



Residence Life Handbook

2025-2026

Dakota College at Bottineau provides a quality education in a caring environment.

Welcome

This Residence Life Handbook is a guide to community living and contains general information concerning daily life in the residence halls. Additional specific information will be posted on housing bulletin boards, in emails to residents, and in specific flyers handed out to residents. You will be accountable for this information and for understanding the contents of this handbook.

The residence halls at Dakota College at Bottineau can house up to approximately 200 students. We are happy that you are coming to live with us!

At DCB, students are the most important aspect of our college. Residing in one of our residence halls will put you in a living and learning environment where you can benefit through interaction with a diverse community of people. DCB is student-focused and community centered.

Please respect where you live and remember that you are sharing this space with others. Be mindful of behavior that may disturb others. Respect each other's privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple rules will help ensure a comfortable and safe living environment.

We encourage you to become active residents and informed consumers. If you have any questions concerning policies or procedures, or believe you have an unusual circumstance, please contact the Director of Student Services. DCB will make all reasonable efforts to accommodate requests from our residents.

Please retain this handbook. You can refer to throughout the year as an important source of information. You can also help ensure your success as a member of the DCB housing family by knowing and abiding by the handbook regulations. We wish you an enjoyable and memorable stay in our residence halls.

Introduction and Philosophy

Our Mission is to:

1. Create an atmosphere conducive to learning.
2. Implement and foster programs supporting student learning and provide programs that

enhance understanding of cultural, ethnic, physical, racial, sexual orientation, and religious differences.

3. Create and maintain a residence life community in which students take responsibility for comprehending and enriching their environment while respecting the rights and needs of others within the campus community.
4. Provide students with affordable and comfortable on-campus housing accommodations.
5. Provide a disciplinary structure promoting and encouraging student accountability and responsibility.
6. Provide values-based educational programming to raise student awareness of social, emotional, mental, and physical health, substance abuse, and responsible sexual behavior.

The residence halls are designed to provide comfortable living quarters for students while they are enrolled in the college as well as promote the personal and social development of students through group living.

DCB has established rules and regulations which aim to protect college property, protect individual rights, uphold state and federal law, and provide an atmosphere conducive to study, sleep, security, and relaxation. The Director of Student Services is responsible for enforcing the rules and regulations and for managing the residence halls in an orderly and efficient manner. Housing staff assist the Director of Student Services: Head Residents and Student Resident Assistants (RA's).

Please see the Common Housing Violations and Sanctions Handout for disciplinary guidelines.

The unique situations of group living dictate which forms of discipline are appropriate. For this reason, the forms of disciplinary action termed **sanctions (disciplinary action and/or monetary fines)** will be used most often. However, revocation of residence hall privileges because of repeated or serious misconduct usually is accompanied by formal disciplinary probation. The length of the probation will be determined by the Student Conduct Officer.

The principles of democracy, tolerance, and responsibility apply to DCB's residential community. Students within the residence halls are expected to conduct themselves in a manner that illustrates dignity, and respect toward fellow students, themselves, and the residence hall management and maintenance staff. Living in a residence hall is a privilege, not a right, and if this privilege is abused, students can be removed either temporarily or permanently.

Student Responsibilities

Students in the residence halls are responsible for understanding the terms and conditions of the residence hall license agreement. In addition, residents need to familiarize themselves with the residence hall handbook, student handbook, the college catalog, and all other information pertinent to residential life. Students are responsible for knowing the regulations and policies that govern them.

Self-Leadership

All residents, staff, and students are expected to conduct themselves in a manner that promotes and supports the residence life community. Therefore, the Housing Staff reserves the right to confront behavior that is detrimental to the student, infringes on the rights and sensitivities of others, or that has the appearance of impropriety (appears to not be in keeping with accepted college standards of what is right and proper). Residents are expected to assume responsibility for their actions.

Roommates

You will meet many new people at DCB, and most importantly your roommate. Feel free to discuss with your roommate your ideas, feelings, sense of direction or confusion, and family background. Also, it is important that you and your roommate establish mutually agreeable rules for your place of residence. Areas you should discuss are sharing of personal property, visitation guidelines, study hours within the room, and assignment of cleaning duties.

Housing Staff

Each residence hall has a Head Resident and Student Resident Assistants to help you. The Housing staff is responsible for the safety and security of the residence hall students.

Non-Compliance with a Reasonable Request

In the performance of their duties, the Resident Assistants, Head Residents, Director of Student Services, Student Conduct Officer, Associate Dean of Student Services, or other DCB administrators or staff may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such reasonable requests. Failure to comply with a reasonable request or behaving inappropriately towards any staff member may result in sanctions.

Director of Student Services

The residence halls are managed under the auspices of Student Services. The individual who has direct authority and responsibility for administering the residence halls is the Director of Student Services. The Director of Student Services supervises the Head Residents and Resident Assistants and works closely with Housing Staff to ensure that the community is safe and that there are positive living conditions in the residence halls and all facilities. Housing Staff assists with enforcing the rules and regulations of the residence halls. This carries with it the authority to take actions necessary when rule violations occur.

Head Resident

Head Residents are responsible for the hall in which they live, its occupants, and facilities. Each Head Resident supervises the Resident Assistants in their building, serve as a resource for students and can serve as hearing officers in the judicial system. Head Residents share the responsibility of evening rounds and have responsibility to student safety in all three residence halls.

Resident Assistants

Your RA (Resident Assistant) is a full-time student whose part-time job is to assist with residential living. DCB's primary mission is to aid you in your educational and social development. RA's are peer educators hired and trained to assist you in this development. Their general responsibilities are to advise students on academic, administrative, personal, and social matters within the limits of the RA's experience and capabilities. The RA's also provide programming in many different areas, refer students to appropriate services both on- and off-campus, and help disseminate official College information and explain policies.

RAs will assist and abide by all policies in the DCB Residence Life Handbook. The RA's have the authority to monitor the residence halls for rule violations. In the event a policy is violated, it is the duty of the RA to report the violation to the appropriate authority.

Maintenance

Each hall has a custodian who maintains the public areas of the buildings. Students can report any maintenance problems through their RA or the Head Resident. Maintenance staff may enter rooms at any time during the day to perform normal repairs as well as emergency repairs when health and safety issues are involved. Fire, broken water pipes, and other maintenance problems that could lead to structural damage or constitute a threat to the health and safety of students are considered emergencies. Students may be required to assist by removing personal property if it interferes with access to the area to be maintained. Housekeeping, security, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. Please dress accordingly and appropriately.

Complaints

Issues concerning housing and residence life should be brought to the attention of the Resident Assistant (RA), Head Resident or Director of Student Services.

Room Changes

Living in Campus Housing is a great way to meet life-long friends. Many students will stay in touch with their roommates from college for many years to come. There are however instances where roommates do not want to continue sharing a room or suite. It is expected that the students try to reach an agreement or ask the Head Resident to assist in solving disputes. If the situation cannot be resolved, there are several solutions available to students. If rooms are available with other suitable roommates, new room assignments can be made, providing it is an acceptable arrangement to all students involved. If there is not an acceptable roommate and a single room is available, a student may move into that room, but will assume the added cost of single room versus a double occupancy room. All room changes must be approved by the Director of Student Services, prior to changing rooms.

Documentation of the situation may be requested, and final room assignments and changes will be at the discretion of the Director of Student Services. Students who attempt to switch rooms without approval may be subject to sanctions. It is the student's responsibility to discuss the situation with the Head Resident and Director of Student Services.

Services

Residence Hall Programs

The residence halls offer activities for residents. These programs can be planned and implemented by students through the Residence Life staff. Students are encouraged to become actively involved in planning these events and to participate in as many as possible.

Wifi/Internet Access

Each room is equipped with wireless internet. Students whose televisions and computers are not Internet compatible must purchase their own equipment/adaptors, etc. Each residence hall has a lounge that is equipped with cable television. Internet access is offered at no extra charge to residents.

Mail

Mail is delivered to students' rooms Monday through Friday, excluding holidays. The mail is delivered by 3:00pm by the appropriate Resident Assistant. Students receiving packages will be given a slip and can claim their packages at the Business Office window during weekday business hours. Students must show ID to pick up packages. To receive mail properly and without delay, the resident should refer to their address as follows:

Dakota College at Bottineau
Student Name
Hall Name and Room Number
105 Simrall Boulevard
Bottineau, ND 58318

Parking

There is a parking lot near each residence hall. Parking passes are available at the Business Office for a small fee and residents are required to park in these lots.

- Do not park in posted restricted areas
- Do not block any of the parking lot entrances
- Do not park in any of the designated faculty, staff, visitor, or disability spaces.

PARKING VIOLATIONS MAY RESULT IN VEHICLES BEING TOWED AT OWNERS/RESIDENTS/STUDENTS EXPENSE

Rest Rooms

Milligan Hall has bathroom and shower facilities in each suite, Gross Hall has bathrooms on each floor, and Mead Hall in each wing. The use of bathrooms and shower facilities is limited to campus residents. Guest bathrooms are available in Gross and Mead Hall for visitors. Guests wishing to shower may use the locker rooms in Thatcher Hall or the communal bathrooms for their respective genders. For example, a male guest in the men's hall may shower in Mead Hall, but a female guest would need to use the showers in Thatcher Hall.

Laundry

Washers and dryers are furnished in the residence halls at no cost to students. Residents must provide their own laundry supplies. Laundry facilities are provided only for on campus residents. Off campus students are not allowed to utilize the laundry facilities and may face sanctions for doing so.

Laundry Room Etiquette

- Residents are responsible for their own belongings in the laundry room.
- Residents should be considerate of the use of the machines as they are shared with all students in that hall.
- Residents should empty the lint traps into the garbage receptacles in the laundry room after each use.
- Any personal items left in the laundry room will be disposed of if not claimed.
- Residents are asked to read machine instructions or ask a staff member for assistance if they do not know how to properly operate the machines.
- **Non-residents are not allowed to use residence hall laundry facilities.**

Trash

Custodial personnel clean all common/public areas within the residence halls. Students are responsible for purchasing cleaning supplies and equipment for their rooms, and responsible for cleaning their rooms. Students are responsible for bagging and placing all garbage in the trash dumpsters located behind each residence hall. **Do not place room trash in the garbage**

containers in the lobby or the bathrooms. Please refer to the DCB Standard of Cleanliness Policy for more information.

Food Service

The Sodexo Corporation operates DCB's food service. Everyone who lives on campus is required to purchase a meal plan. Identification cards will be issued at the beginning of each semester and students must present their card at each meal. ID cards used for the meal plans cannot be transferred to others. Cards found in the possession of someone other than the owner will be confiscated and disciplinary action will be taken. Refunds are not given for missed meals.

Special dietary requirements should be brought to the attention of the food service director.

The meal times are posted in the Dining Hall located in the Knudson Student Center.

Health Services

Students experiencing health problems may consult with the DCB Nurse. Please visit the Campus Nurse's office for her schedule of availability. In emergency medical situations, the Resident Assistant or Head Resident should be contacted and the student be provided professional medical treatment as soon as possible. Residents who observe accidents or medical emergencies are to report these incidents immediately.

Lost and Found

Items lost and found by students, guests, visitors, or staff in the residence halls should be turned into the respective Head Resident or the Business Office.

Financial Information

Room and Board Costs (2025-2026)

	<u>Semester</u>	<u>Yearly</u>
(15 meals per week)	\$2731.16	\$5462.32
(19 meals per week)	\$3074.11	\$6148.22
Mead Hall Double Room	\$1563.00	\$3126.00
Mead Hall Single Room	\$2180.00	\$4360.00
Gross Hall Double Room	\$1563.00	\$3126.00
Gross Hall Single Room	\$2180.00	\$4360.00
Milligan Hall Suite (4)	\$1715.00	\$3430.00
Milligan Hall Remodeled Suite with A/C	\$1927.50	\$3855.00

Room and board fees for the fall and spring semesters are due at the same time tuition payments are due.

The College reserves the right to change room and board fees at any time upon approval by the North Dakota Board of Higher Education.

Cancellation and Refund

A student who is suspended or withdraws from the college and thereby leaves the residence hall during the semester will receive a refund up to the 60% point of each semester as dated by the Business Office. Refunds are calculated on a weekly pro-rated bases. After the 60% point of the semester meal plans will not be refunded. Students evicted from housing due to disciplinary action will not be given a refund for room or board charges.

A student who vacates his or her room before the end of the contract period, without properly checking out will be held responsible for the entire contract. Students are responsible for properly checking out of the residence halls according to established procedures. Additional charges for damages, missing keys, and cleaning will be assessed when necessary.

Contract Release and Refund Policy

In clearly unusual or extraordinary circumstances, students may petition for early release from their room and board contract.

The Director of Student Services can provide students with a petition to live off campus.

Students who violate the room and board contract may have their registration cancelled or be held liable for charges that remain on the contract. In the latter instance, college policy stipulates that students who have financial obligations with the college can have their records withheld and be denied permission to register.

Occupancy

Eligibility

Full-time students receive preference for residence halls. If residence hall space is available, part-time students may also reside in campus housing.

Housing Policy

All full-time, unmarried students under the age of 21, and who do not have dependents residing with them are required to live and board in college housing or live with their parents or legal guardians. Commuting students will be required to complete a Housing Exemption form verifying that they are living at home. Dependents are defined as individuals claimed on the most recent federal income tax forms.

Exceptions to this policy are as follows:

- Students who have one previous academic year of full-time enrollment, summers excluded.
- Students who are living with a grandparent, uncle, aunt, brother, or sister who is the head of a household as defined by qualifying for independent status for financial aid purposes (verification form required).
- Discharged military veterans, National Guard and Reserve who have been activated within the last 5 years.
- Students who turn 21 by November 1st for fall semester and March 1st for spring semester.

Students who fail to comply with this policy will be assessed a \$500 non-compliance fee.

Petition to Live Off-Campus

All first-year students are required to live in campus housing unless they meet Housing Exemption criteria. Students who are required to live in college housing may request an exemption and petition to live off-campus during their sophomore year if they meet the following criteria:

1. Are 21 years of age or older by November 1st of the fall semester.
2. Completed 30 semester credits, 15 of which must have been completed through DCB, (Note: Transferable credits earned while still in high school, including dual credit, AP, etc., will not be counted toward the total.)
3. Have a cumulative GPA of 3.5 or higher, and
4. Have an approved plan of study indicating they will graduate with a degree upon completion of their sophomore year. This plan must be approved by the Associate Dean for Student Services.

Housing Fees

Students must remit a \$50 non-refundable application and reservation fee with the residence hall contract. Room assignments will not be made until the fee is

received. Students are required to pay a \$200 housing deposit prior to moving into the halls to cover costs and incidentals in the event of withdrawal.

Housing License Agreement

The housing license agreement is agreed upon by submitting the housing application. The agreement may be printed from the Housing webpage under "Apply for Housing". This agreement is a legal document explaining DCB's policies as well as its expectations of students. Standards, procedures, and regulations concerning residence hall living are contained in the contract. Students are responsible for knowing and abiding by the contract's terms and conditions. It is important to retain the document as a source of information.

The 2025-2026 Housing Agreement may be found here:

www.dakotacollege.edu/admissions-financial-aid/housing

Contract Period

All room and board assignments are made on the basis of a full academic year, and students who remain enrolled are expected to continue residence in the hall for the duration of the contract period or follow housing regulations for leaving the hall.

Room and Hall Assignments/Transfers

Room assignments are made according to the date the application and housing application fee are received.

DCB cannot guarantee that requests for a specific roommate(s) will be honored. However, efforts are made to honor such requests based on the information provided in the housing application.

Room and residence hall assignments are made approximately one month before the beginning of the semester. Students who want to live together need to make their intentions known by listing each other's name(s) on their residence hall contracts.

DCB reserves the right to assign or change room and residence hall accommodations to attain optimum occupancy, to accommodate occupants, to foster efficient management of the residence hall system, or for the purposes of health, discipline, security or energy conservation. DCB also reserves the right to transfer students from one room or hall to another, if such a change is deemed necessary.

First year students will participate in an Orientation on move in day on the Friday before fall classes begin. Returning students may move in the Saturday before fall classes start. All students must vacate the residence halls by 7:00 p.m. on the Sunday after commencement or the last day of finals each semester.

Students who remain on campus past this deadline without permission from the Director of Student Services will be subject to a \$100 fine plus board charges of \$15/day.

The residence halls are closed over Winter/Christmas break and all students are expected to vacate their rooms. In extenuating circumstances, a student may be allowed to remain on campus, however meals will not be provided. Students with extenuating circumstances wishing to remain on campus over break must have permission from the Director of Student Services.

Reservations for rooms not occupied by the first day of classes are subject to cancellation unless the Director of Student Services is notified when the applicant will be accepting their room. DCB reserves the right to refuse an assignment to any applicant and to make all final decisions on room and residence hall assignments. Room and roommate assignments are made for the entire academic year; however, room changes can be requested at any time. Students need to contact the Director of Student Services if they wish to request a different room, hall or roommate.

Room Contents and Size

Residence hall rooms are equipped with study desks, chairs, built-in lights, closet/drawers, twin beds with mattresses, window coverings, and mirrors.

Gross Hall – Rooms are 12'x 16'

Mead Hall – Rooms are 12'x 14'

Milligan Hall – Main Living Area is 22'x9'

Check In/Check Out

When you arrive at the residence hall and check into your room you are responsible for the care of the room and its contents and liable for any damages.

Students are financially responsible for the general condition of their room, and the campus owned furnishings within the room. The college expects the room and furnishings to be in as good condition at

check out as they were at check in, normal wear and tear excluded.

Students are encouraged to follow the procedures listed below when checking out of the residence hall.

1. Thoroughly clean your room. You will be assessed a \$100 fee if extra cleaning is necessary.
2. Remove all items brought into the room (furniture, bookcases, etc.). Any personal belongings left in rooms after check out will be discarded or donated after 30 days.
3. A Resident Assistant or Head Resident must check your room for cleanliness, damages, and good order.
4. Return key and fob into Housing staff.
5. Students who do not check out of the residence halls properly will be subject to a \$100 fine.

After you have been checked out of your room, you may not spend another night in there.

Single Rooms

Single rooms may be available depending upon the occupancy rate in each residence hall. These rooms are assigned by a priority system.

Students who become single occupants of a room because their assigned roommate is no longer residing in the room or did not check in at the beginning of a semester have the following options:

1. Find a roommate; or
2. Move into a room with another student(s) assigned by the Director of Student Services.
3. Upgrade to a single room if available.

Typically, if a student becomes the single occupant of a room, they will have 48 hours to find a new roommate or be assigned one.

If a new roommate is not available, students will not be charged the single room rate, but at any time during the semester may be assigned a roommate.

Semester/Holiday Breaks

Residence halls and food service close during semester break and students must vacate their rooms by 7:00 p.m. on Sunday following the last day of class. Students will be allowed back into the hall at 10:00 AM on the day before classes resume. With permission from the Director of Student Services, students may be allowed to be in residence halls during break, on a

limited basis, to fulfill requirements of an extracurricular activity that is credit generating. Students remaining on campus with permission over winter or summer break are not allowed daytime visitors or overnight guests without permission from the Director of Student Services or a Head Resident. Failure to comply with rules over winter or summer break will result in the student having to vacate the hall until it reopens.

For safety and health reasons, whenever residents leave the residence halls for semester/holiday breaks, it is in the best interest of the student to adhere to the following procedures:

- Turn off the lights
- Empty all garbage receptacles in the appropriate dumpster
- Close and lock all windows
- Close and lock room/suite door
- Empty fridge of any perishable items

Alternate Housing Accommodations

DCB's Residence halls are designated as men's, women's and co-ed. However, DCB Housing will make reasonable attempts to accommodate alternate requests. If an accommodation request cannot be met, the requesting student will be allowed to live off campus without consequence. Please contact the Director of Student Services with any questions regarding alternate accommodations.

Director of Student Services: Bridget Gustafson
(701) 228-5657
Email: bridget.gustafson@dakotacollege.edu

Room Contents and Uses

What to Bring

- Clothes, including heavy coats, gloves, hats boots (both warm and cold weather items).
- Pillows, sheets (regular twin), and blanket for a regular twin size bed. The College does not provide linens, mattress covers, pillows, blankets, or towels.
- Soap, shampoo, and personal toiletries
- First-aid items and prescribed medications

- Desk lamp, alarm clock, surge protectors, and flashlight.
- Waste baskets, garbage bags, and cleaning supplies.
- Hangers, laundry basket/bag, laundry soap (HE), fabric softener sheets or liquid.
- Snacks, other food desired
- Driver's license or non-driver ID

Additional Things you may want to bring

- Pictures of family and friends
- Cell phone
- PC or laptop/iPad/tablet, printer
- Microwave, small refrigerator, or small coffee maker. Kitchen appliances are allowed to be stored in the student kitchens but are not allowed to be stored or used in students rooms.
- Plates, bowls, mugs and utensils.
- Car (please apply for a parking permit)
- Bicycle (bike racks are provided around campus, please bring your own lock and chain). Bicycles are also available for students to use at no cost.
- Television
- Stereo, radio, CD or mp3 player.
- Small fan
- Backpack
- Sports gear

NOTE: Candles, incense, wax burners, or other items with an open flame are not allowed in residence hall rooms, not even for decorative purposes.

Personal Property

The college assumes no responsibility for loss or damage to residents' personal property. Residents should consider purchasing renter's insurance or an extension of their parent's home owner's insurance to cover loss or damage of personal property. This includes firearms storage. **All rooms should be locked if they are not occupied.**

Bedding/Mattresses

Bedding (sheets, blankets, etc.) is required in the residence halls and students must bring their own bedding. Mattresses must remain on the bed to which they are assigned. Sleeping bags may not be used in lieu of regular bedding. It is the student's responsibility to launder their own sheets and bedding regularly.

Room/Lounge Furniture

Room and lounge furniture may not be exchanged between rooms or residence halls. Beds and mattresses cannot be removed from the rooms even if the room only has one occupant. Lounge furniture may not be taken from the lounge for personal use. Violations of this regulation will result in sanctions. Furniture, paneling, or other decorative objects and materials that students request to bring into their rooms will not be allowed if in the judgment of the Head Resident it creates a fire hazard or it infringes upon the general living area within the room. If residents are found in violation of this policy, there will be a written warning and the resident(s) will be required to remove the items.

Cleanliness

Residents are responsible for the routine cleaning of their rooms. Students are responsible for purchasing or borrowing cleaning supplies and equipment. Please refer to the DCB Standard of Cleanliness for more information.

Room Inspections

The Student Health nurse and Housing staff may make routine room inspections to:

1. Ensure the health, sanitary, and safety condition of the rooms.
2. Ensure that college property is cared for properly and to assess damage.
3. Remove electrical equipment or other items not in compliance with residence hall regulations.
4. Ensure students are not violating residence hall rules and policies.

Room inspections will be held throughout the semester as frequently as every two weeks and will be done at least three times each semester. Room inspections may be chosen at random, may include entire halls, and may be more frequent for students

who have consistent violations. Room inspections will also be conducted during Thanksgiving break in November, semester break in December, and Spring break. While room inspections do not need to be announced, students may be sent reminders of possible upcoming inspections. Room inspections include: checking the fridge and microwave for cleanliness, smoke detector function, windows and screens, unreported damage to the furniture or fixtures, garbage accumulation and overall room cleanliness. Closets and drawers will not be searched unless the situation warrants it and the student is present. However, housing staff reserve the right to search without the student present in extenuating circumstances.

Entry and Search of Student Rooms

College policy on the privacy of student rooms stipulates that search and entry will be restricted to the following instances:

- a. The Dakota College at Bottineau housing contract stipulates that housing staff reserves the right to inspect rooms at any time for purposes of administering the housing contract. Rooms may be inspected for maintenance, fire prevention, safety, and rule enforcement
- b. When college officials reasonably fear danger to health, safety, life or property.
- c. When college officials have just cause to suspect a violation of housing regulations.
- d. The college reserves the right to confiscate any prohibited materials found during an entry or search, and impose sanctions as laid out in the handbook.

The guidelines listed above will restrict arbitrary room inspections or searches. Housing staff will announce their presence before entering.

Bunk Beds/Lofts/Alterations

Student constructed bunk beds or lofts or other structural changes to rooms are not allowed. Altering electrical connections or fixtures is not allowed. Room furniture is not to be dismantled.

Appliances

The use and possession of electrical appliances in rooms are limited to the following devices: coffee makers, small microwaves, computers, clocks, fans, small refrigerators, sewing machines, electric shavers, hand-held hair dryers, radios, lamps, curling irons, DVD/Blue-Ray players, televisions, and CD

players/stereos, small ice makers, and blenders.

Electric heaters, sun lamps, air conditioners, freezers, toaster ovens, air fryers, slow cookers, pressure cookers, are PROHIBITED or any other cooking appliance. Violators will have unauthorized

equipment confiscated and are subject to sanctions.

Rooms in Mead Hall and Gross Hall are limited to one fridge and one microwave per room. Suites in Milligan Hall are provided with an apartment sized fridge and microwave. No other fridges or microwaves are allowed.

Small fridges and microwaves are available for students to rent for the school year; Fall and Spring Semesters.

Fridge (medium) \$50/year

Microwave \$20/year

Rental appliances are limited and will be leased out on a first-come-first-choice basis. Small appliance rental forms are available from the Resident Assistants.

Hall Kitchens

Cooking in residence hall rooms is limited to microwave ovens and coffee pots with an automatic shut off. All other forms of cooking appliances are prohibited and will be confiscated. Students may bring their own microwave ovens or refrigerators provided the ovens do not exceed one cubic foot/1100 watts and the refrigerators are not larger than 4.6 cubic feet. For convenience, student kitchens are located in Mead Hall and Milligan Hall for students to use. Each kitchen has a sink, refrigerator and oven/stove. Shelves are provided for students to store optional cooking appliances and it is recommended that students label their personal small appliances. Small appliances are required to be stored on the shelves provided, and not in the student's room. If a prohibited small appliance is found it will be confiscated for the remainder of the semester and a sanction imposed. All personal dishes, utensils, pots and pans are to be cleaned in the kitchen only, and not in the student's room sinks. Personal kitchen wares (appliances excluded) may be stored in the student's room. A limited number of kitchen wares will be provided for student use in each kitchen. The student kitchens are to be cleaned after every use. Students who use the kitchen and fail to clean it or clean it inadequately may be sanctioned and can result in suspension of kitchen privileges. Cleaning supplies will be provided in each kitchen for students to use. In the event that a hall kitchen is in

use, or unavailable, students may use the kitchen in another with the permission of that hall's RA. Students residing in Gross Hall may use either kitchen with RA permission. Kitchens are a privilege to have and not a right. Kitchens will be locked to student use if they are not properly cleaned after each use.

Open Flames/Flammable Items

Incense, candles (even for decorative purposes), Bunsen-burner type appliances, oil lamps, torches, stoves, and barbecues/cookers are prohibited in the residence halls. Possession, ignition or detonation of any explosive device, fireworks, liquid or object which is flammable or which could cause damage by fire or explosion to persons or property are also prohibited.

Aerials/Antennas, Satellite Dishes

Residents may not erect or construct aerials, antennas, or satellite dishes from their room.

Weightlifting Equipment

Students are not allowed weightlifting equipment in their rooms. The Weight Room facility is located in Thatcher Hall.

Pets

Pets of any kind, with the exception of fish or aquatic animals, are prohibited in the residence hall. Aquariums may not exceed 13" H, 11" W, and 21" L or hold more than 10 gallons of water. Only fish or aquatic animals may be placed in the aquarium – no exotic aquatic or reptile species are allowed. An aquarium in a student room must be mutually acceptable to all roommates. All tanks and aquatic pets must be approved by the Director of Student Services.

Any resident requiring an Emotional Support Animal must contact the Disability Support Coordinator to obtain the policy and proper paperwork prior to the animal living on campus. A committee will review the ESA application and notify the student of the decision.

Wild Game/Fowl/Fish Cleaning/Dressing Policy

The skinning and cleaning/dressing of wild game, fowl, or fish within the residence halls is strictly prohibited. A game cleaning station is in Bottineau Wild game/fowl/fish must be properly cleaned/dressed and packaged according to North Dakota Game and Fish regulations. Individuals observed/reported violating this policy may face sanctions.

Room Personalization

Within reasonable limits, we encourage students to make their rooms as comfortable and attractive as possible. However, each room must be left at check-out in as good as condition as it was at check-in. For this reason, nails, duct tape, two-sided tape, screws, thumbtacks, or any other sharp objects cannot be used in walls or ceilings. Plasti-tak can be purchased from the bookstore and should be used for posters and pictures. 3M removable strips (Command Strips) are also acceptable.

Stolen property is not permitted in the residence halls.

Light fixtures cannot be covered with any materials. Halogen light bulbs and candles are not permitted. Decorative hangings or tapestries cannot be suspended from light fixtures and must be at least one and one-half feet from lights. Large and/or continuous tapestries, posters, or other flammable objects hung or placed in residence hall rooms that allow for rapid spread of fire are prohibited.

Empty alcohol containers are not allowed within residence halls. This restriction applies to containers used for decorative purposes, can collections for recycling, furniture made from empty containers (lights, etc.), or containers saved as souvenirs.

In addition, personal property that may damage or contaminate the room or result in a lack of good order is not permitted.

Large rocks or blocks may not be used as door stops.

Residents agree not to hold DCB responsible, and its employees and agents from any claims or damages sustained by residents or others in their room as a result of acts or omissions relating to any changes or modifications made to rooms or furnishings. This makes residents financially responsible to DCB and releases the college in the event of damage or injury.

Damage caused by room personalization techniques will be assessed to the room residents.

Repairs to Rooms

Report immediately to your Head Resident or Resident Assistant any repairs that need to be done or any damage that has occurred in your room. Housing staff will complete a work order form.

Windows/Outsides of Buildings

Windows may not be used for entrance or exit to the building. Residents are not allowed to remove, modify, or tamper with the window and/or screen. If a resident is found violating this policy, sanctions may be assessed. Room occupants are responsible for screen care and window condition.

Dropping, throwing, or in any manner allowing any object, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are responsible for any object ejected from their window.

Residents should be aware that leaving windows open during cold weather might cause the pipes in their rooms to freeze and possibly burst. Residents may be held responsible for any damages that result from a window being left open in their room.

Engine heaters or extension cords may not be strung through windows to cars or plugged into outlets on the outside of the building.

Bicycles

Bicycles cannot be stored in the residence halls. There are bicycle racks around campus for storage. Please bring a chain and lock.

Solicitation/Advertising/Sales/Fundraising

Door-to-door sales within the residence hall are prohibited, as is fundraising, advertising and conducting business. Students representing clubs or organizations on campus will be allowed to fundraise in the halls with permission by the Director of Student Services. Literature to be distributed in the residence hall, including material pertaining to political parties or campaigning, must be approved by the Director of Student Services; it cannot be delivered door-to-door. Organizations or groups wishing to meet with specific individuals must do so in the lounge area of the residence halls.

Standard Regulations

Civility Statement

Living on campus provides a unique experience for students to interact with others from diverse groups and backgrounds. Residents engage in interactions that promote learning and appreciation of each other's individuality. The privilege of living on campus comes with responsibilities for personal behavior towards others in the community.

In order to create a positive living and learning environment, campus residents must be civil with each other. Residents are expected to understand the impact of their individual actions on the community as a whole and change any behavior that does not support our community expectations.

Those expectations include, but may not be limited to:

- Speaking to each other in a civil manner.
- Recognizing how actions and language impact the residence community as a whole.
- Treating residence community members with dignity, consideration, and respect.
- Refraining from displaying items that are disrespectful and hurtful to others.
- Refraining from utilizing technology in a way that is disrespectful and hurtful to others.
- Prejudice, gender violence, oppression, and hatred will not be tolerated.
- Confronting behavior or reporting to staff incidents of incivility and intolerance.

Complicity

Your presence in a location where a violation of the Housing regulations is occurring indicates acceptance of the behavior that is prohibited. Failure to remove yourself from the situation or make a reasonable effort to stop the behavior encourages its persistence.

Alcohol

The use or possession of alcoholic beverages in college housing is prohibited by the State Board of Higher Education. Students in violation of the prohibition of alcohol in the residence halls will be subject to sanctions which may include, but is not limited to; fines, mandatory visits to the campus counselor or an alcohol education class, campus community service and possible dismissal from campus housing.

Residents are responsible for the activity that occurs in the residence halls. Thus, if an alcohol violation is taking place, the resident has the responsibility to report the violation to the Housing staff or vacate the area.

In addition, any student who is under the influence of alcohol and brings attention to themselves by making noise or general disruption or publicly displaying underage intoxication is in violation of this policy and may face sanctions.

Housing staff is aware that in certain situations a resident will not be observed actually consuming alcoholic beverages. Therefore, it is the responsibility of the Housing Staff and Judicial Officer to investigate cases of suspected alcohol, examine the circumstances involved, and arrive at a conclusion. If it is determined that a violation has occurred, a standard course of action will be followed.

Where excessive or extraordinary disruption of residence hall life is caused by use of alcohol, sanctions will be taken to remediate the situation. Residents present in a living area where an alcohol violation has occurred will be held responsible for the conduct in that area until that time when those responsible for the violation are identified.

DCB will not accept intoxication as an excuse for disruptive and disorderly behavior or for property damage. DCB reserves the right to confiscate alcoholic beverages.

Empty alcohol containers are also prohibited within residence halls. This restriction applies to containers used for decorative purposes, can collections for recycling, furniture made from empty containers (lights, etc.), or containers saved as souvenirs.

Drugs and Smoking

No student or their guest may possess, distribute, manufacture, exchange, consume, use, or sell illegal or un-prescribed drugs anywhere on DCB property. Any drug or tobacco smoking paraphernalia (pipes, vape pens, hookahs, rolling papers, etc.) found will be viewed as a violation of the drug policy. In addition, any student, under the influence of illegal or un-prescribed drugs who brings attention to themselves that they are under the influence of drugs is in violation of this policy. Any student present during drug violations is also subject to this policy.

Violators of the drug policy may be reported to local law enforcement officials and the college will fully cooperate. A penalty or punishment dictated by civil courts and authorities will not preclude disciplinary action by the College. Violation of this policy may result in removal from the residence halls.

Fighting/Violence and Drug Violations

Fighting and violence is prohibited and will not be tolerated in any form and may result in removal from the residence halls.

Criminal Trespass

Dakota College at Bottineau's residence halls are not public areas. Residence hall visitors, guests, and all others not paying room and board fees are expected to respect and observe guidelines regarding visitation, usage, and occupancy of the halls. Failure to do so may result in the arrest of an individual(s) for criminal trespass or other appropriate sanctions.

The North Dakota Century Code, Section 12.1-22-03, pertaining to criminal trespass is as follows:

1. A person is guilty of a class C felony if, knowing that he or she is not licensed or privileged to do so, he or she enters or remains in a dwelling or in highly secured premises.
2. A person is guilty of a class A misdemeanor if, knowing that he or she is not licensed or privileged to do so, he or she:
 - a. Enters or remains in any building, occupied structure, or storage structure, or separately secured or occupied portion thereof; or
 - b. Enters or remains in any place so enclosed as manifestly to exclude intruders.
3. A person is guilty of a class B misdemeanor if, knowing that he or she is not licensed or privileged to do so, he or she enters or remains in any place as to which notice against trespass is given by actual communication to the actor by the person in charge of the premises or other authorized person or by posting in a manner reasonably likely to come to the attention of intruders.

Conduct of Residents

Any action intended to annoy, threaten, alarm, or harm any other member of the residence hall and college community is considered a breach of the housing regulations and will not be tolerated. Students may not disturb or infringe on the rights of others, harass, or in any way malign or damage the dignity of a fellow student or the Housing staff. Lewd, obscene, and disorderly conduct is prohibited.

Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner. They may seek help from staff members or College community members whenever necessary. Fighting in any area of the residence halls or DCB campus will not be tolerated.

Housing staff are responsible for maintaining order and promoting group living conditions that are conducive to the intellectual, social, and cultural development of hall residents. For this reason, students in the residence halls are expected to conform to the rules and regulations published in this handbook.

Skateboarding, Skating, Sledding, Snow Fights, Cleats, and Roller Blades

Skateboarding and use of scooters, skates, etc. are prohibited in the residence halls. Cleats and roller blades are not to be worn in the residence halls.

Common Damage Policy

When responsibility for damage cannot be determined, a common damage policy is instituted. This policy provides that all residents are responsible for damage in specified areas, i.e., roommates will be jointly responsible for damage to a specific room, hall residents will be responsible for damage to public spaces in the hall where they reside.

Damage Policy

Students are financially responsible for damage and loss to residence hall property resulting from negligence or misuse by the student. This includes damage to screens, doors, windows, locks, walls, hallways, and bathrooms.

Doors (Entrance and Exit)

Doors that have been locked by Housing staff are to remain locked and may not be propped open with any device or object. Sanctions will be assessed for propping open doors. Entry and exit is allowed only through the main front doors.

Firearms/Explosives/Weapons

The possession of fireworks, firearms, ammunition, BB guns, stun guns, metal tipped darts, knives and switchblades, self-defense spray items, any kind of martial arts equipment (chukka sticks, throwing stars, etc.), bows and arrows, explosives, war souvenirs, blow darts, slingshots, wrist rockets, cross-bows, pellet guns, paintballs or paintball guns, air soft guns or flammable liquids (kerosene, paint thinner, lighter fluid, etc.), or other potentially dangerous items are not permitted in the DCB residence halls or on-campus.

Firearms may never be stored or physically present in an individual room – even for purposes of cleaning the weapon.

Gambling

Gambling for money is not allowed in the residence halls or Student Center. This includes any games played for money or goods exchanged for money.

Dress in Public/Common Areas

For the comfort and health of all residents, all individuals must wear appropriate clothing, at all times, in the public/common areas such as residence hall lounges, student center, hallways, etc. Appropriate clothing includes, but is not limited to; tops, bottoms, socks, and shoes/slippers. The definition of appropriate clothing is left up to the discretion of the RAs, Head Resident, and the Director of Student Services.

Lounge/Common Area Etiquette

- Residents, guests, and visitors are expected to clean up after themselves when leaving the lounge/common area
- Residents, guests, and visitors are expected to keep the TV volume at a reasonable level and turn off the TV when leaving the lounge/common area
- Personal items are not to be left in the lounge/common areas overnight
- All furniture is to remain in the lounge/common area
- Viewing of pornographic or inappropriate materials on common area televisions or computers is prohibited.

Emergency Suspension and Expulsion

Any person who has information that indicates the continued presence of a student on DCB campus poses a substantial threat should provide the information to a Housing Staff member or Director of Student Life. An Emergency Suspension and Expulsion will be pursued if:

- A student's behavior poses a significant threat of danger and/or injury to self or others,
- A student's behavior poses threat of disruption to the educational process for others and/or
- A student's behavior poses a threat of destruction or property

The BIT Team will meet and follow due process according to the Emergency Suspension and Expulsion policy.

Visitation/Guest Privileges

General Guidelines

Dakota College has established visiting hours for the guests of residents. Residence hall students are responsible for the behavior of their guests, for knowing when visitation is permitted and for ensuring that their guests know and follow all housing regulations. Residents must respect the rights of roommates and others when residents are hosting visitors.

A guest/visitor is considered anyone who does not permanently reside in the room/suite they are visiting. Guests/visitors are expected to abide by all housing regulations while visiting the residence halls.

Hosting guests is a privilege. Residents who abuse this privilege risk sanctions and/or losing visitation privileges.

Individuals under 18 years of age are not allowed in residence halls unless they are full-time students of Dakota College or members of the resident's immediate family.

Residents are to NEVER give or loan their fob or key to their guest or visitor, or another resident.

Residence hall guests are required to be **escorted by their host at all times**. Entry into a residence hall as a guest does not allow the guest access to the entire building – only to those areas to which he or she is escorted by the host.

NOTE: If residents are observed or reported to be allowing unknown individuals into the residence halls unescorted, they may face sanctions.

Residents are responsible for the behavior of their guests and will be held liable for loss, damage, or rule violations incurred by the guest.

Visitation Policy

DCB has an open visitation policy in campus housing. Students who reside in campus housing are allowed overnight visitors any night of the week with RA

permission. Overnight visitors must be signed in by an RA by 11:00pm on the night of the visit. All overnight visitors will be required to show photo ID and must be over 18 years of age. Failure to sign in as an overnight visitor may result in restriction of visitation privileges. Residents cannot host more than one overnight guest at a time without permission from the Director of Student Services.

There is a 1:00am curfew for all off-campus visitors not approved as an overnight guest.

Students who reside in DCB housing are welcome to visit other halls without curfew.

Residents with roommates need to discuss the visitation policy and mutually agree upon the rules they will use.

Males who are overnight guests in Gross Hall are not allowed to use the shower facilities; they must make arrangements to shower in Mead Hall, Milligan Hall or locker room in Thatcher Hall. Females who are overnight guests in Mead Hall are not allowed to use shower facilities and must make arrangements to shower in Gross Hall, Milligan Hall or the locker room in Thatcher Hall.

Weekend overnight guests are expected to use the guest bathrooms in Mead and Gross Hall.

In-Hall Sports

"In-hall" sports are not permitted. This restriction applies, but is not limited to, hall hockey, Frisbee, water balloons, soccer, golf, skateboarding, whiffle ball, football, roller blading, and water guns.

Keys

When you check into your residence hall you are given keys for your room and a key fob for the outside door. College regulations prohibit the duplication of keys by students and prohibits students from giving or lending their keys to any other individual. Students who lose their keys must report the loss to the Head Resident immediately so the appropriate steps can be taken. A replacement fee is assessed for the keys and lock cylinders of the doors for which the key was lost.

All living quarters should be locked when unoccupied. DCB does not assume responsibility for lost or stolen items.

Residents are responsible for their keys and fobs and required to report them missing immediately. Failure to report missing keys and fobs will result in sanctions.

Posted Information/Floor Meetings

Residents are responsible for understanding the information and notices posted on bulletin boards. Hall meetings are mandatory for all hall residents.

Property Destruction/Theft

The willful destruction, defacing, or theft of college, private, or public property is prohibited. Violations of this regulation will be subject to sanctions taken by both law enforcement officials and residence hall staff. Students who have lost items in the residence hall should notify an RA, Head Resident or the Director of Student Life immediately.

Unclaimed Property

Unclaimed property is not the responsibility of DCB and will be disposed of or donated after 30 days.

Quiet Hours/Noise

Quiet hours are from 10:30 p.m. to 8:00 a.m. each day. Special quiet hours may be imposed during certain times and all residents are expected to respond to individual or housing staff requests to lower noise levels. During finals week quiet hours are imposed 24 hours every day.

Quiet hours are times set aside for sleeping and studying. During quiet hours, students are expected to keep noise and distractions to a minimum. All room doors should be closed during quiet hours.

Residents are encouraged to approach individuals respectfully who are violating quiet hours or creating a disturbance during normal hours. If this initial approach is not successful, residents then should contact an RA. Housing staff will enforce quiet hours when necessary and each resident has the responsibility to observe this regulation.

Loud noises at any time are not conducive to a community environment. Resident need to be respectful of others and must use their best judgment regarding how sounds may be affecting others.

Sanctions will be issued for violating DCB's quiet hours/noise policy.

Quiet Rooms

Designated rooms in each hall are designated as Quiet Rooms. In an effort to best serve residents of the floor, the rules and regulations have been determined by the Housing Staff with input from the students living on the floor.

Guidelines:

- 24 hour quiet hours
- One guest per resident at a time
- Removal from floor for noise violations

Sound Equipment/Musical Instruments

In consideration of other residents, stereos, radios, televisions, musical instruments, and other electronic devices should be played at volumes which cannot be heard outside of the resident's living unit. The use of headphones for sound equipment is recommended. Stereo speakers **ARE NOT ALLOWED** in windows. If this policy is violated repeatedly, the resident(s) involved may be required to remove the sound equipment from the DCB residence halls or have the equipment confiscated.

Roofs/Ceilings/Heating Tunnels

Residents are not permitted on the roofs of the residence halls, heating tunnels, storerooms, mechanical rooms, or other similar spaces where access is restricted to staff only. Being these areas are considered **life threatening**, behavior and violations of this policy will be handled with the utmost seriousness and sanctions.

Smoking

Smoking is not permitted on campus property. *** By North Dakota state law, Dakota College is a Tobacco Free Campus.*** By definition, tobacco violations include the use or possession of any and all tobacco products, including smokeless tobacco, vape pens and e-cigarettes.

Student Conduct Process

A complaint is filed by a Housing staff member when it is determined that a rule or regulation has been violated.

All incident report forms are forwarded to the Student Conduct Officer and they will determine the sanction

for each student. Students will usually be notified via campus email for conduct appointments and outcomes.

Sanctions

A sanction is a consequence placed upon a student for violating DCB's rules and regulations.

Sanctions taken may include, but are not limited to the following:

- Verbal or written reprimand
- Contacting coaches, parents, or advisors
- Room or hall transfers
- Residence hall or college suspension and expulsion
- Residence hall or college probation
- Required counseling
- Work detail
- Confiscation
- Fines
- Campus Community service
- Revocation of privileges (guests, visiting, using hall equipment, etc.)
- Restitution

Although sanctions will be applied fairly and consistently, specific infractions of a rule or regulation will not be circumscribed by a specific consequence.

Each situation is unique; thus, the forms of disciplinary action may vary.

Guidelines for Common Violations and Sanctions

The Common Violations and Sanctions Handout will be provided to students upon arrival at DCB and checking in to their residence hall.

Appeals

In most residence hall disciplinary proceedings, the action taken by the Student Conduct Officer will be final. However, in clearly unique or extraordinary circumstances their action may be appealed to the Residence Hall Appeal Board. The Appeal Board will consist of a Head Resident from a residence hall other than where the infraction occurred, a Resident Assistant from a residence hall other than where the infraction occurred, and a faculty or staff member appointed by the Associate Dean for Student Services. The Associate Dean for Student Services and the Student Conduct Officer may be ex-officio members of the Residence Hall Appeals Board.

- A) A decision reached by the Housing Staff or a hearing officer may be appealed to the Residence Hall Appeals Board within five school days of the decision. The appeal must be in writing, stating the reason for the appeal, and delivered to the Director of Student Services.
- B) Except as required to explain the basis of new evidence, an appeal is limited to a review of the record of the initial sanction and any documents or evidence, for one or more of the following purposes:
 - 1 To determine if the original sanction was fair and appropriate.
 - 2 To determine if the decision reached regarding the accused student was based on substantial evidence.
 - 3 To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original sanction.
- C) After reviewing the matter, the Residence Hall Appeals Board may:
 - 1 Deny the appeal and uphold the decision,
 - 2 Resolve the matter by discussing the case with as many individuals as they deem necessary,
 - 3 Allow reconsideration of the original determination and/or sanction(s).
- D) A review of sanctions by the Residence Hall Appeals Board may not result in more severe sanctions for the accused student.
- E) A decision on an appeal will be made within ten school days of the receipt of the appeal.
- F) The imposition of sanctions will normally be deferred during the pendency of appeal proceedings. However, in the interests of the safety of the college community, this stay is at the discretion of the Associate Dean for Student Services.
- G) The decision made by the Residence Hall Appeal Board will be final.

Default Proceedings

A student or organization who fails to appear before a hearing board or administrator on the date set to answer or contest the charges of a violation of college regulations will be treated as being in default. The result will be that the case will be decided on the information available in the absence of the student's statement and the default judgment may be re-

examined only upon a showing by the student or organization that the absence was for a good cause.

In the case of the student who has left the college rather than appearing before the hearing board, the effect of the default judgment will be:

- The college informs the student in writing of the complaint as it is known without benefit of hearing and the disciplinary action that has resulted.
- The same information is furnished to anyone designated by the student in connection to the incident.

Conduct Procedures Outline

If students are found to be in violation of any of the rules and regulations detailed in the Residence Hall Handbook, they will be subject to sanction based on the violation and number of occurrences.

All College Student Conduct Committee

Membership

Associate Dean for Student Services or their designee (Chair Person), two students, two faculty and one staff member.

Conduct Appeals Committee

Membership

One faculty member, one student member, and one college administrator. The Associate Dean for Student Services, or their designee serves on the committee in a non-voting, advisory role. The Chairperson is elected by the members.

Fire, Tornadoes, Personal Safety

Fire Alarms/Smoke Detectors

When a fire alarm sounds you should close any open windows, leave the lights on in your room, and proceed to the nearest exit wearing a coat and hard-soled shoes. Before opening any door, you should touch it first to check for heat. DO NOT OPEN ANY DOORS THAT FEEL HOT. You should carry a towel to place over your face in case you encounter smoke. Close your door and calmly leave the building, moving to a point at least 100 yards from the building unless directed by Residence Life to move further away. DO NOT return to your room for any reason until the authorities give instructions to do so. Students should

periodically check the smoke detectors in their own rooms.

Fire Drills

Fire drills will be held in the residence halls. Students are required to cooperate and follow evacuation procedures IMMEDIATELY when the fire alarm sounds. Rooms will be checked during the fire drills to make certain students have evacuated. Students who do not cooperate during fire drills will be sanctioned.

Fire Equipment/Fire Doors

Students should locate fire exits, fire alarms, and fire extinguishers on the floor where they live.

Tampering with equipment and setting false alarms endangers lives. It is against the law to tamper with fire alarms or equipment. Residents or guests who tamper with the College's fire equipment or set false alarms will be punished according to local, state, and college guidelines.

Fire doors and fire escapes are to be used only in case of fire.

Reporting Safety Hazards

Report any fire or safety hazards to the Head Resident. In the event of a fire, never assume that the fire department has been notified. Pull the fire alarm and call the fire department.

Please familiarize yourself with the following important telephone numbers:

Police.....911
Fire.....911
Ambulance.....911
Poison Information.....1-800-222-1222

911 calls are tracked to the source telephone

Tornadoes

A tornado **WATCH** is issued by the National Weather Service. No action is indicated during a tornado watch except to be ready to move if a warning is issued. A tornado **WARNING** is issued when a tornado has been sighted. The City of Bottineau will sound the siren for both a watch and warning. People should move immediately to shelter in a reinforced building. The basements or interior hallways on a lower floor are safest. Upper stories are unsafe. If there is no time to descend, a closet or small room with walls or an inside hallway will give some protection against flying debris. Stay away from windows! AVOID AUDITORIUMS OR

GYMNASIUMS WITH LARGE POORLY SUPPORTED CEILINGS AND ROOFS. If you are in a building, do not go outside to another building, even if you think that building would provide more protection--you are safer indoors. Students in the residence halls should proceed to first floor hallways or basements (when possible) and wait until they are notified that the tornado warning has expired.

Severe Winter Weather

Students, especially those contemplating out-of-town travel, are responsible for making themselves aware of any severe weather conditions that may exist. When traveling in the winter, students are strongly advised to have an Emergency Survival Kit.

For a North Dakota road condition report, call 511 or search ND Road Report.

Security

Camera Policy

The purpose of the camera policy is to regulate the use of surveillance equipment for security or investigation purposes only. This standard practice applies to all personnel of DCB in the use of surveillance equipment.

General principles

- A. The purpose of surveillance equipment is to deter crime and to assist in protecting the property of the College community.
- B. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources and is therefore prohibited by this policy.
- C. The use of surveillance equipment for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved will be appropriately trained and supervised in the responsible use of the technology. Violation of the use of surveillance equipment as outlined will result in disciplinary action consistent with the rules and regulation governing students and employees of DCB.
- D. Information obtained through surveillance equipment will be used exclusively for security, risk management investigation purposes, and enforcement of DCB and North Dakota University System policies and procedures and is not intended for the enhancement of personal safety.

- E. The use of any surveillance equipment in public areas will be conducted in a manner consistent with all existing College policies and legal requirements.
- F. The use of surveillance equipment for security purposes at the College is limited to uses that do not violate the reasonable expectations of privacy as defined by law. Surveillance equipment installed for security purposes will not be placed in such a manner that confidential or sensitive information is visible or recorded.
- G. Any data retained for investigations or proceedings will be burned to a DVD and retained for three years.
- H. DCB will post signs stating there is video surveillance on the premises.

Examples of surveillance equipment use in public areas

- A. Protection of buildings and property – Building entrances and exits, parking lots, exercise rooms, etc.
- B. Monitoring building access – Records access to building entrances during non-normal hours.
- C. Criminal investigation – Robbery, destruction of property, assault, etc.
- D. Investigation of an accident, Personal injury, vehicle accident, medical problems, etc.

Missing Student Notification Policy

1. INTRODUCTION: Pursuant to the 2008 reauthorization of the Higher Education Act, students residing in DCB owned and operated facilities have the opportunity to designate an individual to be contacted in the event the student is determined to be missing. The purpose of this policy is to clarify the option available for such designation, and the institution's responsibility for notification in the case of a missing student.
2. DEFINITION: A missing student is defined as a person currently enrolled at DCB, whose whereabouts have been unaccounted for by DCB staff or law enforcement for more than 24 hours.
3. CONTACT INFORMATION: Students residing in DCB owned and operated facilities have the option to designate an individual to be contacted in the event the student is determined by DCB staff or appropriate law enforcement agency to be missing. This contact may be the same or

different than the emergency contact information provided in the student's Campus Connection account.

4. **REPORTING:** A report should be filed with DCB Student Services at the time a student is presumed to be missing. A report may be filed by a DCB employee, friend, roommate, or family member. An investigation will be conducted in an attempt to determine the whereabouts and well-being of the student.
5. **INITIATE PROCEDURES:** When DCB Student Services have been notified and the student becomes the subject of a missing person's report, DCB will initiate the Missing Persons Procedures and Notification in accordance with the student's designation.
6. **NOTIFICATION:** The student's designated contact person will be notified.
7. **MINORS:** If the student is under the age of 18, and is not an emancipated adult, DCB is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student. Contact will be made no more than 24 hours after the student is determined by DCB student services or other appropriate law enforcement agency to be missing.
8. **FAILURE TO DESIGNATE CONTACT:** in the event a student residing in a college owned and operated facility, is determined by DCB staff or other law enforcement to be missing, and has not previously identified a missing persons contact, DCB will notify the individual identified in the student's Campus Connection account as the emergency contact.

Security

- Don't take your safety for granted.
- Be alert and aware of your surroundings.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave.
- Report IMMEDIATELY any suspicious persons or activities and make note of physical details regarding the persons or vehicles involved. **WHEN IN DOUBT, REPORT IT!**
- **STAY SOBER.**
- It is always good policy to walk or study on campus or anywhere else with a group or with someone you know.

- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side pants pocket, not in a rear pants pocket.
- When walking, plan the safest route to your destination, choose well-lit areas, and avoid vacant lots, alleys, or other deserted areas.
- Lock your vehicle.
- Always check the rear seat of your vehicle for intruders before entering.
- Report to the Director of Student Life, Head Resident or Resident Assistant areas of campus that might be dimly lit or obscured by shrubbery or other sight-blockers. Also report lights that are not working.
- Do not prop open doors. If you see a door that should be closed and locked that is propped open, tell your Resident Assistant or Head Resident. If you can't find them, or if the occurrence is after visiting hours, close the door yourself.
- Lock your residence hall room door when the room isn't occupied and when you are sleeping.
- Never loan your residence hall keys to anyone, and report lost keys.
- Do not put your name or address on your keys.
- Have your car or residence key in hand as you approach your vehicle or room/house. It can be used as a weapon in the event of an attack.
- Draw blinds or curtains after dark and/or when dressing.
- When jogging, vary your route and schedule.
- Never hitchhike or pick up hitchhikers. Don't accept rides from strangers.
- If you suspect someone is following you on foot, don't panic. Go to the nearest well lit, populated area. If a car pulls up near you, cross the street or turn in the opposite direction.
- Do not leave in plain view valuable items like computers, stereo equipment, clothing, or credit cards. Do not flaunt expensive items or valuables like jewelry.
- The college does not assume responsibility for lost or stolen items; therefore, purchase insurance for the valuables you have in your room and the firearm you may have stored in the campus gun safe.
- Students should mark all of their property and keep a list of serial numbers of the items they have brought with them into the residence hall room.

- Know the evacuation routes that are posted in each residence hall that are to be followed in case of fire.
- If you have any ideas or concerns about campus security, contact your RA, Head Resident or Director of Student Services.

Current Replacement Costs

Current replacement costs will be assessed to students in cases of damage beyond normal use. Residents are held responsible for their own living areas and are expected to report damage within twenty-four hours. The Common Damage Policy is invoked for damage to public areas within the residence hall where individual liability cannot be determined.

Listed below and in the next column is a chart that will give you an idea of what replacement costs are. This information is provided as a GUIDE ONLY! AMOUNTS ASSESSED WILL BE BASED ON ACTUAL REPLACEMENT COSTS.

Glass in entry doors	\$240-\$300
Entry door frames	\$180
Room doors	\$300
Windows	\$48-\$300
Wastebasket	\$15
Fire extinguisher recharge	\$50
Mattress	\$250
Lost keys	\$25
Light globes	\$50-\$75
Window screens	\$100
Tack, nail, screw holes in walls, doors, or ceilings	\$25/hr to repair

Floor tiles	\$25/hr
Shower head	\$25
Bathroom toilet	\$150-\$200
Stained bathroom tiles or fixtures from pouring things down the drain (ex. Hair dye)	\$25/hr
Replacement costs of tiles	\$100/sq.ft.
Towel bars	\$20
Cleaning charge – dirty room	\$25/hr
Room chairs	\$60
Labor to repair damage	\$50/hr
Bed Frames	\$250
Door lock assembly	\$350
Chests/dressers (Gross Hall, Milligan Hall)	\$220
Re-pin door locks	\$50
Closet doors	\$120
Mini-blinds/Curtains	\$30-\$100

Repaint entire room	\$300
Thermostat.....	\$90
Washer	\$720
Dryer	\$550
Lounge sofa	\$1200
Lounge end table	\$120
Lamp shades	\$40
Upholstered lounge chair	\$600
Carpet	\$50/sq yd
Sink	\$120
Ceiling tiles	\$25/hr + cost of ceiling tiles
Shower curtain	\$40
Theater DVD player	\$100
Microwave	\$100
Smoke alarm	\$100
Mirror	\$100
Lounge Television.....	\$300
Towel hooks	\$20
Soap dish	\$20
Wardrobes/closets	\$750

Except where noted, PRICES DO NOT INCLUDE THE COSTS OF LABOR. Prices are also subject to change as the cost of material and labor change.

Any personal items left in the rooms 30 days after the end of the semester or upon check out, will be discarded or donated. A reasonable attempt to contact the student will be made prior to discarding items. This includes but is not limited to: clothing, shoes, food, dishes, cutlery, bedding, furniture, decorations, electronics, rugs, shower accessories, microwave, refrigerator, coffee makers, TV's, valuables, etc. DCB is not responsible for lost or damaged items left in residence hall rooms. DCB is not responsible for boxing or storing personal belongings.

For Your Information - City of Bottineau Sirens



1. 12:00 Noon & 10:00 P.M. Daily – A one-time only siren goes off to remind community residents what time of day it is. ☺ **No action required.**



2. Fire Alarm – A continual and repeating up and down pitched siren that sounds until enough volunteer firefighters arrive at the Fire station.

ACTION – Watch out for speeding firefighters on their way to the Fire station! This siren is tested at noon on the first Monday of every month.



3. Tornado Watch/Warning – A continual one-tone pitched siren (indicating that conditions exist that could create a tornado or that an actual tornado has been sighted). **ACTION – If a tornado watch has been issued, no action necessary except to be prepared to move if the watch becomes a warning. If a Tornado Warning is issued, proceed to the basement of your building and heed instruction of housing staff. GET OUT OF ANY ROOM THAT HAS WINDOWS!!! All residents are required to follow severe weather procedures.**

Safe areas in residence halls.

- Mead Hall – Go to basement level
- Gross Hall – first floor hallway or basement. If time, hall personnel will direct residents to go to basement in Milligan
- Milligan Hall – go to basement level.
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YOUR SAFETY IS OUR CONCERN!