

HOUSING AND RESIDENTIAL LIFE POLICIES AND EXPECTATIONS GUIDE

Community Accountability

The following policies reflect the values of Housing and Residential Life (herein referred to as college housing) and were established to uphold our mission of creating a community that is conducive to living and learning. As a member of the Central Oregon Community College community (herein referred to as college), it is your responsibility to familiarize yourself with these policies and to abide by them.

These policies apply to all residents and their guests when they are on college housing property and are enforceable while participating in college housing sponsored activities on or off campus.

The college's commitment to developing good citizenship does not end at the boundaries of the campus. College housing students serve as ambassadors of our institution. The college expects students to know and abide by the ordinances and regulations of the City of Bend, the laws of the State of Oregon, college policies and expectations, college housing policies and expectations, and the laws that apply to all citizens. Any alleged violation of college policy may result in follow-up through the college student discipline process, the results of which may jeopardize your college housing agreement; may result in disciplinary sanctions; or may be subject to legal action.

Your rights as a resident include:

- The right to study and sleep in your room free from undue interference.
- The right to expect that your roommate and other residents will respect your personal belongings.
- The right to be free from intimidation, physical, and emotional harm.

Your responsibilities as a resident include:

- Demonstrating respect for all members of the community and yourself.
- Examining your own behavior when confronted by another and to work toward resolving conflicts amiably.
- Compliance with the policies outlined in this document.

Residence Hall Policies

NOTE: Some individual policies and expectations may include a specific breakdown of violations that may seem repetitive. This is done to indicate levels of severity in conduct records.

A. Standards of Conduct

1. Harassment

Harassing behavior of any kind is prohibited. For the purposes of this policy, "harassment":

- Is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of another's protected status, that has the effect, intended or unintended, of creating a hostile, intimidating, or offensive environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in college programs or activities, or use of college facilities;
 - Must target a specific person or persons;
 - Must be addressed directly to that person or persons; and
 - Behavior does not have to be repeated
- Physical Harassment:** Physical harm or the threat of physical harm, intimidation, as well as conduct that threatens the health and safety of the community is prohibited.
 - Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature that occurs without the explicit consent of all parties involved, not in private, or without the proper consideration given to the rights of other residents and where such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating a hostile or offensive working or academic environment is prohibited.
 - Verbal & Nonverbal Harassment:** Verbal and nonverbal harassment made directly or indirectly (via email, social networking sites, written messages, etc.) is prohibited. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment.
 - Stalking Behavior:** Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specified person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose is prohibited.

2. Attempted Violations

Attempts to violate policies and expectations, including unsuccessful attempts, are prohibited and are subject to the same response as are actual violations.

3. Passive Involvement and Complicity

Part of being a responsible citizen within college housing includes taking an active role in the development and well-being of the community and being aware of your surroundings. College housing expects students who anticipate or observe a violation of college or college housing policy to remove themselves from the situation; failure to do so may result in being charged for the policy violation being observed. A student witnessing any act that constitutes a violation of college or college housing policy is expected to report such incidents to the proper authorities. Any student who is believed, more likely than not, to have assisted in violating any college or college housing policy may be charged with a policy violation to the same extent as those persons directly committing a violation.

4. Personal Care

Residents are responsible for their own self-care and personal needs. Personal Counseling Services are available on campus and offer a variety of counseling and psychological services such as crisis intervention, psychological assessment, individual and group counseling, referrals to outside agencies, and stress management.

a. Threat or Harm to Self

Self-harm gestures, behaviors, or expressions that inappropriately affect or disrupt the educational processes of the college or the safety of the college community are not permitted. Any self-harm gestures, behaviors, or expressions that place inappropriate or unreasonable expectations or responsibility on the college housing staff or members of the college housing community are not permitted.

5. Providing False Information/Concealment of Information/Disregard for Truth

Knowingly providing false information to college housing staff members; the intentional concealment of information from college housing staff members; and showing reckless disregard for the truth is prohibited.

6. Resident Behavior

Residents must refrain from actions that violate college policies and expectations, college housing policies and expectations, disrupt the normal functioning and operation of college housing, and pose a significant risk of harm to the community and its members.

a. Threat or Harm to Others

Actions that would be considered likely to pose a threat, discomfort, or harm to others are prohibited. Such actions include, but are not limited to: inflicting verbal, mental, or physical harm upon any person; engaging in any intentional or reckless action from which verbal, mental, or physical harm could result; and causing a person to believe that the offender may cause verbal, mental, or physical harm.

7. Staff Direction and Compliance

Residents and their guests are required to comply with official and reasonable requests or orders of authorized college or college housing staff or representative acting on behalf of the college or college housing, including local law enforcement. This expectation includes requests for students to properly identify themselves and reasonable requests for students to meet appointments in administrative offices and disciplinary investigations and hearings. Not answering doors, being uncooperative or verbally abusive, failing to provide information, providing false information, or otherwise interfering with staff is prohibited.

B. Alcohol and Other Drugs

1. Alcohol

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of the college to maintain a drug-free campus for all employees and students. It is the responsibility of the college to notify students and staff of college policy. In accordance with this intent, the following policy is in effect:

The unlawful manufacture, distribution, dispensing, possession, consumption, or use of alcoholic beverages (including fermented malt beverages, intoxicating liquors, etc.) is prohibited on the college campus and in all college facilities.

More specifically, the following are violations of college housing policy:

- Possession or use of alcohol on college housing property, regardless of age.
- Providing, procuring, supplying, or distributing alcohol to a minor.
- Providing an environment for any person to consume alcohol.
- Acute/severe intoxication on the college campus.

- Threat to self or others while under the influence of alcohol.
- Abuse or misuse of alcohol.
- Inappropriate conduct while under the influence of alcohol.
- Administering alcohol to a person for inducing his or her incapacity.
- Keg and/or other large common source of alcohol.
- Any non-consuming person in the presence of alcohol consumption (complicity).
- Alcohol -related paraphernalia with evidence of use or intent to be used illegally or in violation of college housing policies (i.e. empty cans, bottles, funnels, or associated paraphernalia).
- Behaviors that appear to have been influenced by the use of alcohol, including, but not limited to slurred speech, odor, lack of balance or swaying, disruptive behavior, and physical indicators.

Furthermore:

- Due to concerns for personal safety, safety of others, and for the image of the college, it is expected that discretion be used when consuming alcoholic beverages in a safe and legal manner away from college property.
- Those who do choose to consume alcohol against college policy should know and respect their own limits and practice legal and low-risk drinking behaviors.
- The influence of alcohol will not excuse or justify an individual's actions, which are a violation of state, federal, or local laws, college policies, college housing policies, or the rights of others.
- Any individual or group who provides or procures alcohol for another person shares in the responsibility for the person's behavior and safety while under the influence of alcohol.

2. Marijuana and Other Drugs

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of the college to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300 – 475.346, COCC's Drug-Free Campus Policy includes prohibiting the use of medical marijuana on campus property. In accordance with this intent, the following policy is in effect:

The unlawful manufacture, distribution, dispensing, possession, consumption, or use of controlled substances (including but not limited to narcotic, stimulant, hallucinogenic, or prescription drugs) is prohibited on the college campus and in all college facilities.

More specifically, the following are violations college housing policy:

- Possession or use of marijuana, illegal drugs, or a controlled substance not prescribed to the person for medical use.
- Providing an environment for any person to use marijuana, illegal drugs, or a controlled substance.
- Providing, distributing, intent to distribute or sell marijuana, illegal drugs, or a controlled substance.
- Threat to self or others while under the influence of marijuana, illegal drugs, or a controlled substance.
- Abuse or misuse of marijuana, illegal drugs, or a controlled substance.
- Inappropriate conduct while under the influence of marijuana, illegal drugs, or a controlled substance.
- Administering marijuana, illegal drugs, or a controlled substance to a person for inducing his or her incapacity.
- Any non-consuming person in the presence of the use and/or consumption of marijuana, illegal drugs, or a controlled substance (complicity).
- Drug-related paraphernalia including equipment, products, and materials of any kind that are marketed for use or designed for drug use with evidence of use or intent to be used illegally or in violation of college and/or college housing policies including, but not limited to, bong, smoking pipe, vaporizer, blow tubes, hookah, syringe needles, "roach clips", or associated paraphernalia.
- Behaviors that appear to have been influenced by the use of marijuana, illegal drugs, or a controlled substance including, but not limited to, slurred speech, odor, smoke, seeds, residue, lack of balance or swaying, disruptive behavior, and physical indicators.

Furthermore:

- The possession of a medical marijuana permit does not allow for the possession or use of marijuana on college property or in college housing. Marijuana obtained for medicinal purposes cannot be stored or used in college housing.

- The influence of marijuana or a controlled substance/illegal drug will not excuse or justify an individual's actions, which are a violation of state, federal, or local laws, college policies, college housing policies, or the rights of others.
- Any individual or group who provides or procures marijuana or a controlled substance/illegal drug for another person shares in the responsibility for the person's behavior and safety while under the influence of the substance.

C. Facility Use

1. Advertising

The residence hall has designated community display areas where advertising materials may be displayed. Anyone wishing to use the community display areas should consult the college housing staff. Advertising should avoid the use of obscene language and may not promote illegal behavior include the underage consumption of alcohol or illegal drug use.

2. Decorations

Creating a "home" while living in college housing makes the room more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads, and posters help personalize space.

When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done by decorating the residence hall room or by removing décor at the end of the year will result in a charge to the resident.

Room painting in college housing is completed by the college campus services. Students are not allowed to paint their rooms in any way.

Strong adhesive, including, but not limited to, duct tape and packaging tape may not be used on painted or glass surfaces. Consult college housing staff prior to purchasing and applying any tapes or adhesives. Any residue from tape use needs to be removed by the resident or they will be billed.

You are free to display posters and other items in your room, provided you follow the decorations policy with regard to the method of affixing the posters to the door, walls, and ceiling. Check with college housing staff if you have questions about what posters may or may not be appropriate. Some room displays in public view may constitute a violation of college housing policies, including but not limited to those regarding racial or sexual harassment. Please remember that while your rights of expression will be protected, you are asked to exercise the right responsibly.

- Ceiling and Wall Decorations: No glow-in-the-dark stars or paint are allowed in the ceilings or walls of the rooms.
- Door Decorations: Message pads or door decorations are limited to two pieces not larger than 8 ½" x 14" each, due to fire hazard.
- Window Decorations: Posting materials on room or lounge windows and/or displaying items through windows is prohibited (unless approved by college housing staff).
- Marking or writing on doors, window, or walls is prohibited.
- No material is permitted to be affixed to the windows.
- No material is permitted to be inserted under or over the room light cover.
- Use of cinder blocks in college housing is prohibited.
- Use of nails, tacks, and similar items that puncture surfaces is prohibited.
- Physical alterations to the rooms is prohibited.

3. Events

Loud, unruly, or alcohol-related events are prohibited in college housing unless planned by housing staff for educational purposes. Large events are limited to the formal lounges, recreation rooms, and outdoor spaces adjacent to the building and require prior approval and reservation from the housing staff. The residence hall and its facilities (formal lounges, recreation rooms, etc.) are reserved for the use of the residents. The use of any part of the building by outside organizations, whether hosted by a resident or not, is limited and up to the discretion of the housing staff.

4. Furnishings

The following are prohibited: removing furniture from student rooms or public areas; removing any college housing furniture from the residence hall for any reason; removing closet doors from their hinges; bunk beds and lofts positioned near windows and at heights not approved by college housing staff.

5. Lockouts

If a student needs to have a college housing staff member let them into the building or unlock their room in order to gain access to their room due to lost, misplaced, or forgotten keys the student may be assessed a charge. Excessive or inappropriate use of staff for lockout purposes is prohibited.

6. Public Areas

Hallways must be kept free of obstructions at all times. Sleeping in lounges or other public areas is prohibited, unless it is in conjunction with an official college housing-sponsored event. Use of these areas for group activities requires approval from college housing staff.

7. Room Care

Students are responsible for maintaining reasonable sanitation and safety standards in their assigned room and be in compliance with all college housing policies and expectations associated with room decoration and appliance use. For more information on room decoration and appliance use policies and expectations, please see the college housing webpage.

8. Solicitation

Door-to-door solicitation in college housing is prohibited. Commercial activity, solicitation, promotion, or advertising is not permitted in or around the building unless prior approval by the college housing staff has been obtained. The only exceptions are activities permitted under the college or college housing policies and/or those sponsored by college or college housing staff.

9. Windows/Ledges/Roofs/Balconies/Walls

The following are prohibited: throwing, dropping, spitting, or spilling anything from windows (e.g. "breaking the plane"), ledges, or balconies; placing or hanging property outside of room windows; hanging or sitting on balcony railings; using windows as means of entrance or exit to a room; disabling window chains; inappropriately disengaging window grates; the scaling of building exteriors; accessing roof areas.

D. Fire Safety

1. Candles and Incense

The possession, storage, or use of candles and incense (including incense paraphernalia) for any purpose, including ceremonial, decorative, or burning purposes, in college housing is prohibited.

2. Cooking

Cooking, with the exception of microwave cooking, is prohibited in student rooms and in the residence hall.

3. Fire Alarms

Maliciously, purposely, or recklessly causing false fire alarms, including, but not limited to, pulling a fire pull station or setting off a smoke detector, is prohibited.

4. Fire and Emergency Equipment

Intentionally or accidentally tampering with emergency equipment (e.g. fire alarm pull stations, AEDs, smoke and heat detectors, fire extinguishers, exit signs, evacuation maps, emergency exit doors, ground-level emergency window grates, lights) is prohibited. Intentionally or accidentally blocking fire exits or other means of impeding traffic is prohibited.

5. Fire Evacuation

Failure to evacuate during a fire alarm is prohibited.

6. Fire and Fire Damage

Intentionally or negligently committing or aiding in the intentional or negligent commission of an act which results in a fire that causes damage, or is intended to cause damage, to the property of another, including personal, college housing, or college property, is prohibited.

E. Residential Education Policies and Community Standards of Living

1. Absence

Students living in college housing are expected to notify college housing staff if they will be away from the residence hall for a period extending beyond a normal weekend or vacation.

a. Missing Student Policy

A student may be considered to be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Upon application, each student in college housing is required to provide emergency contact information. If the resident is under 18 years old, they must provide the contact information for their parent or legal guardian. This information will be used in the event the student is determined to be missing. Students may update this information by contacting the Residence Director.

Missing students may be reported to Campus Public Safety, the Office of Student Life, or any college housing staff member. Upon notification of a potentially missing student, Campus Public Safety will be notified and will begin an investigation of the situation that will include the following:

- Conduct a welfare check in the student's on-campus residence hall room.
- Attempt to contact the missing student via phone numbers on file.
- Contact online, call, or speak in person with known contacts such as roommate and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Public Safety will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Housing Coordinator, Director of Student Life, or Campus Public Safety will then contact the student's emergency contacts no later than 24 hours after the student has been suspected as being missing. If the investigation indicates that a student is missing, Campus Public Safety will file a missing persons report with the Bend Police Department.

A student who is missing and is believed to be the victim of foul play, involved in a life threatening situation, has indicated suicidal threats or it is believed they will do harm to themselves constitutes an immediate response situation. Campus Public Safety will be contacted immediately and will initiate a report as well as take responsibility for notifying appropriate law enforcement agencies.

2. Appliances, Power Strips, and Extension Cords

a. Permitted Items/Appliances

It is an expectation that all permitted appliances used in the hall are undamaged and have no alterations. Misuse of appliances may result in loss of privileges and conduct action. All permitted appliances must: be UL listed; have a double-insulated, three prong cord; be plugged directly into a wall outlet or into a 15-amp protected power strip; and, in some cases, have an automatic shut-off function. The college reserves the right to determine the danger of an appliance and its use and to require its removal, if necessary.

- Low Wattage Electrical Equipment (e.g. clocks, radios, stereos, fans, blenders)
- Televisions (not wall mounted)
- Lamps (incandescent, LED, and fluorescent bulbs permitted; halogen bulbs not permitted)
- Microwave Oven (up to 0.7 cubic feet and 700 watts)
- Refrigerators (up to 5 cubic feet and Energy Star rated)
- Coffee Pots and Hot Pots (must only use an insulated carafe)
- Clothes Irons, Hair Irons, Hair Curlers, and Hair Blowers

b. Prohibited Items/Appliances

Due to health and safety concerns and facility capacity issues, there are a number of appliances that are not allowed in the residence hall. Below is a partial list of prohibited items. Students should ask housing staff about appliances or items not listed on this page BEFORE bringing them to campus.

- Any appliance that produces smoke, excessive steam, or grease laden vapors
- Fog, Smoke, or Haze Machines
- Barbecues
- All "open-element" appliances; including, but not limited to:
 - Hot Plates
 - Electric Grills (e.g. George Foreman Grills, electronic woks)
 - Toasters and Toaster Ovens
 - Popcorn Poppers
- Crockpots, Slow Cookers, and Rice Cookers
- Portable Space Heaters
- Electric Blankets
- Halogen Lights
- Television and radio antennae, which are placed outside the room window or anywhere on the exterior of the building or adjacent grounds.
- Large Household Appliances (e.g. air conditioners, clothes washers and dryers, dishwashers, waterbeds, hot tubs)
- Any non-UL listed appliance

c. Power Strips & Extension Cords

- Multi-Plug Adapters are permitted (must plug directly into wall outlet; must be UL-listed; and must be equipped with a 15-amp built-in circuit breaker)
- Power Strips are permitted (must plug directly into wall outlet; must be UL-listed; and must be equipped with a 15-amp built-in circuit breaker)
 - “Piggy-backing” power strips is prohibited (e.g. to plug one into another)
- All other extension cords or multi-plug adapters that are not grounded and not equipped with fuse protection are prohibited

3. Bathrooms

Bathroom/shower facilities are all single-gender. Residents and their guests entering bathrooms designated for the opposite gender is prohibited.

4. Bicycles

Bicycles on the college campus should be operated in a responsible and safe manner. Riding of bicycles on walkways, on maintained lawns, and in garden areas is prohibited. Bicycles may be locked only in approved locations (not to include handrails and/or lampposts). Bicycles in college buildings, under any circumstances, are prohibited (with the exception of college housing).

Bicycles may be stored in a student’s personal residence hall room with the expressed permission of the roommate (this is a privilege and not a right). If stored in a room, the bicycle may not be hung directly from the wall, ceiling, or from any exposed structure such as light fixtures, piping or smoke detectors.

5. Damage, Vandalism, or Misuse of Property

Deliberate, negligent, or reckless damage, destruction, vandalism, removal, defacing, or misuse of property of another, including personal, college housing, or college property, is prohibited.

6. Disorderly Conduct

Conduct on college or college housing owned or controlled property resulting from behavior that unreasonably affects others; which disrupts the orderly functioning of the college or college housing; or which is lewd, indecent or obscene is prohibited.

7. Gambling

Gambling in college housing and on college property is prohibited. For the purposes of this policy, “gambling” is defined as participating in games of chance when real money or units representing real money (e.g. poker chips) are at risk. This includes online gambling from one’s room. Games of chance where real money is not at risk (e.g. Poker Night sponsored by college housing staff) are permitted.

8. Guest Visitation

College housing exists for students who are assigned to and pay for living accommodations. Students may not arbitrarily make their assigned housing available to anyone else at any time. It is a privilege not a right for a guest to be in college housing. A college housing staff person may request that a guest leave at any time if the guest’s behavior is inappropriate, in conflict with community expectations, college housing, or college policies, or is jeopardizing the wellbeing of residents. Residents may not give their room key or building entrance key to any guest at any time. During special occasions, limitations and/or restrictions on the following guest visitation policy may be implemented for safety and building concerns.

a. Non-Overnight Guests

Students are permitted to have non-overnight guests up until the beginning of designated quiet hours. Non-overnight guests are permitted under the following conditions:

- The student host is personally responsible for the conduct of the guest and any consequences that result.
- Guests comply with all college housing policies and expectations.
- Guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
- Guests not intending or not approved to stay overnight must vacate the building by the start of designated quiet hours.

b. Overnight Guests

Guests of students may be accommodated overnight on weekends only (defined as Friday and Saturday nights). The Residence Director must approve any exceptions to this policy. Overnight guests are permitted under the following conditions:

- Overnight guests must be at least 18 years of age.

- The student host has advanced permission of the roommate to have an overnight guest. A request to not have guests supersedes the ability to have guests.
- Overnight guests are required to register with the college housing staff.
- Overnight guests comply with all college housing policies and expectations. The student host is personally responsible for the conduct of the guest and any consequences that result.
- Overnight guests are not allowed to loiter in the halls and must be accompanied by the student host at all times, with the exception of passage to the bathroom.
- Overnight guests are permitted to stay for a maximum of two consecutive nights.
- Students are permitted no more than six nights of overnight guest accommodation in one academic term.
- Students are prohibited from hosting a former resident as a guest if the former resident has been suspended from college housing; or at the discretion of the housing staff.

9. Noise/Quiet Hours/Courtesy Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound, human or otherwise, which is disturbing to any resident. In an effort to reduce the amount of noise in the building, specified quiet hours are established.

a. Excessive Noise

Excessive noises that are disruptive at any time are prohibited. In order to maintain an atmosphere conducive to study, sleep, and other individual pursuits, noise inside and outside of the building must be kept at a minimum level during designated quiet hours. Disruptive noises, including but not limited to loud stereos, loud televisions, amplified instruments, or loud voices, infringe on the rights of other students.

b. Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors.

c. Quiet Hours

In addition to courtesy hours, general quiet hours are to be observed from 10:00pm to 10:00am, Sunday through Thursday; and 12:00am to 10:00am, Friday and Saturday. During finals week, quiet hours are in effect 24 hours a day. Quiet hours may be expanded as deemed necessary by college housing staff.

10. Pets

Pets and animals of any kind are prohibited on the college campus or in college housing. This includes visiting pets, regardless of length of stay.

- EXCEPTION: non-threatening aquarium fish kept in aquarium tanks that are no larger than 10 gallons. Limit of one tank per room. Fish must remain in their tanks at all times. Disposal of gravel from tanks down the drains in the sinks, showers, or toilets is prohibited.
- EXCEPTION: Approved and registered service animals. Approval must be sought through the college housing office.
- NOTE: Emotional support or comfort animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits or promote emotional well-being are not service animals and are prohibited in college housing.

11. Skateboards/Skates/Scooters

The use of skateboards, in-line skates, and razor scooters is prohibited on the college campus in any locations or at times which, in the discretion of college officials, constitute a pedestrian or motor vehicle traffic hazard, or which imperil the health and safety of persons and property on the college campus.

12. Smoking

Smoking (including cigarettes, cigars, pipes, and electronic/vapor cigarettes) and use of smokeless tobacco are prohibited in all college facilities and is limited to college parking lots. During high fire danger periods smoking on the college campus will be banned completely. In college housing, the possession, storage, or use of hookahs and the possession of hookah-smoking accessories is prohibited.

a. Smudging Ceremonies

Smudging is a ritual used by indigenous people throughout the world in which herbs are used to cleanse persons or places of negative thoughts, bad spirits or negative energy. Smudging is prohibited inside of the building unless approved by the Housing Coordinator. Smudging is permitted outside of the building and within the normal smoking boundary. Individuals who wish to practice smudging should contact housing staff with information on when and where they plan to hold their ceremony.

13. Sports and Roughhousing

The playing of various sports, wrestling, or “roughhousing” in college housing is prohibited. This includes, but is not limited to, football, hockey, Frisbee, golf, hacky sack, skateboarding, in-line skating, and bicycle riding. All athletic activities are to be limited to areas outside of college housing that are specifically designated for such purposes.

14. Theft, Unauthorized Possession, or Sale of Property

Theft, unauthorized possession, or sale of property of another, including personal, college housing, or college property, is prohibited.

15. Throwing Objects

Throwing any objects or material in any way originating from outside of the residence hall and directed at the residence hall is prohibited.

16. Trash and Littering

Students shall dispose of all personal trash in proper receptacles located inside and outside the residence hall. This includes the discarding of cigarette butts in designated smoking areas.

17. Trespassing

Unauthorized presence in buildings, rooms, or restricted areas is prohibited.

18. Vehicles

Motorized vehicles (including mopeds and motorcycles) are prohibited in areas other than designated roadways and parking lots. Permission to operate a motorized vehicle on the college campus is a discretionary privilege that may be denied, removed, rescinded, or modified by the Director of Student Life and/or Campus Public Safety if college policies are violated. All students who intend to operate motor vehicles on campus are required to register them and display a parking permit on the vehicle (refer to the COCC Parking Rules and Regulations for additional rules, penalties, and disciplinary action procedures associated with parking and the operation of motorized vehicles on the College campus).

19. Videotaping and Camera Use

Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person’s prior knowledge, or without effective consent when such a recording is likely to cause injury or distress is prohibited.

F. Safety and Security

Each student living in on-campus housing per their signed Housing and Dining Agreement, agree to take primary responsibility for his or her own safety and security, and to support the safety and security of fellow residents, the residence hall, and dining areas. The college and college housing will work cooperatively with students to promote a safe and secure environment, although absolute safety cannot be guaranteed. The student agrees to read and abide by security policies and precautions stated in this publication and other college publications.

1. Building Security

Tampering with, propping, or otherwise disabling locked exterior doors or interior doors is prohibited. Opening doors for non-residents or allowing non-residents to “tailgate” into the building is prohibited.

2. Fireworks, Explosives, Hazardous Material, and Combustibles

Possession, use, threatened use, or transfer/sale of any fireworks, explosives, hazardous materials, or combustibles is prohibited on college property. This includes, but is not limited to: fireworks; any kind of explosive device (whether it uses combustible or non-combustible fuel); gasoline; propane; kerosene; lighting fluids; laboratory chemicals; photography chemicals; gun powder; paints; car batteries; tear-gas; and paint thinners.

Equipment and vehicles that use combustible fuels are also prohibited in or near the building. For example, motor bikes, scooters, motorcycles, and gasoline-powered equipment must be kept a safe distance outside of college housing areas.

3. Keys

Keys will be issued to the student on arrival at the beginning of their occupancy period. Issued keys include room key, mailbox key, and electronic “fob” for exterior doors. Unauthorized use, possession, or duplication of housing issued keys is prohibited. Keys are checked out only to assigned residents of each room and residents may not give their room key or building entrance key to anyone else, resident or non-resident, at any time. Lost keys should be reported immediately to the appropriate college housing staff member. In each case in which keys are lost, the lock will be changed, new keys issued, and the student charged. Charges to the student may include replacement costs of lost keys and lock change on the student room door.

4. Weapons, Firearms, and Destructive Devices

Possession, use, threatened use, or transfer/sale of any weapon, firearm, or destructive device is prohibited in on-campus housing facilities, parking lots designated for on-campus housing students, and the immediate grounds surrounding on-campus housing facilities.

- EXCEPTION: Pocket knives, general tools, utensils, or items not designed as weapons unless the object is used in a way that would be considered dangerous.
- EXCEPTION: Residents may not possess more than 0.5oz of pepper spray. Misuse of pepper spray as a personal defense device is prohibited and the owner is responsible and accountable for any misuse by themselves or others.

Definitions:

- “Weapon” means any object that may be used to inflict bodily harm or physical damage. Some common weapons that are prohibited include, but are not limited to: knives having a blade that projects or swings into position by force of a spring or by centrifugal force; any knife with a blade longer than 3 inches that is concealed or not intended for kitchen use; combat and martial art type weapons (e.g. metal knuckles, throwing stars, clubs, metal swords); any device which closely resembles a firearm (e.g. pellet, air, paint ball, dart, or any similar projectile device); slingshots; bow and arrow; personal defensive devices (e.g. stun guns, tasers); or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
- “Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder or smokeless powder and which is readily capable for use as a weapon. This includes ammunition commonly used with firearms.
- “Destructive Device” means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.

G. Campus Food Services

Students are required to abide by the campus food services policies. Food services policies include:

- Food service facilities are for authorized use only.
- Meal cards are nontransferable for use at food services facilities.
- Individuals are expected to pick up after themselves and bus their own dishes in accordance with established procedures.
- Removing food, utensils, dishes, furniture, or décor from the food services facilities is prohibited.
- Proper procedures and conduct must be followed while entering, attempting to enter, and while leaving any food services facilities.
- Individuals are expected to conduct themselves in a manner conducive to quiet enjoyment of meal times by all.
- Bags, backpacks, etc. are discouraged from being brought into any food services facilities and limited access may be placed on such items if deemed necessary.