



**2011~2012
Residence Life
Handbook**

Welcome to Miles Community College Pioneer Village

We are pleased to provide you with the 2010-2011 **On-line Residence Hall Handbook**, which details the rules and regulations regarding residency on campus. As either a new, or a returning resident, you will find this handbook an informative and important resource while you are here.

If you have questions or need clarification on any information provided, please see your Assistant Resident Life Coordinator, Resident Advisor or any member of the Residence Life Committee.

NOTE: The acknowledgement sheet included at the end of this disc is to be signed by you and returned to your RA or the Assistant Resident Life Coordinator by September 3rd.

On behalf of the Residence Life Staff and the Residence Life Committee:

Welcome to Pioneer Village!

Residence Life Staff

Brenda Little	Coordinator of Admissions and Student Life
Molly Fjell	Assistant Resident Life Coordinator
Chad Becker	Resident Advisor
Jaron Gold	Resident Advisor
Ashley Stewart	Resident Advisor
Lindsey Stewart	Resident Advisor
Brylee Zumpf	Resident Advisor

Residence Life Committee

Darren Pitcher	Vice President of Student Success
Brenda Little	Coordinator of Admissions and Student Life
Molly Fjell	Assistant Residence Life Coordinator
Marnie Blotsky	Food Service Director
Michael Durnam	Psychology Instructor
Mike Hardy	Math Instructor
Ross Lawrence	Maintenance Director
Stan Taylor	Math Instructor
Don Warner	IT Director

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Residence Life Accommodations

Pioneer Village residences include Pioneer Hall, which houses 175 residents. Pioneer Hall is supplemented by three lodges: Powder River Lodge, Yellowstone Lodge, and Sunday Creek Lodge; each lodge houses 15 residents. The village also includes the Commons, which has a large screen television, DVD player, pool and ping pong table, laundry facility and a study room.

The Residence Life Staff includes the Vice President of Student Success, Coordinator of Admissions and Student Life, Assistant Residence Life Coordinator, seven Resident Advisors, and the Residence Life Committee. All staff members are dedicated to helping you take total advantage of the on-campus living experience to be successful in pursuit of your college education. The Coordinator of Admissions and Student Life and Assistant Residence Life Coordinator reside on the first floor of Pioneer Hall and Resident Advisors are strategically placed throughout Pioneer Village.

As part of the community of Miles City, the campus is under the jurisdiction of the Miles City Police Department. MCPD officers occasionally conduct a walk-through of the campus, including Pioneer Village.

If you have any questions about the college, policies, activities or general information, please contact any of the Residence Life Staff. We would be glad to assist you in any way we can.

Resident Rights & Responsibilities

Each resident has individual rights and responsibilities. Residents should demonstrate good citizenship for a positive academic and social atmosphere in the residence halls. Each resident should manage his/her life responsibly and in a way which reflects respect for other individuals and their property.

All of the residence hall policies were developed in an effort to facilitate community living. As residents, however, each individual is ultimately responsible for his/her actions. Residents are also responsible for the actions of any of his/her guests.

Because residents are in college to get an education, it is understood that each person has the right to study in his/her room. With this right comes the right to have fun, relax, pursue friendships and have privacy. These needs can be met in a group-living situation only through “give and take” and having shared expectations. It is the responsibility of each resident to confront other residents who are violating those rights.

The Residence Life Committee may terminate a resident’s Residence Hall Contract at any time for violation of the terms and conditions of the contract. If the contract is terminated, the College may retain all payments made under the contract and may seek any other remedy in law or equity.

The following regulations and policies have been established to assist in protecting the rights of all students living in the residence halls. It is the responsibility of each resident to read and to adhere to these policies.

Personal Behavior

Guidelines for behavior in the residence halls are offered to ensure that all residents have a living/learning environment that is pleasant and productive. We understand that we are not all alike with respect to lifestyle, and that adjustment must be made for differences. Because so many individuals are living in relatively close quarters, however, certain kinds of behavior will be expected. Therefore, rules must be made and enforced. The Coordinator of Admissions and Student Life, Assistant Residence Life Coordinator, Resident Advisors and other Residence Life staff are expected to enforce such rules in a consistent and fair manner. Specific procedures for rule violations will be distributed and discussed with students living in residence halls to ensure a clear understanding of appropriate behavior.

The Student Grievance Appeal procedure is outlined in the Student Handbook/Academic Planner in the event that a student finds a need to challenge any disciplinary decisions made regarding his/her behavior. The following rules are offered to ensure that life in the residence halls is as comfortable as possible. Sanctions for these and other rule violations are outlined in detail.

1. No loud or abusive language is allowed.
2. No alcohol possession or consumption in the residence halls or on-campus is allowed.
3. No possession, sale, use or distribution of illegal drugs is allowed on-campus.
4. No physical or verbal threats to fellow students, staff or faculty are allowed.
5. No pets, with the exception of fish, are allowed.
6. No furniture or property may be moved from the residence halls or the Commons.
7. No smoking is allowed except at designated smoking areas (Out behind the Commons)
8. No overnight visitors are allowed, without the permission of your roommate(s).
9. No excessive noise is allowed.
10. No air soft pistols or explosives, including fireworks, are permitted anywhere on-campus.

We just ask that you respect your roommate(s), neighbors and the Residence Life Staff so everyone can have a good and successful experience here.

Mandatory Resident Policy

All traditional age students, eighteen to twenty-one (18-21) years of age with fewer than thirty (30) earned credit hours, are required to live in Pioneer Village. All students participating in Miles Community College collegiate athletics or students receiving the Miles Community College Presidential Scholarship, Honor Scholarship, or Pioneer Scholarship (for full tuition) are also required to live in Pioneer Village.

Exemptions: Traditional-age students who live with a parent, grandparent, aunt, uncle or legal guardian; married students; or students with dependents. Please complete a Residence Life Request for Exemption form. The Residence Life Committee reserves the right to modify this policy.

Students must produce documentation of exemption to the Vice President of Student Success.

Documentation of Exemption:

- Driver's License
- Letter from parent, grandparent, or legal guardian stating student's intended residence for the academic year.
- Complete the Residence Life request for exemption form.
- Proof of Dependent:
- Copy of Tax Return

Housing Contract

The Housing Contract Application submitted for a room in the Miles Community College Pioneer Village is a formal contract which, with a resident's signature, is a legal commitment to the rules and regulations contained in this Handbook. The policies of this Handbook are supplemental to the Residence Hall Contract; residents are responsible for knowing and adhering to all of the information contained in the Housing Contract and the Residence Hall Handbook.

Room Deposits

A Room Damage-Cleaning Deposit in the amount of two-hundred dollars (\$200) is required to reserve a room on-campus and must be submitted with the Housing Contract/Room Application. The deposit consists of a fifty dollar (\$50) non-refundable room cleaning deposit and a one-hundred fifty dollar (\$150) damage deposit. The deposit will be carried from one year to the next if the student reserves a residence hall room for the following year. The one-hundred fifty dollar (\$150) deposit will be refunded when the student properly checks out of Pioneer Village. Any damages to the room beyond normal wear and tear (at the discretion of the Housing Office Staff) will be billed and/or deducted from the deposit at the end of their final term here in the resident halls. If there were any damages to the room at the end of the first year the damages & fines must be paid in full. Resident will be placed on hold and not allowed to check in until it has been paid.

The damage deposit will be refunded when the following apply: a) The resident fulfills the housing contract; and b) the resident properly checks out of his/her room with a staff member; and c) the resident has no outstanding balance with Miles Community College; and d) the resident has no room damages.

The \$50 cleaning fee will be good for one (1) year. If a resident returns to campus for the next year, he or she must submit a new cleaning fee of fifty dollars (\$50) with their renewal application.

Otherwise, the deposit will be refunded by mail approximately six to eight (6-8) weeks from the date of checkout or cancellation. Cost of all damages to the room will be deducted from the deposit amount. If the cost of damages exceeds the amount of the deposit, the resident will be responsible for the charges.

Payment of Housing Costs

Miles Community College provides a variety of payment options. We accept cash, check, money order and all major credit cards. For additional payment information, please contact the Business Office at 406.874.6159.

Cancellation & Refund

If a resident wishes to cancel a room reservation at Miles Community College after submitting an application and deposit, a written notice to the College is required, and must be received before July 15th to receive a 100% refund. Failure to cancel this application by the stated deadline(s) will result in forfeiture of the \$200 application fee. Cancellations in writing can be mailed to our campus or emailed to residenthousing@milescc.edu.

- For Fall Semester, cancellations received by July 15th will receive a \$200 refund. Cancellations between July 15th and August 15th will receive a \$100 refund. There is no refund for cancellations received after August 15th. If a resident moves out mid-semester, there will be a \$100 cancellation fee plus the daily prorated amount for each day the resident had the keys to the room.
- For the spring semester, cancellations received by December 15th will receive a \$200 refund. Cancellations between December 15th and January 15th will receive a \$100 refund. There is no refund for cancellations received after January 15th. If I move out mid-semester, there will be a \$100 cancellation fee plus the daily-prorated amount for each day I had the keys to the room.

NOTE: If a student is not accepted to Miles Community College or the Housing Office is unable to fill the student's housing request, the full deposit will be refunded.

If a resident cancels his/her housing contract after the first week of classes, the entire deposit amount (\$200) will be forfeited.

If a resident cancels his/her housing contract during the academic semester, the Coordinator of Admissions and Student Life must be notified. The residency requirements stated in this Handbook will apply, and the resident will be billed according to the prorated schedule set forth by the College Administration.

If a resident wishes to cancel his/her housing contract and move out of Pioneer Village between academic semesters (fall and spring), a contractual release must be granted from the Coordinator of Admissions and Student Life. The student must properly check out of his/her room with the Coordinator of Admissions and Student Life or an RA on duty by 12:00 noon on the day after the last day of finals, unless he/she has written permission from the Vice President of Student Success to stay.

If a student officially withdraws from school, or is no longer registered, he/she is required to arrange a contractual release from the Coordinator of Admissions and Student Life and must vacate his/her room within 24 hours of withdrawal. The Room Damage Deposit will be refunded, minus the Contract Cancellation Fee of \$75.00, as well as any damage costs that may have been incurred. Freshman and athletes are not allowed to move out of Pioneer Village.

If the room is not vacated prior to the checkout deadline, and proper checkout procedures are not followed, the resident will be charged for an improper checkout and will be required to remove his/her belongings.

Resident Suspensions

Regardless of the reason for cancellation of a housing contract, these policies are in effect. Exceptions are NOT made for students who have lost their financial aid or have been suspended from the college for academic reasons. Students who are notified during the break period that they have been suspended for academic reasons are no longer eligible to stay in Pioneer Village during the break period. The resident must properly check out of his/her room within 24 hours of notification of academic suspension and will be subject to the refund policies of those who cancel their contract between academic semesters.

Resident Property Left in Room

If a resident leaves items in his/her room without properly checking out, the property will be discarded through donation or thrown in the trash.

Room Keys

Security of the residents' rooms is of paramount importance and great care is taken to ensure it exists.

1. Any resident accepting/signing for a room key will be financially obligated by the contract for the entire semester.
2. At check-in, a room key will be issued to the resident. No deposit is required for the key, however; there is a hundred and fifty dollar (\$150 per key) fee to replace each lost or damaged key.
3. All fees must be paid before a new key will be issued.
4. Residents are expected to carry their keys at all times.
5. Keys are non-transferable and may be used only by the person to whom they are issued. (A seventy five dollar (\$75) fine per key will be given if your keys show up with someone else.)
6. Keys may not be duplicated.
7. For safety and security, room doors should remain locked at all times. Miles Community College is not responsible for lost or stolen items.

Room & Roommate Assignment

All students must have a completed and signed housing contract on file prior to receiving a room assignment. Returning students have the first opportunity to request specific rooms.

Residents applying to live on-campus may request a specific room and/or roommate, or indicate a preference for the type of hall and/or roommate he/she would like. Room assignments for all students are confirmed at the beginning of August. At that time, students are advised by letter of their hall, room and roommate assignment. The Student Services staff makes a concerted effort to accommodate all resident requests.

The College reserves the discretionary right to make assignments and reassignments of rooms within Pioneer Village, to authorize or deny room and roommate changes, and to relocate students to or from any room.

Roommate Changes

If a resident doesn't like the roommate he/she has been assigned at the start of fall semester, two (2) weeks must transpire before he/she can file a request for a change of roommate. We do this because people do not always "get off on the right foot" and a two-week grace period will give everyone a chance to learn more about their roommate. Immediate changes will occur only in cases of imminent danger.

Single Rooms

Some single rooms may be available, though the number varies each year. Residents may request a single room when he/she submits the housing contract application. These requests will be honored only if space is available. Due to safety concerns, freshman students are not generally allowed single rooms. Disabled students always have priority for single rooms.

Room Consolidation/Changes

At times, it may be necessary to ask residents to move to another room. This may occur if the occupancy of a floor drops significantly or if there is a waiting list. Single rooms may also be consolidated if space is needed.

If a resident moves out leaving a resident without a roommate, the Resident Life Office may recommend another student for a roommate, or give the student the option of staying in the room as a single. The student may also request to move in with another student needing a roommate or to have another student move in with him/her. This needs to occur within the allotted time frame or the Residence Life Office will determine the room assignment. If a resident chooses to stay in a single room, room charges will be levied according to the date the contract for a single room is offered.

If a resident wishes to change rooms or roommates, arrangements must be made through the Vice President of Student Success or Coordinator of Admission and Student Life. After approval of the change, the students have three (3) days to move and formally check-out of their rooms. Failure to properly check-out of one room and into another will result in a fifty dollar (\$50) fee for improper checkout.

Eligibility

Students living in Pioneer Village must be actively pursuing at least nine (9) credits. Students who drop below nine credits may be subject to eviction; he/she must have the approval of the Residence Life Committee to remain in Pioneer Village. If a resident falls below the nine (9) required credits and he/she receives an incident report for violation of MCC rules and policies, the student may be subject to eviction. The Residence Life Office will conduct periodical checks of records to make sure that all residents meet the credit requirement.

Check-In Procedures

At the time of check-in, residents must ensure that the following criteria are met:

1. Completed application and contract.
2. Dorm deposit paid with the application.
3. Completed and signed room inventory form (this verifies the condition of the room and contents at time of check-in).
4. Miles Community College Internet User Agreement signed.
5. Completed Student Emergency Contact Info.
6. Signature for room key & entrance (if applicable).
7. Return acknowledgment of the Resident Handbook Disc within three (3) days.

Check-Out Procedures

At the time of check-out, residents must ensure that the following criteria are met:

1. An appointment is scheduled with a Resident Advisor or the Coordinator of Admissions and Student Life to complete a final inspection of the room.
2. The room is prepared for check-out according to the following:
 - a. All personal items are removed from the room.
 - b. All furniture is returned to its original location in good condition.
 - c. All decorations, posters, markings, tape, contact paper, etc., are removed from all surfaces, including: walls, floors, windows and both sides of the doors.
 - d. All trash is removed to the outside dumpsters.
 - e. The room is cleaned, including: vacuuming, sweeping, mopping; scouring the bathroom. **The resident will be billed if the room is not sufficiently cleaned.**
3. The Inventory Sheet is signed after agreement is reached about the condition of the room and any charges levied.
4. Change of Address form is completed, allowing mail to be forwarded.
5. Keys will be returned and a signature required when returning keys.

A final room inventory will be completed in all rooms immediately upon close of the semester. Any improper check-outs or violations of the above-mentioned procedures for check-out will be subject to fines.

Frequently the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident.

Cable Television

Each room is equipped with the capacity for cable television service. The student will need to supply his/her own television and cable.

Computer

Each room is equipped with two Internet plug-ins. If a resident wants access to the Internet, he/she must purchase a Cat 5 cable; these are available at the bookstore. Students will be required to sign the Miles Community College User Agreement form.

The Commons/Public Areas

A lounge facility called The Commons is located in Pioneer Village. Students are encouraged to use this facility for social needs so that the individual rooms can be kept quiet for study and rest. The Commons is available for the use and enjoyment of all residents and their guests. Please help keep The Commons clean and in good physical condition. Furnishings and areas may not be used as overnight accommodations.

Please do not remove any furniture from the Commons. Any use of the furniture outside of its designated area is in violation of MCC rules and policies and will result in a two hundred (\$200) fine, plus replacement cost (if damaged) and/or other disciplinary action.

Please do not smoke or use tobacco in the Commons. Anyone who violates this rule will be fined fifty (\$50) dollars.

On the first floor in the north hallway of Pioneer Hall there is a community kitchen for all residents to use. Kitchen is to be checked in/out thru the Resident Advisors Office. You will need to bring your student ID in so you can check the kitchen out. Please keep the kitchen neat and tidy, and make sure to clean up after using the kitchen. If kitchen is not cleaned after use, you will lose your privileges to check the kitchen out.

There is a couch and table upstairs in the west hallway allowed for hanging out with friends and studying. Please clean up after yourselves and be respectful of the noise level of those who live around this area.

There are couches in the lobby along with stools for hanging with friends or waiting for people to arrive. Please take care of the furniture and pick up after yourselves.

Residence Life Office

The office at the main entrance of Pioneer Hall will be staffed. Open office hours will be contingent upon available staff throughout the day, during hours most convenient for the needs of the residents. A variety of services will be available at the office. Ask the Resident Advisors about the services that are provided.

Conflict Resolution

Should a resident be unable to resolve a conflict with another person, the resident should consult their Resident Assistant (RA) first. If the conflict is not resolved, then contact the Asst. Resident Life Coordinator or the Coordinator of Admissions and Student Life. If the conflict is still unresolved, contact the Vice President of Student Success to mediate or arbitrate a solution.

Custodial Service

The custodial staff will clean only the Commons and the 'public areas' of Pioneer Hall; public areas are the hallways, public restrooms, and laundry rooms.

Custodial services during the week, evenings and weekends are limited. However, health and safety concerns should be reported to a Resident Advisor or the Coordinator of Admissions and Student Life as soon as possible. It is a good idea to know the custodial staff, as they may be helpful in getting you settled in and can answer many questions you may have. Please remember the custodial staff has many responsibilities and do not have time to perform special services or clean up excessive messes. Residents and staff are expected to clean up any extraordinary messes, as well as keep the public areas picked up.

It is the student's responsibility to clean and maintain their own living space. We will have mandatory room checks throughout each semester. This helps with the cleanliness of the rooms along with the healthiness of the residents in the halls.

Any resident conducting activities that require additional clean-up by the custodial staff will be assessed a fee.

Dining Services

Each resident is required to purchase a meal plan and comply with the rules and regulations set forth by the Director of Food Services. The cafeteria is open Monday - Friday during the hours of 7:00 A.M. to 8:00 P.M.

Weekday meal specials will be available at the following times (may be subject to change):

- Breakfast: 7:00 A.M. to 9:00 A.M.
- Lunch: 11:00 A.M. to 1:00 P.M.
- Dinner: 5:00 P.M. to 7:00 P.M.

Students with special dietary needs should contact the Director of Food Services at extension 6209. If a resident is unable to get to the cafeteria due to illness or injury, a sick tray may be requested through the Food Services Office so that a roommate or another resident may pick up the tray and deliver it.

Residence Life Committee

The Residence Life Committee serves as a channel of communication between the College Administration and the residents. The committee recommends changes in rules and regulations of all Pioneer Village operations. The committee also serves to enrich on-campus living, which plays a vital role in the total college experience. The committee is also responsible for recommending certain punishments for an Incident Report, up to and including eviction.

The Resident Life Committee & Vice President of Student Success reserve the right to contact a resident's parent/guardian in cases where there is potential risk to the resident's health or safety or if a resident poses a threat to the health and safety of other residents.

Exercise & Recreation Facilities

The Centra Athletic Center accommodates MCC students wanting a fulfilling athletic workout. A complete weight room, aerobic room, racquetball courts and full-sized basketball court are available for use. Aerobic classes are also available throughout the week. For more information, contact the Centra at Ext. 6262.

Centra Hours

- Monday – Friday 5:30 A.M. – 9:00 P.M.
- Saturday 8:00 A.M. – 3:00 P.M.
- Sunday 11:00 A.M. – 3:00 P.M.

Laundry

Washers and dryers are located in Pioneer Hall and the Commons for your convenience. Residents must clean out washers and remove dryer lint after each use. Students found intentionally jamming, forcing, or otherwise vandalizing machines will face both disciplinary and civil action. Non-residents are prohibited from using the facilities and will have their laundry removed if this regulation is violated.

Residents are responsible for watching their own clothing. Miles Community College does not assume responsibility for loss or damage to clothing left unattended in the laundry facilities. No dyeing of clothing is permitted in the machines. Due to the design of the front load washers, only half the laundry detergent is required for a normal load of laundry. Please only use half of the soap you would normally use for a top load washer.

Please clean up all of your messes in the laundry room.

DO NOT CUT HAIR IN THE LAUNDRY ROOMS!

If a machine fails to work, please notify a Resident Advisor or the Resident Director immediately.

Any clothes removed from the washers and left in the laundry rooms for over 24 hours will be donated to charity.

Mail/Packages

Each resident will be issued a mailbox and the combination at check-in. The mailboxes are located in the Pioneer Hall lobby next to the front desk. The postal service provides service Monday through Friday with the exceptions of holidays. Packages may be picked up at the Residence Life Office during regular office hours. Outgoing mail may be placed in the blue USPS pickup box across the street from the Residence Hall. Postage stamps may be purchased at the Bookstore.

Mailing addresses are sent out to new residents prior to their arrival on campus so that mail may be forwarded to the appropriate address. When checking out of Pioneer Village, residents will fill out an address change card; first class mail will be forwarded for ninety (90) days after the effective date on the address card. Residents are encouraged to change addresses on newspaper and magazine subscriptions prior to moving out.

Telephone

Local telephone service will be provided. However, calling cards will be required for long distance calls. Residents are responsible for their own telephone equipment. Telephone cards are available for purchase in the Bookstore.

Beds

Bunk beds are not stacked; if residents want them bunked, a request must be put into the maintenance department. Bed heights may not be changed. If beds are damaged, a repair cost of one-hundred to five-hundred dollars (\$100 to \$500) may be charged. If the mattress is stained, a fifty dollar (\$50) fine will be given during checkout procedures. If a mattress is soiled or otherwise damaged, residents will be required to replace it at a cost of one-hundred fifty dollars (\$150).

Waterbeds are not allowed in Pioneer Village. Cinder blocks are not allowed to raise the beds off the floor.

Cameras

For safety concerns, security cameras are strategically placed in the residence hallways as well as outside the buildings. There are several cameras throughout the public areas of Pioneer Village on the Miles Community College campus. These cameras monitor all events and situations that occur in public areas. Should any policy/rule violation occur within camera-range, it will be recorded by the cameras and can be used as evidence or proof of guilt.

Tampering with these cameras is strictly forbidden. Any tampering will result in a fine of no less than three-hundred dollars (\$300) and will include further disciplinary action, up to and including eviction, at the discretion of the Residence Life Committee.

Chemicals, Explosives & Weapons

Chemicals and explosives are not permitted in Pioneer Village. This includes, but is not limited to: fireworks, explosive devices, smoke bombs, combustion engines, flammable or explosive liquids/gases, gunpowder and ammunition; paint balls are considered ammunition and are prohibited. Oleoresin Capsicum Spray, also known as O/C spray or pepper spray, is not allowed unless it is a small, personal protection container.

Materials and devices which, by themselves or combined, could be explosive, toxic, flammable or dangerous, such as camping fuel, are also prohibited. Firearms, B.B./pellet guns, air soft pistols, weapons, noxious materials, incendiary devices, dangerous instruments or other dangerous substances are not allowed in Pioneer Village. Real looking toy guns are also prohibited.

Switchblade knives, bayonets, decorative knives or swords, Ninja throwing stars, etc., and all concealable weapons with blades over three (3) inches in length are prohibited in Pioneer Village. Also prohibited are hunting bows, cross bows, compound bows, arrows, paint pellet guns, air soft pistols, nun chucks, wrist rockets, sling shots, blow guns and any other self-propelling apparatus.

Gunlocks

Gunlocks are available at the Residence Life Office to be used by a resident storing a gun in their vehicle. Anytime a resident has a gun on campus, it must always remain in a locked vehicle, out of sight, in the trunk or behind the cab seat.

Cleaning/Trash

It is the responsibility of residents (both roommates and suitemates) to keep their room and bathroom clean. Roommates should keep their respective sides of the room in a neat and presentable fashion. All trash should be removed immediately. Each resident's personal hygiene should be such that it does not create an unsanitary condition or an offense to others. It is every student's responsibility to help maintain cleanliness in public areas. Vandalism and messes requiring extra clean up will be charged to those responsible.

Miles Community College expects residents to observe good housekeeping habits that include picking up after themselves in their rooms, as well as in the bathrooms, hallways and the grounds surrounding the halls and the Common areas.

Room Checks will happen periodically throughout the semesters. Residents will be given a weeks' notice. If your room is dirty during room checks, a twenty five dollars (\$25) fine will be given immediately to each roommate and the resident will have 24 hours to get the room cleaned. If the resident(s) choose not to clean their room, they will be given another twenty five dollars (\$25) fine and will have to appear before the Resident Life Committee.

If the bathroom is dirty during room checks, a twenty-five dollar (\$25) will be given immediately to each bathmate and the resident(s) will have 24 hours to get the bathroom cleaned. If the resident(s) choose not to clean their bathroom, they will each be given another twenty-five dollar (\$25) fine and will have to appear before the Resident Life Committee.

Do not empty your personal garbage into the restroom, kitchen, laundry rooms, common areas or lobby trash cans. Any personal garbage found in any common area trash cans will result in fines, as well as the responsible person being required to take out the garbage.

Garbage should be removed regularly from rooms and placed outside in the dumpsters located in both parking lots. Do not shake rugs or mops out of windows, in halls or stairwells. Do not sweep dirt into the halls when cleaning a room.

Garbage cans cannot be bigger than thirteen (13) gallons (tall kitchen size). If found a \$50 fine will be assessed per resident.

Commercial Use of Facilities

Commercial use, solicitation or promotion is forbidden in any part of the dwellings, facilities, grounds or residence halls. Residents may not operate, advertise or promote a private business from the premises.

Damage Charges & Fines

Any resident found stealing, destroying or losing property belonging to Miles Community College; or breaking any other rules and policies of the residence halls, will receive an Incident Report. First offense will result in fines. Second offense may result in fines with the possibility of those fines increasing more than the first offense. After a third incident report, the resident may have to appear before the Resident Life Committee for an eviction hearing. All fines must be paid within two (2) weeks of the incident. Failure to pay the fines on time will result in another Incident Report with added fines or possible eviction. If the damage exceeds fifty dollars (\$50) or is malicious in nature, criminal charges for damage to Miles Community College property may result. All charges and fines are subject to review and modification by the Residence Life Committee. Other damages will be assessed on a case-by-case basis.

If you wish to appeal any incident you will have two (2) weeks to go before the Resident Life Committee. After two weeks you will be responsible to pay the fines and/or damages. Please see Molly or Brenda if you wish to go before the Resident Life Committee.

Fines for Other Offenses are as Follows

1. Replace Room or Lobby Key	\$150	each Key
2. Illegal transfer of Room or Lobby Keys	\$75	each Key
3. Damaged or Removing Window Screens	\$100	(split between roommates)
4. Throwing trash from windows	\$300 to \$500	
5. Damaged Bed Frame	\$100 to \$500	
6. Damaged Mattress	\$150	
7. Stained Mattress	\$50	
8. Damaged Door	\$400 to \$700	
9. Damaged Peep Hole in Door	\$25	each resident
10. Damaged Desk	\$100	and/or replacement cost
11. Writing on Desk	\$25	
12. Damaged or missing Desk Chair	\$25	
13. Broken Wardrobe	\$100	and/or replacement cost
14. Mirror missing from Wardrobe	\$25	
15. Damaged Towel Bars	\$25	
16. Damaged Toilet Paper Holder	\$25	
17. Damaged Internet Connections	\$25	
18. Damaged or Broken Switch Plate Covers	\$25	
19. Holes in Wall	\$25	or more, maintenance evaluates
20. Dirty Walls	\$25	
21. Nail Holes in Walls	\$25	
22. Damage to countertops (Quads)	\$25	or replacement cost
23. Dirty Room fine	\$25	must be cleaned within 24 hours
24. PET FINE	\$100	
25. Each additional day pet remains on Campus	\$50	
26. Improper Check-out	\$75	
27. Burning Candles	\$50	
28. Noise Violation (1 st Offense)	\$50	
29. Noise Violation (2 nd Offense)	\$75	
30. Noise Violation (3 rd Offense)	\$100	Possible Eviction
31. Dismantling Smoke Detectors	\$50	Eviction hearing before Committee
32. Smoking in undesignated areas	\$50	
33. Chewing in undesignated areas	\$50	
34. Pulling Fire Alarm	\$200	Eviction hearing before Committee
35. Discharging Fire Extinguishers	\$200	Eviction hearing before Committee
36. Propping Doors Open (Lobby & Emergency)	\$200	
37. Tampering with Cameras	\$300+	Eviction hearing before Committee
38. Chemicals, Explosives, Weapons	\$200	Eviction hearing before Committee
39. Visitors not checked in (1 st offense)	\$25	
40. Visitors not checked in (2 nd offense)	\$50	Possible loss of guest privileges
41. Alcohol Warning (2 nd offense)	\$25	
42. Alcohol Warning (3 rd offense)	\$50	
43. Alcohol Possession (First Offense)	\$50	
44. Alcohol Possession (Second offense)	\$100	
45. Alcohol Possession (Third Offense)	\$300	Eviction hearing before Committee

Dartboards

Because of the potential for bodily harm and physical damage to the residence halls, hard-tip darts, dartboards and knife throwing will not be allowed. Any damage resulting from the use of a dartboard will be charged to the responsible residents. Soft tip darts and boards are acceptable.

Energy Conservation

To prevent electrical shortages and to conserve energy, Miles Community College suggests the following measures:

1. Turning off all electrical lights and equipment when not in use.
2. A refrigerator may be utilized if it does not exceed 3.8 cubic feet and is in good electrical condition.
3. In the lodges, where means of controlling heat are available, temperatures should be kept as reasonable as possible.
4. Irregular temperatures in rooms or public areas should be reported to a Resident Advisor.
5. Certain electrical appliances are not allowed, including: portable heaters, sun lamps, electrical exercise equipment and air conditioners. Electrical space heaters or heating elements of any type are not permitted in rooms. Such items will be removed. Electrical fans are permitted.
6. Antennas and wires for audio/visual equipment may not be hung outside the windows.

Fire Safety

Fire drills will take place periodically throughout each semester. All fire alarms are to be considered a real emergency. In case of an emergency follow the instructions of Miles Community College employees or any emergency personnel on campus.

The fire alarm system and fire-fighting equipment are for the protection of the people in Pioneer Village. Tampering with the equipment or setting off an alarm not only makes the system ineffectual, but also endangers the life of other residents. Furthermore, any damage that occurs to fire safety equipment, e.g., sprinklers, extinguishers or smoke alarms will result in incident reports for the residents involved; they will be liable for all damages. Under no circumstances is anything to be hung from the sprinkler heads in the rooms. Doing so will result in an incident report with appropriate consequences.

NOTICE: Pulling the fire alarm in a non-emergency situation is a criminal offense and could result in criminal charges and a fine of two hundred dollars (\$200). Involved individuals will have to appear before the Residence Life Committee for an eviction hearing. Releasing a fire extinguisher during any situation other than an actual fire emergency is prohibited. Anyone found discharging a fire extinguisher in a non-emergency situation will be: held responsible for all damages; required to replace the fire extinguisher; two hundred dollar (\$200) fine and have an eviction hearing before the Residence Life Committee.

Furnishings

Only furnishings assigned or approved by MCC will be permitted in student rooms. Students are not permitted to remove any assigned furnishings from their rooms. Possession of unauthorized college furniture, dining hall equipment, road signs, college information signs, commercial signs, or apparatus shall be considered evidence of theft and treated as such by the Residence Life Committee unless the student provides evidence of rightful ownership with a sales invoice.

Lockout

If a resident is locked out of his/her room, a member of the Residence Life Staff must be notified to unlock the door. Excessive abuse of this policy may result in a fine.

Parking Lots

There are several lots surrounding the residence halls for your convenience. Horse trailers are to be parked in the back of the main parking lot of the college. Residents must park in designated spaces. Vehicles parked illegally or in handicapped spots will be towed at the owner's expense.

Personal Injury/Medical Emergency

Great care has been taken to provide a safe and secure living environment for residents and guests. We do not however, assume the responsibility for payment of medical costs which may be incurred as a result of accidental injury or illness occurring amongst residents.

Miles Community College staff reserve the right to request medical assistance; including an ambulance, should it be deemed necessary. It is college policy not to transport injured or sick individuals. Medical care personnel will be instructed to bill the cost of their service to you.

Personal Property Insurance

Miles Community College is not responsible for the personal belongings and property of students living in Pioneer Village. Students are encouraged to carry appropriate personal property or renter's insurance. Students are also expected to lock their doors and carry their keys with them at all times. Any evidence of burglary or break-in to one's room should be reported immediately to a Resident Advisor, Assistant Residence Life Coordinator or the Coordinator of Admissions and Student Life.

Pets

College Policy prohibits pets on campus with the exception of Seeing Eye dogs. The only exception for Pioneer Hall is totally aquatic animals, i.e., fish, are allowed. The owner of the aquarium is financially responsible for repairs of damage to property due to malfunctioning of the aquarium. If a student is caught with a pet they will be given a residence hall incident report for having the pet, one hundred dollar fine (\$100) and fined fifty dollars (\$50) for each day the pet remains on campus.

Room Decorations

Residents may decorate their rooms with posters and other similar decorations as long as they do not cause damage to the room. Residents are financially responsible for repairs of all damage or loss in designated rooms. See the fines list for charges on page 13 and 14 of the Resident Hall Handbook for 2010-2011.

Pictures and posters may be hung only with poster putty or sticky tack, available at the MCC Bookstore. Hooks or thumbtacks of any type are not allowed to be placed inside rooms.

Placing signs in the windows and on the exterior of room doors in Pioneer Village is considered a resident's privilege. Controversial or antagonistic materials may be removed by residence staff. Posters, artwork or images of an offensive nature cannot be placed in the public view, i.e. windows, showers, outside doors, etc.

For residents' protection, we ask that good judgment be used in decorating rooms so that posters, fishnets, holiday lights, mobiles, etc., do not create fire hazards.

Alterations of any residence hall property are prohibited. This includes: nailing fixtures to walls, ceilings or furniture; drilling holes, tampering with electrical or phone wiring, or detaching any permanent fixtures. The room may not be painted or altered in any way. Bed height may not be changed.

Flat screen TV's may not be hung from the wall.

Holiday Decorations

Decoration of residents' rooms during the holiday season is permitted. However, the following guidelines must be followed:

1. Only removable decorations on doors, in rooms and in hallways are permitted. Excessive decorations such as streamers, etc., may present a fire hazard and are not allowed.
2. Artificial greens and trees may be used in residents' rooms. However, no cut greens or live trees are permitted. NOTE: A live, fire-proofed, lighted tree is permitted in the lobby area of each residence hall.
3. Holiday lights may be used in residents' rooms if the following guidelines are followed:

- a. Only miniature, UL approved lights may be used. Larger lights are not permitted because of the heat they generate.
 - b. All light cords are to be inspected to ensure they are in good condition and have no frayed wires.
 - c. Lights should be plugged directly into a wall socket. Extension cords are not to be used.
4. All holiday decorations must be removed prior to the closing of the residence halls for the winter break.

Room Repair/Maintenance Requests

If repairs are needed to furniture, fixtures or equipment in a resident's room, maintenance request forms are available the Residence Life Office. Any damage to wardrobes, desks, beds, or bathroom fixtures need to be reported immediately to prevent major repairs.

In order to prevent any extensive damage or excessive cleaning during the summer months, the maintenance crew will have to access each room over Christmas break in order to make any repairs to the rooms.

There will also be random maintenance checks throughout the school year. Dates of the room inspections will be posted and all residents will be notified.

NOTE: The College reserves the right to inspect rooms to insure that college safety and health standards and objectives are being maintained. Students will receive notice of any safety inspections.

Appliances

Residents may have radios, stereos and televisions in their rooms if the volume is kept at a level that does not disturb others. If a resident's speakers cause a noise disturbance for other residents, the Coordinator of Admissions and Student Life or a member of the Residence Life Staff may request that the speakers be removed from the room.

Refrigerators are permitted if they are not larger than 3.8 cubic feet.

The preparation of food is permitted only in appliances that have an enclosed heating element and do not exceed 800 watts. Examples are: hot air poppers, hot pots, blenders, small coffee makers and microwave ovens. All appliances should be plugged directly into a wall socket; extension cords are not to be used. Any appliances found not in accordance with the above description will be confiscated.

Window Screens

All window screens must be kept on the windows. A one hundred dollar (\$100) fine for the first offense will be assessed to anyone removing screens or seen with a screen off of his/her window. Throwing litter, paper, cans, bottles, water balloons, trash, etc., from residence hall windows is prohibited and will result in an additional fine of three hundred to five hundred dollars (\$300 to \$500).

Eviction

A resident will be subject to an eviction hearing if:

He/she causes malicious damage; or threatens to harm, or physically harms, another resident or staff member of Miles Community College. All eviction hearings and decisions will be under the auspices of the Resident Life Committee. We do not tolerate harassment or racism of any sort.

Cameras

There are several cameras throughout the public areas of Pioneer Village on the Miles Community College campus. These cameras monitor all events and situations that occur in public areas. Should any policy/rule violation occur within camera-range, it will be recorded by the cameras and can be used as evidence or proof of guilt.

Tampering with these cameras is strictly forbidden. Any tampering will result in a fine of no less than three-hundred dollars (\$300) and will include further disciplinary action, up to and including eviction, at the discretion of the Residence Life Committee.

Alcohol & Other Drugs

No alcohol is allowed on college property, except for community events contracted by persons not affiliated with the college and approved of by the Board of Trustees. All alcohol found will be removed and disposed of properly. Students will be subject to college disciplinary action as outlined below for any alcohol policy violations.

If either a resident or non-resident brings alcohol to a residence hall room, it is the responsibility of the resident housed in that room to ask the person with the alcohol to leave the campus and report the violation to the Coordinator of Admissions and Student Life or a Resident Advisor. **IF THIS DOES NOT OCCUR and the ALCOHOL IS OTHERWISE DISCOVERED, ALL PERSONS IN THE ROOM MAY BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

Miles Community College operates in compliance with state and federal laws. Any students violating alcohol laws risk criminal prosecution.

Warning/Fines for Students Found in the Presence of Alcohol (Non-Consuming)

1. First offense of students found in the presence of alcohol (non consuming)
 - a. A written warning will be issued to the resident, informing them that a write up has been filed.
2. Second Offense of students found in the presence of alcohol (non-consuming)
 - a. Twenty Five dollar cash fine will be assessed to the resident and must be paid to the College Business Office within two (2) weeks of the Incident Report. Failure to pay the fine within two weeks will result in the resident receiving another Incident Report.
3. Third Offense of students found in the presence of alcohol (non- consuming)
 - a. The resident will receive their first written offense of alcohol possession/use and subsequent repercussions.

Fines/Campus Service for Alcohol Possession/Use

1. First offense of alcohol possession/use will result in the following fines/Campus Service
 - a. A fifty Dollar (\$50) fine will be assessed to the resident and must be paid to the College Business Office within two (2) weeks of the Incident Report. Failure to pay the fine within two weeks will result in the resident receiving another Incident Report.
2. Second offense of alcohol possession/use will result in the following fines:
 - a. A one-hundred dollar (\$100) fine will be assessed to the resident and must be paid to the College Business Office within two (2) weeks of the Incident Report. Failure to pay the fine within two weeks will result in the resident receiving another Incident Report.
3. Third offense for alcohol possession/use will result in the following:
 - a. A three-hundred dollar (\$300) fine will be assessed to the resident and must be paid to the College Business Office within two (2) weeks of the Incident Report. Failure to pay the fine within two weeks will result in the resident receiving another Incident Report. This could also lead u to further disciplinary action, up to and including eviction, at the discretion of the Residence Life Committee.

Possession/Use Illegal Drugs

No illegal drugs are allowed on college property. Manufacturing, possessing, selling, transmitting, using or being party to any activity involving an illegal drug, a Schedule II controlled substance, or drug paraphernalia, is a violation of college policy, as well as federal and state law. Student drug offenders will be reported to college officials and the Miles City Police Department. All illegal drugs found will be confiscated and, in accordance with Montana law, turned over to the police with a report of the incident.

If either a resident or non-resident brings illegal drugs to a residence hall room, it is the responsibility of the resident housed in that room to ask the person with the drugs to leave the campus and report the violation to the Resident Director or a Resident Advisor. **IF THIS DOES NOT OCCUR and the DRUGS ARE OTHERWISE DISCOVERED, ALL PERSONS IN THE ROOM MAY BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

Miles Community College (MCC) does not allow marijuana on campus – even if a student has a state-issued medical marijuana card. The prohibition comes because MCC must adhere to federal regulations that prohibit the use of marijuana. Break the rules and the campus risks the loss of its federal funding (this includes, student loans, Pell grants, work study, etc.).

State medical marijuana laws can't override the federal laws, so we have no choice than to follow the federal laws.

Freshman are generally required to live on campus their first year of college. However, MCC decided it's possible to waive that requirement for students with a medical marijuana card.

The MCC Student Code does not allow the “illegal use, possession or distribution of any controlled substance.

IT IS POSSIBLE for a public university or community college to have its federal funding taken away if it allows marijuana use on campus, said Allen St. Pierre, executive director of the National Organization for the Reform of Marijuana Laws. He's not aware of any state university or college that allows marijuana use, despite a handful of states that permit such use. The law says that patients cannot use marijuana on school property.

Miles Community College operates in compliance with state and federal laws. Any students violating drug laws risk criminal prosecution. Use of controlled drugs not prescribed by a physician is prohibited in the residence halls and on-campus, and will result in the individual(s) involved being referred to law enforcement for appropriate action according to the law. Students in possession of a prescription medication that is not their own will be subject to these consequences as well.

In addition to whatever action the court of law may take, residents found guilty of possessing illegal drugs may or may not be allowed to continue to reside in Pioneer Village, per the Residence Life Council. In an effort to help those allowed to remain in Pioneer Village, the resident must waive his/her fourth amendment rights and there will be an increase in random searches; rooms may be checked at anytime, without notice. If the resident does not agree to this stipulation, he/she will be evicted. If a student is caught a second time with illegal drugs, eviction is automatic.

Candles/Incense

The burning of candles or incense is not allowed due to fire hazards. A fine of fifty dollars (\$50) will be assessed to any resident violating the policy, and he/she must pay for any damage caused by smoke or fire.

Gambling

No form of gambling is permitted in Pioneer Village or anywhere on-campus. Only public places holding gambling licenses are allowed to permit such activity. Miles Community College does not hold a license and therefore, gambling is not allowed. On-line gambling is against federal law. If a resident is caught gambling, he/she will receive an Incident Report and subsequent disciplinary action at the discretion of the Residence Life Committee.

Identification Cards

Student I.D. cards are a pass to use the food service, the Centra Athletic Center and to participate in activities such as Pioneer athletic events. Some local businesses will give a discount to students upon presentation of the I.D. card.

In order to protect the safety and welfare of the residents in Pioneer Village, any Residence Life staff or other MCC staff member may require a person within the residence halls to present an official MCC I.D. card or other form of identification. Failure to do so will result in removal from campus and other disciplinary action.

In-Hall Sports

Participating in disruptive behavior that infringes upon the academic atmosphere of the residence halls is not permitted. Any recreational activity, i.e. Frisbee, hockey, racquetball, golf, water fights, hacky sack, etc., is prohibited in Pioneer Village buildings. All persons responsible will be written up for it and charged for any damages that may result.

Propped Doors

Propping doors of Pioneer Hall entrances and exits pose a serious threat to the security and safety of the residents, their privacy, and their belongings. A door is considered propped when any person or object prevents the closing of the door for an extended period of time; or when an emergency exit is used to provide entry for a resident or others. Doors which are illegal to prop include the two doors on the south side of the building and the interior lobby door when it is locked.

The two doors on the south side of the building are for emergency exit only and are alarmed. If you are caught exiting through these doors at any time other than a fire drill you will be written up and must pay a fifty dollar (\$200) fine.

Propping the interior lobby door in Pioneer Hall or the 2 southern emergency exits is prohibited and will result in a two hundred dollar (\$200) fine for the first offense.

Anyone finding a door propped open is requested to un-prop the door, close it, and report the matter to a Residence Life staff member.

Quiet Hours

Quiet hours are in effect from 10:00 P.M. to 10:00 A.M., Sunday through Thursday, and 12:00 Midnight 12:00 Noon on Friday - Saturday and Saturday - Sunday. In addition, "courtesy hours" are in effect 24 hours a day, seven days a week. These hours allow for the normal pursuit of academics during non-quiet hours. During finals week, quiet hours will be extended to accommodate an environment suited to study.

Pioneer Village is for students; thus, it is necessary that quiet hours for study be ensured. During these times, noise should be held to a level that cannot be heard outside a resident's door. Slamming doors is also a violation of quiet hours.

At all times residents are expected to be considerate of the rights of others and are asked to keep noise at a level so that others are not disturbed. This includes refraining from extended conversations in the halls, keeping stereos or radios turned down or using headphones while listening, and keeping doors closed if listening to music or talking.

Residence Hall Damage

Pioneer Village facilities are provided for the comfort and convenience of the residents; normal wear and tear is expected. Intentional damage and vandalism will only result in early deterioration of the facilities; responsible person(s) will be required to pay replacement and repair costs of equipment, furniture, etc., The Resident Life Committee may impose further consequences. If appropriate, the incident may be referred to the Miles City Police Department.

Room Damages

Residents are responsible for their rooms and furnishings. They will be held financially responsible for damages beyond normal and reasonable wear and tear.

Room check-in forms must be completed, fully and accurately. Each resident will review the form with Residence Life Staff, and both will sign the document, agreeing to the initial condition of the room. Information contained on this form will determine whether room damages are assessed at the end of the occupancy.

Residents are urged to immediately report any damage to his/her room as well as any damages in the common areas of the buildings to a Residence Life Staff member.

Room Inspection & Entry

Miles Community College reserves the right to inspect rooms at any time to ensure that health and safety standards, as well as cleanliness objectives, are maintained. When a documented credible report of drug use or drug sales exists the College reserves the right of access to student rooms. The College is committed to residents' right- to-privacy and will provide advance notice of inspections. Entry for visual inspection of a room will be done on a regular basis throughout the year. Entry for general building maintenance is permitted for authorized college officials.

Room Checks will happen periodically throughout the semesters. Residents will be given a weeks' notice. If your room is dirty during room checks, a \$25 fine will be given immediately to each roommate and the resident will have 24 hours to get the room cleaned. If the resident(s) choose not to clean their room, they will each be given another \$25 fine and will have to appear before the Resident Life Committee. If the bathroom is found dirty, a \$25 fine will be given to each bathmate and the resident(s) will have 24 hours to get the bathroom cleaned. If the resident(s) choose not to clean their bathroom, they will each be given another \$25 fine and will have to appear before the Resident Life Committee.

Whenever probable cause leads a representative of the MCC Administration to believe that a resident has committed an infraction of college rules, policies, or regulations in their room, that representative has the authority to, preferably with the resident(s) present, conduct an inspection of the room including the refrigerator, wardrobes and any areas where contraband or persons may be hidden.

If contraband, i.e., alcohol or drugs, is found during the above-noted inspections, it may be used in a disciplinary or legal proceeding against the involved student(s).

Smoke Detectors

All buildings on the campus of Miles Community College are non-smoking. All rooms in Pioneer Village are equipped with smoke detectors for the safety of residents. Removal or inactivation of smoke detectors is a serious violation of fire standards, and any person found dismantling a smoke detector will be fined fifty dollars (\$50) and may be subject to further disciplinary action.

Smoking

All buildings on the campus of Miles Community College are non-smoking. No smoking is allowed in any area of Pioneer Village, including personal rooms. There is no smoking allowed within 25 feet of any building on campus. Students or residents found in violation of the no-smoking policy will be subject to a fine of fifty dollars (\$50). Specific areas of campus are designated for students to smoke outside without disturbing others.

Use of chewing tobacco is prohibited in the common areas of Pioneer Village. No spit-cups or bottles are allowed in Pioneer Village. Chew is not to be spit into sinks, public garbage cans, or water fountains. Students or residents found in violation of the chewing tobacco policy will be subject to a fine of fifty dollars (\$50). If this policy is abused, chewing will no longer be allowed on campus.

Solicitation

No solicitation of any type is allowed in Pioneer Village without the proper authorization from the Vice President of Student Success. Unauthorized solicitations, as well as door-to-door sales, should be reported

immediately to a Residence Life Staff. Violators will be escorted out of the residence halls and in select situations; the Miles City Police Department will be contacted.

This policy is designed to maintain student privacy and to protect students from fraudulent operations. Student organizations may obtain the proper solicitation authorization from the Vice President of Student Success. All solicitations in Pioneer Village must be approved prior to beginning solicitation.

Sprinklers

Throughout the hallways and in every room there are sprinkler heads. They are very fragile and not to be tampered with. Any tampering with these sprinklers, which includes hitting them, touching them or hanging items from them, will result in a fine. If a sprinkler is broken, the resident will be fully responsible for all damages that occur as a result.

Staff Requests

Students are expected to be responsive to requests from staff or other students regarding his/her behavior which is inconsistent with responsible freedom and respect for the rights of others. If a resident is in disagreement with a request, it is expected that his/her concerns be presented in a mature and courteous manner.

Theft

Residents found in possession of property belonging to another student or the college may face criminal charges. Tampering with vending or laundry machines is considered theft. In addition to any court action that may be taken, the Residence Life Committee reserves the right to impose sanctions.

Residents are requested to report any thefts to a Resident Life Staff immediately. It is suggested that residents keep their doors locked at all times to prevent theft. Do not leave belongings unattended in public areas, i.e. the Commons, hallways, etc. Residents should report suspicious strangers in Pioneer Village to a staff member immediately.

Visitors/Overnight Guests

A resident may have an overnight guest under the following conditions:

1. The resident occupies a single room, or has obtained the permission of his/her roommate(s). No overnight guest is allowed to stay without the permission of the roommate(s).
2. The resident is responsible at all times for the conduct of his/her guest(s).
3. Guest(s) must comply with college and residence hall policies.
4. Overnight guest(s) are limited to no more than two (2) consecutive nights. Cohabitation is prohibited.
5. Any guest who is in violation of the residence hall policies will be asked to leave the premises by a Residence Life Staff.
6. Residents who have guests who violate policies may be denied the privilege of hosting guests for the remainder of the year.
7. Guests must check-in at the Residence Life Office and provide a photo I.D., automobile license plate number as well as emergency telephone numbers.
8. If a guest is not checked in properly the following will happen:
 - a. 1st offense will be a warning
 - b. 2nd offense will be a fine of \$25
 - c. 3rd offense will cause you to lose your guest visitation privileges

Missing Persons Policy

The Higher Education Act requires that all institutions that provide on-campus student housing must establish a missing student notification policy and procedures.

Miles Community College takes student safety very seriously. The following policy and procedure has been established to assist in locating Miles Community College students that live in the residence halls who, based on the facts and circumstances known to Miles Community College, have been determined to be missing.

Vice President of Student Success Information to Resident Students

At the beginning of each academic year, the Vice President of Student Success shall inform all students residing in the residence halls that the Vice President of Student Success shall notify either a parent or an individual selected by the student no later than 24 hours after the time that the student is deemed to be missing. The information provided to the students residing in the residence halls shall include the following guidelines and conditions:

- Resident Students have the option of identifying an individual to be contacted by the Vice President of Student Success not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Admissions Office or the Housing Office.
- If the resident student is under 18 years of age, and not an emancipated minor, the Vice President of Student Success is required to notify custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- The Vice President of Student Success shall notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Vice President of Student Success shall initiate the emergency contact procedure in accordance with the student's designation.

Missing Persons Procedure

The Residence Life Staff, upon notification of a missing student, shall conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description, and the physical and mental well-being of the individual shall be obtained.

The Residence Life Staff shall:

- Call the missing student's cell phone and send a text message
- Conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule
- Interview roommates and known friends
- Check any surveillance video to determine the last time the student may have been seen.
- Look at social networking sites such as Facebook for any activity
- Issue an ID card photograph to assist in the identification of the missing student
- Check with faculty members to see when the student was in class or if they have had contact with the missing student
- Check the Cafeteria to see when the last time the student's ID was scanned
- Attempt to locate the student's vehicle on campus

After the Residence Life Staff has conducted the search with negative results, the Staff shall notify the Vice President of Student Success, who shall then notify the local law enforcement agency.

Notification Procedure

Miles Community College shall implement the following notification procedure for a missing student who resides in the residence halls:

- Any reports of missing students shall be referred immediately to the Residence Life Staff, who shall conduct an investigation as herein outlined. After the Residence Life Staff determines that the student has been missing for more than 24 hours, the Vice President of Student Success shall contact the individual identified by the student, or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated
- The Vice President of Student Success shall inform the College President and local authorities as deemed appropriate
- A school-wide email alert shall be sent to faculty, staff and students with the student's picture attached

Campus Communications

In all cases of a missing student, local law enforcement agencies shall provide information to the media to solicit public assistance in the search for any missing student. The local law enforcement agencies shall consult with the Vice President of Student Success. Any media requests to the College shall be directed to the Vice President of Student Success.

ACKNOWLEDGMENT
Miles Community College
Residence Life Handbook

I acknowledge that I read and understand the policies and procedures outlined in the Miles Community College Residence Life Handbook for the academic year of 2011-2012. I agree to abide by them while at the Miles Community College Pioneer Village.

Print Name

Signature

Date

The Resident Handbook is located on the Miles Community College website:

www.milesc.edu

Click on **Campus Services ~ Residence Hall**

Go to bottom Right and click on **Resident Handbook**