needing assistance. If a crime does occur, immediately contact the Campus Police Office and the Office of Residential Life & Housing (or the Resident Assistant On-Duty in the evening).

Emergency Blue Phones

Emergency Blue Phones are available throughout campus for a direct emergency line to the Campus Police Office. These phones, once activated, automatically let the police dispatcher know the location from which you are calling.

Personal Property Loss

Rhode Island College shall not be held liable, directly or indirectly, for personal property belonging to students and/or their guests, when lost by theft or damaged by fire, water, or other causes. Residents are strongly encouraged to carry personal property or renter's insurance against such eventualities, since the college cannot purchase such protection for students. Residents are also encouraged to remove all valuable items from the unit during any extended absence.

Theft can occur in the residence halls. All valuables and large sums of money should be protected by the owner. Each resident is encouraged to keep their room and suite door locked at all times. In the event of a theft, notify Campus Police and Professional Hall Staff immediately.

Security Cameras

To enhance safety and security efforts within the halls, a security camera may be placed in a hall, lobby, or other public areas. To ensure personal privacy, the cameras are located and record data only in areas that are considered public within Housing spaces. While many of these areas are off limits to non-residents and their guests, they are areas that people would not expect to be private (e.g., cameras are NOT placed in restrooms, student rooms, etc.)

These cameras are not continuously monitored but are intended to be used to investigate actions, behaviors, or incidents. If issues arise and images are needed to address property damage or personal security concerns, the RIC Campus Police Office is the coordinating agency assigned to control access to that information.

Crisis Intervention Procedures

If you, as a resident, happen to come upon a serious crisis situation in or around the residence hall area, your quick thinking and proper action could make a difference in resolving it. When you encounter such a situation, be it a person in an uncontrollable emotional state, someone threatening suicide, someone threatening harm to themselves or others, or someone injured in the residence halls or surrounding areas, follow these procedures:

1. Attempt to stay as calm as possible.
2. Decide if it is a medical, criminal, or fire emergency. If so, call 911.
3. If not, find a Resident Assistant, Professional Hall Staff, or Campus Police (x8201). If someone is injured, try not to leave them alone. Send someone else for help.
4. Wait until help arrives. Let the hall staff or Campus Police contact other appropriate professionals. Do not involve yourself in any threatening situations.

CRIME PREVENTION TIPS

1. When entering your residence hall, make sure that uninvited guests do not follow you.
2. Inform visitors who want to enter your residence hall to call the person they are visiting for access.
3. Have visitors wait outside until their host resident admits them.
4. If a suspicious person or uninvited person enters a residence hall, notify Campus Police or a Professional Hall staff immediately.
5. Never give or lend out your residence hall room keys to anyone. This could result in permanent loss of guest privileges.
6. When your residence hall room and suite area is unoccupied, make sure the door is locked.
7. Never leave large sums of money in your room. Place other valuable property out of sight of others. Never leave valuables in your room over holidays.
8. Close and lock all ground floor windows at night and when you leave your room.
9. Establish a good neighbor system within your suite. Residents should watch each other's room and property while other members are out or away.

Fire Safety

Fire Safety equipment is strategically located throughout the residence halls for use during an emergency. If a situation warrants the use of Fire Safety equipment, a residence hall staff member should be notified so any necessary repairs to the equipment can be made.

During the year, students will be informed of the emergency evacuation routes at their suite meetings, and will be shown these through regularly scheduled and unannounced drills. Alarm systems will also be tested periodically to insure their proper functioning. Malfunctioning of these devices should be reported immediately to your Resident Assistant.

Do not attach anything to a sprinkler. Each student should be aware of the sensitivity of the sprinklers, smoke detectors, and heat detectors that are present in their room or hallways. These can be activated by heat, smoke, water, force, pressure, or sudden shock. When hallway smoke or heat detectors are triggered, they activate the building alarm system alerting residents, Campus Police, and the Fire Department.

Residents are encouraged to take precautions when using high wattage lamps (anything above 60 watts) or using flammable items or solutions. In case of electrical power failure, only flashlights or battery powered lanterns may be used. The following items are not permitted in the residence halls under any circumstances: halogen lamps, candles, oil lamps, kerosene lamps, potpourri burners, and incense. The Residential Life & Housing staff reserves the right to confiscate any candles, incense or related paraphernalia in the residence halls. Candle/Incense Warnings can be issued based on smell.

In the event a fire alarm sounds in your building:

1. Open drapes and shades
2. Close windows
3. Turn on lights
4. Close doors, but do not lock them
5. Proceed to the nearest exit
6. Do not panic.

Anyone who fails to leave the residence hall when the fire alarm sounds will face judicial action that may result in sanctioning including fines.

Fire Safety for Decorations (Year Round)

When decorating the residence halls, it is required that we comply with the State Fire Safety Codes in order to insure your safety:

1. Decorative lighting is not allowed which includes but not limited to Christmas, icicle, rope and lantern lights.
2. Students are prohibited from hanging any items/decorations from or on the pipes, or from the ceiling within their room and/or suites.
2. Natural trees and wreaths are not allowed.
3. Artificial trees that are certified flame resistant are allowed.
4. All decorations must be certified by the manufacturer as being flame resistant.

Any decorations that are found to not meet these regulations will be confiscated. The Office of Residential Life and Housing is not responsible for any damages and does not refund the value of confiscating items.

All holiday decorations must be taken down before the residence halls close for Winter Break. Any suites/floors that fail to do this will be fined and the items will be confiscated. If you should have any questions concerning decorations or these Fire Safety policies, please contact Fire Safety Technician David Benevides at the Physical Plant (x8262).

Fire Evacuation Plan:

Find the exits nearest your room.

Make sure they are not locked or obstructed. Count the number of doors between your room and the exits. This will enable you to find them in the dark or in the smoke

Be sure you can find and unlock your room in the dark.

Keep your room key close to your bed. In the event of fire, take your room key with you so you can return to your room if exits are blocked. Do not stop to take anything else.

Locate the fire alarm on your floor or near your suite.

If you discover a fire, sound the alarm and leave the building.

If a fire starts in your room, get out and close the door.

Once you are out of the room, sound the alarm and report the fire to the College Staff.

Crawl low under the smoke because the air is cooler and less toxic nearer the floor.

If you encounter smoke or fire as you're crawling, turn around and find another exit. If no exit is clear, return to your room.

Never use elevators during a fire.

An elevator might stop where the fire is or malfunction as a result of the fire. Use the stairs.

If you hear the fire alarm, evacuate – do not investigate.

Upon hearing the alarm, leave the building immediately and stay out of the way of the firefighters. After exiting, move at least 50 yards from the building.

Be sure your door is cool to the touch before you open it.

Feel the doorknob and the space between the door and its frame with the back of your hand. If your door is cool, open it slowly and go to the nearest safe exit.

If your door is hot, DO NOT open it.

If your room has another exit, check it and use it if it's cool. If the fire is outside your room, your room may be the safest place for you. Call Campus Police (401-456-8201) to report the fire and let them know where you are trapped. Seal all cracks with towels/clothing and/or tape. If there is smoke in the room, open the window to let it out. Signal at your window for assistance by hanging a large article of cloth out of a corner of the window.

Medical Emergencies

If you are having a medical emergency, or if you encounter one, please call 911.

If 911 are not necessary, please contact the appropriate people immediately:

Monday-Friday 7:30am to 4:30pm:

Call Health Services (x8055) AND the Office of Residential Life & Housing (x8240).

After 4:30pm and Weekends:

Call the Campus Police (x8201) or the Resident Assistant On-Duty (after 7pm).

Judicial Procedures & Policies

Consistent with the mission set forth by Rhode Island College, the Office of Residential Life & Housing maintains that a residential living environment conducive to academic, social, and personal growth depends on the willingness of the members of its community to interact in such a way that individual freedom and responsibility towards others exists. This goal can be best served in an atmosphere of personal self-discipline, guided by the principle of respect for the rights of others and of the community, and reinforced by the policies and procedures set forth by the Office of Residential Life & Housing. Rhode Island College residents, therefore, should acknowledge these expectations, and accept the responsibility for the consequences of their actions, when said behavior is inconsistent with the philosophy stated herein. Judicial procedures, which follow, will be implemented when any Residential Life & Housing policies are violated or when a behavior is found to be inconsistent with the philosophy put forth by the Office of Residential Life & Housing. It is also understood that students whose behavior clearly indicates an incompatibility with the goals of the department may be asked to leave the residence halls. Rhode Island College is required by law to refer certain types of offenses to civil authorities. The College and the Office of Residential Life & Housing cannot and will not offer protection if and when civil authorities become legally involved in any case.

PERSONAL INTEGRITY & SELF RESPECT

The Office of Residential Life & Housing is dedicated to the development of students academically, socially, and personally. As such, the Office of Residential Life & Housing expects that integrity and self-respect will be demonstrated by one's own commitment to responsible personal behavior and by a willingness to offer assistance to others whose behavior appears harmful to themselves or to the community. To this end, the Office of Residential Life & Housing offers a staff of trained para-professionals and professionals to assist students in their own personal development and to provide educational programming and referrals, for the benefit of the individuals and the community. In addition, residents are expected not to abuse their minds or bodies by the use of harmful or illegal drugs, including the use of alcohol.

RESPECT FOR THE RIGHTS AND CONCERNS OF OTHERS

The Office of Residential Life & Housing expects that in all relationships with each other, residents will be guided by a mutual concern for each other's feelings, integrity, and the need to live in an environment conducive to academic and personal achievement. These interactions, whether between members of the same or opposite sex, between races, between members of different sexual orientations, or between residents and staff, will be tempered with sensitivity and a sense of responsibility towards others. Within each residential unit, there shall be a commitment to actively promote racial and cultural understanding and to deal honestly, openly, and equitably with all residents. It is expected that all residents will respect each other's privacy and will not subject others to indecent exposure, inappropriate gestures, vulgarity, etc. To facilitate these goals, the Office of Residential Life & Housing will provide education, guidance, and counseling in areas of personal relationships, and will attempt to create and maintain an environment in which diversity is believed to be an essential component of the residential community.

RESPECT FOR COLLEGE PROPERTY

The Office of Residential Life & Housing expects that residents will regard property of Rhode Island College as a component of residential living in which they have a vested interest and responsibility to maintain. Living in a residence hall connotes the right to a comfortable living environment, but also includes the contractual and moral obligation to abstain from unnecessary destruction of college and personal property. In addition to financial restitution for damages done to college property, exceptional amounts of damage may be considered violations of the Code of Social Responsibility, subject to administrative action, up to and possibly including eviction from the residence halls. Any student who is billed for personal damages (excluding common area charges) in excess of \$400.00 will have their housing status reviewed in light of their previous judicial record and personal housing damage charges. The Office of Residential Life & Housing will, to the best of its ability,

maintain the appearance and functioning of each residence hall, and ensure that the living environment is as comfortable and as safe as possible.

Residents are expected to respect the integrity and rights of others. The Office of Residential Life & Housing places great value on the uniqueness and well being of the individual and supports behavior that promotes the emotional, physical, or ethical integrity of any member of the community. As such, the Office of Residential Life & Housing will strongly support the Rhode Island College Policy on Illegal Harassment, and will not condone actions or attitudes that threaten the welfare of any of its members. Please refer to section of handbook referring to Student Rights and Responsibilities.

Rhode Island College's Policy on Illegal Harassment is available on line at the Office of Student Life (Craig-Lee 127), or by contacting in or the Affirmative Action Office, Roberts Hall 128, x8218 as well as accessing www.ric.edu/affirmativeAction/plan.php. Residents experiencing or who suspect that they are victims of inappropriate behaviors, are encouraged to discuss the issue with their Professional Hall staff, who can then refer them to the appropriate person for assistance.

Residents are responsible for adhering to these guidelines and are expected to insure that their guests also abide by these guidelines while they are in the residence halls and surrounding areas. If a student's behavior is disruptive, that student may be suspended from college housing for a period of not less than 24 hours or until a judicial hearing can be convened to review the case. If the disruptive behavior occurs on a weekend the suspension will be until Monday morning or until a College judicial hearing can be convened.

The Judicial Process

Each resident is responsible for understanding and abiding by all Residential Life & Housing policies and procedures, as well as Rhode Island College policies, and city and state laws. The Office of Residential Life & Housing's judicial system exists as an educational tool to foster behavioral change by reviewing violations and holding the residents accountable for their actions. Generally, the Office of Residential Life & Housing follows a progressive judicial system. This means that repeated violations of the same policy and multiple violations of different policies will lead to more severe administrative actions. In cases where there are serious violations or a serious threat to individuals and/or community, the administrative actions may escalate without the gradual steps, and civil action may be initiated.

1. When a policy violation is reported by a member of the Residential Life & Housing Staff they will document the names of all students present and complete an Incident Report with all details they have observed.
2. Students may be asked to complete statements to what they have witnessed or have been involved with.
3. At the time of an incident, the staff member involved may issue "Short Forms" to all residential students present. The short form will contain the contact information for the Professional Hall staff member adjudicating the matter and the time frame in which the student must comply. If the staff member is unable to deliver the short form in a timely matter, the student will receive a contact letter from their Professional Hall staff member with the necessary information. Failure to comply with a short form or letter from a Professional Hall staff member will result in increased liability on the student's part. See the section that follows for more information on this.
4. Residents should realize that being documented as a part of an incident does not necessarily mean a student is being held responsible for the incident. It is to indicate to the Professional Hall staff member processing the situation just who was present and who must be spoken to so that a clear understanding of what has occurred can be reached.

An important objective of the College's judicial system is the education of all participants through the judicial process. Administrative actions such as fines, community service projects and probation are not regarded as punishment or controls, but rather as educational devices to assist the student in attaining the maturity required to live in a community setting. The following are the range of administrative actions that can be assessed for policy and procedure violations:

- A. *Written Warnings*: A further violation will result in more severe administrative actions or review of housing status.
- B. *Fines*: Certain offenses may result in monetary administrative actions. Financial penalties must be paid within 2 weeks of issuance. Failure to pay the fine within the designated time frame may result in more severe penalties such as, but not limited to, doubling fines, loss of housing sign-up privileges, and community service. Fines may also be charged directly to the student's account if the student does not pay within the prescribed time allotted.
- C. *Restitution*: Compensation to the injured party or payment for damages to personal or college property.
- D. *On-Line Judicial Course*: Referral to complete one or more of the on-line educational modules of this service within 2 weeks of sanctioning
- E. *Community Service*: Work projects on or off campus as approved by either a Professional Hall staff member or the Director of Residential Life and Housing.
- F. *Educational Project*: Student is required to conduct research or project in an area relevant to the offense.
- G. *Referral for appropriate counseling or guidance*: This would include both mandatory and requested from the Office of Residential Life and Housing.
- H. *Probation*: Any further violations of Housing and/or College policy while on this status will result in mandatory imposition of a suspension from housing, the length being a minimum of the balance of the semester and/possible additional full semester(s).
- I. *Loss of Housing Eligibility*: Requires not being able to go through the housing selection process.
- J. *Suspension from Housing*: Requires moving out of housing for a specified length of time.
- K. *Abeyance*: A suspension from housing that if the Director of Housing issues allows the resident to remain in housing temporary.
- L. *Housing Dismissal*: Requires permanently moving out of housing. The student may not reapply for residency.
- M. *Housing relocation*: Mandatory move to a different residence hall.
- N. *Hall or Residential Ban*: Student is banned from being present in a residence hall or all the residence halls and surrounding areas (*automatic with housing dismissal*).
- O. *Restraining Order*: Student is prohibited from having any contact – direct, indirect, or third party on their behalf – with a particular person(s) with violation resulting in possible housing suspension.

NOTE: Administrative actions may be combined for varying levels of misconduct. Non-compliance with or failure to meet the terms of an administrative action imposed at any judicial hearing may result in Housing and/or College suspension.

Failure to Comply

If a resident is issued a short form or letter requesting that they arrange a meeting with a member of the Residential Life & Housing staff, they are given 72 business hours to do so. When a resident does not comply with this request the matter will be adjudicated without the input of the student. This means that all decisions regarding the matter will be based on the staff's Incident Reports and any other student witness statements. Also, residents who do not comply are not allowed to appeal their judicial sanctioning as listed below.

Appeals

An appeal of an administrative action(s) imposed by a Professional Hall staff member must be made in writing and addressed to the Director of Residential Life and Housing within 5 working days after receiving notification of the outcome of the judicial hearing. Appeals may be based on one or more of the following criterion:

- 1) New evidence not reasonably available at the time of the original hearing may cause the case to be reopened;
- 2) Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- 3) Grossly inappropriate administrative actions having no reasonable relationship to the charges.

An appeal of an administrative action(s) imposed by the Director of Residential Life and Housing must be made in writing and addressed to the Vice-President for Student Affairs/Dean of Students within 5 working days after receiving notification of the outcome of the judicial hearing. Under most circumstances, the appealing student is notified, within 10 working days, of the action taken on the appeal.

Probation Violation

If a resident violates their probation by violating any policy or procedure of the college or the Office of Residential Life & Housing, they may be required to meet with the Director of Residential Life & Housing. The administrative action for this violation may be up to and including termination of the student's current Housing Contract and eviction from the residence halls.

Failure to Pay Fines/Complete Sanctions

A resident must complete all assigned judicial sanctions by the supplied deadlines or they may face further administrative action. Unpaid fines may be doubled and incomplete sanctions may result in further fines or the review for possible termination of a student's housing status. If a student is on probation, failure to complete any sanctioning may result in the resident being immediately referred to the Director of Residential Life & Housing.

Outside Agencies

Rhode Island College offers no safe environment for, nor protection of, any individual subject to criminal investigation.

Legal Sanctions

The college campus is subject to State and Federal laws concerning the use and possession of alcohol and drugs. Students must be aware of and abide by these laws which are subject to change or face legal action.

ALCOHOL:

Section 3-8-6(d) of the Rhode Island statute states that it is unlawful for a minor (under the age of 21) to purchase or to make a false statement in connection with the attempted purchase of alcohol.

The sanction is a fine of \$100.00 - \$1000.00.

Section 3-8-10 states that possession of alcohol by a minor is illegal. The fine ranges from \$100.00 - \$500.00.

DRUGS:

Rhode Island statutes cover a wide range of drug offenses, including the use, possession, sale, distribution, transportation, and manufacture of various types of drugs (21-28-4 Rhode Island General Legislation). Among other provisions, the State law creates the following mandatory minimum prison sentences for first-time offenders who are not "Drug Dependent" persons: Imprisonment not more than 3 years and a fine not less than \$500.00, or both, for the other Schedule I, II, III, IV drugs (excluding marijuana), R.I.G.L. 21-28-4.01.

Imprisonment not more than 20 years and a fine not more than \$40,000.00, or both, for the use, constructive possession, sale, distribution, transportation, or manufacture of amphetamines, barbituric acid, barbital, or other Schedule II or IV drugs, R.I.G.L. 21-28-4.07.

Imprisonment not more than 3 years and a fine not less than \$500.00, or both, for the simple unlawful possession of Limited Quantity Narcotics and other Schedule V drugs, R.I.G.L. 21-28-4.01(1)(2).

Imprisonment not more than 1 year and a fine not more than \$10,000.00, or both, for the use, constructive possession, sale, distribution, transportation, or manufacture of Limited Quality Narcotics and other Schedule V drugs.

Actual sentences depend on the severity and the circumstances of the offense, and the character and background of the offender.

It is a crime to knowingly or intentionally possess marijuana in Rhode Island. Penalties include a fine of \$150; and may increase for second and subsequent convictions. The judge may also order participation in a drug counseling or education program, and community service. (R.I. Gen. Laws Ann. § 21-28-401(c)(1).)

Note: Anabolic steroids prescribed by a practitioner for the purpose of increasing mass, strength, or weight without a medical necessity, are a misdemeanor and may carry imprisonment for not more than 6 months or a fine of not more than \$1000.00, or both.

Residence Hall Policies

Alcohol Policy

The purpose of the Alcohol Policy is to recognize, supplement, and support the laws of the State of Rhode Island, the policies of Rhode Island College, and the goals of the Office of Residential Life & Housing. Alcohol is prohibited in all Rhode Island College residence halls and surrounding areas. Students found in the presence of alcohol are also equally responsible and will be adjudicated accordingly.

In accordance with the educational philosophy of Rhode Island College and to maintain an environment conducive to reasonable study and living conditions, the following Residential Life & Housing regulations are stated and will be upheld:

Section A. General Alcohol Policy

1. Residents and guests are not permitted to possess or consume alcohol in the residence halls or surrounding areas.
2. Alcoholic beverages and related paraphernalia are prohibited in the residence halls. No persons will be permitted to store, consume, possess, or manufacture alcoholic beverages in the residence halls and surrounding areas. This includes common areas (main lounges, laundry rooms, study lounges, etc.), suites, rooms, lawns, courtyards, parking lots, stairs, and elevators.
3. Students who violate other college policies while under the influence of alcohol can be held responsible for a violation of the Alcohol Policy and can face all appropriate sanctioning.
4. Empty alcohol beverage containers are not permitted in the residence halls and surrounding areas. Any containers that are found will be disposed of, including those that the resident may consider decorative in nature. Since a staff member cannot be sure whether empty containers are decorative or not, all alcohol containers that are found will result in alcohol documentation for the resident(s). Empty alcohol containers found in a Suite area or Bathroom area will be considered the responsibility of the students living in that area.

5. Any open containers, including cups, open bottles, and cans will be confiscated and disposed of by a Residential Life & Housing staff member.
6. Paraphernalia can include any materials produced for the expressed purpose of alcohol consumption. This includes shot glass, funnels, and etc.
7. Large serving containers, such as punch bowls, garbage cans, kegs, beer balls, etc., are also not permitted in the halls at any time.
8. Hall Council funds will not be utilized for the purchase of alcoholic beverages.
9. The presence of alcohol will be cause for an immediate cessation of any gathering. Guests will be required to leave the residences halls immediately and residents will be asked to return to their respective rooms.

Section B. Confiscation of Alcoholic Beverages/Paraphernalia & Search of Materials

1. Any and all alcoholic beverages, in any form, that are brought into the residence hall areas are subject to confiscation by the Residential Life & Housing staff and/or Campus Police officers, and will be disposed of accordingly. Confiscated alcohol will not be returned.
2. All alcohol paraphernalia is subject to confiscation by the Residential Life & Housing staff and/or Campus Police officers. Paraphernalia will be returned at the discretion of the Professional Hall staff member. All paraphernalia still in possession of the Residential Life & Housing staff at the close of each semester will be disposed of appropriately.
3. The college reserves the right to inspect all bags or possessions brought into the residence halls. Failure to comply with a Residential Life & Housing staff member's request to search belongings may result in judicial sanctioning or the involvement of the Campus Police.

Section C. Residents and Guests

1. It is the responsibility of the resident to inform their guests of the policies and procedures that govern Rhode Island College and the residence halls. Residents will be responsible for the actions of their guests, including violations of policy and/or damages.
2. Off-campus students found in the presence and/or consumption of alcohol and/or drug while in a residence halls or surrounding areas will be referred to the Dean of Student Life for a Student Code of Conduct violation.
3. Guests may be trespassed from the residence halls for violating policies.

Alcohol Policy Violation Judicial Sanctions

Students found responsible for violating an alcohol policy will be subject to college judicial action. In all situations, the consumption of alcoholic beverages will be considered an aggravating rather than mitigating factor.

1. Individual Violations (possession and/or use):
1st Offense - The resident will be required to meet with the Professional Hall staff member and will be placed on automatic probation with a written copy of the action to be placed in the Hall Judicial File and one copy sent to the Director of Residential Life & Housing. The resident will receive a fine of \$25.00 payable to the Office of Residential Life & Housing within ten business days. There will also be additional sanctioning which may include but is not limited to referral to an online judicial course

or restitution based work. Failure to meet with the Professional Hall staff member will result in additional sanctions.

2nd Offense - The resident will be referred to the Director of Residential Life & Housing which may result in eviction from the residence halls and termination of the Housing Contract. The resident will also be fined \$50.00 payable to the Office of Residential Life & Housing within ten business days and receive further educational sanctioning.

The above fines will be doubled when violations occur during 24-Hour Quiet Hours/Final Exam Weeks. This means that a \$50.00 fine will be issued on the first offense, and a \$100.00 fine will be issued on the second offense during these periods. Also, failure to pay fines that assessed may result in further fines and/or referral to the Director of Residential Life and Housing.

2. Party Violations:

1st Offense – There will be an immediate cessation of the party, automatic probation and community service hours for suite members in attendance. Judicial action will also be taken against resident guests involved in the violation. A written account of action taken will be sent to residents involved, with copies forwarded to the Hall Judicial File and to the Director of Residential Life & Housing.

2nd Offense – Any violation occurring while on probation or after the initial probation period will result in referral to the Director of Residential Life & Housing resulting in potential eviction from the residence halls.

3. Students with Alcohol Use Problems:

Students who have been determined to be having a problem with the use of alcohol may be approached by Residential Life & Housing staff to discuss the situation. If the problem is not resolved, the student may be referred to an appropriate treatment center or to the Counseling Center by the Director of Residential Life & Housing and/or Professional Hall Staff.

4. Minor Aged Students Alcohol Possession & Supplying to Minors

Minors violating the Residential Life & Housing Alcohol Policy and anyone distributing alcohol to individuals under the age of 21 may face increased sanctioning in addition to that imposed under the general alcohol policy which may include removal from the residence halls.

5. Common Source Containers & Kegs

Residents who are found to be responsible for kegs, beer balls, or excessive amounts of alcohol (as determined by college staff), face further administrative actions up to and including immediate eviction from the residence halls.

Community Standards

Residents may be able to prevent, report, or reduce the impact of policy violations for the betterment of the community. Being in the presence of, helping facilitate, and/or passively engaging in any violation is prohibited. Individuals and communities have influence on the behavior of others within the community.

Cooking Policy

Residents are not allowed to cook any meals in their rooms or suite areas. Some of the residence halls have a kitchen facility with an oven and stove (some have refrigerators) where students may prepare meals or bake. Residents are responsible for cleaning up after themselves and must leave the entire kitchen area clean for the next person. Failure to do this may result in the loss of kitchen privileges or other administrative actions.

Damages

Each individual resident is responsible for damage in the hall, their suite, bathroom, and room. Damages will be assessed on all residents of an entire suite or hall unless the person(s) responsible is/are brought to the attention of the Professional Hall staff member. Intentional damage, such as marking walls with ink, will require immediate correction by the resident or they will face judicial action. Bills must be paid promptly, and excessive or repeated damages will result in warnings and/or termination of the Housing Contract. When and how repairs and replacements are made is determined by the college, regardless of damage billing procedure and practice.

Drugs (Illegal)

The possession, use, or sale of illegal drugs and narcotics is against State, Federal, and Rhode Island College regulations and is not permitted in the residence halls. Additionally, any paraphernalia and/or equipment that could reasonably be expected to be used in relation to unprescribed drug use are not permitted. If detected, students found in violation of this regulation can expect administrative action, confiscation of any drug/paraphernalia, and if appropriate, civil action. Inappropriate use of prescription drugs is also prohibited.

Section A. Confiscation of Illegal Drugs and Paraphernalia

1. Any and all illegal drugs and paraphernalia, in any form, that are brought into the residence halls by anyone, are subject to confiscation by the Residential Life and Housing Staff and/or Campus Police Officers, and will be disposed of accordingly. Confiscated drugs and paraphernalia will not be returned.
2. The college reserves the right to turn any matter related to drugs/paraphernalia over to the local authorities as appropriate. This includes the Campus Police and Providence area police.

Section B. Residents and Guests

1. It is the responsibility of the resident to inform their guests of the policies and procedures that govern Rhode Island College and the residence halls. Residents will be responsible for the actions of their guests, including violations of policy and/or damages.
2. Off-campus students found in the presence and/or consumption of drugs and/or alcohol while in a residence halls or surrounding areas will be referred to the Dean of Student Life for a Student Code of Conduct violation.
3. Guests can be trespassed from the residence halls for violating policies.

Drug Policy Violation Judicial Sanctions

Students under the influence of illegal drugs will be held responsible for their actions. In all situations, the use of illegal drugs will be considered an aggravating rather than mitigating factor.

1. Individual Violations (possession and/or use):

The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic or narcotic drugs in or around the residence halls or at hall functions held on or off campus is prohibited and will be reported to Campus Police. Any student found responsible for a drug policy violation will be subject to disciplinary action which may result in termination of the housing/dining contract and/or may be subject to criminal prosecution under applicable laws.

Any fines imposed will be doubled when violations occur during 24-Hour Quiet Hours/Final Exam Weeks.

2. **Students with Drug Problems:**
Students who have been determined to be having a problem with the use of illegal drugs will be approached by Residential Life & Housing staff to discuss the situation. If the problem is not resolved, the student will be referred to an appropriate treatment center or to the Counseling Center by the Director of Residential Life & Housing and/or Professional Hall staff member.
3. **Excessive Amounts**
Students who are found to be responsible for paraphernalia or excessive amounts of illegal drugs (as determined by college staff), face further administrative actions up to and including eviction from the residence halls. These incidents, also, can be referred to the Dean of Student Life Office for violations of the Student Handbook which carries possible administrative actions can be up to and including suspension or expulsion from the college.

Electrical Equipment

For reasons of fire safety in a group living situation and the danger of electrical overload within each unit, certain types of electrical equipment may not be used in a resident's room, bathroom, suite, hallway, or lounge.

- A. The following items are prohibited to have in the residence halls. Among these items are: space heaters, halogen lamps, sun lamps, lava lamps, immersion heaters, hot pots, hot plates, toaster ovens, "George Forman" grill, electric potpourri burners, and any other heating or cooking appliances.
- B. A maximum of one microwave is permitted only in each suite area in Browne, Thorp, Weber, and Willard Halls. Microwaves are not permitted in individual rooms in these buildings. Due to the structure of the building, a maximum of one microwave is permitted in each room in Sweet Hall.
 1. Microwaves are not permitted in the bathroom of any building.
 2. Microwaves must be 0.7 cu. ft. or smaller and cannot exceed 700 watts.
 3. Microwaves can be banned if used inappropriately or if usage results in false fire alarms.
 4. Repeat offenses in a suite or the building may result in the banishment of microwaves for up to one semester.
 5. If more than the maximum number of microwaves is found in an area it can be confiscated and will not be returned until semester break.
- C. All Christmas, icicle, rope, and lantern lights along with any other form of temporary lighting are not allowed in the Residence Halls. Please use UL listed approved lamps with less than a 100-watt light bulb.
- D. Radios, stereos, and television sets without outside antennae may be used.
- E. Appliances such as compact 4.6 cubic foot refrigerators (UL Listed) may be used.
- F. Other "safe" appliances which may be used with caution are blow dryers, curling irons, electric hair rollers, electric blankets, blenders, coffee pots, and electric razors. All of these items must have an automatic shut off in order to be used in the residence halls. As a safety precaution, it is recommended that all "safe" appliances are plugged directly into a surge protector and power strips.
- G. Extension cords of any kind are not allowed in the halls. As an alternative, students can continue to use (UL Listed) surge protectors and power strips in their rooms.
- H. Surge protectors and power strips need to be directly plugged into the outlet. Plugging in multiple surge protectors and power strips into each other (daisy chaining) is prohibitive.

- I. Due to safety concerns of fire and rider safety, hover boards or other electronically operated skateboard type devices shall not be allowed to be either charged, operated or stored in the Rhode Island College residence halls.
- J. Inquiries on the usage of items not mentioned here should be directed to your Professional Hall staff.

Fire Alarms, Extinguishers, & Safety Devices

Abuse or tampering with fire detection, fire safety, and alarm devices is prohibited.

The following fines will be assessed:

- A. Illegal Exit through Fire Door/Emergency Exit - **\$50.00**
- B. Failure to Leave Building during a Fire Alarm - **\$100.00** and potential further judicial action
- C. Misuse of Fire Extinguisher - **\$100.00** and other sanctioning as deemed appropriate by the Director of Residential Life & Housing.
- D. Abuse or Tampering of Detection, Suppression, and Alarm Devices - **\$100.00** additional educational sanctions and possible dismissal from the residence halls.
- E. Misuse or Activation of Fire Alarm Pull Box - **\$200.00** and immediate dismissal from the halls
- F. Disruption or misuse of Residential Life on-call phones, including prank calls, is prohibited - **\$100**, additional educational sanctions and possible dismissal from the residence halls.
- G. Unauthorized or misuse of the intercom system is prohibited - **\$100**, additional educational sanctions and possible dismissal from the residence halls.
- H. False Fire Alarm as a Result of Microwave Use –
 - 1st Offense- would result in written warning unless the situation is determined by the Professional Hall staff member to be a purposeful violation in which case greater sanctions would be immediately applied.
 - 2nd Offense- would result in \$100.00 fine, loss of microwave for one semester and housing probation for one month.

Firearms, Weapons, & Explosives

The possession and/or use of guns, knives, explosives (including firecrackers) or other dangerous weapons or devices of any kind are prohibited in the residence halls. The possession and/or use of these weapons will result in immediate probation and administrative action up to and possibly including the termination of your Housing Contract and referral to the College Board of Discipline.

For the purpose of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade) style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper gas/spray and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

Gambling

Rhode Island College supports all federal and state laws regarding illegal gambling.

Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event, whether professional or amateur; playing card games for money or prizes; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, office, telephone, computer or other electronic device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; involvement in unauthorized raffles or lotteries. Students involved in illegal gambling, particularly bookmaking, risk criminal prosecution and/or suspension from the college.

The college recognizes that problems with gambling (including legal but compulsive gambling on lotteries, at dog tracks and casinos) can adversely affect a student's academic career. Students are encouraged to seek help

for themselves or friends who might be in need by contacting their Residence Hall Staff or the Counseling Center.

Guest Policy

Residents are responsible for the actions of their guests. Guests must comply with all residence hall and college policies and regulations and hosts are responsible for their guests' behavior at all times. Courtesy and consideration for fellow members of your residence hall should be of primary concern. Maintaining the security of our community is a major part of your responsibility as a resident.

Residents must encourage and take action to assure responsible behavior by their guests. This policy acknowledges that you may not be able to completely control another person's actions, but you can influence who you host, how they behave, and what they do in the community. Failure to monitor or influence guest behavior to assure adherence to the Standards of Residence is prohibited. Residents may be held responsible for violations committed by their guests. For example, if your guest uses illegal drugs in your room, you may be held responsible for a violation of the drug policy, regardless of whether you personally used it. You may also be held responsible for violating the guest policy. If you need help managing guest behavior or a guest is behaving outside of your voiced expectations, you should contact Campus Police or a hall staff member immediately. Doing so may reduce your accountability for their actions.

The following policies apply to all of your guests.

A. Escort Policy

Every visitor to a residence hall must be escorted at all times. This applies to residents of other halls as well as non-residents. The only exceptions to this rule are designated college staff. If a non-resident is found unescorted inside the building or courtyard by a staff member, that person will be stopped and confronted. If the person that they are visiting has knowledge of their presence in the building, the resident will be documented for violating this policy. If a resident from another hall is found alone in the building, they will be documented, as well as the resident that the person was visiting, if the resident has knowledge of the visitor's presence and has not escorted this visitor.

1. All guests, including those who live on-campus in another residence hall, will be required to be signed-in at the Front Desk of the residence hall that they are visiting (with the exception of Willard Hall)
 - a. Fridays-Wednesdays 7:00pm to 12:00am.
 - b. Thursdays 7:00pm to 2:00am.
 - c. Penfield Hall desk hours start at 4:00pm, guest are required to sign in while desk is open.
2. Proper Identification is required; such as school ID, driver license, state ID, passport.
3. Guests must be signed-in and escorted in order to gain entrance into the residence halls.
4. One resident cannot sign in more than TWO guests at a time and may not sign anyone else in until those guests leave.
5. If a resident has a guest in the building before 7:00pm, they must go to the front desk at 7:00pm to have their guest(s) signed in.

B. Overnight Guests

A resident's privilege to have a guest in the room/suite may not interfere with a roommate/suitemate's right to privacy, sleep and quiet study space. Before a guest can be permitted to stay consent from others sharing the room/suite should be granted.

Guests of residence hall students may stay overnight in the residence halls only two (2) nights within a seven (7) day period. Guests are not permitted to stay more than six (6) nights within a 30-day timespan within all residence halls. Guests are not permitted to stay more than six (6) days total within

a 30-day timespan not per host resident for six (6) days. Guests found staying longer than allowed may be charge additional fee to their student account and/or trespassed from the residence halls.

In addition, guests are prohibited from sleeping in any suite area. Use of an appropriate bathroom is strictly mandated for all guests. Violation of this policy may result in administrative action. It is expected that overnight guests be of an age where they can exit the residence hall in case of an emergency without the need of supervision (such as fire alarm evacuation).

C. Inter-visitation

The residence halls at Rhode Island College allow 24-hour visitation. Hall Visitation policies are established for the visiting of non-residents of that residence hall, keeping these considerations in mind:

Everyone's rights should be remembered. The living environment must remain safe and secure for all residents. Residents are responsible and accountable for their actions and behavior as well as those of their guests. Students must abide by college policies as well as State and Federal laws. Violation of a college policy will result in administrative actions. Violation of a State or Federal law will result in administrative actions along with possible civil prosecution.

Illegal Gatherings/Occupancy Limits

An illegal gathering is defined as a group of people congregated in a given area (room, suite) in which the attendance exceeds the legal limit for that area without first receiving prior permission for that gathering and whose actions are disruptive in nature. Students hosting such illegal gatherings will be documented for a policy violation and will face the appropriate judicial action. Off campus guests will be asked to leave the residence halls immediately and other on-campus guests may face judicial action.

- A. The established limit for rooms are:
 1. Single room is 3 individuals
 2. Double room is 6 individuals
 3. Triple room is 9 individuals.
- B. Suite area is twice the occupancy of the area (including the resident of the building).

Incense/ Candles

Fire safety for the residence halls is the responsibility for the whole community within the halls. Candles and incense are considered to be significant causes of fire on college campuses around the world.

- A. Candles, incense, candle warmers and related paraphernalia are illegal within the residence halls. These items will be confiscated from the room or suite area upon discovery of their presence.
- B. The smell of incense or candles is sufficient evidence to request to do a plain view search of the room or suite area. The evidence and/or smell of incense or candles will be documented and the individual(s) will be given a candle/incense warning.
- C. Further administrative actions may occur if a person is found to have large amounts of candles/incenses or if the person violates the policy on a repetitive basis.
- D. Illegal items confiscated by the Residential Life and Housing Staff must be claimed within 30 days after the official closing of the residence halls each semester or the items will be disposed of.

Keys/Identification Cards

All residents will receive residence hall keys that are specific to their room and suite. At no time should any resident loan their residence hall keys to any other person. Administrative action and/or fines will be imposed on violators of this policy.

Key Loss – Students must report lost keys to the Office of Residential Life & Housing and will receive a temporary replacement set upon request. Due to the security risk involved in lost keys, a lock change

may be required. Prices for a lock change ranges upwards to \$100. The cost will be deducted from the student's damage deposit.

Key Duplication – Residence hall keys may not be duplicated. If it is discovered that a resident has duplicated keys, they will face judicial action which may include fiscal responsibility for a lock change and additional sanctioning.

Identification Cards – Students are issued a RIC I.D. card during their first semester at Rhode Island College. Replacement I.D. pictures are taken at the Campus Card Office in the Student Union (x8394) and cost \$10.00. Residents of Penfield Hall, Sweet Hall, Thorp Hall, Willard and Weber Hall use these cards to gain access to the front door of their hall. Residents of Browne Hall use these cards to gain access to the front and rear entrances of their hall. These cards are also used in the library and in the dining center. If you lose your I.D. card, please report to the Campus Card Office immediately. They will deactivate your old card and issue you a new one at the cost of \$10.00. Also, at no time should any resident loan their RIC I.D. to anyone else. Administrative actions and/or fines will be imposed.

Student should carry their I.D. with them at all times and are REQUIRED to produce an I.D. at the request of any College Official, including Campus Police and Residential Life & Housing Staff. Failure to produce an I.D. upon request of a College Official may result in administrative actions.

Payments

Residence hall students are responsible for all bills that they have incurred with the college. If a resident does not make the required payments at the requested times, their current and future residence hall space and/or class registration will be in jeopardy. Students may also be detained at check-in times for uncollected funds.

Pets

For reasons of health and sanitation, pets of any kind are not allowed in the residence halls. This includes pets that may be “just visiting.” The only exceptions to this rule are small flake-eating fish and guide dogs for the disabled. Aquariums for small fish are allowed, but due to the possibility of breakage and damage to college property, a 10-gallon tank per room or 20-gallon tank per suite area is the largest acceptable in the halls. Students who are found in violation of this policy will be documented and face judicial action.

Physical Force

Fighting and/or use of physical force is prohibitive and can result in the immediate removal from the Residence Halls.

Quiet Hours/Noise Policy

In order to create an environment conducive to intellectual pursuit and individual well-being, all residents should refrain from creating inordinate or unnecessary noise at all times. Residents should be aware of the effect their noise has, not only for other residents of their suite, but for those people who live above or below them as well.

The Quiet Hours established by the Office of Residential Life & Housing for the purposes of study and/or sleep are as follows:

Sunday – Thursday: 12:00am – 9:00am

Friday & Saturday: 1:00am – 10:00am.

During Quiet Hours, students are to make as little noise as possible, and when asked by a fellow student or staff member to “quiet down”, they should do so. Excessive noise will result in documentation for a policy violation and appropriate judicial sanctioning. During Fall and Spring Final Exam Weeks, 24-hour Quiet Hours are in effect so that students may effectively study. If violations occur during these weeks, \$25.00 fines will be issued and further action may result.

24 Hour Courtesy Hours - Since noise is always a factor in a community living situation, residents are expected to be considerate of other residents 24 hours a day.

Resident Privacy

Authorized college representatives shall have the right to enter housing spaces for the purposes of:

- A. Fire, safety, and health inspections
- B. Compliance with multiple dwelling unit laws
- C. Responding to clear indications of immediate danger to life, safety, health, or property
- D. Maintaining the conditions of facilities and furnishings

Whenever possible and feasible, students will be present during these entries. Room checks may also be conducted; however, students will be notified at least 24 hours before they are held. Entrance of premises occupied by students or the search of personal possessions of students may be conducted upon authorization of designated college officers to determine compliance with Rhode Island College regulations and State laws where there is probable cause to believe that a violation has occurred or is taking place. The resident will be held responsible for any violations that may be found in their room.

Roof Tops/Windows

Residents and guests may not enter upon, cross, or use rooftops in any manner, or climb in or out of windows. Items should not be thrown out of the windows. Residents in violation will receive warnings and be fined \$50.00. If an object (football, Frisbee, etc.) lands on a rooftop, please notify a Resident Assistant or Professional Hall staff member. Tampering with or removal of a room or suite window screen will result in a \$25.00 fine, cost of replacement, and possible administrative action.

Room Furnishings

The Office of Residential Life & Housing furnishes residence hall rooms, suites, and lounges. All suite and lounge furniture is to remain in the suite or lounge area for use by all of the residents in that suite or hall. Likewise, all room furnishings must remain in the room that they are assigned to since storage space in the residence halls is limited. If residents are found to be moving furniture from rooms into suites or lounges and/or from suites or lounges into rooms, they will receive a warning, be fined \$20.00 per item, and the furniture will have to be returned to its original area.

No more than 50 % of the total wall area may be covered with combustible materials (e.g., flags, poster, and pictures). Electrical outlets and lights may not be covered at all. Nothing may be posted or suspended from the ceiling or any fire apparatus. Those in violation of this may face administrative actions.

Room Occupancy

Residents have contracted for a single space in the residence halls. Residents are not allowed to sublet their room/unit to any person for any length of time. Residents who are found subletting their room or suite area are subject to eviction from the residence halls.

The College reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. Any residents involved in deliberately discouraging or rejecting a fellow student who is officially applying for or attempting to occupy a legitimate vacancy will be reassigned within College housing or be dismissed from College housing. Any personal belongings or items left abandoned in a student room/suite after a student moves out will be disposed of after 5 business days or by the close of the semester.

Room Painting

Unauthorized painting of residence hall rooms and suites is not allowed. Fines for unauthorized painting may be applied immediately upon discovery of the violation by your Professional Hall staff member.

Sign Postings

Any signs to be posted in the residence halls must be approved by the Professional Hall staff member and posted in designated posting areas. If a sign is not approved, it will be taken down and disposed of. Signs posted for the benefit of all residents (Fire Safety Regulations, Evacuation Procedures, RA posters, Hall banners, Policy Signs, etc.) should not be tampered with. Those found to be tampering with such postings will be held responsible for a violation of the Vandalism Policy.

Smoking/No Smoking Policy

The residence halls at Rhode Island College are a smoke free community. Pursuant to RI State Law, smoking is illegal in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, rec rooms, laundry rooms, hallways, stairways, and elevators. The residence halls at Rhode Island College are a smoke free community. Smoking is prohibited in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, recreation rooms, laundry rooms, hallways, stairways, and elevators. Smoking outside a residence hall can be done 50 feet away from the building or at a designated location by the residence hall staff. Smoking in other areas around the residence halls will be in violation of this policy. These areas may also be designated as non-smoking when necessary by the Residential Life & Housing staff. Smoking in other areas around the residence halls will be in violation of this policy. All items, such as cigarettes, e-cigarettes, and ashtrays, found in the student's room or suite area will be confiscated and the appropriate administrative actions taken. Please note that hookahs are not allowed in the residence halls.

Solicitation

Sales people and solicitors of non-college organizations are not allowed in the residence halls. The sale of tickets or items by college groups must be approved by the Director of Residential Life & Housing. All non-residents must be escorted by a resident. If violations occur, the sales people will be removed from the residence hall, and if repeated incidents occur, they will be arrested for trespassing. Also, the resident who is found escorting them will receive administrative actions.

The sale of goods or services from a resident's room or suite without the written permission of the Director of Residential Life and Housing is not permitted.

Sports Equipment/Hall Sports

Because of the potential for noise, damage to the building, and personal injury, the residence halls and courtyard areas are not to be used for playing sports. "Hall Sports" are broadly defined to include the use of athletic equipment indoors and all rough housing that may occur as a result. Anyone engaging in these activities within the residence halls or in the courtyard areas will be held responsible for a violation of policy. In addition to appropriate judicial sanctions, students will be held financially responsible for any damages caused by these activities. Punching bags and weightlifting equipment, including weights and barbells, are prohibited. Bikes, skateboards, roller blades, and roller skates are not permitted to be used in the buildings.

Suite/External Door Propping

Due to fire, theft, and safety hazards, the propping of fire doors and/or suite/external doors is restricted and residents will receive warnings if violations occur. Any student or guest who intentionally violates this policy by propping, damaging, or vandalizing a suite or external door will be subject to a fine of \$50.00 and Judicial actions.

Trash Removal/Recycling

Penfield Hall and Sweet Hall residents are expected to use the recycling/trash rooms in their respective buildings for removal. Students in Weber, Willard, Thorp and Browne are responsible for taking their own personal trash to the designated recycling/trash areas in their building. For example, Thorp Hall residents take their recycling/trash to the large bins in the courtyard. This effort is to create a sense of responsibility or civic

duty by giving students an idea of how much trash they generate and perhaps encourage more recycling. In addition, it helps to reduce the possibility of food/trash that attracts mice or other animals. The third reason, one of practicality and cleanliness, allows the housekeeping staff to dedicate time to addressing the cleanliness of bathrooms, showers and other high traffic areas.

Residents are required to uphold and abide by College Recycling procedures.

Vacation Breaks

The residence halls are closed during summer, winter, and Spring Breaks. All students must vacate the buildings during these times. There are some residents who are granted permission to stay due to either being a student teacher, out of state athlete or other circumstance but they must make arrangements with the Office of Residential Life & Housing in order to stay in the halls over vacation breaks, and there will be a charge to stay. Students should be advised that there are specific times when the residence halls are closed and NO ONE is allowed to stay. Students needing housing during these times should plan accordingly.

After the halls close, rooms will be entered by the staff to ensure that the windows and doors are secure. If obvious policy violations are discovered (alcohol, cooking devices, etc.), they will be confiscated and judicial action will be taken. All dates and times for hall openings/closings are listed on the calendar enclosed in this Handbook.

Vandalism

The condition of your living environment is everyone's responsibility. The individual(s) that are found responsible for destruction of college and/or personal property will be document for a policy violation and in addition to any judicial sanctions applied are required to provide restitution for the damage caused which may include, but not limited to; parts, supplies, replacement, labor charges, and moving costs.

Littering on the campus is not permitted. It is everyone's responsibility to make sure we have a safe and clean environment to live and learn. We reserve the right to bill resident(s), suites, floors, or buildings for the cost of cleaning up excessive littering in or around a building.

Water Beds, Lofts & Cinderblocks

Due to possible leakage and other damage, waterbeds are not allowed in the residence halls. Lofts or any other structures used to support residents' beds are also prohibited due to Fire and Safety Regulations. Also, the use of bunk beds not provided by the College is prohibited. The use of room furnishings or cinderblocks to construct alternate sleeping levels is prohibited. The Office of Residential Life & Housing is not responsible for injuries to persons and/or damage to furnishings due to unsafe bed construction.

CINDERBLOCKS are not allowed in the residence halls. If a staff member finds cinder blocks present in any room or suite they will require the student to remove them immediately. There are several safe alternatives to cinderblocks, i.e. Rack Raisers, available at home & bedding stores.