



Residence Life Handbook
Community Standards and Expectations
2017-2018

Welcome to Residence Life

There is no substitute for life on campus. Residence life positively influences academic and personal growth by offering a variety of programs, both social and educational. Residents are an active part of the on-campus community. Through your involvement, you will build relationships with neighbors and classmates to develop life-long skills. We are excited for you to experience the convenience, care and social growth the residence hall has to offer.

The Residence Life Staff are great resources and happy to assist you!

- The main office is open Monday through Friday 8:00 am to 5:00 pm.
- The community center is open Monday through Friday 8:00 am to 7:00 pm, Saturday and Sunday Noon to 3:00 pm.
- Resident Assistants are on-call Monday through Thursday 7:00 pm to 8:00 am, Friday 7:00 pm to Monday 8:00 am

We encourage you to contact the Resident Assistant on your floor or the Director of Residence Life with any questions or concerns you have while living on campus.

No community is entirely risk free. Crimes take place in our society as well as on our college campus. Flathead Valley Community College (FVCC) and Residence Life want to encourage you to take joint responsibility for your safety on campus. The best protection against criminal activities is for all residents, faculty, and staff to be aware of and report any suspicious activities. All members of our community can reduce the risk of campus crime by being responsible for their personal safety and taking practical precautions.

Helpful hints for your safety....

Always:

- Be aware of your surroundings. If something seems like a problem, step up and say something. It's up to you!
- Lock your door at night or whenever you leave your room. Lock your vehicle.
- Tell your roommate/friends where you're going and when you plan to return.
- Look assertive and confident, and be aware of your surroundings.
- Trust your gut feelings. If you feel uncomfortable, get out of the situation.
- Contact your Resident Assistant or the police if you have a problem or see something/ someone that you think is unsafe.
- If there is an emergency, call 911 immediately.

Never:

- Leave your door unlocked when you are not home.
- Prop open the hallway or outside doors of the building. They are locked for your safety.
- Let people into the building that you don't know. They will have access if they are allowed entry to the building.
- Lend your keys or ID card to friends.
- Put social norms or etiquette before your own personal safety.

Residents' Rights and Courtesies

Listed below are rights and courtesies to help all hall residents adjust to residence life.

- Residents have the right to study and sleep during quiet hours without interference, noise, or distractions.
- Residents have the right to personal privacy.
- Residents have the right to live in a clean environment.
- Residents have the right to have guests, but must take responsibility for their guests' behavior.
- Residents have the right to express concerns to the Resident Life staff.
- Residents must respect their roommate's belongings.
- Residents have the right to their own interests and values.
- Residents have the right to be free of intimidation and physical or emotional harm.

In addition to these rights, all residents and guests are expected to adhere to FVCCs' Student Code of Conduct and the Discrimination and Sexual Harassment Policy.

Legal Information

Your Student Housing Application and Agreement is the basic document that states the contractual obligations between you and FVCC. This document, along with the Residence Life Handbook, is a legally binding document. You are equally responsible for complying with the rules, policies, regulations, and community standards contained in this handbook as you are for those printed in the Housing Agreement.

Every effort has been made to ensure the accuracy of information contained in Residence Life Handbook. Updates and corrections are made as they become necessary. Contract holders will be notified of substantive changes.

Hold Harmless

You agree to hold FVCC, its agents and employees harmless from all damage, liability, or loss sustained by you or others in your room that results from the negligent or illegal use or intentional misuse of the room by you or others in the room.

Personal Property and Liability Protection

FVCC and Residence Life do not assume any liability for loss, theft, or damage to the personal property of residents in any Residence Life location, including parking lots. Residents are strongly encouraged to maintain appropriate insurance coverage on all personal property.

Resources

Vending Machines

Snacks and soft drinks will be available in the Community Center lobby.

Bulletin Boards and Email

To stay up-to-date on campus and hall news and events, check the community bulletin boards as well as your electronic Eagle Mail account.

Laundry

The residence hall provides washers and dryers in two locations for resident use only. If you are new to doing laundry, refer to the chart in the laundry room for helpful tips, or ask your Resident Assistant for help.

Community Center

The function of the Community Center is to provide residents with information and additional services. The Director of Residence Life's office is located near the Community Center.

There are many items available at the Community Center:

- Temporary keys for room access
- Games
- Vacuums
- Mail and packages
- Additional resources

Mail

Each resident will be issued a mailbox and the key at check-in. The mailboxes are located in the Founders Hall lobby next to the front desk. Mail will be placed in boxes daily, Monday through Saturday with the exceptions of holidays. When picking up packages you will be asked to present a form of ID and sign for the package received.

Your mailing address is:

Name (First and Last)
2205 Hwy 93 N # _____ (Your assigned box number)
Kalispell, MT 59901

Outgoing mail may be placed in the outgoing mailbox. When checking out of Founders Hall, residents will fill out a change of address card and will be asked to update their mailing address in their student portal. First-class mail will be forwarded.

Conflict Resolution Process

Even with the guidance of the Code of Student Conduct and the Community Standards set forth in the Student Housing Handbook, conflicts will occur in the community. Though challenging, these conflicts present an opportunity to advance Residence Life's mission to create and sustain a learning-centered residential community. The special environment of Student Housing allows the community to take advantage of this opportunity through Restorative Practices.

Restorative Practices are a response to an incident in a community in which there have been violations of relationships, trust and/or shared expectations.

- Focuses on community and relationships that may have been harmed.
- Parties that caused the harm are asked to reflect:
 - What level of involvement or responsibility might they have had in this incident?
 - Who may have been harmed in this incident and in what ways?
 - What can be done to address and repair the harm that may have been caused in the community?
- Impacted parties are invited to have an active role by sharing how they have been impacted.
- All parties work to repair harm and trust in the community.

Restorative Practices represent a philosophy and a process that acknowledges that when persons cause harm, it affects the person(s) they hurt, the community, and themselves. It is a process that brings community members together to build community and address any harm caused within that community. Restorative Practices can range from the informal to formal as different behavior arises in a community. Restorative Justice is one formal method of addressing harm and impact within the residence hall community. When using Restorative Justice measures, an attempt is made to repair the harm caused by one person to another and to the community so that order may be restored for everyone.

The process for conduct and conflict resolution within student housing has been developed with this philosophy in mind. The process strives to resolve conflicts by promoting understanding and appreciation of the community standards and encouraging residents to take responsibility for their own actions, accept ownership for their community, and engage with all the affected community members in the resolution.

Arbitrations, community circles, group discussions and appeals conducted as part of this resolution process are not courts of law, but forums for education and restoration. Therefore, it is inappropriate to apply many of the rules of civil or criminal hearings. However, a resident in violation of not only the Community Standards, but of the law as well, will also be accountable to both legal authorities and FVCC. The Housing Resolution Process and FVCC processes will normally proceed notwithstanding any civil or criminal hearing. The Housing Resolution Process uses a preponderance of evidence as the standard of proof.

FVCC recognizes that each situation is unique, and conflicts will be handled on a case-by-case basis.

Documentation of Possible Violation(s)

When possible violations of the Code of Student Conduct and/ or the Student Housing Community Standards are observed, they are generally documented by residents or staff members. The information report is submitted to Director of Residence Life for review.

Review of Incident

The Director of Residence Life reviews the report and decides how the case will be handled. The staff may decide to dismiss the case without further action, to direct the case further through the Housing resolution process or to refer the case to the Dean of Students. The following is the criteria that Residence Life will use when considering whether to refer a case to the Dean of Students:

1. The alleged behavior presents a potential threat of danger to persons or property.
2. The alleged behavior presents potential imminent danger to persons or property.
3. The alleged behavior is of a repetitive nature, and the accused student is not responding to local process and/or restorative measures.
4. The alleged behavior involves harassment (racial, sexual or other) and indicates a potential impact on the campus-wide climate.
5. The alleged behavior indicates that the responding student may need to be put on notice that repetition could result in suspension or expulsion.
The alleged behavior occurs outside of the residence hall or the responding student is not a member of the Student Housing community.

Incidents that result in alleged violations must be addressed before residents depart from Housing at the end of any term. Residents who fail to respond to outstanding Housing conflicts may be denied the opportunity to return for the next term and the case will be reviewed and heard in their absence by the Director of Residence Life. Residents involved in such incidents, and who are not planning to return to Student Housing, may have their cases referred to the Dean of Students. Violations allegedly committed by non-residents who are FVCC students may also result in a referral to the Dean of Students.

Emergency Removal: In the case that the Director of Residence Life or designee determines that a resident and or their household member's actions indicate that their continued presence in Student Housing poses an imminent danger to persons or property, the Director of Residence Life or designee may take emergency action by serving the resident with a notice to vacate the building immediately and not return, pending further investigation and appropriate conflict resolution process. FVCC reserves the right to change the locking devices on resident room /apartment doors and/or residence hall outer doors in order to enforce this action.

The following steps will be taken to enact an emergency removal:

1. Once notified of an incident that potentially poses imminent harm or danger, Housing Staff will assess the situation to determine whether emergency removal is warranted.
2. If emergency removal is appropriate, the student and/or the student's guests will be asked to vacate the building immediately and not return unless escorted by a staff member until a conflict resolution process can be held.
3. During the emergency removal period, residents may not return until a process takes place to determine that they can return. This process may be facilitated by Director of Residence Life or the Dean of Students.

Meeting with Staff Member to Discuss the Situation

If the case is retained in Housing, the staff member will conduct a meeting with the resident or residents involved. In addition, other people with relevant information may be interviewed as necessary.

Contents of Meeting

The Housing interview should include the following:

1. Written notification to the resident of the nature of the information report regarding the possible violation(s);
2. Review of the resident's rights and responsibilities in the Resolution Process;
3. Review of the standard(s) directly related to the possible violation(s);
4. An opportunity for the resident to respond to the report;
5. Review of the Resolution Process.

The resident will have the opportunity to ask questions, respond to the report of the possible violation(s), and give the professional staff member additional information and insight.

Outcomes of Meeting

Possible outcomes of the meeting may include dismissal of the charges, community circle and/or arbitrated resolution (meeting with the Director of Residence Life or staff designee).

Case Dismissed

If the staff member determines that it is not likely that a violation has occurred, the accused resident and the complainant, as appropriate, will be notified that the complaint has been dismissed and charges dropped.

Community Circle

A community circle is a type of alternative conflict resolution that brings the resident together with all the other affected parties to talk about the incident. The resident acknowledges responsibility and talks about how the incident unfolded, and the other parties explain the impact on the community. Together, the resident and other parties develop an agreement that reflects ways the resident can repair the harm done and achieve restored status within the community. The resident is responsible for carrying out the agreement, and failure to do so will result in the case being referred back to the arbitration officer for assignment of restorative measures. If the resident completes the community circle and fulfills the agreement successfully, the resident will not incur a conduct record. The information about the case will be kept for statistical purposes only. Community circles are typically held for students involved in an incident with others for the first time.

Arbitrated Resolution

The staff member may determine from the meeting and other information that a violation has likely not occurred. In this case, the resident may agree or disagree about personal responsibility for the violation.

Notification of the Information Report and Case Handling

The contract holder will be notified of the nature of the information report and the disposition of the situation (recommended for mediation, retained in the housing or referred to the Dean of Students). Every effort will be made to notify the contract holder within 10 working days of receipt of the report. The contract holder will be requested to meet at a specific time and place with the appropriate staff member regarding the alleged violations. The request may come in any of a variety of forms, including e-mail, a phone call or a letter. Failure to respond to the request does not stop the conflict resolution process from going forward. The case will be resolved in the contract holder's absence if there is no response to the request.

Should the contract holder have a concern regarding the fairness of the arbitration officer, a request for a new arbitration officer may be made within 24 hours of receiving the request for a meeting described above. The request for a change of arbitration officer should be directed to reslife@fvcc.edu and should include the rationale for requesting the change.

The contract holder will receive information explaining the Housing resolution process and resident's rights and responsibilities within the process:

Resident's Rights in Residence Life Conflict Resolution Process

1. The right to be informed in writing of the violation, in time, and with enough detail, to ensure the resident the opportunity to adequately prepare for the arbitration;
2. The right to decline to participate in the arbitration. Such action will not be interpreted as an indication of responsibility for the alleged violation; however, the process and the arbitration will continue;
3. The right to decline appearance at the arbitration. Such action will not be interpreted as an indication of responsibility for the alleged violation; however, the process and the arbitration will continue;
4. The right to present information on the resident's own behalf;
5. The right to request information from any member of the residence hall community who has direct knowledge of the incident, unless the Director of Residence Life determines that the information would be irrelevant, immaterial or redundant, or would violate legal privilege;
6. The right to see all information presented and to question all people who appear before an administrative arbitration officer;
7. The right to be counseled by an advisor who will be permitted to attend, but not allowed to participate;
8. The right to challenge the objectivity of the administrative arbitration officer;
9. The right to receive a timely written decision;
10. The right to an appeal, if submitted within five days of the conduct meeting.

Resident's Responsibilities in Residence Life Conflict Resolution Process

It is the resident's responsibility to respect the process. The following are considered actions that misuse the process and can be considered additional violations of the Student Housing Handbook and Community Standards:

1. Falsifying or misrepresenting information during the arbitration;
2. Disruption or interference with the orderly conduct of the arbitration;
3. Making a false accusation;
4. Attempting to influence the impartiality of a member of an arbitration body prior to and/or during the course of the arbitration;
5. Harassment and/or intimidation of a complainant, a member of an arbitration body or of a witness prior to, during and/or after an arbitration process;
6. Influencing or attempting to influence another person to present false information or file a false complaint.

Arbitration

If the case is not dismissed, it will go to arbitration. Arbitration is an informal meeting with an arbitration officer (usually the Director of Residence Life or the Dean of Students), in which the resident will have the opportunity to discuss the case, accept or deny responsibility for the violation(s) and participate in reaching a solution to the situation. Based on the arbitration, and after reviewing the available information and meeting with involved persons, the arbitration officer can make a finding regarding responsibility and assign restorative measures to repair the harm caused if the resident is found responsible. The resident will be provided with the finding(s) and restorative measure(s), if any, in writing.

Restorative Measures

If a resident is found responsible through the Housing Resolution Process for violating the Housing Community Standards or the Code of Student Conduct, restorative measures may be issued. The restorative measures are determined during and after the resident's meetings and conversations with the Director of Residence Life, the Dean of Student, and other pertinent college officials. The restorative measures are meant to be educational, and to provide the resident with the opportunity to repair harm to the affected community. Restorative measures are geared toward helping the resident understand the consequences of the behavior in question, and to assist the resident in making more responsible decisions in the future. Given the individual nature of each situation, restorative measures are assigned on a case-by-case basis. Repeated violations may result in progressive outcomes.

Possible restorative measures include, but are not limited to, those listed below or a combination thereof:

1. Housing Warning

A warning advises the resident that the behavior exhibited was unacceptable and that future behavior that violates Housing Community Standards or the Code of Student Conduct may result in further action.

2. Behavioral Contract

A written agreement that gives the resident an opportunity to correct or change inappropriate behavior by meeting certain conditions for a specified period of time. The behavioral contract becomes a binding portion of the resident's contract. Failure to fulfill the agreement may result in further measures.

3. Community Building/Restoration Plan

An opportunity for the resident to create a written action plan for repairing the harm done to individuals and the community, thus restoring the resident's status within the community.

4. Educational/Community Service Time

An educational or community service assignment that is to be completed within a specified period of time. The assignment will be designed to provide an opportunity for the resident to become better educated on a topic related to the behavior which violated the Housing Community Standards or the Code of Student Conduct, to better understand the harm that the behavior caused the Housing community, and/or to provide a service beneficial to the community.

5. Restitution

Repayment for actual loss in the case of property damage, theft, or lost revenue.

6. Removal of Prohibited Items

An instruction to remove items that are listed as prohibited according to this document. Failure to do so will result in further action.

7. Housing Probation

Probationary status whereby any further violations during a specified period of time may result in termination of the contract. During housing probation, the resident is expected to maintain model behavior.

8. Restriction of Privileges

Limitation of the resident's options (e.g., participation in activities or use of services) or withholding of services (e.g., computer network), in a way related to the specific violations of the Housing Community Standards or the Code of Student Conduct.

9. Prohibition of Entry into Housing

Residents, guests or others who violate Housing and/or FVCC regulations may be prohibited from entering FVCC owned and operated housing or other buildings the future. In the event that a trespass restriction is issued, the violator becomes ineligible to return to Student Housing even as the guest of a resident. Violation of this restriction may subject the violator to the provisions of the Montana Criminal Trespass to property.

10. Housing Transfer

Relocation to a different room in order to remove the resident from the environment that facilitates or allows the unacceptable behavior. This removal is for the benefit of both the resident and the community.

11. Termination of Housing Contract

If a resident has violated the standards and values of the housing community to the extent of no longer being able to be a successful member of that community, the contract will be terminated.

In such a situation, FVCC shall have the right to re-enter and take possession of the premises with the resident remaining liable for room and board payments for the full term of the contract and for any additional damages, subject to the FVCC's duty to minimize losses. Residents who have had their contract terminated as a result of the Housing Resolution Process may be held responsible for any or all fees and other costs incurred by FVCC.

Note: FVCC reserves the right to change the locking devices on residence room doors and/or outer doors in order to enforce restorative measure of restriction of privileges, prohibition of entry into Housing, Housing transfer or termination of Housing contract.

How to Appeal a Decision

If the accused resident or the complainant disputes the finding(s) or restorative measure(s) resulting from the Housing Resolution Process, the decision may be appealed. Appeals are heard by the Dean of Students or designee. They must be submitted in writing via email at reslife@fvcc.edu to the Dean of Students within five business days after the receipt of the decision from the administrative arbitration officer. If an extension is requested before the expiration of the allotted time, this deadline may be extended at the discretion of the Dean of Students or designee. The appeal statement should specify the grounds for the appeal. The response to an appeal will be based only on an interview with the resident and/or complainant, review of the records of the case, review of the arbitration (if applicable), and/or review of any new evidence that was not reasonably available at the time of the arbitration. Residents must write and submit an appeal on their own behalf.

Generally, restorative measures will not be enforced until a decision has been made regarding an appeal. However, situations involving behavior that is disruptive to the community or that poses a

threat to safety of the resident or others may dictate that a restorative measure, including contract termination, be enforced immediately, regardless of the appeal status.

Grounds for Appeal

Grounds for filing an appeal are limited to the following:

1. A procedural error has resulted in violation of the resident's rights as defined in this policy;
2. The decision is clearly not supported by the information presented at the arbitration;
3. The restorative measure was not appropriate for the violation;
4. Significant and relevant new information is available that was not reasonably available at the time of the arbitration.

Response to Appeal

The Dean of Students or designee will make every effort to return a decision within 10 business days of receiving a written appeal. Response to the appeal is limited to the following:

Affirming the original decision concerning the violation(s) of the Housing Community Standards or the Code of Student Conduct;

1. Affirming the original decision concerning the restorative measure(s) issued;
2. Reversing the original decision concerning the violation of the policy and directing that the complaint be dismissed;
3. Reversing the original decision concerning the violation of the policy and directing that a new arbitration be held before a new arbitration body;
4. Changing the original decision concerning the restorative measure, and imposing a different restorative measure not greater than the restorative measure set by the administrative arbitration officer.

Adding to, changing or retracting the original alleged violation(s) and decision, and modifying any restorative measure(s) accordingly.

The outcome of the appeal is final.

Records

Records about actions resulting from the Housing Resolution Process will be maintained by the Director of Residence Life. Confidentiality of the records will be maintained to the extent required by law, including the federal Family Educational Rights and Privacy Act [FERPA] and FVCC's FERPA policy.

Residence Life will periodically compile and release statistical data on the administration of Housing rules and regulations. However, data released will not reveal the identity of individuals involved. It is important to note that housing student conduct records are maintained for seven years following the closure date of the incident.

Revisions

The Student Housing Handbook is reviewed and edited as needed on a yearly basis by Residence Life staff. All revisions are approved by the Director of Residence Life, the Dean of Students and legal counsel.

Interpretation

Any question or interpretation regarding the Housing resolution process shall be referred to the Director of Residence Life or designee for final determination.

Community Standards & Expectations

Alcohol and Drugs

Alcohol Policy

FVCC is committed to providing an alcohol-free environment. The possession, use or distribution of any alcoholic beverage is prohibited of any person on campus. Alcohol bottle/can collections are also prohibited in student housing. Alcohol violations carry with them the prospect of a Minor In Possession (MIP) and other criminal charges, and more severe consequences are dependent on the behavior displayed at the time of documentation.

Drugs Policy

FVCC is committed to providing a drug-free environment. The unlawful manufacture, distribution, sale, possession, use, or being under the influence of a controlled substance is prohibited and can cause harm to the community. The Residence Life staff is instructed to notify law enforcement to take over a situation if drugs are suspected to be present. FVCC has strict policies regarding the illegal use and abuse of substances. Federal Student Financial Aid is immediately withdrawn if a student is criminally convicted of a drug crime.

Medical Marijuana

Although the State of Montana law permits the use, possession, and/or cultivation of medical marijuana, federal law prohibits the use, possession, and/or cultivation in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of medical marijuana is therefore prohibited in the residence hall and on FVCC premises. Even if a student, faculty, or staff member possess documentation for permitting the use, possession, and/or cultivation of medical marijuana, this activity cannot occur on FVCC property.

Drug Paraphernalia

Possession of drug-related paraphernalia, i.e. any items used to facilitate drug use (e.g. bong, roach clip, hookah/water pipe, hash-style pipe, scales, vaporizers) is prohibited.

Tobacco Free

Residence Life supports FVCC's tobacco-free campus policy and does not permit the use of tobacco products in the residence hall. The entire building is designated "No Smoking" in all areas including student rooms. Smoking of any kind (hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g. chew, snuff, etc.) are not allowed in areas including study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, student rooms, etc.

In accordance with FVCC's tobacco-free campus policy, students may also not smoke or use tobacco products outside the residence hall on campus property. Students must be off campus property when using these products.

Facility Usage

General Usage

The residence hall facility is reserved for the exclusive use of students who reside in the residence hall and their guests. Nonresidents, other than guests, may not use any hall facilities for any reason. Unauthorized use of the residence hall's facilities (bathrooms, lounges, study rooms, laundry rooms, etc.) may result in disciplinary action and/or criminal action. Sleeping in community spaces is prohibited.

Bicycles

Bike theft is very common on college campuses, so please be sure to always lock up your bike when you are not using it. We ask that residents park and lock their bikes in the racks provided around the residence hall. Please do not chain or lock them to the stairwells or walkways as this is against the State of Montana fire safety codes.

Elevators

Residents should not tamper with or vandalize the elevator. Residents responsible for damage to the elevator will be billed, and the resident may be subject to disciplinary action and/or criminal charges.

Keys and Locks

FVCC assists students in protecting their personal property as well as the property of the residence hall by providing each student with a room key. The outside doors to the hall are always locked, and a building key must be used to gain entry. Room keys will only be issued when the student checks in to the residence hall. Students are required to return the key at the time of moving out of the residence hall. Students are advised to have their keys and student ID with them at all times.

If a resident loses his or her room key, a temporary key may be obtained at the Community Center. The resident has 48 hours in which to locate the lost key. If the student does not locate the lost key after 48 hours, the locks will be changed. This re-keying policy is for the student's protection and security. The student will be charged for missing room and mail box keys (\$150.00).

Residents should not loan their keys to others and are responsible for all activity that takes place in the residence halls as a result of key use.. Residents are not permitted to add additional locks to doors or cabinets within their apartment.

FVCC Student Housing Network Guidelines

This document is an overview of restrictions on your use of FVCC's Student Housing network. For fine details and formal language, please see [FVCC's MIS Acceptable Use Policies](#).

The network in the FVCC Student Housing is a shared resource provided for use by all the residents for study and play. Therefore, we expect everyone who uses it to be a good neighbor, and to not impede or damage the network and/or anything connected to the network. In particular:

- You may use NAT (Network Address Translation) devices to connect multiple Ethernet devices to a port (e.g. if you have a computer+game console+printer).
- Rogue wireless access points can cause security problems and outages for you and others. Therefore, you may not run unapproved wireless access points. If you have a device that includes a wireless AP, such as a wired+wireless NAT device, printer, cell phone hotspot, etc., you must deactivate the wireless functionality.
- On the wired network, the same rule applies; rogue network devices (e.g. hubs, switches, DHCP servers, routers, bridges, etc.) can cause all sorts of havoc for everyone. Don't attach them to the network.
- We expect you to keep your device security up-to-date; make sure that OS updates, security software updates, etc. are being applied in a timely manner.

- Don't break the law while using FVCC networks.
- Don't attack the network or other people's equipment that you can connect to via the network. If you want to do security research, that's great - if you do it on your own private network where you won't impact anyone else. Don't do it here.
- Don't hog the bandwidth - there's only so much to go around, and your neighbors would like to use it too.

Sales in the Residence Hall

With the exception of local newspaper delivery, general sales and solicitation are prohibited in the residence hall. In order to guarantee the privacy of all residents, no agents or solicitors are allowed to enter the residence hall. Residents bothered by unauthorized persons should report them to the hall staff immediately. As a general rule, residence hall mailboxes may not be used for any mailings other than those acceptable to the U.S. Post Office. Exceptions to this rule may be granted subject to the approval of the Director of Residence Life.

Window and Window Screens

Do not unlatch screens, remove windows, or throw items from the windows for any reason. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens. Additionally, do not enter or exit the building through the windows, which is also subject to disciplinary action.

Safety

In case of a fire, call 911. Fires are potentially a serious problem in all shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid a disaster.

Observe the following guidelines to prevent a possible fire:

- Do not use candles or incense.
- Do not use light bulbs greater than 100W, either incandescent or halogen.
- Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and have fire-shield capabilities.
- Do not hang any items from the ceiling.
- Do not hang any items from the fire sprinklers. You will be responsible for the cost of all damages in their entirety.

Prevention can save your life and the life of others. Explore your community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Residence hall staff will conduct fire drills twice annually in order for all residents to evaluate proper evacuation routes in case of a fire emergency.

Candles and Incense

Candles and incense have been found to be a severe fire hazard, and their use is prohibited in the residence halls. Wickless candles are an acceptable alternative and provide fragrance without the flame.

Decorations

All natural trees and branches to be used as ornamentation in residence halls or rooms must first be fireproofed and all decorations must be nonflammable. If you have questions on how to fireproof your items please contact Residence Life staff. Residents may not hang items from the ceiling, from sprinkler heads, or create holes in the walls. Residents may not add contact paper to shelves or cabinet spaces within the apartment.

Flammable Liquids

Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in residence hall, as are vehicles containing such fluids.

Halogen Lamps and Lights

The Consumer Product Safety Commission issued a warning about the dangers of halogen lamps and the excessive operating temperatures of 970 to 1200 degrees F that they produce. Curtains, clothing, paper items, and so forth burn quickly when they come in contact with 300W or 500W bulbs. Therefore, light bulbs greater than 100W, either incandescent or halogen, are not allowed.

Hover boards, Segway's, and Similar Devices

The use, possession, or storage of Hover boards, Segway's and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards for these devices are improved, Residence Life has prohibited them from being in any the residence hall.

Prohibited Items

The use, possession, or storage of the following items is prohibited in student housing

- Waterbed, water furniture
- Candles, incense
- Hotplates or other open-element appliances (i.e. toaster over)
- Extension cords, multiple receptacle outlets, halogen lamps, connections to outside antennas
- Fireworks, explosive materials, illegal drugs and paraphernalia, alcohol, tobacco products including e-cigarettes, weapons
- Live Christmas trees
- Hover boards or scooters
- Air conditioner, swamp cooler, or humidifier
- Futons or other large furniture
- Pets (including fish)

General Behavior

Gambling

To conform to state laws, no form of gambling is permitted in the residence hall.

Guests

You may have overnight guests stay in your room, not to exceed two days, and with your roommate's permission. The resident host is completely responsible for the activities and behavior of the guest and will be subject to disciplinary action should the guest violate FVCC regulations.

Pets and Animals on Campus

FVCC enforces a no-animal policy in college-owned building and facilities including Student Housing. Exceptions are made for service animals in campus facilities and companion or therapy animals as outlined below.

FVCC reserves the right to revoke permission granted for the campus presence of service animals and the presence of therapy or companion animals whose owner fails to follow the requirements set forth. FVCC also reserves the right to ban service, therapy, or companion animals who do not behave appropriately.

State and federal laws have no specific provisions for people to be accompanied by therapy and companion animals in places of public accommodation that have a no-pet policy. Therefore, requests for therapy and companion animals in campus facilities will be reviewed under FVCC's policy. Requests that are not accompanied by a prescription or letter from a license medical professional will be denied.

For full details of the Animals on Campus Procedures please see the [Board Policy](#).

Reasonable Accommodation

Any person with disabilities who is concerned about accessibility and/or is requesting reasonable accommodations should contact:

Disability Services Coordinator
Student Support Center, Room 147
Phone: 406-756-3376

For any individual that identifies as transgender, Residence Life strives to have positive, inclusive, and respectful community for all students. We are committed to working individually and with discretion for students in transition to ensure their housing placement meets their needs.

Director of Residence Life, Kelly Murphy
Email: kmurphy@fvcc.edu
Phone: 406-756-4586

Telephone & Email

Anyone making abusive, obscene or harassing telephone/E-mail messages will be subject to prosecution and/or disciplinary action. Residents may not install a phone line into their apartment or residence hall room.

Loss, Theft, and Insurance

Theft of or intentional damage to FVCC furnishings or property of persons in the residence is prohibited and will result in severe disciplinary action and/or prosecution.

Residents should immediately report any missing property to their Resident Assistant, providing a complete description of the items and their value, where they were located, when was the last time the

item was seen and is any person suspected of the theft. Any theft should also be reported to the Police Department.

As stated in your housing contract, FVCC is not responsible for any personal losses due to theft, fire, water damage, or any other incidences specifically mentioned in the agreement. For this reason we strongly urge you to obtain renter's insurance coverage for your personal belongings. If you own an automobile or bicycle, make sure that you have adequate coverage against loss, vandalism, etc.

Quiet Hours

Quiet hours are between 11 p.m. and 9 a.m. daily.

During this period, all activities that might be disturbing to others must be suspended. During finals week, quiet hours are in effect 24 hours a day. All residents are expected to be reasonably quiet at all hours in the residence halls. Guidelines for behavior during quiet hours include:

- Radios and stereos must be quiet enough so they cannot be heard outside the room.
- Musical instruments can only be played in music rooms available in the AT building, or outside the residence hall.
- The right of a roommate to study and sleep has priority over your right to entertain guests in your room.
- Because of disturbances to hall residents and the potential for injury to bystanders, outdoor games are restricted to safe and no-contact activities.

Safety

Hypodermic Needles

Some students have medical conditions requiring the use of needles. Improper disposal of hypodermic needles is dangerous because these needles may carry blood-borne pathogens. Proper disposal of hypodermic needles is mandatory. Disposal containers are located in designated locations throughout Founders Hall. Please keep our campus safe by properly disposing of needles.

Violent or Sexual Offenders

Any student who has been designated as a violent or sexual offender by the county, state, or federal court requesting student housing must notify the Director of Residence Life of this information on the FVCC Student Housing Application. The Dean of Students also must be notified when a student is designated as a violent or sexual offender within 24 hours following such designation. FVCC reserves the right to review the offender's status and the potential risk to the community to be considered for residency in Student Housing. After review, FVCC may deny occupancy to the resident based on the designation status.

Weapons, Firearms, Chemicals, Fireworks & Explosives

Because of the physical danger, annoyance to residents, and the possibility of fires, possession or discharge of fireworks, noxious chemicals, burning incense, firearms, or explosives in the residence hall or on the campus is prohibited. FVCC does not offer storage for weapons. Student needing space to store weapons may contact local storage facilities.

Non-lethal Weapons – Possession/Use

Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in the residence hall and in residents' rooms. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, etc.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a non-lethal

weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges in the State of Montana.

Room Assignments

Priority for student housing is given to students enrolled for a minimum of 12 credits per semester (except for summer). Part-time students are eligible to live in the residence hall as space permits. Dropping to part-time status from full-time status does not automatically cancel a housing contract.

FVCC reserves the right to assign roommates, consolidate students who are without roommates, and/or reassign students to different rooms in the event such reassignments are deemed necessary.

Notifications

All rules and regulations are subject to change at the option of FVCC. Any announcement from FVCC which is delivered personally, posted on students' doors or next to the mailboxes, mailed to students' campus or home address is considered sufficient notice.

FVCC reserves the right to send housing/residence life correspondence to a student's home address.

Special Circumstances: Emergency Removal or Relocation

If FVCC determines that a resident or guest has violated the standards and values of the college to the extent that he or she can no longer be a successful member of the community, the housing agreement will be terminated. Residence Life reserves the right to request or require a resident to leave the residence hall when that resident's behavior significantly disrupts the community or poses a risk to any student (including self), staff, faculty, or visitor. In such cases an Emergency Removal/Relocation meeting will be held with the Director of Residence Life, the Dean of Students, and the resident. If removed from the halls, the resident is still responsible for the room and board as outlined in their contract unless otherwise noted.

Residence Life may attempt to work with the resident to create specific agreements concerning the residents' behavior. Such agreements constitute an addition to the resident's housing contract. Violations of such agreements are grounds for termination of the contract. FVCC and the student may terminate the contract by mutual agreement for compelling extenuating circumstances. FVCC may terminate a housing contract on non-disciplinary grounds when a resident graduates or becomes ineligible to live on campus before the contract expires.

Sublets

Subletting of contracted space is not permitted.

Maintenance

FVCC reserves the right to access apartments to perform maintenance, conduct safety/health inspections, assess the condition of the property, determine when emergency conditions exist, or determine when state and/or federal laws are being violated.

Residents may not paint or make alterations, additions or repairs to the apartments. Residents may use 3M™ Command™ products to hang pictures, etc., in the apartment.

Furnishings belonging to FVCC may not be moved from their assigned area. Penalties for moving such furnishings (e.g. moving chairs from the study areas to an apartment) may include fines and/or disciplinary action.

Upon moving in, each student is required to sign a room condition report indicating receipt of the room key and conditions of the apartment and furnishings. Students terminating residency must clear their departure with a Resident Assistant before checking out. Upon checkout, the occupant(s) of the room will be charged if inspection by FVCC staff reveals damage or uncleanliness beyond normal wear to the

room and/or its furnishings. At any time, if individual responsibility for damage, loss, or defacement cannot be determined, charges may be assessed equally to all residents. Personal property left behind by residents following checkout and contract termination is considered abandoned. The resident may be charged for any costs incurred by moving or removing property from their room or college parking lots.

Residents are responsible for prompt reporting of any damages or necessary repairs to a Resident Assistant or the Director of Residence Life to initiate a work order. The student can either authorize the maintenance person to enter the apartment or make arrangements to be in the apartment while the work is being done. If an emergency occurs, such as a broken water pipe, students should contact the Residence Life staff on duty immediately. Residents shall not attempt to perform any repairs. Residents should call 911 for life-threatening emergencies.

Well Checks

Well-checks will be conducted at least once per semester. Residents will be notified in advance of the inspections. Residence Life staff will look for destruction of property; fire hazards (i.e. overloaded outlets, candles, flammable liquids), health hazards (i.e. odors, filth, accumulation of garbage), pets or signs of animals, signs of unauthorized guests, etc.

Campus Safety

FVCC's Annual Security Report and safety information is available at www.fvcc.edu/campus-safety

Emergency Procedures

Fire Alarms and Fire Equipment

All possible measures are taken to maintain a safe community for the residents. This includes having established fire evacuation rules and regular fire drills. Tampering with fire alarms and fire equipment is prohibited. Prosecution by the criminal authorities and/or disciplinary action under the FVCC Student Conduct Code resulting in dismissal from the college are potential penalties for intentionally setting off false fire alarms, the unauthorized use of fire equipment, and for starting fires.

In case of a fire, call 911. Fires are potentially a serious problem in all shared living space communities due to the high concentration of individuals living in the building. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the life of others. Explore the community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Residence Life staff will conduct fire drills **twice annually** in order for all residents to evaluate proper evacuation routes in case of a fire emergency. Please note that halogen lamps, candles with wicks, and incense are not allowed in order to reduce the risk of fires within the residence halls.

Fire Emergency

When the general alarm for Founders Hall sounds, you must evacuate the building immediately via the closest emergency exit. Be sure you close and lock your room as you leave. The emergency exit routes are clearly marked. Residents must proceed in an orderly fashion by walking quickly to the emergency egress routes and out of the building. **ELEVATORS CANNOT BE USED AS EMERGENCY EXIT ROUTES.**

Students with disabilities who cannot egress the building should go to the nearest safe area of rescue and activate the area of rescue signal. Emergency personnel will come to this area and assist the student from the building.

Once outside the building, you must move to a site at least 25 feet from the building. This will allow room for emergency vehicles and personnel to work and protect your safety. During inclement weather, students will be moved inside to other buildings during the emergency situation. Do not re-enter the building until instructed to do so by a Residence Life Staff member or the on-scene emergency personnel.

Medical Emergency

If you believe there is a medical emergency, call 911 immediately. Medical response personnel will include Kalispell Police, the Kalispell Fire Department, and an ambulance.

Police Emergency

For police emergencies, dial 911

Missing Persons

If someone has a concern that a student resident is missing, this concern should be reported to the Director of Residence Life. The Director of Residence Life in collaboration with Dean of Students and other Residence Life partners will conduct a preliminary investigation in order to verify the situation and will obtain information around circumstances that relate to the student in question. If preliminary investigations are unsuccessful in locating the student and/or show cause for concern, the Director of Residence Life will immediately engage the Kalispell Police Department for assistance and formal reporting. The Dean of Students will make notification to the confidential contact designated by the student if the student is deemed missing through investigative efforts. That contact will be made within 24 hours of that determination.

Room Changes

Room changes are allowed during the semester as space allows. No room changes are allowed during the first two weeks of classes in order to complete the semester audit. The semester room change waitlist opens the first day of classes. If you feel you want to make a room change, please contact the Residence Life Office in Founders Hall. If you are having issues with your roommate, please talk to your Resident Assistant. All room changes including room swaps must be approved by the Director of Residence Life, and the room change agreement form must be completed before the move occurs. Each resident is allowed one free room change. After the first move, residents will be charged a room change fee of \$50.00 for each additional move per academic year.

Contacts

Residence Life Staff

Director of Residence Life, Kelly Murphy, 756-4586

Dean of Students: Brenda Hanson, (406) 756-3812

Email: reslife@fvcc.edu

Kalispell Police Department

Emergency: 911

- Phone: 406-758-7780
 - Press 1 to report a crime, speak with an officer or contact Dispatch.
 - Press 2 for general questions or to reach Administration, Detectives, or Records.

Student Health Clinic

Phone: 406-756-4331

Broussard Center Room 136

Maintenance

maintenance-request@fvcc.edu

Resident Assistant on Duty