



## **RESIDENCE LIFE HANDBOOK**

**Burkhardt/Simon Front Desk: 402-844-7150**

**Path Front Desk: 402-844-7155**

**Campus Security: 402-841-5163**

**Northeast Community College reserves the right to make changes as necessary to this handbook at any time.**

Northeast Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on protected category, and retaliation for engaging in a protected activity. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, procedures, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504: Associate Vice President of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7046, e-mail: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu)

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The contents of this handbook were gathered and compiled by the Residence Life Department for residents' use and information. All information in this publication is subject to change. It is each resident's responsibility to read and understand all information in this handbook; each resident will be held to the standards outlined in this handbook per the contract signed by the resident. Each resident of Northeast's residence halls not only has certain rights but also responsibilities to adhere to College and Residence Life policies and procedures.

This Handbook is designed to coincide with, but not replace, the student code of conduct that applies to all students. Residence Life Policies do not attempt to define every acceptable/unacceptable form of behavior. In situations not covered by specific policies, residents are expected to use common sense, good judgment and always conduct themselves in a mature and responsible manner. Residents are responsible for knowing and following all policies, rules, and regulations for on-campus living contained in this handbook, as well as information from other sources including:

1. Northeast Community College Administrative Procedures AP-1010.0 Nondiscrimination and AP-1010.0 Harassment.
2. Northeast Community College Campus Catalog
3. Northeast Community College Student Code of Conduct
4. Northeast Community College Student Policies
5. Housing and Meal Plan Contract
6. College and Residence Life Staff
7. Residence Life Staff

The Residence Life department consists of professional and paraprofessional staff. These roles include:

**Director of Residence Life & Student Conduct** - The Director is responsible for the overall supervision, planning, coordination, and organization of Residence Life & Student Conduct including information services, housekeeping, maintenance, and administrative operations.

**Residence Life Coordinators** – The Residence Life Coordinators reside on campus and are full-time professional staff members. The Residence Life Coordinators supervise the student residence hall staff and assist the Director in all Residence Life operations.

**Residence Life Database Specialist** – The Residence Life Database Specialist is in Hawks Point at the Path Hall Front Desk. The RLDS is responsible for managing the application database, working with incoming students to find on-campus housing needs, assisting with roommate matching and hall room assignments, and with coordinating contract offers.

**Residence Life Desk Specialist** - The Residence Life Desk Specialist work during the day and overnight. They manage the Front Desks of the Residence Life Department. They are responsible for the Residence Life services such as the computer lab, copy machine, lobby areas, student support, keys, student desk schedule, and coordinating maintenance.

**Desk Assistants** - The Desk Assistants are students who provide clerical and general assistance throughout the academic year to help assure the residents' safety and understanding of policies and procedures. Residence Life staff are available at the front desk to assist residents and visitors 24 hours per day during the academic year when the college is open and most hours during the summer (to the best of our staffing ability).

**Resident Assistants** Resident Assistants (RAs) are staff members who live in the residence halls and are paraprofessional (student) staff. They are there to ensure a positive living experience for residents while encouraging student achievement both in and out of the classroom.

**Living Learning Community Leaders** - Living learning Community Leaders(LLCLs) are staff members who live in the residence halls and are paraprofessional (student) staff. They serve as guides for our 8 living learning communities (LLCs). They help support student engagement, academic achievement, and promote community building within their LLC.

## Release of Information

Any student wishing to share academic, housing or account information with any third party must, in person, sign a release of information form in the Registrar's Office. No non-directory information about a student, their progress/violations/fines/status or other may not be shared with anyone outside of Northeast without a signed release (excluding parental/guardian notification of alcohol and drug violations, by those under age 21). This also includes information from an off-campus apartment landlord who wants to rent to a student. For these types of situations, student(s) must also provide the office of Residence Life with a release of information signed and turned in before the Director of Residence Life or designee can release any information about the resident to that off campus landlord regarding the resident(s) behavior when they lived in on campus housing.

## Assignment of Housing

Students may have the opportunity to choose their room during their assigned room select period on the My Housing App. If a student is unable to participate in the room selection process on the My Housing App, the Director or their designee will make the assignment. Selected rooms are not guaranteed; the Director may reassign residents within and between buildings and rooms as deemed necessary to accommodate the maximum number of students in the most economical way. During the housing consolidation process, students without roommates after the semester begins may be asked to move to another room. Should any student fail to cooperate in the placement of a new student to their space, the Director of Residence Life & Student Conduct has the right to require the student(s) of the unit to pay the respective housing fees due for the unoccupied space.

- It is expected that every student has a roommate unless they choose to pay the single room rate (only as space allows). A brief consolidation period may be determined for each new semester in which residents will be required to consolidate or pay the cost of a single room if is possible. The Director or Associate Director has the authority to reassign rooms and roommates to consolidate rooms in the best interest of the residence community and the College.

## Residence Life Housing Contract

The signed contract legally binds the student to room and meal plan charges for the full contract period or remaining balance thereof. Students who leave the residence halls or other units/spaces during the contract period without formal approval by the Director of Residence Life & Student Conduct continue to be liable for charges during the contract term.

By signing the Residence Life Housing & Meal Plan Contract, whether on the My Housing App or a paper copy, residents agree to live in the Residence Halls and accept responsibility for the terms and conditions of the contract, including adhering to the policies and procedures outlined in this handbook. All contracts are binding once signed. Room rates and regulations are subject to change by action of the Board of Governors and administration of Northeast Community College. Rooms may not be sublet.

Rates and Payments: The NORTHEAST Board of Governors sets campus residency room and meal plan rates for each academic year. Room and meal plan rates, policies, and procedures are subject to change. Rates for various residential facilities as well as the meal plans are included in the Contract and on the [Housing web page](#). Payment must be made or arranged for payment with the Student Accounts Office prior to the student moving into the residence hall. Failure to satisfy financial obligations may result in a hold being placed on the student's account and possible termination of the Residence Life Housing Contract.

Payment options include a combination of:

- Full payment (cash, credit card, check)
- Awarded financial aid
- A monthly payment plan through Nelnet Campus Commerce

## Room Changes

No room or room changes will be made in the first two weeks of each semester. Changes may be requested only after the first two weeks of each term and must be approved by the Director of Residence Life & Student Conduct or their designee. Before a room change will occur if the concern is with current roommates at minimum one mediation will take place. This is to promote conflict resolution and communication skills for our residents. If a room change is approved, residents must check out of their original room and check into their new room with the assistance of residence hall staff.

## Housing Eligibility

A resident who falls below six (6) credit hours and/or a cumulative 2.0 GPA may lose their eligibility to reside in on-campus housing. An exception can be requested during a meeting with the Director of Residence Life & Student Conduct. Any resident not living in their assigned room, not attending classes, or who causes continual conflict within on-campus housing may have their campus housing assignment terminated at the discretion of the Director of Residence Life & Student Conduct. Any student who is terminated from housing will forfeit the entire academic year's room charge.

Any person required by the state of Nebraska to register as a sex offender is prohibited from residing in any student residence facility. Any Northeast housing resident who is required by the state of Nebraska to register as a sex offender at any time after being admitted to campus housing will not be permitted to continue living on campus. The resident must immediately notify the Residence Life Office of the status change and must remove their belongings and check out of campus housing within seven (7) calendar days. Failure to report a change in status will subject the student to disciplinary action, including potential probation, suspension, or dismissal.

## **Housing Termination**

A student may have their on-campus housing terminated for infractions outlined in the Residence Life Handbook and Student Code of Conduct. Each student will receive notification from the Director of Residence Life & Student Conduct or their designee stating the reason and expectations of the termination including date and time of effectiveness. Any resident who has their housing terminated may not visit the Residence Halls, for any reason, until they have met with the Director of Residence Life & Student Conduct to receive approval.

### **Disciplinary termination**

- Any resident whose housing is terminated for disciplinary reasons will not be eligible to live on campus at Northeast Community College thereafter.

### **Nonpayment Termination**

- A resident who is terminated from on-campus housing for nonpayment, may be eligible to return to campus housing if they make payment arrangements with the Student Accounts Office prior to their residency AND receive approval from the Director of Residence Life & Student Conduct.

### **Self-elected Termination**

- Students can request a contract termination through the first two weeks of the start of their contract period selected above. Students will be issued a 75% refund of their housing charges. After the second week of the start of the contract period, contract terminations will not be permitted. Please refer to the contract for details regarding self-elected termination options.

## **Move-In and Move-Out**

- Move-in
  - Residents will be assigned a move-in date and time. If the assigned date and time does not work for the resident, the resident must call Residence Life to request a different move-in date and time.
  - To complete a move-in, the resident must show up at their assigned time. The resident will receive their suite and/or room key(s), a student mailbox key, and a building access key card.

The resident will sign the key agreement. The resident is responsible for those keys and the areas that they access. Any lost or stolen key replacement charges will be assessed to the resident who checked out the key/key card. Replacement charges: , Key-\$10, Re-core lock-\$30.

- The resident goes to their room. Residents should inspect their space within 48 hours and complete the Room Condition Report on their MyHousing App. Residents should report any inconsistencies or items of note. Each resident is liable for any damage not listed on the Room Condition Report and that may occur during their time of occupancy.
- Upon moving onto campus, residents are responsible for attending floor meetings. Residents are responsible for all information discussed, and if unable to attend, they must contact the Resident Assistant prior to the meeting date. Residents are responsible for the information either way, and not attending a meeting is not a viable excuse for not knowing the information.

- **Move-out**

- Each resident **MUST** do a proper check out by 5:00 p.m. on the day of closing for the residence halls. All the items belonging to the resident who is checking out must be out of the room **BEFORE** the resident can check-out. Residents are expected to clean their space, and the room should be returned to the condition it was received. Make sure to notify Residence Life Staff if roommates leave items. Roommate(s)/suite mates should begin cleaning prior to the day of check out. This process is made easy by properly caring for the room. Residents have two options for a check-out:

- An appointment with their RA to do a full check-out appointment. This includes an inspection of the room from the RA.

OR

- Return of keys in a check-out envelope to the front desk or drop box. If a resident elects this express check-out process option, the resident takes full responsibility for any damage or cleaning charges that may be assigned to their student account. The resident forfeits any right to appeal these charges.

After all residents move out of the room, a Residence Life staff member will go through the room and record any damages that may have occurred during occupancy. Damages are assessed by the Director of Residence Life & Student Conduct or designee after all occupants of the room have checked out. Damages in common or shared areas will be equally assessed to each resident according to the cost of repair, replacement, or cleaning. A partial price listing can be found in the Appendix of this Residence Life Handbook.

## **Dining Services Information**

Northeast Community College offers multiple meal plan options for campus residents. Campus residents are required to purchase a campus meal plan. Meal plan contracts are for the academic year, fall and spring semesters. Each resident may also supplement their meal plan with a \$250 express card. The flex dollars and express card may be used for purchases at Jazzy's Corner Store, the Union Coffee shop, and Legends Grille.

#### **Meal plan options:**

10 meals per week with \$100 flex dollars	\$1,530.00/per semester*
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Unlimited meals per week with \$150 flex dollars	\$2,185.00/per semester
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\*Minimum required meal plan for campus housing residents

#### **Hawks Point**

Hawks Point cafeteria features four unique food option stations and a large sandwich, soup, salad, and fruit buffet. Dining operations are subject to change and will be posted in the dining hall. No food service is available during times when the College is closed. Menus are published online at <https://www.dineoncampus.com/necc>.

#### **Jazzy's Corner Store**

Jazzy's features grocery, food, and beverage selections for all your campus life needs. Jazzy's is located in Path Hall.

#### **Legends Grille**

Legends Grille features your fan favorite burgers and fries and is located on the lower level of Union 73.

#### **Union Coffee Shop**

The Union Coffee Shop features Starbucks signature drinks and is located on the upper level of Union 73.

### **Campus Housing Amenities and Services**

#### **Internet Service**

- Northeast on-campus housing has wireless internet installed throughout the buildings. If you have any issues with your wireless internet, please first contact the Northeast Service Center at (402) 844-4357 or 844-HELP to report any problems with internet connectivity. You can also email issues to the Service Center at [help@northeast.edu](mailto:help@northeast.edu). Wireless internet interference caused by personal devices transmitting at the same frequency as the College provided wireless signal is prohibited. Students causing these types of interference problems may face

loss of wireless internet privileges. If you have questions or concerns about any of your wireless personal devices, please contact the Northeast Service Center.

### Lock outs

- When residents are locked out of their room, they may visit the Front Desk to have a staff member open the door.

### Laundry

- Laundry facilities can be found on each level of the apartments, in the basement of Burkhardt Hall and on the first floor of Path Hall across from the kitchen. Laundry is free for all residential students. NOTE: No clothing items (wet or dry) may be hung from drapery rods, vents, or light fixtures in any area of on-campus housing. Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Any problems with these machines should be directed to the front desk and/or the RA. Make sure to empty machines in a timely manner so other residents may use the washers and dryers.

### Mail Service

- Each resident is assigned a Student Mailbox (SMB) and issued a key for the SMB. It is recommended that the assigned resident checks their mailbox at least once a day. Simon Hall residents' SMBs are found in the main lobby of Simon Hall; Burkhardt Hall and some Apartment residents' SMBs are in the main lobby of Burkhardt Hall. Path Hall and some Apartment residents' mailboxes are in the main entry area of Hawks Point by the Path Hall front desk. An outdoor mailbox is on campus near the Lifelong Learning Center for outgoing mail. When a student moves off campus, whether permanently or for the summer break, they must contact anyone who would be sending mail with their updated address as mail will not be forwarded from Northeast campus and will be returned to the sender.

To ensure timely mail delivery, please encourage friends and family to use the following address format:

Postal Mail (letters, magazines, etc.)  
STUDENT NAME  
Northeast Community College  
RESIDENCE HALL & SMB #  
P.O. Box 469  
Norfolk, NE 68702-0469

Deliveries (packages; UPS, FedEx, etc.)  
STUDENT NAME  
Northeast Community College  
RESIDENCE HALL & SMB #  
801 East Benjamin Avenue  
Norfolk, NE 68702-0469

### Food Deliveries

- Residents must have deliveries of food made to the Front Desk. The delivery driver should have a cell phone number provided to them when ordering. Residents should be waiting at the Front

Desk for food deliveries and should pre-pay if possible. The College is not responsible for any food delivery orders that are undeliverable.

### **Repairs/Maintenance Requests**

- Maintenance needs, including broken furniture, malfunctioning equipment and fixtures, water leaks, burned out light bulbs, or any other matters requiring attention should be reported on the repair request form. Residents can find a QR code for this form at the front desk and on each floor. Residents should not attempt to repair or replace any equipment or fixtures. Northeast Community College is not liable if injury or death occurs from such action. Residents are responsible for plunging toilets and cleaning up water from overflowing toilets, showers, and sinks and keeping their bathrooms free of mold by regular and routine cleaning. Please contact the Front Desk of your building or [submit a request via the online form](#) posted in each community to complete a Repair Request when repairs or maintenance is needed.

### **Parking**

- For campus housing residents, parking is provided in lots on the North and South side of the Residence Halls and the Northwest side of the Apartments. The parking lot of the Apartments are designated spots for Apartment residents only. Simon and Burkhardt residents are to park in the main lot outside of Simon and Burkhardt Hall. Path Hall residents are to park in the parking lot adjacent to Path Hall. A parking fine may be issued to anyone parking outside of a designated parking spot. Tickets must be paid in the Business Office located in the College Welcome Center.
  - 15 Minute Parking
    - Is allowed in the pick-up/drop-off lanes in front of Burkhardt Hall and Path Hall. Anyone who is parked in that area for a longer period will be ticketed. Parking is not allowed in the blue-striped accessible ramp in front of Burkhardt Hall for any period of time; residents will be ticketed or towed from this area.
  - Snow removal
    - Throughout the semester, students may be requested to move all vehicles out of the parking lots for a designated time to remove snow or maintain the lots. Every student will be notified of the required move. Anyone not complying with the move within the designated time will receive a parking violation.

### **Recreation and Study Areas**

- Within the area of Hawks Village, our Residential space on campus, all students will find basketball courts, a sand volleyball court, and an amphitheater. These spaces are open and available to all students of the college. See below for information on how to sign-out equipment to utilize at these locations.

### **Patio & Gazebo**

- A concrete patio area and wooden gazebo are in the area in front of Simon and Burkhardt Halls. A patio area is in front of Path Hall. Any loud, disruptive, disorderly and/or questionable conduct or behavior in this area, as well as refusal to cooperate with requests to keep noise levels down, will result in sanctions placed on residents.

### Study Rooms

- Study areas are on each floor of Burkhardt and Path Halls. These areas are accessible to residential students. There are also lobbies on each floor of Simon Hall that can be used as study areas. Priority for these lobby/study areas will be for residents' study. However, if no resident is studying, the areas may be used for other purposes. You must erase the board and clean up after yourself when you are done and before leaving the lounges. Path Hall study lounges require special markers. Please check them out at the Path Hall front desk.
  - Note: These study rooms may be converted into temp rooms and/or extended housing options for students temporarily at the discretion of Residence Life based on the need.

### Computer Labs

- There is a computer lab and other study areas for residents located in the main lobby of Burkhardt Hall and in Hawks Point. The Residence Life computer labs are open 24 hours a day and preferred use is given to on-campus residents. Students doing homework have first rights using the computers. A printer is available at the front desks. Noise must be kept to levels that respect others using the lab. Residents not working on homework, classwork, etc. when other residents need to use the computers to work on homework/classwork, may be asked to leave the computer lab from Residence Life staff and return later. Failure to utilize the computer labs appropriately may result in loss of privileges. Proper computer usage procedures are posted at all locations and students should make themselves aware of the rules and regulations. NO FOOD OR BEVERAGES ARE ALLOWED IN ANY OF THE COMPUTER LABS ON CAMPUS.

### Game Rooms

- A full-sized pool table, foosball table, ping pong table and piano are on the main floor of Simon Hall for residents. The game room next to the front desk in Hawks Point includes two full-sized pool tables, two ping pong tables, a piano, and three TVs. The game rooms in Simon Hall and Path All Are accessible to residents. Both game rooms may have reduced hours depending on any situations that may arise due to students being loud, causing disruptions and/or not taking care of the area and/or equipment in an appropriate manner and in the way the equipment is supposed to be used.
  - Recreation Equipment Check-out
    - Puzzles, board games, volleyballs, basketballs, tire pumps, tennis racquets and tennis balls and additional recreational items can be checked out with a student ID card at both the Burkhardt and Hawks Point Front Desks. If items and/or equipment are returned damaged, fines to fix and replace the items or equipment will be assessed to the individual or individuals.

### Trash Disposal

- Residents are responsible for disposing of their own trash. Residents are not to leave personal trash in the hallways, stairwells, lounges, or any other public locations. Please break down all the cardboard so that it lies flat and fits in the bins/dumpsters.
  - Apartment/Burkhardt/Simon residents:
    - Resident trash should be taken to the dumpsters outside Burkhardt Hall and in the Apartments parking lot. Be careful when transporting garbage through the facility to the dumpster, so that nothing can leak through and spill onto the carpet, stairs, etc.
  - Path:
    - Residents should take their trash down to the first-floor trash room and place all items inside the totes/large trash cans. These will be emptied during the campus trash collection. If there is an issue with these totes, please inform the Front Desk staff. Be careful when transporting garbage through the facility to the dumpster, so that nothing can leak through and spill onto the carpet, stairs, etc.

### Kitchen/Kitchenettes

- Residents using the kitchens must remain in the kitchens while food is cooking to prevent a fire hazard. The vent must be on while cooking. After the resident is done, the kitchen must be cleaned up; this includes not leaving dishes in the sink, disposing of all food, and wiping down counters and surfaces.
  - Burkhardt/Simon Hall:
    - Within the main lobby there is a kitchen available which has an electric range and oven, microwave, refrigerator, coffee maker, toaster, cooking utensils along with pots and pans, and a sink with a garbage disposal.
  - Path Hall
    - On the first floor there is a kitchen available which has an electric range and oven, microwave, refrigerator, coffee maker, toaster, cooking utensils along with pots and pans, and a sink with a garbage disposal. Special cooking equipment is required for the stovetop; residents can check out this equipment from the front desk.

### Cable TV

- Cable TV is provided to every resident within their assigned space. Residents are required to provide their own coaxial cable; Residence Life will not provide them. For a full cable channel line-up card, please stop by the Residence Life front desk at either Burkhardt Hall or Path Hall.

### Vending Machines

- Beverage and snack vending machines are in the main lobby of Burkhardt and Simon Hall. These vending machines take cash, and/or debit/credit cards only. They do not take any form of a Student ID for payment. Any issues should be directed to the front desk and/or Residence Life staff.

## Room Amenities

- Apartments
  - Each apartment has two bedrooms (two students in each), bath, kitchen, dining area, and living room. All apartments are furnished with twin XL beds (38"x80"), desks, bookshelves, individual closet space, desk chairs, electric stove & oven, full-sized refrigerator, a dining set with four chairs, a fire extinguisher, and a large storage closet. Residents may bring one microwave not to exceed 1000 watts into the apartment. Residents may bring small cooking appliances with heating elements to only be used in the kitchen of the apartment.
- Burkhardt Hall
  - The rooms in Burkhardt Hall are suite style with four residents in a suite. The suites have a small living room, bathroom, and two bedrooms with two students in each bedroom. Each suite is equipped with a built-in cabinet and shelf in the living room, four loft-style beds, four 3-drawer dressers, four 2-drawer cabinets, two closets, four desks and four desk chairs. There are two dorm-size refrigerators provided in each suite. Residents may bring one microwave not to exceed 1000 watts into their room.
- Path Hall
  - All rooms in Path Hall are organized into two types of suites; some of the suites have two bedrooms with two students in each bedroom. The other suite includes four bedrooms where residents have their own private bedroom. The suites have a small living room with furniture provided (couch/love seat, lounge chairs, TV stand, and ottoman). Each suite is equipped with some built-in shelving and cabinets, metal framed loft-style beds, drawer dressers in every bedroom, along with closet space, four desks and four desk chairs. There is one full-sized refrigerator & a microwave provided in each suite. Each bedroom has its own individual key that will be issued to the resident(s) of that bedroom. Residents may not bring their own refrigerator or microwave.
- Simon Hall
  - All rooms in Simon Hall are organized in micro-suites; two double occupancy rooms joined by a shared bathroom amongst all suitemates. Each room has one dorm-size refrigerator, two twin beds, two dressers, two closets, two desks, two desk chairs, and two bookshelves complete with study lights. Residents may bring one microwave not to exceed 1000 watts into their room.

## Room Furnishings

- Northeast Community College property may not be removed from the room or building in which it is located without the written permission of the Director of Residence Life & Student Conduct. This includes beds, desk chairs, desks, mattresses, lobby and lounge furniture, and all other Northeast

property. Relocation or removal may result in the student being billed for any missing furniture during check-out.

- **Lofting/Bunking Beds**
  - All Burkhardt and Apartment Beds are bunked. Beds unless for a designated and approved medical reason by the Director of Residence Life & Student Conduct, beds will not be lofted and/or un-bunked.
- **Care and Cleaning**
  - Residents are encouraged to regularly vacuum, scrub, and use other cleaning supplies to maintain their spaces. Residents within each apartment unit are encouraged to furnish their own vacuum and other cleaning supplies to maintain the area. Cleaning equipment such as vacuum cleaners, brooms and mops are available at the Front Desk and can be checked out with the student's ID card (Keycard). Residents are required to immediately report any damage to their unit; spills on carpet should also be reported so they can be shampooed. Please do not use harsh chemicals on the tubs and showers. Please inquire at the Residence Life Office regarding cleaning agents to be used to clean the bathroom.
- **Room Decorations**
  - Residents are encouraged to decorate their rooms to make a home with a few restrictions. Be careful when affixing posters, pictures, etc., or decorating for the holidays. Nothing should be affixed to the ceilings. Do not paint, paste, nail, or staple anything on the doors or walls of your space or the hallways. No nails, hooks, or screws may be used. Do not use command strips or hooks as they will pull the paint off the walls. Posters may be hung with small tacks or tape, but tape marks may result in damage charges. When multiple residents occupy the same room or living area and the College cannot determine responsibility for damage or loss in the shared space, costs shall be divided equally among the residents of the living area. If a resident takes responsibility for the damage or loss to their room or shared space, they will be charged the full damage/loss amount.

## **Disability & Other Accommodations**

If any resident requires room based on a disability, they must notify the Director of Disability Services, who will contact the Residence Life Office regarding the necessary accommodations. It is the student's responsibility to provide appropriate supporting documentation for the requested accommodations to the Director of Disability Services (a reference list of these documents can be found on the [Disability Services web page](#)).

- **Religious/Special Circumstances**
  - Northeast Community College respects the spiritual practices of all individuals in the College community. Any resident who wishes to bring items to campus for such purposes that are normally prohibited by College policies and procedures must first discuss the request with the Director of Residence Life & Student Conduct to avoid misinterpretations of the items in question. The religious rights of students must coexist however, students must also consider the comfort and safety of all residents. Due to code as well as campus policies and procedures. If you feel you would qualify for a religious exemption to any residence life policy, please contact the Director of Residence Life and Student Conduct for more information.

## Personal Property Liability

Northeast Community College assumes no responsibility for residents' or guests' personal belongings. Many homeowners' insurance policies cover a resident's belongings while at college. Residents are encouraged to investigate this matter to proper coverage for valuables. The college will make every effort to ensure the safety of residents' property, but it is not liable for the loss, theft, or damage of property belonging to any resident or guest. Residents are strongly encouraged to purchase personal property and/or renters' insurance.

## Safety and Security

The safety and security of our students is our top priority. Security cameras are in all hallways and common areas of each residence hall and in various other locations on campus. When in public areas, all residents are under 24-hour video surveillance.

Northeast Community College Campus has a contract with Sioux City Night Patrol (SCNP) to provide security for the Norfolk campus, college property and parking lots 24:7:365 days a year. For telephone numbers and other information, refer to the Residence Life Student Directory and the posted signs throughout on-campus housing. Their phone number is: 402-841-5163. Sioux City Night Patrol (SCNP) can also be texted to their direct phone number (402) 841-5163.

Residents should call "911" and alert residence hall staff in the event of an emergency after office hours. The Norfolk campus is a safe campus, but the following security guidelines are suggested:

- Always lock the door to your room, even when leaving for a few minutes.
- Northeast Residence Life is not responsible for any lost or stolen items on campus
- Don't leave valuables in lounges or study rooms.
- Don't keep large amounts of money or valuables in your room.
- Do not prop open the outside doors of the residence hall.
- Report any theft to a residence hall staff member immediately.
- Be sure water faucets are shut off properly.
- Turn off lights and major electrical appliances when not in use.
- Close your windows.

## Building Entry

- Entering or exiting through windows or emergency exits is prohibited. Residents and guests are only permitted to use an emergency exit door during an emergency. Residents and guests can enter and exit through the main front entrances only. Residence hall students may gain access to the buildings by using their student ID cards.

## Entrance Doors

- Any resident opening doors for a guest they are not hosting violates policy. If the act is witnessed a fine will be assessed. Residents should be aware that allowing un-hosted, non-residents into a locked facility can put them and others in a dangerous situation. Only during scheduled Move in will the entry

doors be allowed to be propped open. Anyone not enrolled at Northeast Community College, who illegally enters on-campus housing, will be referred to Campus Security and the Norfolk Police Department for appropriate charges, including trespassing.

On-campus housing, the entry doors to all residence halls are locked 24 hours a day. The entrance doors to Hawks Point are open for mealtimes when Dining Services is operating.

Apartments The apartments are locked 24 hours per day, seven (7) days a week, throughout the year. If the resident wishes the visitor to enter, they must meet the visitor at the front entry door and allow the visitor to enter the building.

## **Emergency Procedures**

In case of an emergency, residents must call '911' and then notify Residence Life staff.

### **Illness/Injury**

- If someone is ill or injured, a report of the situation should be made to the Residence Life Front Desk. If someone is so ill, he/she is going home or to a hospital, please notify a Residence Life staff member. The College reserves the right to call emergency medical services for anyone who is deemed to be seriously ill or injured.

### **Fire**

- If you find fire in any of the on-campus housing, you should:
- Pull the closest fire alarm.
- Call '911'.
- Locate a Residence Life Staff member, if possible.
- Evacuate the building using the closest exit to your location – yes, this means you can use the emergency doors!
- All residents should walk to the outdoor basketball courts (during nice weather) or the Cox Activity Center (freezing weather, rain, etc.) and wait for instructions.
- Residents must evacuate the building during any fire alarm. Failure to do so will result in disciplinary action.

### **Shelter areas**

- Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.
  - Apartments – the locations listed below if safely accessible
  - Burkhardt Hall – Burkhardt basement
  - House 13 – lower-level restroom
  - Path Hall – 1st floor hallways
  - Simon Hall – Burkhardt basement

### **Tornado**

- Tornado Watch: Conditions are favorable for tornados or severe weather.

- Tornado Warning: A tornado has been sighted nearby and you should go at once to the designated area in your building. The city sirens will usually sound, but if you see or hear a tornado, do not wait for the warning siren. Go to your shelter area, listed above, if there is time. If not, kneel on the floor and place your hands over your head to protect yourself.

### Weather Advisories

- Winter Weather Advisories/High Winds/Flood Warnings are announced and/or posted depending on the amount of occupancy. Students are expected to sign up for emergency alerts, check emergency emails, and listen to overhead paging announcements.
- Emergency Drills, Shelter, and Evacuations

### Emergency Alerts

- Using Campus Alert, Northeast can disseminate timely notifications to thousands of users via mobile text alerts, email, and recorded voice messages. For more information and to sign up to be notified, go to <http://www.northeast.edu/campus-alert>. Periodically, emergency drills will be performed in each building. Exact dates will be determined, and the appropriate personnel will be notified several days before the drill. Drills are expected to be treated as a real alert and residents must comply with response instructions and procedures. Residents are responsible for ensuring that their guests are aware of emergency procedures.

### Fire Drills

- A fire drill are conducted at least once per semester and provides an opportunity for residents and staff to practice evacuating the building and to understand the importance of personal safety in the event of an emergency. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents should consider any fire alarm real and evacuate the building immediately.
- All residents, staff, and guests are to exit through the nearest fire emergency doors according to the evacuation maps located on each floor.
- Room doors are to be closed.
- Resident Assistants and Residence Life staff are to take roll call of each floor of the Residence Life facilities to assure all residents are evacuated, safe, and without injury.
- Maintenance and campus security personnel may walk through the units to assure that all residents are out in a timely and safe fashion.
- Maintenance personnel will shut off alarms and residents will be allowed to go back into the residence hall(s) once given the okay by maintenance personnel and/or the Norfolk Fire Department.
- All residents will report to the outdoor basketball courts or Cox Activities Center, depending on the weather conditions. A College staff member will communicate when it is safe to return to the residence hall(s).

### Siren Testing

- Siren tests occur on the first and third Tuesday morning of each month. In case of any type of public emergency, weather related or not, the city will sound a steady blast as a notification to look for more information on the television, internet, or radio.

## **Missing Student Notification Policy and Procedures**

Student safety is a priority at Northeast Community College. When an on-campus resident is determined to be missing for 24 hours, based on facts and circumstances known to the College, this policy and procedure will be implemented to assist in locating the Northeast student. This policy complies with the federal Higher Education Opportunity Act of 2008, section 485(j). Each Northeast student residing on campus will identify to the campus Residence Life Office an individual to be contacted by the College if the student is determined to be missing:

Students will list an emergency contact individual at check-in. The person will be contacted by the College no later than 24 hours after the time the student has been determined to be missing.

If the student is under 18 years of age, and not an emancipated individual, the College is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

NOTE: Local law enforcement will be notified if a student is determined missing regardless of the prior identification of a contact person.

## **Health & Wellness Concerns**

These procedures are designed to enhance the safety and well-being of students who may be at risk of self-harm or suicidal. Health and wellness concerns must be reported to Residence Life Staff or another college employee.

Students exhibiting suicidal behaviors or expressing suicidal thoughts may be required to meet with a Licensed Mental Health Practitioner (LMHP), such as with the college counselor or someone from the Crisis CARE Line (both are free to students) within 24 hours of the incident.

If the student would like to utilize another LMHP, it is at their own expense and still required within 24 hours.

Students believed to have ingested a harmful substance must go to the hospital and be checked by a physician.

If an ambulance is called, or a College official believes that there is a direct threat to the safety of a student or any other person, the professional on-call staff member and/or the residence life professional staff may call the student's emergency contact.

Students who attempt suicide will have their individual situation assessed by medical professionals and college personnel.

Northeast Community College cares about student safety and supports the students' successful return to campus housing. Prior to returning to campus housing, the student will have a meeting with the Director of Residence Life & Student Conduct and the Dean of Students. Students and the College Counselor will also discuss a college success plan. The student will need to stop by the front desk of their residence hall upon their

return to campus to schedule this meeting with the Director of Residence Life & Student Conduct. During this meeting, the student will provide the College Counselor with documentation that includes a discharge summary and a provider assessment indicating that the student is ready to return to classes and live on campus from the releasing hospital. This meeting's purpose is to develop a plan for the student to be successful, how to uphold their personal safety, and provide resources and support consistent with the student's needs.

## **Vaccinations**

All on-campus residents must complete and submit to the Student Health Nurse vaccination records. These can be submitted to [studenthealthnurse@northeast.edu](mailto:studenthealthnurse@northeast.edu) or to [Immunization Record Form](#). All documentation must be on file on or before a student is allowed to move into on-campus housing. It is the student's responsibility to contact the Student Health Nurse if they want copies of any health forms and/or vaccination information.

## **Conduct of Residents**

Students who reside within college housing are under contractual obligation to abide by the rules and regulations governing college housing living, as well as by Board Policies and Administrative Procedures, the Student Code of Conduct and all other College rules and regulations governing the conduct of students. The rules and regulations as stated in this handbook. Each resident is responsible for knowing these rules and adhering to them. The Director of Residence Life & Student Conduct may institute sanctions such as termination of contract, moving within the same or to a different hall, imposing a behavior contract, community service, restitution, or other appropriate sanctions. The student may appeal the decision by following the appeals procedure found in the Student Code of Conduct. This handbook is meant to be a guide for residents in college housing, and these regulations are designed to protect the rights of individual privacy and personal and college property. Students need to be mindful that multiple disciplinary violations will have an accumulative effect. The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary.

## **Complicity**

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who knows of another committing or attempting to commit a violation of the Code of Conduct must report the incident or remove themselves from it. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit. Activities that occur within their housing assignment. Even if not present or actively involved in a policy violation, each resident may be held responsible. Everyone assigned to a unit, and everyone present in a unit when a violation occurs will be charged with the violation

## **Amnesty**

Note: The Amnesty provision described in this section is intended to encourage all students to immediately seek necessary medical attention or assistance for themselves or others in need. To encourage students to immediately seek necessary medical attention or assistance for themselves or others in need, Northeast Community College Residence Life will not impose disciplinary action for a violation of student alcohol or drug policies and procedures against individual students when they report to or seek assistance from the College or law enforcement for a medical emergency or condition, or against the student who is subject of such medical emergency or condition, if: (1) the College determines that the violation occurred during or near the time of the alleged medical emergency or condition; (2) the student is determined to have made the report or sought assistance in good faith; and (3) the College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk. However, repeated, or serious medical emergencies arising from or in connection with parties may result in disciplinary action under applicable procedures.

- Parameters
  - Action by the police or other law enforcement personnel is not covered under this policy.
  - This policy does not preclude student conduct actions regarding other violations.
  - Serious or repeated incidents will prompt a higher degree of health concern and may trigger a review under the Residence Hall Conduct process.

## **Residence Life Policies**

The action of the student signing the Residence Life and Meal Plan Contract, officially checking in, and accepting keys/key cards for Northeast Community College on-campus housing constitutes an agreement to abide by all regulations as listed in the Residence Life Handbook, the Student Code of Conduct, Board Policies and Administrative Procedures, and as stated by a College employee serving in an official capacity. Violations are cumulative from the time students check in to on-campus housing until permanent separation from Residence Life. Procedures regarding the student conduct process, including reporting, meetings, outcomes, and appeals, can be found in the Student Code of Conduct.

### **Alcohol**

No matter your age, alcohol is not allowed on college grounds or in college buildings, including all college owned housing and campus parking lots. For health and sanitation reasons, collections of cans or bottles in college housing is prohibited. The presence of empty alcohol containers will be considered an alcohol policy violation. Possession, consumption, being under the influence, or being in the presence of any alcoholic beverages on campus will be subject to disciplinary action. Residence Life staff reserve the right to search incoming packages, residents' rooms, or personal belongings for alcohol and alcohol containers based upon reasonable suspicion. Alcohol, alcohol containers, and paraphernalia are also not allowed in vehicles.

### **Babysitting/Pet sitting**

Residents may not babysit children, including siblings and/or younger family members, or animals at any time. This also includes pet sitting for another resident who has a service or assistance animal. Children under 16 must be accompanied by their non-resident parent/guardian or on a campus tour. Individuals 16 and older must follow the guest policy.

### **Bicycles**

Residents may not store bicycles in residents' rooms. Bicycle racks are provided in several locations on campus for resident use. Bicycles may not be ridden inside the halls for any reason.

### **Coercion**

Anyone using coercion to pressure another person to tell a lie, persuade them to be silent, or threaten them or someone they care about, to hide or hinder the investigation of an act resulting in a policy violation, will be considered an act of aggression and will be handled as such.

### **Communal Damages**

Any damage or vandalism that occurs in any of the public areas of on-campus housing that can't be directly attributed to a certain resident will be assessed to each resident of the room/suite/floor/building where the damages occur. It is your responsibility, as a member of the campus community, to report anyone misusing public areas or vandalizing posters, walls, furniture, etc.

### **Controlled Substances (Drug/Drug Paraphernalia)**

In accordance with Nebraska State law, the unauthorized and/or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited in all College facilities and on all property of the College. Residence Life staff reserve the right to search incoming packages, residents' rooms or personal belongings for drugs based upon reasonable suspicion. Marijuana, other controlled substances, and paraphernalia are also not allowed in vehicles. Synthetic drugs include but are not limited to anything that is used to mimic or get the same effects as drugs and/or controlled substances. Northeast Community College reserves the right to confiscate property identified as a policy violation in the Student Code of Conduct and in the Residence Life Handbook. Also, illegal property or substances will be confiscated and turned over to law enforcement. Any student(s) found with illegal drugs, controlled substances, drug paraphernalia, and/or synthetic drugs, will be documented and potentially evicted from the residence halls. Local law enforcement will be contacted in the event illegal drugs, controlled substances, or synthetic drugs are discovered in residence hall rooms or spaces.

### **Disorderly Conduct**

Any behavior or actions which infringe on the rights and well-being of students or guests will not be tolerated. Residents are responsible for the behavior of their guests. Violations will result in disciplinary action. If a second violation of a similar nature occurs by a resident(s), the resident(s) will be evicted within 24 hours. Guests displaying these types of behaviors may be prohibited from entry into all campus Residence Life facilities for the remainder of the semester.

### **Failure to Comply**

College personnel are here to assist you and to ensure your safety and security in college housing and/or on campus. Residents are expected to follow all posted rules and regulations and any directions given by housing staff. Failure to comply with rules, directions, or disrespecting college personnel will result in disciplinary action.

### **Gambling**

State law does not permit gambling for money, exchange of items or other personal gain, including on-line gambling, in any of the campus facilities. If gambling occurs, Residence Life staff will confiscate all money and accessories; if on-line, the resident will lose computer privileges. Campus activities such as “Casino Night,” using play money, are allowed with prior permission.

### Guests

Guests, and their conduct, while present in on-campus housing are the hosting resident’s responsibility. Residents may be subject to disciplinary action because of their visitor’s behavior. All guests, defined as anyone not assigned to the resident’s room and/or not assigned a room in campus housing, must always be accompanied by a resident, including entering and leaving the building. If a guest is found to be unescorted, they will be asked to leave. Guests must never have a resident’s college-issued room key, keycard, or student ID. Residents are responsible for the conduct of their guests. Any guest found without a host in any area outside of the Burkhardt Hall & Hawks Point main lobby will be removed from on-campus housing immediately and banned from visiting any resident within campus housing for seven (7) consecutive days. Before a guest is allowed to return for a visit, they must meet with the Director of Residence Life. If a guest violates this guest policy a second time, they will be prohibited from visiting any resident within campus housing for the remainder of the semester.

- Underage Guests
  - Guests and siblings of residents under 16 must always be accompanied by a non-student parent or guardian or on a campus tour.
- Overnight Guests
  - An overnight guest is a guest staying past 11:59 pm. Roommate(s) consent is required. Guests must be at least 18 years old. Guests will fill out the guest registration form, QR code for this form can be found at the front desks, and on the back of every room door. Guests are allowed for no more than three (3) consecutive nights and no more than nine (9) nights per semester. The Director of Residence Life & Student Conduct may grant exceptions to this policy. Residents will be held responsible for their guest’s behavior and damages caused by their guest. Guests must always be escorted by the resident who signed them in; this includes entering and leaving the building. All resident and non-resident students of Northeast are under the jurisdiction of Northeast campus housing policies and procedures while near or in the college’s buildings.
- Number of Guests
  - A resident may have no more than one (1) guest staying overnight in accordance to the overnight policy.
- Max occupancy
  - The max occupancy is eight (8) people per suite at any time.

### Painting

Residents are not permitted to paint their rooms, furniture, or any college property. Repair costs will be assessed for the repainting for any violations found.

### Hall Sports

There is no playing of sports in the hallways, rooms, or common areas of college housing. No balls should be bounced, kicked, or thrown while inside college housing. This includes but is not limited to Frisbee, football, soccer, basketball, baseball/playing catch, and nerf toys (including nerf guns). No skateboards, bicycles, Ripstiks, rollerblades, skateboards, scooters, hoverboards, or similar items are to be used or operated in college housing. Items may be confiscated by housing staff if found in violation of this policy and you may also face additional disciplinary action.

### **Possession of an unauthorized room key/key card/student ID**

Residents are not allowed to give out their room key, key card, or student ID to any other resident or non-resident. Possessing an unauthorized room key, key card, or student ID is considered a safety and security violation which will result in disciplinary action. It is against the law to duplicate a key. Keys/key card MUST be returned to the Residence Life Office when checking out of on-campus housing. If it is not returned for any reason, the resident responsible will be charged for the replacement and/or recoring.

### **Locks**

Per the Northeast Residence Hall's fire code, students may NOT install locks in the bathrooms, or any other area of the residence hall rooms. Room door locks may not be tampered with or made in any way not to latch. This also includes tampering with the room's main entrance doors to keep the door unlocked.

### **Door propping & Building Entry**

Residents and guests can enter and exit through the main front entrances only. Doors may not be propped open at any time other than scheduled move in and move out.

### **Adhesive products**

Adhesive stick-ups, duct tape, scotch tape, and masking tape are prohibited.

Path Hall: you cannot use 3M or similar type hooks, only poster tape. Items such as 3M hooks will remove paint and/or leave residue which will result in damage charges to the resident. Care must be used so no damage occurs to Northeast property.

Apartments/Burkhardt/Simon: Sticky putty or poster tape can be used and can be purchased at the College Bookstore.

### **Prohibited Items**

- Residents found in possession of a prohibited item will have it confiscated.
- Alcohol/drug and tobacco containers may not be used in decoration no matter what the condition; any items found in rooms will be confiscated and/or the resident(s) will be assessed a fine. Note that alcohol and tobacco containers will be interpreted as actual possession. A student determined to be in locations where violations of campus alcohol policies are taking place will be considered in violation even though they may not actually have the prohibited items on their person at the time of the incident.
- Car parts including but not limited to tires, batteries, hitches, chains, vehicle engines, and other large items are not to be stored in Residence Hall rooms.

- Candles and Scentsy's the burning of candles, incense, wax melters or any item that requires an open flame is a violation of fire code and is not permitted in campus housing. Any damages that result from spilled wax will be billed to the resident(s).
- Cooking appliances Due to the fire code, all small cooking appliances are prohibited in Burkhardt, Path, and Simon Halls. Appliances that are prohibited include but are not limited to the following: appliances with an exposed heating element, air fryers, griddle/hot plates, sandwich makers, electric skillets, etc. If found, items will be confiscated and returned when residents leave for break. Coffee pots are allowed provided they have an automatic shut-off and do not exceed 1500 watts.
- Extension Cords No electrical extension cords or multiple plug electrical adapters are allowed. Residents may only utilize surge protectors. Microwaves and the College-provided fridges should be plugged directly into a wall outlet.
- Grills Residents are prohibited from bringing charcoal or gas grills or fire pits to campus. Residents may not grill and/or tailgate in any of the parking lots on campus.
- Halogen/'octopus' lamps halogen lights, multiple-arm plastic covered lamps (octopus lamp), and Torch Eire lamps with halogen bulbs pose a severe fire hazard and are not allowed in any of the Residence facilities. Please do not use lamps as clothes hangers. Questions about lamps should be directed to the Director of Residence Life. Plastic covered lamps are acceptable if energy efficient light bulbs are used and the appropriate wattage of the light bulb for that lamp is used.
- Hover boards, Hover scooters, Electric Bikes, or any motorized item with a lithium-ion battery is not allowed in on-campus housing at any time.
- Road signs, shopping carts, or other recognizably stolen articles will be confiscated. Residents in possession of stolen items will be turned over to the Norfolk City Police for prosecution.
- Live trees/branches/tree parts are not permitted in on-campus housing.
- Lofts/DIY Bunk Beds A student cannot build or bring in a loft, bunk bed, or reconstruct any furniture for their room unless there is an accommodation that is approved through the office of Disability Services and upon that process, the resident must also inform the Director of Residence Life.
- Metal-tipped darts and dartboard are not allowed in on-campus housing.
- Storage Storing room furniture or personal possessions is not permitted in college housing. Students who leave college housing must remove all their belongings. Failure to remove all items may result in a fee and/or disposal of items.
- Toxic Materials Any use of toxic materials (items that pose a physical or health hazard) by residents will not be allowed in on-campus housing.
- Waterbeds are not allowed for use in any Residence Life rooms.
- Offensive Decorations: Any reports of offensive decorations that are visible to other residents may be asked to be removed from Campus.
- Personal Heaters: Electric blankets, heating pads, and heaters pose a potential fire hazard and are not allowed in the Residence Halls.
- Hallways: Hallways must remain clear, free of any items that could obstruct the walkway.

### Noise

The right to study and sleep takes precedence over noise that disturbs the community. Be aware of the noise you are making and consider how it may be impacting others in the community. The use of televisions, stereos, and other audio equipment must not disturb others. If they are played too loudly, deemed by housing staff, the

offender may be required to remove the item from college housing. Failure to remove a stereo, radio, television, etc. when notified by housing staff may result in removal and storage by the College until it is convenient for the owner to take it home and/or fines are paid. Residents who infringe on the rights of others to sleep and study will be referred to the Director of Residence Life & Student Conduct. The residence hall staff may confiscate audio equipment if residents are consistently loud.

- Quiet Hours
  - Sunday – Thursday: 10:00 pm – 8:00 am
  - Friday & Saturday: 12:00 am – 8:00 am
- Courtesy Hours
  - Are observed 24 hours a day by showing consideration for your neighbors and responding positively to requests to reduce or minimize noise.

### **Pets**

Fish are the only pets permitted in on-campus housing. The fish must be kept in a covered tank not to exceed 10 gallons, kept clean, healthy, and fresh smelling. If odor, health issues and/or other concerns become a problem, the fish and fish tank will have to be removed from the campus housing. Residence Life Maintenance staff, the Director and/or their designee may inspect the tank to make sure it is of legal size. Also, disposal of the fish supplies from the tank, such as the tank rocks, leftover fish food, fish tank toys, and fish tank supplies, etc. must be disposed of in the trash. These items may not go into the sink drain, toilet or in the garbage disposal. Fish must be taken home over break periods.

### **Service Animals**

Service animal accommodations need to be requested via the Disability Service Office at the time of application to Residence Life. The resident will be responsible for caring for, grooming, and cleaning up after the service animal, as well as any damages to the room caused by the animal. If the resident is unable to physically clean up after the service animal, they should contact the Director of Disabilities Services, Dean of Students, or other appropriate staff to make arrangements for the clean-up. The resident is also responsible for clearly explaining their expectations of how others are to interact with the service animal and communicate this to the campus community.

### **Assistance Animals (Emotional Support Animals)**

All requests for assistance animals (emotional support animal/ESA) must go through the office of Disability Services first. Residents must turn in all proper documentation for justification for the request through the office of Disability Services along with the proper request for information form. Disability Services will work with Residence Life to make sure all documentation has been provided and approved before the resident can bring the animal to campus or have the animal in campus housing. Once approval is granted, the office of Disability Services and Residence Life will notify the student of the approval to have their ESA on campus. Residents may not bring their animal to campus prior to approval from both Disability Services and Residence Life. The resident will be responsible for caring for, grooming, and cleaning up after the animal, as well as any damage to the room caused by the animal. The resident is also responsible for clearly explaining their expectations of how others are to interact with the animal and communicate this to the campus community.

Residents approved for an ESA must follow all policies, procedures, and guidelines within the assistance animal agreement they sign with Disability Services.

### **Safety & Security**

The safety and security of our students is our top priority. The subsections below are examples of violations that will result in disciplinary action.

#### **Explosives/Fireworks/Firearms/Weapons**

The possession or use of firearms, fireworks, gunpowder, weapons, Tasers or other materials which endanger health or safety, (including, but not limited to: bb guns, paint ball guns, stun guns, cap guns, air-soft guns, sling shots, and archery equipment) are strictly prohibited. Students found in possession or use of fireworks, explosives, weapons, or firearms anywhere on campus, to include but not limited to parking lots, are subject to criminal prosecution and college disciplinary action including suspension or expulsion.

Mace, pepper spray, or similar materials will be confiscated if used or threatened to be used for any reason other than the intended purpose.

Hunting knives and knives (other than kitchen utility knives) with blades longer than 3.5 inches are prohibited.

Ammunition of any kind may not be stored in on-campus housing.

#### **Bomb/Bomb Threats**

Bomb threat, bomb making, and exploding of bombs and/or also includes exploding devices, constitute a felony offense under state and federal law and shall be reported to law enforcement officials. In accordance with the Student Code of Conduct, persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.

#### **Failure to Evacuate/Seek Shelter**

Residents are responsible for ensuring that their guests are aware of emergency procedures. All persons, including guests, in the building must participate in any emergency procedures, including fire drills, alarms, tornado warnings, etc. During fire alarms, all persons in the building must evacuate. Failure to evacuate buildings during a fire alarm or take shelter during a tornado warning will result in disciplinary action.

#### **Fire Safety/Security Equipment**

Tampering with fire safety equipment, fire alarms, smoke alarms, and sprinkler systems is a very serious offense. Students found tampering with fire protection systems will be charged for damages and subject to Residence Life and/or college disciplinary action and/or civil prosecution. Pulling the fire pull stations, engaging the fire exit doors, etc. when there is not an emergency is prohibited.

False fire alarms are very dangerous. Authorities will prosecute anyone turning in a false fire alarm. A resident committing such an act is subject to immediate termination of contract.

Do not hang/affix/cover anything from fire sprinkler heads or smoke detectors.

#### **Fire Code**

The Director of the Physical Plant or their representative may inspect any unit with the student and/or Director of Residence Life to ensure the safety of the hall for potential fire hazards. The unit occupants will be expected to immediately rectify any identified hazards or corrective maintenance will be charged to the resident(s).

### **Physical Violence**

Northeast Community College takes physical violence seriously. All incidents will be reported to the Norfolk Police Department and investigated immediately. Students will not only face legal consequences but also Northeast Community College Code of Conduct sanctions including possible housing termination. Note that any physical violence that would constitute a violation of Northeast Community College's Harassment and Nondiscrimination procedures (AP-1010.0, and AP-1011.1), including, but not limited to, dating violence, domestic violence, sexual harassment, or sexual assault, should be reported to the Title IX Coordinator and/or the Norfolk Police Department. Reports made to the Title IX Coordinator will be addressed according to AP-1010 (Administrative Procedure regarding Harassment and Nondiscrimination).

### **Threats/Aggressive or Disruptive Behavior**

Residents who threaten other residents, students, college personnel, or members of the campus community at large is taken as a serious offense. Threats including, but not limited to, intimidation, depicting acts of violence, hate crimes will result in disciplinary action being taken. Police may be notified. Aggressive/disruptive behavior is always deemed inappropriate at Northeast; actions of this type by a resident(s) and/or his/her guest(s) will be handled with expediency. Note that any threats or aggressive/disruptive behavior that would constitute a violation of Northeast Community College's Harassment and Nondiscrimination policies and procedures (APBP-1010.0, and APBP-1011.1), including, but not limited to, sexual harassment, stalking, or dating/domestic violence, should be reported to the Title IX Coordinator and/or the Norfolk Police Department. Reports made to the Title IX Coordinator will be addressed according to AP-1010 (Administrative Procedure regarding Harassment and Nondiscrimination).

### **Water Fights**

To protect the safety of residents and to preserve equipment in the facility, indoor water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with in the manner described for vandalism.

### **Solicitation**

Residents soliciting for any purpose is not permitted in campus housing. This includes any club without permission from the Director of Residence Life.

### **Theft**

Northeast Community College is not responsible or liable for personal property kept in a resident's assigned space if lost, stolen, or damaged, regardless of fault. Students should secure insurance for their personal property (many students find that their belongings are covered by their parent's homeowner's insurance policies). Residents are further encouraged to purchase a footlocker to lock and secure personal belongings this includes locking up one's personal prescribed medications. Report all losses to a Residence Life staff member immediately.

### **Locked Containers**

Locked containers may be required to be opened during a room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of the Director of Residence Life & Student Conduct or a College Administrator. Northeast Community College is not responsible for any damage done to locked containers, their locks, or their contents.

### **Tobacco/Smoking**

Northeast Community College is a tobacco and smoke-free campus. The mission of Northeast Community College regarding its tobacco policy is to provide a healthy and safe environment that is supportive to students, staff, and visitors. Northeast Community College is committed to protecting public health and wellness, and the environment by implementing a Tobacco Free Policy. Tobacco use, including the use of e-cigarettes, vape devices, or smokeless products, is prohibited on campus.

### **Under the Influence**

Public intoxication, and/or being under the influence of drugs and/or alcohol, and/or disruptive behavior related to the consumption of alcoholic beverages and/or drugs on or off campus will be considered a violation of the Alcohol, Controlled Substances, and Synthetic Drugs Policy. If Residence Life staff has suspicion that a student is intoxicated or under the influence of drugs and/or alcohol and leaves campus while operating a motor vehicle, Sioux City Night Patrol and/or the Norfolk Police Department will be contacted due to the Residence Life staff and public's concern for the student(s) overall safety & well-being.

### **Vandalism**

Anyone caught vandalizing Northeast property or the property of other residents through malicious or idle actions, such as painting, drawing, cutting, carving, or other means, shall be assessed a fine and the cost of repair or replacement. The Director of Residence Life may also sanction the violator(s) to assume responsibility for repairing the property that was damaged when appropriate. Northeast property includes all posters and billboards posted by Northeast Residence Life Staff. If the party or parties responsible for the vandalism cannot be identified, an entire floor or building of residents may be equally assessed the damage charges.

### **Windows/Window Screens**

The large window in each Residence Hall unit is intended as an emergency exit only. This window may not be opened for any purpose other than emergency evacuation. No tin aluminum foil or other darkening reflective coverage is permitted. Windows may not have any flags, post-it notes, or other obstructive items up against the glass. Persons may not enter or exit through any of the room windows unless it is an absolute emergency. Residents of the room unit will be held responsible if guests are entering and exiting through the windows and

will be fined in accordance with this policy per person per occurrence as well as their guests. All screens are always to remain on the windows. Extending items through the screens to the outside, such as outdoor thermometers, is also prohibited.

### **Policy on Harassment and Nondiscrimination**

Northeast Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on protected category, and retaliation for engaging in a protected activity. Discrimination is conduct based on protected class status that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a Northeast Community College program or activity. Northeast Community College values and upholds the equal dignity of all members of its community. Discrimination and harassment, in any form, will be taken very seriously. To access the Northeast Nondiscrimination and Harassment policy and procedures, visit <https://northeast.edu/about-us/title-ix>.

### **Final Note**

This handbook is meant to be a guide for residents in college housing and on college property. These regulations are designed to protect individual privacy rights and personal and college property. The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary. Students may grieve policies and/or procedures they feel are unfair by utilizing the Student Grievance Procedure outlined in the Student Handbook. The list of housing penalties is not meant to be all inclusive. Action may be taken even though an infraction is not written in the policies/procedures. This Handbook is designed to coincide with, but not replace, the student code of conduct that applies to all students.

### **Appendix A– Health& Safety/Room Inspection Entry, Search & Seizure**

The College respects the privacy of each resident. However, the College reserves the right to enter and inspect student rooms for purposes of maintenance and repair, regularly scheduled room checks, whenever it appears college property may be damaged, or when it appears that college policy is being violated. Residence hall staff will inspect all rooms at the end of each semester and prior to breaks. Residents are expected to have their rooms clean upon inspection. If upon entry a violation is visible (i.e.: lounge furniture, alcohol, etc.) it will be handled through the disciplinary process. Prohibited items may be confiscated to promote safety and compliance with college policy.

Northeast Community College reserves the right to have appropriate college personnel enter and search a resident's room with reasonable suspicion to investigate policy violations, possession of stolen, illegal, unauthorized, or potentially harmful articles, suspicious odors, smoke, or materials, and to confiscate such articles or materials.

Each time Residence Life staff goes to a resident room for all policy violations and/or potential policy violations, reasonable suspicion, etc. they will knock at least three (3) times and announce themselves as Residence Life staff before keying in and entering in the room unit(s).

If a resident or residents of a room unit are NOT present at the time of the search, Residence Life Staff will still conduct the search with the residents NOT being present. However, Residence Life Staff will leave an emergency room inspection notification form in the common area or in the bedroom with detailed information letting the residents of the room know as to why Residence Life staff were in the room.

Stolen, illegal, unauthorized, or potentially harmful articles or materials will be confiscated. Disciplinary action will be taken if such articles or materials are confiscated. At any time during normal, routine entries into a resident's room, such as pre-arranged tours, room inspections, requested or pre-arranged maintenance/custodial needs, etc., any authorized Residence Life staff, including Resident Assistant Team members and maintenance/custodians, will confiscate alcohol, drugs, harmful articles, materials, etc. that are visible. Incident documentation procedures will be completed by the Residence Life staff and the Director of Residence Life & Student Conduct will administer violation sanctions accordingly.

The rights of students to be secure in their personal living quarters, and possession against unreasonable entry, searches, and seizures will be assured. Entry, search, and seizures by civil officers shall be governed by civil law. These procedures shall provide for entry when:

Maintenance requested by the resident(s) is being performed.

Routine inspection of rooms for inventory, health and safety inspections, or maintenance performed upon institutional initiative is preceded in most cases by at least twenty-four (24) hours written or posted notice to resident(s).

There is serious and/or imminent danger to safety, health, or property of occupant(s) on institutional property. This includes but may not be limited to entering the room of a student who is transported for an emergency.

Conduct or conditions in the Residence Halls seriously disrupt the discipline and educational atmosphere of the residents' facilities.

Conduct pursuant to an administrative entry/search/seizure procedure when there is "Reasonable Suspicion" to believe that a student is using his/her residence in a way that is illegal or a violation of the Institution's regulations. The authorized official(s) should state when requesting entry:

- the room(s) to be searched
- the regulation(s) allegedly being violated
- the item(s) being sought (if applicable)
- the names of those authorized to enter
- A notification will be left in the room to inform all residents that an emergency search happened; it will include the above information and how to contact staff with questions.

"Reasonable suspicion" is a belief based on objective fact sufficient to lead any authorized College personnel to suspect that a policy violation or imminent danger, as defined above, exists within a resident(s) unit. If any authorized College personnel respond to a "reasonable suspicion" to investigate, and occupants of the unit are

not present, do not respond to the request to open the entry door, or refuse to allow entrance when requested, the official is authorized to enter, announce the reason for entry and begin the investigation.

## Appendix B – On-Campus Housing Repair Costs

Item	Cleaning Charge	Repair/Replacement Charge
Key - replacement		\$10.00
Key – re-core		\$30.00
Carpet	\$20/room	\$24/sq. ft.
Ceiling Tiles	\$20/room	\$8/each
Cleaning - Labor	\$15.50/hr	
Closet Shelf/Close Bars		\$12 - \$60
Doors	\$4/door	\$400-\$600
Doors – Hardware		\$15 - \$400
Refrigerators	\$8 - \$48	\$65 - \$608
Walls	\$12/wall	\$12 - \$500
Counter Tops	\$4	\$12 - \$500
Cabinets	\$8 - \$48	\$12 - \$300
Floors	\$10/room	\$24/sq. ft.
Sinks	\$4/sink	\$12 - \$200
Shower	\$12 - \$48	\$100 - \$700
Towel Racks		\$4 - \$12
Furniture	\$15 - \$24/item	\$100 - \$1400
Windows – including blinds & small screens	\$10	\$8 - \$300
Outlets – cable		\$10 - \$72
Outlets - electrical		\$10 - \$72
Outlets – telephone/Ethernet		\$10 - \$72
Smoke Detector		\$250
Light switch plates		\$10 - \$72

Thermostats		\$50 - \$250
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\*\*This is not an exhaustive list, other charges may be assessed for excessive cleaning, damage, replacement, or repair of items.

## Appendix C – Community Living

### Care of On-campus Housing Assignment

Clear communication of what is expected from everyone in on-campus housing assignments. This will help eliminate problems throughout the academic year and possibly avoid assessed cleaning charges. Each resident is responsible for cleaning up after him/herself. It is recommended at the beginning of the year that all residents agree upon a system to maintain the cleanliness and upkeep of their unit, such as rotating duties to keep the bathrooms, kitchen, and living areas clean and then put the agreed upon system down in writing in their roommate agreement.

The following tips help assure safety and security of residents and personal belongings. Northeast Residence Life is NOT responsible for any lost or stolen items on campus.

- Be sure water faucets are off
- Turn off lights and major electrical equipment
- Close the window(s)
- Lock the door
- Clean the room, bath, and unit
- Dispose of any food that may spoil
- Dispose of all garbage in the dumpster located outside each of the buildings
- Close the window(s), blinds, and/or curtains
- Double check the water faucets and stool to make sure water is not running
- ALWAYS LOCK THE DOOR!!!!

The Residence Life experience will depend largely on the consideration demonstrated by roommates, suitemates, and other residents. Basic roommate rights include:

- The right to read and study free from undue interference in one's room. Unreasonable noise or other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommates, etc.
- The right to expect that a roommate will respect one's personal possessions.
- The right to a clean-living environment.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.
- The right to host guests with expectations that guests are to respect the rights of the host's roommate and all other residents.
- The right to resolution of grievances.

- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of “unit-shared” appliances, such as refrigerator, TV, microwave, etc.
- The right to ask guests to leave and be removed from the room unit is violating any of the above rights.

A Roommate Agreement will be filled out during the first-floor meeting of the fall semester. The agreement will allow all residents of the designated unit to sit down with each other and clearly discuss their living and unit expectations for the academic year

To Have a Good Roommate Each Person Must Also Be One.

Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.

Rooming together on common ground does not imply everything is common property. Each roommate must respect and protect the personal possessions of the other person.

Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.

Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the lobby can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.

Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other’s best friend to be good roommates.

Any resident being deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents or because of multiple reassignments may be evicted.

### **Managing Conflict**

Although roommates may get along well, there will be situations in which there are disagreements. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Do not be afraid to deal with conflict when it arises. Most problems can be resolved quickly and easily if dealt with promptly. Conflict signals a need for change. It also forces the participants to examine situations from another’s point of view, acquire new information, and explore creative and innovative solutions. Learning to resolve conflict can help roommates understand each other and become better friends in the process.

The RA Team members are trained to help handle conflicts. To discuss a situation, get help planning a conversation, or talking with other residents about a conflict, feel free to contact any RA Team member.

If a resident experiences difficulty with any of the above situations, or other roommate/suitemate issues, the following steps should be taken: (1) Try to work it out by communicating directly with your roommate or roommates, (2), Talk directly with your RA; they will be able to sit down with all parties to discuss the roommate agreement, revise the agreement if necessary and see what they can do to help resolve the problem. If that option is not successful, and if the concern continues, the resident may make an appointment with a residence life coordinator to resolve the issue after previous steps have been completed.

Also, the residence life coordinators are available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with a residence life coordinator to discuss a conflict and how to resolve it. The rest of the Residence Life staff are also available for assistance.

### **Steps to Healthy Conflict Resolution**

- Do not ignore or avoid the problem. Frustration will only store up for another day.
- Carefully consider the emotional state of both people. Do not bring up the matter if anyone is angry, tired, or upset. If necessary, determine a specific later time for the discussion.
- Before discussing the conflict(s), think about the problem and organize what needs to be said calmly. Describe the problem. Try using "I" statements ("I get a headache when the TV is so loud").
- When discussing the conflict, define the problem clearly. Avoid bringing up other subjects or grievances that do not directly relate.
- When someone else is expressing his/her feelings, listen carefully and consider his/her viewpoint. Try to keep from thinking ahead for what to say next.
- Offer a description of a solution to this conflict. Try to offer at least two reasonable options.
- If others have suggestions of their own, be willing to negotiate and stay open to new, creative solutions.
- Should the situation deteriorate, do not resort to hostile language or name-calling. The best thing to do is to take a break from each other and try again later.
- Remember to treat others as you would want them to treat you.
- Developing a relationship takes time; it will not happen overnight. Throughout the year, relationships have the chance to grow, provided communication remains open and honest.

Roommates are expected to communicate with each other and be motivated to work at the relationship. Although conflicts may arise, all roommate relationships have the potential to be successful. Take time to actively communicate about each other's needs. This alone can solve and prevent many problems.