



**Residence Life Handbook**  
**Community Standards and Expectations**

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# 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 Community Center is open Monday through Thursday from 8:00am to 7:00pm, and Fridays 8:00am to 5:00pm
- Community Center hours may be limited on holidays and during Winter/Summer break
- Resident Assistants are on-call 24/7. You can call them at (406) 890-9051.

We encourage you to contact the Resident Assistant on your floor or the Residence Life Coordinator 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 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 department non-emergency line (406-758-7780) if you have a problem or see something / someone that you think is unsafe.
- If there is an emergency or you are in danger, call 911 immediately.

### Never:

- Leave your apartment door propped open.
- 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**

The [Student Housing Application and Agreement](#) is the basic document that states the contractual obligations between you and FVCC. In addition to the provisions set forth in the Housing Application and Agreement, you are also responsible for complying with the rules, policies, regulations, and community standards contained in this Handbook.

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.

### **Flathead Valley Community College Policies, Procedures, and Notifications**

- [Code of Student Conduct and Complaints](#)
- [Student Complaint Procedures](#)

### **Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy**

STATEMENT OF INSTITUTIONAL COMMITMENT Flathead Valley Community College (FVCC or College) recognizes the importance of the personal dignity and worth of every member of its community and it is therefore committed to providing an environment that is free from harassment and discrimination on the basis of race, color, religion, creed, political ideas,

sex, gender identity, sexual orientation, age, marital status, physical or mental disability, national origin, or ancestry. Acts or allegations of discrimination, harassment, sexual misconduct, domestic violence, stalking, and retaliation will be addressed consistent with this policy and Title IX of the Education Amendments of 1972.

Members of the FVCC community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the FVCC community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all College programs and activities, including, but not limited to, discrimination and harassment in athletics, extracurricular, college sponsored activities, instruction, grading, campus housing, and FVCC employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this College that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution. All reports or any concerns about conduct that may violate this policy should be reported to the Title IX Coordinator. Contact information is available online on the [Campus Safety website](#).

- [Policy](#) - Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation
- [Procedure](#) - Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation

### **Hold Harmless**

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

### **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.



# Residence Life Procedures

## Checking In / Checking Out

Residents must claim their room in Founders Hall by the first hour of class for the semester, or they will forfeit their residence hall space. When residents check in at the Founders Hall front desk, they are issued an apartment key card, a mailbox key, and they are responsible for those keys. **Acceptance of the apartment key card and mailbox key obligates the residents to the Residence Life Application and Agreement for the entire contract period.**

Before residents move in, FVCC staff has inspected each apartment has recorded any damage along with an inventory of furnishings. **When residents move into their apartment their responsibility to verify existing damages/missing furnishings and notify the Residence Life Coordinator, [reslife@fvcc.edu](mailto:reslife@fvcc.edu) to avoid any damage penalties.** As the year progresses, the RA will note any changes in the apartment during facility checks. (See Room Entry).

If a resident moves (withdrawal, dismissal, suspension, moving off campus, moving to another apartment, or not returning at semester), the resident must check out through an RA before leaving as well as submit an [Intent to Vacate Form](#). To ensure staff availability, Residence Life asks that residents sign-up at least 24 hours prior to their designated check out time. Residents will be held financially responsible in any facility damage found since they moved in or if keys are unaccounted for. When a resident checks out, the RA will inspect the apartment, assess the room's condition and cleanliness, and collect the apartment keys.

## Improper Check Out

**Residents must notify Residence Life Staff of their decision to leave the residence hall and will need to submit the necessary forms ([Intent to Vacate](#), [Cancellation Request Form](#)).**

**Residents must also check out with an RA as described above.** Failure to do so will result in an improper check out fee in addition to being billed for damages, missing furnishings, keys, cleaning, and any outstanding College fees, and for the removal of the resident's belongings.

## Cancellation

Failure to cancel the housing application and agreement by the stated housing commitment deadline will result in forfeiture of the \$200 application fee and will also require the student pay the entire semester's rent (unless Residence Life can fill the apartment with another student).

Current residents wishing to cancel their contracts should complete a [Cancellation Request Form](#) and contact their Residence Life Coordinator to discuss the process. Please remember that residents sign a contract for the academic year. This contract can only be broken under

exceptional circumstances, with the approval of the Residence Life Coordinator or their designee. All payments are to be made on the due date according to the payment schedule.

## Academic Requirements

FVCC reserves the right to refuse housing to any student for any legally permissible reason. Occupancy is a privilege and continuation of this privilege is dependent upon reasonable and acceptable personal conduct, satisfactory academic progress and full time academic status, as well as proper care of the apartment.

Satisfactory academic progress is defined by students being in good academic standing in accordance with the college.

- Students must have maintained a 2.0 or higher semester GPA.
- If a student drops below a 2.0 GPA
  - Student will be on Housing Probation for one semester and must complete the following requirements.
    - Be a full time student (minimum of 12 credits unless prior approval is given by Dean of Students)
    - Achieve a 2.0 GPA during the semester in which they are on probation.
    - Meet with their academic advisor for registration.
    - Meet with a Student Support Center advisor to complete an academic plan.
    - Meet with the Business Service Office and Financial Aid for Financial Education and Services.
    - Utilize campus support resources such as Writing Lab, Math Lab, Tutoring, and instructor office hours.
  - If a student does not achieve a 2.0 or higher during their probation semester they may no longer be eligible to live in Founders Hall until they can demonstrate academic success.

## Billing

### Payment Policy

All fees for the first semester are to be paid in full prior to move-in unless payment by installments is selected. All installment payments are to be paid by the time indicated on the payment schedule. No reduction in housing fees are made for late arrival at the beginning of a semester, and no housing fee refund will be given for early departure at any time during the semester.

If payment installments is selected,  $\frac{1}{4}$  of the initial semester rent is due 10 business days prior to check-in. Once the posted cancellation deadline has passed, students are financially obligated for the remainder of that semester. All pricing is on a semester basis and will be assessed to the

student's account automatically after the posted housing commitment deadline. Rent is due by the posted deadline.

The residence hall will be open to receive new students on the posted move-in date. Students may not occupy or leave personal belongings in the residence hall before this time unless they are participating in a College scheduled program, have prior approval from the Residence Life Coordinator, and pay an additional per diem fee. Students who are not continuing their residence per the student housing agreement must vacate the premise on the posted move-out date.

### **Housing Deferred Payment Plan**

The Housing Deferred Payment Plan is an installment Promissory Note available for eligible students who are unable to make full payment for the current semester's housing charges, tuition, and fees by the payment due date. All students are eligible, except those that fall into the following two categories: 1. Those with financial aid ready by payment deadline and is equal to or greater than fees charge, and 2. those who have a history of delinquent payments at Flathead Valley Community College.

Instructions:

1. A minimum payment, based on total charges for the semester, and is due by the dates below. **Please Note: The first installment must be paid 10 calendar days prior to move-in date.**
2. All financial aid credited to your account will reduce your financial obligation.
3. Scheduled payments, including any other outstanding charges are to be paid via the student portal, postal mail, phone (406-756-3831), or in person at the Business Office, located in Blake Hall at 777 Grandview Drive, Kalispell, MT 59901. Any payments that are mailed must be **RECEIVED** by the Business Office **on or before the scheduled due date. In case of default or delinquency in the repayment of all or any part of a scheduled installment, a late charge of twenty-five dollars (\$25.00) shall be assessed.**

#### **Minimum Payment Due**

#### **Due Date**

	<b>Fall</b>	<b>Spring</b>
Overall total divided by 4	See #1 above	See #1 above
Overall total divided by 3	September 30	February 28
Overall total divided by 2	October 31	March 31
Overall total in full	November 30	April 30

#### **Summer**

Overall total divided by 3	See #1 above
Overall total divided by 2	June 30

Overall total in full

July 31

## 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 Founders Hall as space permits. Dropping to part-time status from full-time status does not automatically cancel a housing contract. Students wishing to live in Founders Hall as a part-time student must submit a [Special Request Form](#). Requests will be reviewed by Residence Life Staff prior to a decision on approval/disapproval of the request.

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.

Applications are accepted on a first-come first-serve basis. Once all slots are filled, a waitlist will be created and students will be placed on the waitlist once the application is considered complete.

### Reasonable Accommodation

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

#### Disability Support Coordinator

Email: [disabilitysupport@fvcc.edu](mailto:disabilitysupport@fvcc.edu)

Phone: 406-756-3376

For any individual whose gender identity differs from that assigned to them at birth, Residence Life strives to foster a 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.

Please Contact:

#### Residence Life Coordinator, Misty Koyuncu

Email: [reslife@fvcc.edu](mailto:reslife@fvcc.edu)

Phone: 406-756-4586

### Sublets

Subletting of contracted space is not permitted.

### 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 they 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 Founders Hall when that resident's behavior significantly disrupts the community or poses a risk to any student (including themselves), staff, faculty, or visitor. In such cases an Emergency Removal/Relocation meeting will be held with the Residence Life Coordinator, the Dean of Students, or a designee, and the resident. If removed from Founders Hall, 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.

### **Room Entry and 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.

1. When there is an emergency that requires entry, such as:
  - a. An imminent threat of damage to the room, building and/or its occupants, including but not limited to: fire, smoke, concerning odors, fire bombs, flooding, steam leaks, smoke detector alarms, lack of heat, too much heat, electrical malfunction, unauthorized entry by trespasser;
  - b. A credible report from a roommate, friend, family member or college official that the occupant is missing under circumstances that create reasonable cause to believe the student may be in danger or require assistance;
  - c. A call for help from persons in the room or unattended/distressed animals.
2. To check the facilities for safety and maintenance to assure security of the rooms.
3. In response to building evacuations (including fire and other safety drills), to determine that the residents have exited the building. Failure to exit during a building evacuation, including drills, will result in disciplinary action.
4. When an alarm, radio or stereo or other sound emitting device is left on creating disturbance and/ or concern that the occupant may need help.
5. A weapon, explosives or combustibles have been reported to be in the room.
6. At such other times specific prior written notice is provided.
7. 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 FVCC policy, state, and/or federal laws are being violated.

Before any entry, except in emergencies or fire evacuations, the staff members will knock on the door and identify themselves before entry. Students may not physically or visually obstruct, block, restrict or deny a Residence Life staff member or other college officials from entering their room. Failure to respond to a staff member's reasonable request to open the door may result in disciplinary action.

This document constitutes written notice of room entry under the circumstances described. Please read and understand this notice and that residence hall staff members or their designees will enter my room as outlined in the notice.

### **Vehicle Rules and Regulations**

- All students living in Founders Hall must register their vehicle with Residence Life upon check-in.
- If a student changes or gets a new vehicle they must update their vehicle registration with Residence Life within 48 hours.
- Appropriate registration hangtag must be displayed at all times while parked on campus. Hangtags are to be suspended from the rearview mirror.
- Any student who exchanges parking decal with another student or person will permanently lose their ability to have a vehicle parked on campus overnight.
- The owner or person in charge of the vehicle is responsible for all violations involving their vehicle. For example, if the student vehicle is registered to the parent the student is still responsible for that vehicle.
- Automobiles, motorcycles, dirt bikes, and other motorized vehicles must be parked in a designated parking space. Parking on walkways or parking in loading/unloading zones for extensive periods will result in the vehicle being towed and impounded.

By registering a vehicle with Residence Life the student in charge/responsible for that vehicle is consenting to a search in the event that a credible report is made that there is evidence in the vehicle of FVCC policy, federal law, or state law violation. This consent is a condition of the overnight parking for on campus housing residents.

#### **Automotive Accidents**

Individuals involved in an accident on campus should:

- Immediately secure care for injuries
- Notify police or Campus Resource Officer
- Remain on the scene of the accident
- Notify the Residence Life Coordinator if the accident is major or personal injury is serious. Vehicles parked on campus are at the owner's risk. The college assumes no liability.

### **Maintenance**

Residents may not paint or make alterations, additions, or repairs to the apartments. Residents may use Command™ products to hang pictures, etc., in the apartment. Please avoid products which use industrial strength adhesives, such as 3M™, as these are more likely to cause damage when removed.

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.

Residents are responsible for prompt reporting of any damages or necessary repairs to a Resident Assistant or the Residence Life Coordinator to initiate a work order. Typically, maintenance staff will come during normal business hours. Residents do not need to be present for maintenance to enter or complete work. If a resident would like to be present they may contact the Residence Life Coordinator to make arrangements with maintenance personnel. If an emergency occurs, such as a broken water pipe, students should contact Residence Life staff on duty immediately. Residents shall not attempt to perform any repairs. Residents should call 911 for life-threatening emergencies.

### **Custodial**

Public areas are cleaned by the custodial staff. Public areas include hallways, restrooms, floor lounges, stairwells, laundry rooms, elevator, and lobbies. Custodial services on weekends and during evening hours are limited. However, health or safety concerns should be reported to an RA immediately. It's a good idea to get to know the custodial staff, as they are a great resource on campus. Residents and staff are expected to clean up after their special events. Cleaning equipment such as brooms and vacuum cleaners are available for check-out at the Founders Hall Community Center/front desk. Activities that require additional clean-up by the custodial staff will be charged to those responsible.

### **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 an apartment key card and mailbox key. The outside doors to the residence hall are always locked, and residents' apartment key card must be used to gain entry. Apartment key cards will only be issued when the student checks in to Founders Hall. Students are required to return the apartment key card and the mailbox key at the time they move out of the residence hall. Students are advised to have their keys and student ID or photo ID with them at all times.

If a resident loses their apartment card or mailbox keys, a temporary key may be obtained at the Community Center. The resident has 48 hours to locate the lost key. If the student does not locate the lost key after 48 hours, the apartment door will be reprogrammed to a new card. The student may be charged for missing apartment key cards and mailbox keys (\$50.00).



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

### **Lock- Out Policy**

1. Your first 3 lock outs will be free of charge.
2. Your 4<sup>th</sup> lock out will result in a \$25 fee assessed to your student account.
3. Each lock out after your 4<sup>th</sup> will increase by \$25 each time.
4. Lock outs between 1:00am and 7:00am will have an additional \$10 fee on top of current fee rate.
5. If you are already at 3 lock outs, you have already used up your free lock outs and any future lock outs will result in fees being assessed.

### **FVCC Student Housing Network Guidelines**

This is an overview of restrictions on your use of FVCC's Student Housing network. For fine details and formal language, please see FVCC's IT 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 issues for everyone. Don't attach them to the network.
- FVCC reserves the right to restrict or block access to the network by such devices and/ or the users of such devices if needed to ensure normal operation of 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.



### **Illegal Downloading**

FVCC must exercise due diligence in the protection of copyrights and the prevention of infringement. The Digital Millennium Copyright Act of 1998 prohibits copyright infringement of digital works or through digital means.

Users shall abide by all applicable copyright laws and licenses. The Residential Network may only be used for legal purposes and to access only those systems, software, and data the user is authorized to use. Sharing access to copyrighted software or other copyrighted materials is prohibited unless specifically authorized by the copyright holder.

### **Elevator**

Residents shall 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.

### **Laundry**

Founders Hall provides coin-operated washers and dryers in three locations for resident use only. Visitors are not permitted to use the machines at any time. Additionally, residents are not allowed to use the machines to do laundry for their off-campus friends.

If the machine fails to work, notify a Residence Life staff member immediately. Students found intentionally jamming, forcing, overloading or otherwise vandalizing machines will face disciplinary action. Additionally, continued undetermined vandalism to the washers/dryers may result in loss of privileges for the entire floor/building.

FVCC and Residence Life are not responsible for damages, loss or theft of clothing left in the machines or in the laundry rooms. It is suggested that students develop the habit of checking their clothing frequently while it is in the machines. Clothing left in the laundry areas for more than three days will be removed by custodial staff to help maintain a clean and sanitary environment. Clothing removed from the laundry areas that is not claimed and retrieved by its owner will be donated or disposed of.

### **Mail**

Each resident will be issued a mailbox and mail key at check-in. The mailboxes are located in the Founders Hall front lobby next to the front desk. Mail which arrives during regular front desk hours will be placed in mailboxes Monday through Friday, with the exceptions of holidays and some college breaks. Mail or packages which arrive outside regular front desk hours may have their delivery delayed. Please keep track of the estimated delivery time of your mail/packages in order to anticipate this contingency.

If a resident has an item shipped to them that is too large to fit into their mailbox, the staff will notify the resident of this item by sending an email notification that a package has arrived. Residents will need to present a photo ID to the staff at the front desk to receive this item.

Upon moving out or switching rooms within Founders Hall, residents will be instructed to change their mailing address through the [student portal](#). All mail will be “returned to sender” if there is not a valid mail forwarding address on file. Mail will only be forwarded for 60 days after check-out date.

**Your mailing address is:**

**Name (First and Last)**  
**2205 US Hwy 93 North, Apt# \_\_\_\_\_ (Your assigned box number)**  
**Kalispell, MT 59901**

*\*It is important that “North” is not left out in the address*

### **Notifications**

All rules and regulations are subject to change at the option of FVCC. Any announcement from FVCC which is delivered personally, via email, 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. Most Residence Life correspondence will be through The FVCC email.

### **Vending Machines**

Machines selling candy, soft drinks, and other snack items are located within Founders Hall. If a vending machine takes a resident’s money or to report a problem, please go to the Founders Hall front desk. Tampering with machines is considered vandalism and possibly theft. Please use machines only as intended.

### **Bulletin Boards and Email**

To stay up-to-date on campus and residence hall news and events, check the community bulletin boards as well as your electronic campus email account. Your FVCC email account will be Residence Life’s main form of communication. Residents are responsible for knowing any information disseminated via email. Students are encouraged to check their email regularly.

### **Community Center (Founders Hall Front Desk)**

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

There are many items available at the Community Center:

- Temporary keys for room access

- Board/trivia games
- Vacuums & other cleaning supplies
- Mail and packages

### **Trash and Recycling**

Residents are responsible for taking out their own personal trash. Personal trash should not be placed in the common areas (lounges, bathroom, etc.). Instead, personal trash must be properly bagged and taken outside to the dumpsters, located in the northwest corner of the parking lot between Founders Hall and the Occupational Trades building. Personal trash must never be placed in the hallways outside a resident's room, nor may trash be swept into the hallway.

Recycling for cardboard only is located next to the dumpsters. Plastic and Glass are NOT being accepted for recycling at this time. Mixed paper and aluminum cans may be placed in the marked stairwell containers. Recyclable products should not be placed in the trash.

## Residence Life Community Standards / Expectations

The Residence Life Handbook outlines the expectations for all residents living in Founders Hall. By signing a housing application and agreement, you have agreed to abide by these expectations. It is students' responsibility to read and adhere to these policies, community standards, and expectations. You are encouraged to talk with your Resident Assistant or the Residence Life Coordinator if you have any questions or concerns.

The regulation and policies of the Residence Life Handbook supplement Flathead Valley Community College's [Code of Student Conduct](#). The Code of Student Conduct fully outlines disciplinary infractions and possible outcomes resulting from these infractions. In Residence Life discipline can be handled by the Residence Life Coordinator, the Dean of Students, or other designee.

A student who violates any policies, community standards, and expectations as outlined in the Residence Life Handbook and the Code of Student Conduct may be accountable to civil and criminal authorities, as well as to Flathead Valley Community College. Disciplinary action at the College may proceed even while a criminal investigation is in progress.

### 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. Collecting or displaying alcohol bottles/cans is 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. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia is prohibited. Although Montana state law permits the use of marijuana, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, the use, possession, or cultivation of marijuana is not allowed in FVCC housing or on any other FVCC property, nor is it allowed at any college sponsored event or activity off campus.

### Prescription Medications

Abuse, misuse, sale, or distribution of prescription or over-the-counter medications is prohibited.

## **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, and vaporizers) is prohibited.

## **Tobacco Products**

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 anywhere, including study rooms, restrooms, laundry facilities, hallways, stairways, lobbies, elevator, lounges, and individual apartments.

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

## **Quiet Hours**

Quiet hours are between 10 p.m. and 9 a.m. daily.

During this period, all activities that might disturb 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 hall. Guidelines for behavior during quiet hours include:

- Televisions, radios, and stereos must be quiet enough so they cannot be heard outside the apartment.
- 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 quiet, 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.

## **Sales in the Residence Hall**

Neither residents nor non-residents are allowed to advertise, solicit, or sell in Founders Hall with the exception of local newspaper delivery. 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 Residence Life staff immediately. 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 Residence Life Coordinator. Unauthorized solicitors will be confronted by Residence Life staff and asked to leave the premises immediately.

## **Animals for the Purpose of Meat Processing**

Do not bring live or deceased animals into the residence hall for meat processing/field dressing. While we respect the residents' choice to hunt, the residence hall is not an appropriate or sanitary location to process meat or dispose of carcass remains.

### **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. Windows on the second and third floors only open 3 inches per Montana Residential Code. Do not force or tamper with windows to make them open wider.

### **Loss, Theft, and Insurance**

Theft of or intentional damage to FVCC furnishings or property of persons in the residence hall is prohibited and will result in severe disciplinary action and/or prosecution. Moving, borrowing, or relocating lounge furniture, electronics, moving bins, or any other college property is prohibited and will result in disciplinary action.

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. Lost items found on the premises (car keys, wallets, etc.) will be stored in the Residence Life Coordinator's office until claimed by their owner.

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.

# Community Responsibility

## **Involvement in Infractions**

Residents should act in good faith to remove themselves from situations that may violate the Residence Life Community Standards and Expectations or [Code of Conduct](#) and to report such violations to residence hall staff. It is prohibited to facilitate a violation or to remain present while a violation occurs (e.g., stay in a space where alcohol is being consumed against FVCC policy; be a spectator to an act of vandalism). All residents are responsible for the behavior of guests, dependents, affiliates, and non-affiliates who are involved in infractions. Guests, dependents, affiliates, and non-affiliates can also be held responsible.

## **General Laws Standards**

Residents must be in compliance with all federal, state, local, and College laws, ordinances, and regulations on conduct, health, safety, and other matters concerning activities on or conditions of the premises and common areas.

## **Failure to Comply with Verbal and/or Written Instructions**

Residents are required to comply with verbal, written, and published instructions by Residence Life staff members, when they are working within the appropriate performance of their duties. Written instructions include those directed to an individual student, such as a letter or email message, as well as published instructions and policies in print or online, such as the Community Standards and Expectations in this online document.

## **Failure to Present Identification**

Residents are required to present proper FVCC identification (or other photo identification if not a student) to Residence Life staff in a cooperative manner when requested.

## **Failure to Respond to a Notification**

Residents are required to make contact with College officials or Residence Life staff, when requested to do so within 72 hours (three business days) of receiving a notification. Requests for responses will most likely come in the form of a letter or email message, but may come in the form of a phone call or a voice mail message.

## **Failure to Meet**

Residents are expected to maintain an appointment with Residence Life staff or designee regarding investigation of alleged violations of the Residence Life Community Standards and Expectations or the Code of Conduct. Residents are expected to contact Residence Life staff or

designee within 24 hours of receiving a notification and reschedule if a conflict occurs. Failure to meet with staff constitutes an additional violation to the original and will not preclude the continuation of the conflict resolution process.

### **Failure to Fulfill a Restorative Measure**

Residents are expected to comply with restorative measures agreed upon with Residence Life.

### **Behavior Toward Residence Life or College Staff**

Abusive, disrespectful, and threatening language (written or verbal) and behavior directed toward FVCC staff, including residence hall staff, is prohibited.

### **Supplying False Information**

It is a violation to deliberately supply staff with false or misleading information. (e.g., give a false name or use fake identification). It is also a violation to provide and/or possess fake or fraudulent identification.

### **Stealing**

It is prohibited to take the property of any other person (including other residents, students, visitors or staff) or of FVCC or Founders Hall without permission (e.g., others' laundry from laundry room, lounge furnishings, door decorations). Unauthorized use of a resident's/roommate's items without permission (such as clothing, bathroom and laundering supplies, or electronic devices) is prohibited.

### **Possession of Stolen Items**

Possession of stolen property is prohibited. Stolen property includes furnishings, fixtures and signs that have been removed from lounges, hallways, and other common areas.

### **Property Damage**

Vandalizing, damaging, or defacing Residence Life property or property of others is prohibited.

### **Failure to Accept Roommate**

Refusing to accept a roommate or impeding an effort by Residence Life to make an assignment to a vacant space is prohibited.



# Community Safety

In case of a fire, call 911. Fires are potentially a serious problem in 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.

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. Familiarize yourself with the emergency evacuation map posted on the interior of your apartment door. Explore your community and familiarize yourself with all other exits. Keep exits and access areas clear of all debris and storage. Residence Life staff will conduct fire drills four times 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 hall. Electric wax warmers or oil diffusers are an acceptable alternative and provide fragrance without the flame.

## Decorations

All decorative trees, wreathes, and branches to be used as ornamentation must first be fireproofed and all decorations must be nonflammable. 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. Residents may not hang whiteboards on the exterior of apartments, including the apartment door or surrounding wall space. Residents may not place adhesives such as stickers or use items that leave holes in the walls.

## 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 Hoverboards, Segways, electric skateboards, 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 Founders Hall.

### **Prohibited Items**

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

- Waterbed, or water furniture
- Candles, incense
- Hotplates or other open-element appliances (i.e. toaster oven)
- Extension cords, multiple receptacle outlets, halogen lamps
- Fireworks, explosive materials, illegal drugs and paraphernalia, alcohol, tobacco products including e-cigarettes, weapons
- Live Christmas trees
- Hoverboards, Segways, electric skateboards, or scooters
- Non FVCC issued air conditioners, swamp coolers, or humidifiers
- Futons or other large furniture
- Pressure cookers
- Pets (including spiders, insects, fish, or reptiles)

### **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. 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 living in student housing must notify the Residence Life Coordinator and the Dean of Students of this information 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, bow and arrows, 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, air soft guns, Nerf guns, sword, nunchucks, brass or other metal knuckles, straight razors, 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.**

# General Behavior

## Gambling

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

## 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 emotional support (ESA)/companion animals as outlined below.

FVCC reserves the right to revoke permission granted for the campus presence of service animals and the presence of ESA/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 ESA/companion animals in places of public accommodation that have a no-pet policy. Therefore, requests for ESA/companion animals in campus facilities will be reviewed under FVCC's policy. Requests that are not accompanied by a prescription or letter from a licensed medical professional will be denied.

All requests for an ESA/companion animal in the residence hall must be directed to the Disability Support Coordinator, [disabilitysupport@fvcc.edu](mailto:disabilitysupport@fvcc.edu). Animals are not permitted in the residence hall until final approval is granted.

## Guests and Visitation

Rooms are to be occupied only by the students for whom they are reserved. Room reservations are not transferrable. Founders Hall is established as a private residence for FVCC students contracting to live there. Therefore, access is limited to these residents, their guests, and other persons with legitimate cause to be on the premises. Residents are responsible for what happens in their room even if they are not present at the time of the infraction. Realizing that rooms will be used for study, rest, and entertainment of guests, and that sometimes these functions are conflicting, an understanding must be reached between roommates as to the time, place, and manner in which shared space is to be used. This requires mutual respect for each other's right to privacy. **Cohabitation is prohibited.**

Students may entertain guests in their rooms provided that the rights of the other students on the floor, and in particular the rights of their roommate, are not violated.

**Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten people may be in the student's apartment at any time.**

### **Overnight Guests**

Students living in the residence hall may have overnight, non-resident (or residents of another room) guests under the following conditions:

- The resident has to have permission of the roommate.
- Guests must abide by all rules and regulations of FVCC and Founders Hall.
- Guests may not sleep in public areas.
- Guests must be able to present a photo ID upon staff request.
- **Guest stays are limited to a period of time not to exceed three nights per month.**
  - The three night limit means it does not matter if it is a different guest each stay.
  - The 3-night limit applies to the resident of the room.
- Each resident is limited to a maximum of one overnight guest.
- A guest may not exceed the 3-night limit regardless of the resident they stay with.
- Guests must never be unaccompanied in the hall.
- Cohabitation is prohibited.

Non-resident guests (not staying overnight) are permitted under the following conditions:

1. Guests must be able to present a photo ID to staff upon request.
2. Guest must comply to all FVCC and residence hall policies.
3. Guests must be escorted by a resident at all times while on the premises.
4. The resident host is responsible for the actions of their guests, for informing them of hall rules and regulations, and for expenses incurred by them.

**The resident host is responsible for the conduct of all visitors/guests, and may face disciplinary action when visitors/guests do not adhere to residence hall rules and regulations. Any guest/visitor without a photo ID, or violation of housing policies, may be refused entry, escorted out of the building, and/or trespassed.**

# 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, 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 the Residence Life Coordinator for review.

### **Review of Incident**

The Residence Life Coordinator 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 discrimination (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.
6. 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 Residence Life Coordinator. 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 Residence Life Coordinator or designee determines that a resident and or their guest's actions indicate that their continued presence in Student Housing poses an imminent danger to persons or property, the Residence Life Coordinator 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 Residence Life Coordinator, the Dean of Students, or a designee.

### **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 Arbitration Meeting**

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

### **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.

### **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 (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 email, 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](mailto: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 Residence Life Coordinator 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 Residence Life Coordinator 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 Residence Life Coordinator, the Dean of Students, 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 and or Trespass of Entry into Housing and or FVCC**

Residents, guests, or others who violate Housing and/or FVCC regulations may be prohibited from entering and/or trespassed from FVCC owned and operated housing or other buildings in the future. If 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.

### **11. 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.

### **12. 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 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](mailto: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:

1. Affirming the original decision concerning the violation(s) of the Housing Community Standards or the Code of Student Conduct;
2. Affirming the original decision concerning the restorative measures(s) issued;
3. Reversing the original decision concerning the violation of the policy and directing that the complaint be dismissed;
4. Reversing the original decision concerning the violation of the policy and directing that a new arbitration be held before a new arbitration body;
5. 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.
6. 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 Dean of Students. 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 Residence Life Coordinator, the Dean of Students, and legal counsel.

### **Interpretation**

Any question or interpretation regarding the Housing resolution process shall be referred to the Dean of Students or designee for final determination.

# 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 four times 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 prohibited in order to reduce the risk of fires within the residence hall.

## 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.**

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, residents 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. Residence Life staff is not permitted to transport individuals in the event of a medical emergency.

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## **Police Emergency**

For police emergencies, dial 911

## **Missing Persons**

If someone has a concern that a resident is missing, this concern should be reported to the Residence Life Coordinator. The Residence Life Coordinator 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 Residence Life Coordinator 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 resident if the student is deemed missing through investigative efforts. That contact will be made within 24 hours of that determination.

# Contacts

## Residence Life Staff

- Residence Life Coordinator: Misty Koyuncu
  - Phone: (406) 756-4586
- Dean of Students: Kelly Murphy
  - Phone: (406) 756-3812
- Email: [reslife@fvcc.edu](mailto:reslife@fvcc.edu)

## Resident Assistant on Duty

- (406) 890-9051

## Campus Resource Officer

- Cory Clarke
  - Phone: (406) 756-4815
  - Email: [cclarke@fvcc.edu](mailto:cclarke@fvcc.edu)

## Kalispell Police Department

Emergency: 911

- Non-Emergency : (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.

## Business Services

- Location: Blake Hall
- Phone: (406) 756-3831
- Email: [accountsreceivable@fvcc.edu](mailto:accountsreceivable@fvcc.edu)

## Financial Aid

- Location: Learning Resource Center
- Phone: (406) 756-3849
- Email: [finaidinfo@fvcc.edu](mailto:finaidinfo@fvcc.edu)

## Student Health Clinic

- Location: Broussard Center Room 136
- Phone: (406) 756-4331



- Hours: Monday, Wednesday & Thursday: 9am-2:30pm  
By appointment only.

### **Student Food Pantry**

- Location: Learning Resource Center
- Phone: (406) 756-3908
- Email: [food-pantry@fvcc.edu](mailto:food-pantry@fvcc.edu)
- [Food Pantry Request Form](#)