

RESIDENTIAL LIFE

MISSION STATEMENT

The Mission of the Department of Residential Life is to provide a high quality residential living experience and to promote co-curricular living-learning environment for Tougaloo College students. Concerned with all aspects of campus living at Tougaloo College, the Department of Residential Life achieves its mission by providing an opportunity for group living, academic achievement, and social maturation in a democratic and diverse community. The extent to which students benefit is largely dependent upon their levels of involvement in the planning and implementation of campus and residential activities. The department supports the principle of initiative, which acknowledges that students must accept personal responsibility for their development.

Residential Life personnel are responsible for the development and implementation of programming that fosters an effective living and learning environment. The goal is to enhance the social, educational, cultural and personal growth of each student. A positive climate in the residence hall promotes self-discipline, self-direction, and participation in the community.

RESIDENTIAL LIFE PERSONNEL

Tougaloo College Residential Life Personnel include the Director of Residential Life, an Area Coordinator, Residential Hall Coordinators, Assistant Hall Coordinators, Resident Assistants, and Office Assistants. These personnel are responsible for the development and implementation of programmatic activities, which create living-learning centers that enhance the social, educational, spiritual, cultural and personal growth of college students. The staff maintains the College's standard operating procedures and enforces College policy. They help to create a positive climate in the residence halls, which will encourage self-discipline, self-direction, and co-curricular learning through participation in the community and the democratic processes of student leadership.

The Director of Residential Life – The Director of Residential Life is an administrative staff member who is responsible for the total operation of all student housing facilities and the implementation of all residential life programs with judicial oversight for the campus living-learning community.

The Area Coordinator – The Area Coordinator is responsible for the total administration of a residence hall while serving as an administrative liaison to campus committees and academic initiatives of the residential life program. He/She works closely with the Director to ensure program development and implementation while supervising a residential community and hall staff.

Residential Hall Coordinator – The Hall Coordinator (HC) coordinates the total administration of a residence hall. He/She works closely with residential assistants and residents to foster a sense of community and create an atmosphere conducive to holistic personal growth and development of students. The HC is a full-time professional who lives in the residence

community and is responsible for the educational and operational functions of the living area. Each Hall Coordinator brings a diverse professional and educational background to residence hall living. A substantial portion of the Residential Coordinator's time is spent serving as an active resource for the residents and Residential Assistants in the planning, development, and coordination of the educational and social activities for segments of the student population and developing means of assessing student needs and interests. Another important function is to provide counseling support for the living area. In addition, the Hall Coordinator is responsible for supervising and training desk receptionists, handling disciplinary matters, providing leadership development opportunities for resident students, fulfilling student group advising responsibilities within Student Affairs, and for overall management of the facilities in their area.

Assistant Hall Coordinator for Freshmen Programs – The Assistant Coordinator is primarily responsible for academic support for freshmen residents. The primary thrust is the academic and personal development of students through effective programming and tutorial support. The Assistant also helps in the overall administration of the hall office and supervision of staff.

Residential Assistants – The Residential Assistant (RA) is one of the most helpful and resourceful persons with whom you will interact at Tougaloo College. This individual's general responsibilities are to provide leadership, assistance, and support to you and the other members of your floor or area. RAs are selected because of their leadership potential, interpersonal skills, positive attitude, and sense of commitment. The RA is your primary resource for information and assistance with any type of concern. Their major responsibilities are: (1) getting to know each person in the unit, (2) familiarizing students with residence hall/suite and College rules and regulations, (3) assisting with the enforcement of these rules and regulations, (4) helping residents maintain an environment for learning, (5) acting as a liaison between resident students and the Residence Life Office, (6) facilitating student-to-student and student-to-staff interactions, (7) assisting in the development of educational programs, and (8) serving weekly desk duty hours and weekend duty rotations. Take advantage of your living situation and utilize your Residential Assistant.

Office Assistants – The Office Assistants are students who are scheduled *through the work-study program* to monitor the front desk in each hall and serve in the main departmental office. They greet visitors, answer the telephone, file paperwork, run campus errands and perform various other duties as assigned.

When possible an assistant is stationed at the desk in the front lobby of each hall. Their primary responsibilities are to insure the privacy of the residents against uninvited visitors, and to protect the property of the building during the evening hours (6:00 p.m. until 12:00 a.m.).

LIFE IN THE RESIDENCE HALLS

The residence halls provide an opportunity for group living, academic achievement and social adjustment in a democratic environment. The degree to which a student benefits depends on his/her participation in the planning and implementation of activities and his/her acceptance of personal responsibility for growth and development.

Residence Hall Facilities

There are four residence halls on the historic Tougaloo College campus for all students, new and returning. Some areas of housing are specified by classification and special initiatives. Housing assignments are made on a first-come, first-serve basis.

Capacity

Berkshire Hall – 140 beds
New Women's Hall – 203 beds

Branch Hall – 152 beds
Renner Hall – 198 beds

RESIDENCE HALL POLICIES

In order to be admitted to the residence halls, a student must pay a \$50.00 room reservation fee (\$20.00 processing fee, \$30.00 key fee). The room reservation fee is an **annual, non-refundable** fee for **ALL** students living in College housing.

Assignment Confirmation Card - A **Housing Assignment Confirmation Card** is issued to each student in July upon submission of a housing application and payment of the reservation fee. During arrival for semester beginnings and official registration, the card should be presented to the Residential Hall Coordinator for actual occupancy status to be activated.

Housing Contract – Each student must sign a Housing Agreement in regards to his/her responsibility for the contents and conduct within the room. The Contract process also includes an Inventory Form that each resident must sign during the initial check-in process. Students will be held completely liable for all furniture and room contents indicated on the form.

Residence Hall Withdrawal Process – Students must officially withdraw from a residence hall in order to avoid room and board charges by the College's Business Office. A Residence Hall Withdrawal Form must be completed by the resident, and signed and dated by a Residential Hall Coordinator.

Room/Roommate Assignments – Upperclassmen may select rooms and roommates during a special spring early reservation process. This process is coordinated through the Department's main office and payment of the annual room reservation fee is made to the Business Office by way of the College's Cashier. The student must state his/her preference for room and roommate.

Housing assignments are generally made through a random process. However, new students who will be living on campus for the first time may make specific roommate requests on the housing application. Every effort will be made to honor room and roommate preferences. Both applications and reservation fees must be processed in order to honor a special request. July 1st is the priority deadline for housing applications and roommate preferences. Any special requests received after July 1st are less likely to be honored. Annual housing assignments are made on a first come, first serve basis until all bedding space is allocated.

Room Changes – Students must request room changes in writing during each semester’s Room Adjustment and Consolidation Period. All room changes must be approved by the Residence Hall Coordinator and coordinated through the departmental main office.

Check-In – Upon arrival, each student should check in at the reception desk of the dormitory to which he/she has been assigned. At this time, contracts will be signed, a room key will be issued and hall orientation material will be distributed.

Check-Out – Before withdrawing from the residence hall (at semester’s end or year’s end), the residents must officially check-out with the Residential Hall Staff. The official process includes personal property removal, cleaning of the room (swept, mopped, and bathrooms cleaned), and signing of final inventory check form.

Single Room Dwelling Policy – Students may apply for a single/private room by filling out an official request form and agreement for payment. A single/private room is only offered on an availability basis following registration each semester during the housing room adjustment period. If awarded to a student, **the private/single room rate is an additional \$400.00 per semester.** Students who choose not to have a single room by default (such as roommate relocation or withdrawal from housing) **will be consolidated** into double occupancy accommodations. Please know that room rates per semester are calculated at the double occupancy rate. If you remain in a single occupancy room, the additional fee of \$400.00 will be charged to your student account in the Business Office. ***Please note that fees are subject to change without notice.***

Residence Hall Visitation - Visitation is the opportunity for members of the opposite sex to visit individuals’ rooms in accordance with the policies and hours established by the Department of Residential Life. Only invited guests are permitted in residence halls. Residents are to keep their doors open and lights on when they have visitors of the opposite sex in their rooms. At no time is a member of the opposite sex permitted beyond the lobby of any residence hall unless he/she has permission from the Residence Coordinator. Visitation is a privilege for **upperclass students only.** The residence hall staff will review policies and guidelines in detail with residents and visitors.

Vacation Closings - The residence halls will close for the Christmas and Spring Break vacations. Students will **NOT** be able to stay on campus during these periods, and should plan to leave the residence halls when they are scheduled for closing. The date and hours for closing will be posted prior to vacation time. ***Students are asked to take all valuables home with them during these periods.*** **TOUGALOO COLLEGE IS NOT RESPONSIBLE FOR ITEMS LEFT DURING THESE PERIODS.**

Students needing to make special arrangements regarding travel and who cannot leave the residence hall at the designated time, must be cleared with the Director of Residential Life at least 48 hours prior to the official vacation period.

Off-Campus Housing - The College does provide a listing of off campus apartment complexes in the immediate vicinity for upperclassmen or family students who desire to reside in off-campus housing.

Married Housing - There is no designated housing arrangements for married students at the College. A married student and spouse may have the privilege of living in the residence halls designated for the individual sexes, providing he/she is willing to adjust to the regulations of the residence hall and the College.

Summer Housing - All program participants (federal and /or summer camps) will follow the guidelines outlined in the *Student Handbook*. The College also reserves the right to dictate specific curfews during the summer months.

CONFLICT RESOLUTION PROCESS

Students' Responsibility

At the first indication that you and your roommate are experiencing interpersonal conflict, you and your roommate are responsible for contacting your Residential Assistant or the Residential Hall Coordinator for assistance in resolving the conflict. Conflict resolution is a shared responsibility and a negotiation process.

Coordinators' Responsibility

At the first indication that differences between roommates have not been resolved and may degenerate into conflict, the Residential Hall Coordinator will implement the following steps for conflict crisis intervention:

Step 1: Bring the roommates together in a setting that will permit the individuals to identify and freely discuss the reasons for the conflict. (At this point, there is no need for others to testify to the actions of the roommates. At this stage, it is not a judicial process.)

Step 2: Require the roommates to identify rational, reasonable and acceptable alternatives that will resolve the conflict. The solutions cannot violate the policies or guidelines of the College. (The roommates must own the process and solutions.)

Step 3: The roommates must set a timetable for full compliance with the process for resolving the conflict.

Step 4: In the context of the meeting, the Residential Hall Coordinator must make it clear to the roommates that failure to comply with the agreed upon process will lead to a referral to the Area Coordinator and/or the Director of Residential Life.

Step 5: After the initial meeting, the Coordinator will write a follow-up letter to the roommates acknowledging the conflict resolution meeting, and restating the agreed upon process for

resolving the conflict. If further meetings are required, a date, place, and time should be included in the follow-up letter.

NOTE: If, in the professional judgment of the Residential Hall Coordinator, conflict intervention assistance is deemed necessary, he/she should contact the College Counselor, Director of Student Development Services or the College Chaplain for assistance.

Student Guidelines & Regulations

The assigned occupants of a dormitory room are financially responsible for all of the property that is a part of that room. In addition, they are also responsible for any breach of conduct which may occur within their assigned rooms (WHETHER GUEST OR THEMSELVES).

The College reserves the right to inspect any space on its property at any time. When rooms are to be inspected, the occupants will be notified, if possible. The inspection will be done by authorized personnel.

Removal of Furniture – Each semester, there is an inventory of furniture in the rooms and lounges of each residence hall. Furniture should not be removed from your room or lounge without permission. There is a \$100.00 charge for removal of furniture.

Quiet Hours – Quiet hours represent a period when students may study, read, or relax without the distraction of excessive noise. These hours are necessary for the academic success of many students, since they do most of their studying in the residence halls. It is the responsibility of each resident to observe quiet hours. **Quiet hours are from 10 p.m. - 8 a.m. Weekdays (Sunday-Thursday) and 12 midnight – 10 a.m. on Weekends (Friday & Saturday).**

Radios, televisions, stereos, etc. should be played at a moderate tone at all times. THIS EQUIPMENT MUST NEVER BE PLACED IN WINDOWS. Courtesy Hours are observed 24 hours a day which means if a resident in your community respectfully request personal noise levels to be reduced, that request should be honored immediately without conflict or dispute.

Health & Safety Inspections – Students are responsible for the upkeep of their rooms. It should be kept attractive, clean and free from hazards. Health inspections will be announced and performed monthly, typically during the 1st week of each month. Trash from individual rooms SHOULD NOT be swept into the hallway. Rooms should be mopped at the end of each semester before leaving the halls. Please clean up after yourself in common areas out of respect for the community. Soiled clothing, bed linen, and uncovered stale food are health hazards.

Health and safety inspections are a requirement of the department and not optional for residents. Students found in violation of the health and safety codes will be fined \$25.00 dollars for the first offense and subject to disciplinary action for further violations.

Students using bathroom facilities and restroom facilities should leave them orderly and clean. Food and dishes left in the bathroom sink are also a health hazard and precautions should be taken to keep this area clean. Dishes remaining in the sink will be thrown away by personnel.

Breakdowns and Needed Repairs – Replacement of light bulbs, electrical and plumbing problems, lock repairs, or any repairs needed for rooms should be reported to the Resident Assistant for your living area. The RA will inform the Hall Coordinator of needed work requests daily by completing a work order or by a telephone call.

Room Decorations – Pictures, calendars or any posters should be placed only in a manner as to avoid damage to walls, doors, and/or mirrors. Any damage resulting from improper posting will be assessed to the occupants starting at not less than \$25 dollars.

Valuables – The College is **NOT responsible** for money, jewelry, and other articles left in student rooms. Money may be deposited in a demand deposit account in the Business Office

Overnight Infants, Children and Guests – Children and babies are prohibited from staying in the residence halls overnight. All overnight guests must be approved, with written authorization, 24 hours in advance by Hall Coordinators.

Illness in the Residence Hall – Students who are ill must inform Residential Hall Coordinator in order to receive a sick tray from the dining room (refer to Emergency Medical Procedures). A student should report to the Health Center immediately to receive official excuses for absences due to medical reasons.

Residence Hall Suspension and Forfeiture – A student suspended from the Residence Hall may not reside, visit, or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which a sanction is in effect. The suspended resident shall forfeit his/her fees including any unused portion thereof. Prior to suspension, the resident will receive a verbal and written warning for infractions not rising to the level of immediacy.

Forbidden Articles and Acts – The possession and use of certain articles and performance of certain acts in or near the residence hall is prohibited.

Examples follow:

- Alcoholic beverages, drugs, and /or alcoholic containers
- Gambling and stealing (to include unauthorized entry)
- Firearms and other weapons
- Pets of any kind, except fish
- Solicitation without authorization
- Tougaloo silverware, dishes, trays, and other utensils
- Loud and boisterous noise or music
- Water guns

Linen - Students must provide their linen. It is suggested that at least two complete sets be brought to campus (4 single sheets, 2 pillow cases, 6 bath towels, 3 face towels, 2 spreads, 1 blanket, and 1 mattress pad).

Telephones - Telephone jacks are available in all rooms, which service all local calling. Students must supply their own telephones. Deliberate destruction of the jacks in the wall is prohibited.

Bulletin Boards - The bulletin boards serve as means of communication of important campus information. They should be kept current and read daily. The clubs and organizations should use this official space for posting of announcements. Any notices posted illegally will be taken down!

Vending Machines - The vending machines are installed in the residence halls as a service to students. In addition, any profit from the sale of drinks/snacks is used to improve the living conditions in the residence halls. It's important to report a machine when it is out of order to the Office of Student Affairs.

Public Areas - Public lounges are open in each residence hall from 10:00 a.m. - 12:00 midnight for visitation. Opposite-sex visitation for upperclassmen does not begin until 6:00 p.m. nightly.

Mail - The mail schedule is posted and set by the individual residence hall. Residents receiving special delivery, express, registered mail, etc., will be notified by a "package slip." The student must pick up this special mail from the mail room. Identification will be needed for students who pick up their mail from the mail room. **CASH SHOULD NOT BE SENT THROUGH THE MAIL.**

Proper Address for Student Mail:

Student's First & Last Name
Residence Hall & Room Number
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174

Laundry - Washers and dryers are available in each residence hall. Resident students are charged a fee per semester which is collected at Registration with general fees. Needed repairs should be reported to the Residential Hall Coordinator. ***Laundry facilities are to be used by resident students only.***

Residence Hall Governance Board - The Residence Hall Governance Board (RHGB) offers an additional opportunity for students to participate in the establishment of policy and programs that affect their living environment. Through democratic procedures, students may find solutions to problems and issues related to the residence hall. Each residence hall elects a Governor per area (floor/house) which forms the Hall Council. The individual Councils for each residence hall serve as a committee for implementing programs and addressing students concerns. Officers of the Executive Council will be chosen from within this group of elected Governors. The offices shall be elected as follows: President, Vice President, Secretary, Treasurer, and Parliamentarian. The chairperson of the Programming, Publicity, and Service committees are by presidential appointment, as well as all ad-hoc committees developed by the RHGB. The Hall Coordinator will serve as Advisor to the Hall Councils. The Director of Residential Life will serve as the Advisor to the Executive Council.

No Smoking Policy - Tougaloo College is committed to the promotion of good health for its entire college community. In order to establish and maintain the most effective, safe environment possible, including the elimination of potential fire hazards resulting from smoking

materials, the College will be smoke-free. This includes all campus buildings, offices, and vehicles used to transport students and visitors.

POLICY STATEMENTS

1. Smoking by students, staff, faculty, visitors, and repairmen is not permitted in any campus building, office, classroom, or cafeteria.

This also includes all College vehicles used to transport students. Those persons who choose to smoke may do so outside and away from campus buildings and offices, or in privately owned vehicles.

2. The College will not permit:
 - Smoking in any campus building or during any campus event or activity.
 - The sale of tobacco products on campus or college sponsored events
 - The advertising and distribution of tobacco products on campus or at campus events or activities.
 - The use of the school logo on any smoking paraphernalia such as cigarette lighters, ash trays, etc.
3. The College will:
 - Provide assistance to those who need help with smoking cessation via a referral to American Lung Association smoking cessation classes.
 - Create and nourish an atmosphere in which smoking is seen as a socially unacceptable and unhealthy habit.

Responsibility

Staff - Each manager/supervisor is responsible for enforcing the policy among his/her employees. Candidates for employment will be told, prior to hiring, of this policy and the expectation.

Faculty - Each department chairperson is responsible for enforcing the policy among the faculty members in his/her department

Students - Residential Hall Coordinators and Resident Assistants are responsible for enforcing the policy in the residence halls and during residence halls activities.

Security – The Office of Campus Security is responsible for enforcing the policy with visitors, students, staff, faculty, and vendors when appropriate. Courtesy and diplomacy must be used when enforcing this policy campus-wide.

Students found in violation of this policy will be fined \$50.00 dollars for the first offense and subject to disciplinary action for further violations. Tampering with fire alarms is an illegal offense and punishable by immediate suspension from the residence hall.

Safety Procedures

Immediately become familiar with fire exits and fire extinguishers. In case of fire, notify the person in charge of the building. Periodic fire drills should be held so there's a system of evacuation of the building without panic and a means of accounting for all residents in the hall as quickly as possible. ***PREVENTION OF FIRE IS THE RESPONSIBILITY OF EACH RESIDENT.*** Never tamper with the fire extinguishers.

Fire alarms and fire extinguishers are for the safety of people and property, and should not be used for play. Violators will be subject to a minimum \$100 dollar fine and disciplinary actions.

Burning candles and incense are a fire hazard and prohibited in the student's rooms. In case of a "black-out," always use a flashlight.

Any student, who discovers an odor of burning, should report it immediately to the person in charge of the building and contact security as soon as possible.

Students should also observe the following:

1. Never iron on beds or furniture
2. Practice careful use of electric heaters; and
3. Do not overload sockets and plugs.

Hurricane/tornado procedures:

1. Get into the inner most portions of the building.
2. Avoid windows and glass doorways.
3. Get into the basement.
4. Do not open windows.
5. Get into hallways, and close the doors to outside rooms.
6. Protect your head, and make yourself a small target.

HOW TO REPORT SEXUAL ASSAULTS

The College strongly encourages individuals to report incidences of sexual assault, dating violence, domestic violence, and stalking to the appropriate authorities and officials. Reporting an incident is the only effective way that action can be taken against the alleged assailant. Confidentiality will be maintained to the greatest extent possible and reports will be dealt with promptly. Various reporting points are established to ensure that the appropriate services are rendered. Victims are encouraged to use the following procedures:

- Go to a safe place.
- Immediately contact Campus Security at 977-7857 or 911. Security personnel will provide investigation and reporting options and assistance in obtaining immediate medical care, if necessary. Official investigations and reports are only conducted with the consent of the victim.
- Contact the Office of Counseling Services, for assistance and information regarding victim services, rights, and options. A victim advocate is available to provide direct support services, emergency intervention, and referral to other community resources.
- Contact the Vice President for Student Affairs/Dean of Students for investigation of a complaint and possible administrative and judicial action.
- All victims of sexual assault are urged to preserve evidence of sexual assault and to seek medical treatment. Physical evidence can be used if the victim decides to pursue legal action. If the assault took place within 72 hours:
 - DO NOT bathe; wash hands, or clean fingernails. It is important that victims preserve evidence that may be necessary to prove criminal sexual assault.
 - DO NOT remove clothing worn during or following the assault, as these frequently contain valuable fiber, hair and fluid evidence.
 - DO NOT apply or take any medication.
 - If officials have not been contacted, call someone you can trust to take you to the hospital.
 - If this assault occurred on campus, you should notify Campus Security at 977-7857. An officer may take you to the hospital.
 - When you get to the hospital, tell the staff you have been sexually assaulted.
 - DO NOT disturb anything in the area where the assault occurred.

By law, emergency room staff must contact the police when they treat sexual assault victims. The police will ask you to file a report, but you do not have to talk to them or file a report if you do not wish to do so.

If the assault happened some time ago, you should explore the following options:

- Seek counseling.
- Seek medical attention for treatment of injuries or symptoms related to the assault.
- Consider reporting the incident to the police.

For off-campus incidents, call 911 immediately.

Off-Campus cases are handled by the nearest Police Department and the Office of the State's Attorney. A positive and collaborative working relationship exists among local law enforcement agencies and Tougaloo College.

Services and Resources

The Office of Counseling Services provides an on-campus violence prevention program that administers a comprehensive prevention, education, and advocacy program that provides services to the entire campus community to include: prevention, training, public awareness, victim referral services, resources, campus programming. A coordinated community response with college departments and community agencies exist to assist in providing a full range of services. The community victim service providers listed below are available to provide forensic medical examinations, mental health counseling, crisis intervention, and legal assistance to persons who may seek off-campus assistance.

- Catholic Charities Rape Crisis Center
- City of Jackson Police Department
- Mississippi Coalition Against Sexual Assault
- Mississippi Coalition Against Domestic Violence
- University Medical Center

Faculty, staff, and administrators work collaboratively to ensure that departments extend support to all anti-violence efforts and to enforce policies regarding violence against women. The following departments are trained in how to respond appropriately to occurrences of violence on campus.

- Residential Life
- Judiciary Affairs
- Campus Security
- Counseling Services

HOW TO REPORT MEDICAL EMERGENCIES

1. PROCEDURES FOR REPORTING EMERGENCIES IN THE RESIDENCE HALLS

A. Before 5:00 p.m.

The individual should contact the Residential Hall Coordinator.

The residential Hall Coordinator will take the following actions:

- Call the College Nurse
- Call the Director of Residential Life who will contact the Vice President for Student Affairs/Dean of Students

B. After 5:00 p.m.

The individual should contact the Residential Hall Coordinator

The Residential Hall Coordinator will call security.

Security will take the following actions:

- Call the Director of Residential Life
- Call the Vice President for Student Affairs/Dean of Students

2. PROCEDURES FOR REPORTING MEDICAL EMERGENCIES ON CAMPUS AWAY FROM THE RESIDENCE HALLS

A. Before 5:00 p.m.

The individual should contact the Health/Wellness Center (ext. 7796)

The personnel in the Center will take the following actions:

- Call Security (ext. 7857)
- Call the Vice President for Student Affairs/Dean of Students or the Assistant Vice President for Students Affairs

B. After 5:00 p.m.

The individual should contact Security.

Security will take the following actions:

- Call 911
- Call the Vice President for Student Affairs/Dean of Students or the Assistant Vice President for Student Affairs
- The College Nurse should be contacted the next working day.

LIVING IN A COMMUNITY ENVIRONMENT

Residence Community Bill of Rights

Residents in College housing facilities possess specific individual and group rights while engaged in activities that are part of College life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each person, as a resident of the Tougaloo College residence halls possesses certain individual rights and responsibilities, which must be held in high regard. The Residential Life staff helps residents to realize their freedoms without placing constraints upon the rights of other students. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of College life. However, the overall good of the living and learning community must always be protected on behalf of the institution.

Residents have the right . . .

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations.
- To have access to written copies of college housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free of intimidation or harassment.
- To expect enforcement of the housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support.
- To host guests, within established guidelines.
- To have a proper redress of grievances.
- To receive equitable treatment in judicial matters.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility . . .

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, college officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.

- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to the appropriate staff.
- To respect the rights of others.
- To respect the diverse backgrounds and interests of others.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves responsibly as individuals or in groups.
- To contribute positively to the community by participating in activities.

Primary Rights

Primary Rights of the resident include:

- The right to read and study free from undue interference in one's room. One of the basic purposes of the Academy is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities during the period that the residence halls are open, and the right to a clean environment in which to live.
- The right to redress of grievances: If the academic and residential communities are to function in the most educationally profitable manner, the rights to initiate actions and referrals for impartial and fair adjudication of grievances is paramount. In exercising this right the student further holds the right to be free from fear of intimidation, physical harassment or abuse.

Subordinate Rights

Subordinate Rights of the resident are those that should be protected, but that should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:

The right to personal privacy: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above-stated rights of the host's roommates and the other residents.

A Credo for My Relationship with Another

The following credo by Thomas Gordon offers a sound basis for healthy and enjoyable relationships with roommates and other floor, members:

“You and I are in a relationship which I value and want to keep. Yet each of us is a separate person with his own unique needs and the right to try to meet those needs. I will try to be genuinely accepting of your behavior both when you are trying to meet your needs and when you are having problems meeting your needs.

When you share your problems, I will try to listen acceptingly and understandingly in a way that will facilitate you finding your own solutions rather than depending on mine. When you have a problem because my behavior interfering with your meeting your needs, I encourage you to tell me openly and honestly as to how you are feeling. At those times, I will listen and then try to modify my behavior.

However, when your behavior interferes with my meeting my own needs, this causes me to feel unaccepting of you, I will tell you as openly and honestly as I can exactly how I am feeling, trusting that you respect my needs enough to listen and then try to modify your behavior.”

This “Roommate Bill of Rights” is a practical application of Thomas Gordon’s philosophy. If used appropriately, it can serve as an effective tool to guide you and your roommate/s in establishing a mutual satisfying relationship with one another. Whether you utilize the formal document as included, or carefully choose important issues for discussion, be sure to select and appropriate time at the very beginning of the year. Remember...you are your roommate’s roommate too!

INFORMATION CONCERNING YOUR RIGHTS AND FREEDOMS AS A STUDENT

Up to this point, you have been introduced to the overall program of the Department of Residential Life, the staffing arrangements with the organization and the facilities which are available for your use. Now it is time that you become aware of the rights and freedoms granted to you as a member of Tougaloo College and its residential community.

Some of the following information has been alluded to earlier. For the sake of emphasis and clarification, a few of your more important rights and freedoms will be dealt with now.

Just as the College has the freedom to teach, you have the freedom to learn. Your freedom to learn, whether it be in your living area or in the classroom, is dependent upon the conditions which prevail. As a student, you can protect your freedom to learn through the choice of responsible actions. Your voice has the right to be heard when it comes to safeguarding your freedom to learn. For example, as a residence hall

community member you are encouraged to assume responsibility in helping to foster and maintain your floor or apartment environment.

Although students bring to campus a wide variety of interests, they can develop many new and different interests while on campus. You, as a student, have the ability and the opportunity to organize and join associations that will promote your interests. Your associations with other students who have interests common to yours can provide valuable educational opportunities.

Faculty, administration and staff share with you the responsibility of developing and enforcing fair and reasonable codes of conduct and behavior. All members of the College community have the right to use the established disciplinary channels to protect the educational purpose of the institution. As a student, if you are accused of violating any of the College's general regulations you are guaranteed procedural fair play.

This means that you will be informed of all charges brought against you, that you will be given a fair opportunity to refute the charges, and that the College will not be arbitrary in its actions.

Your freedoms of inquiry, expression, association, participation in government and your right to procedural due process, as mentioned above, are not the rights and freedoms granted to you as a Tougaloo College student. There are more. Take the time to search them out and always remember that with freedom comes responsibility

INFORMATION CONCERNING YOUR RESPONSIBILITIES AS A RESIDENT STUDENT

Tougaloo College and the Residential Life Office are well aware of, and will continue to be sensitive to, your rights and freedoms. In an attempt to insure that your rights and freedoms are protected, the College has clearly outlined a set of basic principles or guidelines for student conduct and behavior.

As a resident student at Tougaloo College, you have the potential for governing yourself. At all times your behavior and conduct should never be such as to impair or prevent the College from accomplishing or making progress toward its established educational goals. Therefore, to assist you in making the appropriate choices, the College has designed a set of general regulations derived from laws or statutes of our society. These laws or statutes have been established by Federal, State, and Local governments or the Board of Trustees. Quite simply, you are expected to abide by these general regulations. The Tougaloo College general regulations, which follow, are intended to reflect general student "Codes of Conduct" at Tougaloo College.

Air Conditioning

All of the living areas are equipped with air conditioning for your comfort. When this is turned on, please keep your windows closed—open windows upset the balance of the air conditioners and they will not operate at a maximum level of efficiency. Also, when you leave an air-conditioned building, please be sure to close the door. If you find a door open, please take a few seconds to push it closed. Any repairs to a cooling unit are handled through the Office of Facilities Management and Real Property Management by written work order and follow-up phone calls 24 hours after an initial work request is submitted. **Please do your part to conserve our energy consumption!**

Furnishings and Equipment

Furnishings and equipment in the common facilities are for the use of all residents. The removal of any of these items, such as furniture, pictures, or equipment, deprives others of their use. Any lounge furniture found in individual living units will result in a \$50 fine per person. Such action will be considered theft and may be handled by a charge for replacement, and by disciplinary and/or legal action.

Laundry/Vending Machines

The vending machines located in various residence halls are maintained and served by the private vendors. Complaints and/or problems should be referred to the Office of Student Affairs. Refunds for vending machines are registered in the Student Affairs Office and refunded according to the individual vendor's campus schedule.

The laundry rooms located in each residence hall are maintained by the Department of Residential Life. Trash in the laundry rooms can become a problem so, please use the area trash receptacles. Laundry facilities are free.

In the event of a machine malfunction, please contact the Residential Assistant or Hall Coordinator and they will contact the Office of Student Affairs immediately at (601) 977-7813 from 8:00 a.m.- 5:00 p.m. Until the machine can be repaired, it is helpful to post a sign indicating that the machine is "out of order".

Storage

The residence halls have very limited storage space available and the storage of personal items is prohibited during the academic year. Bicycles should be appropriately secured and stored on campus in compliance with all campus, civil, and state fire and safety regulations. Bicycles should not be locked to any railings in residential areas or block fire exits.

Reception Desks

Berkshire Hall, Branch Hall, New Women's Hall, and Renner Hall each have a reception desk located in the main lobby. When possible, desk assistants will be at the desk from

6:00 p.m. to 12:00 a.m. Monday-Friday, and 8:00 p.m. – 12:00 a.m. Saturday-Sunday. These students provide lobby supervision, answer questions, and provide general information on services and activities.

Programming

Programming is an integral part of the residence life program at Tougaloo College. Defined as structured or unstructured interaction, programming is a method by which staff and residents contribute to and influence the learning process by creating, planning, supporting, financing, administering and encouraging programs. Moreover, residential life programming offers you the additional opportunities to heighten your awareness and understanding of yourself and others.

The basic types of programs are intellectual, emotional, vocational, spiritual, physical, and social. In the residence hall areas at Tougaloo College, efforts are made to maintain an appropriate balance between all the program types.

The choice is yours! Will you share your ideas and suggestions? How will you become involved? What role will you serve in your student government? These questions and more now await you in one of the most exciting times of your life.

The Residential Assistants (RAs) are required to conduct three (3) programs per semester. The first program is a “community builder” that focuses on their specific area of leadership and not the entire building; these programs must be done during the first month of each semester. Later on in the semester, after mid-terms at least, another “community builder” program should be done for their focus area. Only one (1) program per semester has to be conducted for the entire hall to attend.

Programming Guidelines

1. Pick up all necessary forms from the main office or your hall office (See Appendix for all forms). These programming forms are the Activity Request form, the Budget form, the Activity Evaluation form, and the Activity Report form.
2. Submit the Activity Request form, Budget form (if needed), and a Publicity Notice (flyer, announcements, etc.) together at least 72 hours in advance of the program date. The form must be completed correctly with all the proper signatures necessary for the implementation of your program. The Hall Coordinator is the last signature to be obtained by the RA. The Hall Coordinator should then forward these forms to the Office of Programming, where the Programming Specialist will add the program to the departmental calendar for a monthly calendar and weekly update. ***The monthly programming calendar will be distributed on the first Monday of each month. All Hall Coordinators should have a tentative monthly schedule of programming to the Programming Specialist by the last Wednesday of the month prior.***

3. After request and/or budget approval, the RA may pick up monies to purchase needed items at least 24 hours before the program's execution. Be sure to return all original receipts for purchases made with departmental funds. **STAFF WILL BE HELD PERSONALLY RESPONSIBLE FOR ALL MONIES NOT RECEIPTED EITHER BY CHECK GARNISHMENT OR STUDENT BILLING.**
4. During the program, be sure to distribute evaluations to the participants and collect them for the tabulation of an overall quality score for the event.
5. Following the completion of a program, the sponsor should complete an activity report form and return it to the Office of Programming with the evaluations and any appropriate receipts.

Residence Hall Governance Board

RHGB is a quick way of saying Residential Hall Governance Board and, by virtue of living on campus, you are a member of this organization. Each hall elects a governor per housing area and then sends these representatives to the Hall Council meetings. An activity fee is automatically assessed as part of your housing fee. By virtue of living on campus, you are a part of this organization. Hall Councils consist of floor or house governors that are elected in September of each fall semester by the general residents. The basic function of the Council is to provide leadership and coordination for building programming and to decide on internal matters. Each council position offers a good opportunity for leadership experience, and interested residents should contact a Residential Assistant or Residential Hall Coordinator for additional information on the council in a specific building.

RHGB serves as a representative body within the College to identify and make known the needs of residential students.

RHGB's main goals are to:

1. Provide coordinated programming and ensure that a more diverse collection of programs are available to students living on campus.
2. Serve as an advisory body to the Residential Life Office with respect to departmental policies and student concerns.
3. Collaborate with other campus organizations to ensure balanced programming choices for all students.
4. Strive to improve the residential facilities on campus through the utilization of RHGB fees.

RHGB is involved with many activities such as focus groups, movies, lectures, and parties. The slate of officers for each academic year is as follows:

President – The executive officer over each hall council.

Vice-President – The chairman of all committees and special initiatives.

Treasurer – The keeper of financial records and all business transactions.

Secretary – The keeper of all organizational records and information.

Programming Chair – Provides direct support for all building program efforts.

Publicity Chair – Appointed resident for dissemination of activity information.

Service Projects Chair – Appointed resident for unique projects.

If you would like more information about the RHGB, see your Hall Coordinator and call the Main Office at (601) 977-7819 or come by Jamerson Hall – 2nd floor.

GENERAL REGULATIONS

The *Student Handbook* applies to all student misconduct, in both College housing and elsewhere on campus. Students who violate College or Residential Life policies and regulations will be held accountable for their behavior in accordance with this standing document. The Code of Student Responsibility can be found in the *Student Handbook*.

In order to acquire a complete understanding of all College and Residential Life policies and procedures, you should carefully read the handbook, the College Catalog, and other official publications of the College, including the “Terms and Conditions of the Housing Agreement”. The general “rule of thumb” here is to know what is expected of you by the campus community.

Residential Life Policies

The primary responsibility of our residential life program is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. Within this context, it is important the effect of the density factor in a residence hall setting, which creates a special need for being aware of how one’s individual actions can easily influence the environment of the floor/area, and thus have a direct impact on a group of students. In light of these considerations, the following policies have been established.

Staff Meetings and Schedules

The Department of Residential Life follows a standard work week pattern. The professional and paraprofessional staff should maintain appropriate work hours in accordance with the authorized schedule per hall. Each residence hall should hold a weekly (or bi-weekly) staff meeting under the direction of the Hall Coordinator with all staff members attendance required. This meeting time should be agreed upon and set at the beginning of each semester as staff members are made aware of changing personal and academic schedules. The Hall Desk schedule should be decided upon a month in advance by hall staff so that a monthly calendar can be distributed by the first week of each month. All RAs are required to work six (6) desk hours a week plus one weekly duty night rotation and weekend duty rotation per month. The work week is Monday through Friday with the weekend duty being Saturday and Sunday. The RA staff member on weekend duty should not work during the week prior to the weekend rotation. If a staff member is going to be absent or tardy from any staff obligations (duty or

meetings), he/she must notify his/her supervisor in writing at least 24 hours in advance or by a telephone call in the case of unforeseen emergencies.

Staff Discipline

For non-performance of duties and responsibilities, a staff member will have this recourse: (1) a verbal warning, (2) a written warning and meeting with supervisor, (3) probation with wage reduction and/or termination from position. In the instance of tardiness, two unexcused tardies equals 1 unexcused absence. Severe absence from duty, neglect of responsibility, and/or college policy violations, may result in immediate termination.

Academic Progress Policy

In order to remain in good standing as a residential student, one must continue to make progress toward the completion of a degree program.

Enrollment Status

In order to live in College housing, a student must enroll full time (12 credits undergraduate) for each semester in residence. Exceptions to this policy must be approved by the Director of Residential Life, and will require a strong recommendation from the student's academic advisor.

Satisfactory Academic Progress

In addition to enrolling as a full-time student, resident students must complete 24 hours of credit during the course of each academic year (fall and spring semesters), in order to be eligible for housing for the following academic year. Since housing reservations should be submitted prior to the end of the spring semester, the housing privileges of students who fail to maintain satisfactory progress will be cancelled.

Appeals

Since this policy is designed to assure that housing space is being utilized by those students who are maintaining academic progress, appeals will only be considered in unusual situations when some event beyond the student's control interrupted the student's normal academic progress (e.g., health problem, accident, etc.). Written appeals must be prepared, which include the basis for the appeal, and must be submitted to the Director of Residential Life.

Activity Registration and Use of Space

For all social functions in the residential areas, a Programming Activity Form must be thoroughly completed and returned to the appropriate office.

1. This form can be obtained from the Office of Residential Life or each Hall Main Office.
2. This usage must be approved by the Hall Coordinator at least five days prior to the event.
3. Tougaloo College is a “dry” campus, so no alcoholic beverages are permitted at any campus function or on any campus property.

Use of Space in the Residence Halls and Suite-Type Student Residences

The College has established residence halls (including student apartments and suites) in an effort to provide campus living arrangements that are safe and conducive to the academic and personal development of our students. Residential areas are private and are managed by College staff to ensure protection of the rights of students to study, to sleep, and to function as a part of a living-learning community. This community of students is subject to policies that are in keeping with the mission of the College, including policies for reasonable limits on levels of noise, visiting by guests, and merchandising activities.

Common Areas in Residence Halls

Common areas (lounges, corridors, recreation areas, etc.) are for the use of everyone in the hall. Lounges and study rooms on upper floors are for the use of residents. No individual or group should engage in an activity that inhibits the use of these common areas by other residents unless approved in advance by residents and the Hall Coordinator. In addition, the House or Floor Governor of each respective area should be notified prior to any such activity. Use of the lobby and other general public area must be cleared with the Hall Coordinator. Arrangements for use must be on file in the appropriate college offices.

Common Areas in residence halls, including community rooms, lounges and recreation rooms, are available primarily for hall sponsored activities and for informal use by individual students. Common rooms are available for occasional private use by hall residents for small gatherings such as showers and parties. Reservation of common rooms by residents of the hall for private use for small gatherings must be completed through the Residence Coordinators at least five (5) days prior to the activity. Reasonable limits have been established as to when these common areas are available for private functions. Hall-sponsored activities are given priority for use of space over private functions. The following provisions that govern the use of common space have been established.

1. The number of persons attending any activity in a common area cannot exceed the capacity established for fire safety. Residence Coordinators have information available on common spaces in their area of responsibility. The individual requesting the reservation must develop a procedure in advance to limit attendance and is responsible for implementing this procedure. An activity which exceeds capacity must be terminated immediately for fire safety reasons.

2. The activity must not unreasonably disrupt living conditions in the residential areas. Adherence to regulations such as those limiting noise and visitation is the responsibility of the individual making the reservation.
3. If the reservation is being made by a resident for selling or a product/party demonstration, the resident is to follow the same procedures as those outlined for reservations for small gatherings such as showers and parties.

Student Rooms in the Residence Hall

1. Student rooms are provided for the use and enjoyment of residents as they pursue their primary goal of obtaining an education. Residential Life policies provide reasonable limits on the use of rooms that are in keeping with the missions of Tougaloo College and the Office of Residential Life.
2. In order to provide for the safety of residents in accordance with fire safety codes, no more than the code specified number for the type of room may be present in a student room in a campus residence hall at any time. Residents must make arrangements, through the Residence Coordinator, to use common rooms for larger gatherings. Failure to comply with this provision will subject the resident(s) responsible for the violation to the full range of disciplinary sanctions available to College disciplinary bodies.

Door-to-Door Solicitation

No individual, group, or group affiliate is permitted to make door-to-door solicitation in the residence halls. This includes activities such as selling, fund raising, placing flyers under residents' doors or on residents' door knobs, and campaigning.

Fund Raising Activities

Affiliated groups may conduct fund raising activities, including sales or solicitation of charitable contributions, under the following circumstances.

1. Written permission must be obtained from the Hall Coordinator of the building/area.
2. The activity may be conducted only within the lobby, lounges and other areas of the residential facilities designated by the Director of Residence Life, and only during those times designated by the Director.
3. Any such activity must comply fully with all applicable health and safety laws, regulations, and ordinances.
4. The purpose of the fund raising activity must be to collect funds to benefit the affiliated groups.

5. The group must agree to be responsible for any damage to College property resulting from the fund raising activity, and for cleaning of the facility at the conclusion of the event.

Commercial Activity

Commercial transactions, which include commercial presentations, and the making of sales agreements that are legal and otherwise comply with all applicable laws, may take place in a student's private room **only** under the following conditions:

1. Sales persons and any other guests present in a student's room for a commercial transaction must be invited to that room for that purpose in advance by the student occupant of the room. In rooms other than single rooms, all roommates must consent to such an invitation.
2. Students may use the private rooms for infrequent commercial transactions, but they may not schedule such transactions on a regular or continuous basis. College policy does not permit an individual student to operate a continuing business from his or her private room.
3. A student inviting nonresident guests to his or her room for a commercial transaction assumes responsibility for the actions of his/her nonresident guests while those nonresident guests are present in the residence hall at the invitation of the student, whether those nonresident guests are observers or commercial presenters.
4. The number of guests in a student's room for a commercial transaction shall not violate fire code regulations or other occupancy limits. Those present in a student's room for a commercial transaction shall not, at any time during that transaction, move any or all the group into the common areas of the residential areas.
5. These regulations do not permit any door-to-door activity in the residential areas either to obtain guests for a commercial transaction being held in a student's room or to consummate sales following such a transaction except by invitation of the individual student who wishes to consummate a sale following such a transaction.

Other Uses

Written permission to use space in the residence halls for the purposes listed below may be obtained from the Hall Coordinator after completing the appropriate registration form. Only the lobby or lounges of the residential areas may be used for these purposes, and use is subject to reasonable limitation by the Hall Coordinator insofar as the time of day and frequency of such events, as well as the manner in which such event is conducted. Uses may not be approved which do not comply with applicable occupancy limits, fire regulations, and other laws, or which will create substantial interference with the rights of students/residents for sleep and study. The following uses may be approved by the Hall Coordinator:

1. Discussion with or address by candidates for local, state, or national political offices.
2. Charitable solicitations by affiliated groups that participate in solicitation on behalf of any nonaffiliated group that complies with the College policy statement.
3. Solicitation, address, or discussion by an affiliated group, acting in a manner consistent with its stated purpose and in the interest of its informational or educational goals, to seek to enlarge its membership, disseminate its published works or materials supportive of its point of view, or to solicit support for its causes.
4. Solicitation, address, or discussion by persons whose purpose is to afford students access to religious views and perspectives.

Preventing Use of Illegal Drugs and Alcohol Abuse

In keeping with efforts to maintain an environment that supports and encourages the pursuit and dissemination of knowledge, it is the policy of Tougaloo College to consider the use of illegal drugs or alcohol abuse by students, faculty and staff or by others on any premises under College control to be unacceptable conduct that adversely affects the educational environment.

Further, the College considers a sound awareness, education, and training program indispensable in combating the illegal use of drugs and alcohol abuse, both as a preventive measure and as a remedy. The scope of the College program addresses the awareness needs of students, faculty, administrators, and other staff members, and includes the following minimum components.

- The health hazards associated with the use of illegal drugs and with alcohol abuse.
- The incompatibility of the use of illegal drugs or abuse of alcohol with maximum attainment of personal, social, and educational goals.
- The potential legal consequences (including both criminal law and College discipline) of illegal drug abuse.
- The effective use of available campus and community resources in dealing with illegal drug use and alcohol abuse problems.

Responsibilities

It is the responsibility of all students, faculty, and staff to conduct themselves in such a way as to contribute to an environment free of illegal drug use and abuse of alcohol. Also, students, faculty and staff are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in the *Student Handbook*.

The Director of Counseling Services is responsible for designing and carrying out a comprehensive program of awareness education and training for students, faculty and staff on preventing the illegal use of drugs and abuse of alcohol. The Substance Abuse Prevention Committee will provide guidance and support to their efforts, which will be coordinated through Student Development Services.

The Director of Counseling Services shall, within the limits of available resources, provide services and programs to students, faculty and staff seeking assistance with problems of illegal drug use or alcohol abuse. Counseling Center services to faculty and staff are available under the College's Employee Assistance Program. In cases where the treatment needs of such students, faculty, and staff exceed the resources of the Center, the Center shall provide referral to appropriate facilities in the community.

Collaboration with Community Resources

The College's program emphasizes collaboration with local resources such as the local school district, local civil and social authorities, and the community-at-large.

Education and Prevention Activities

The College's institution-wide awareness, education, and training efforts stress prevention. The goal of these efforts is to: (1) encourage non-users of illegal drugs and alcohol to continue to be non-users, (2) to encourage users of alcohol to do so responsibly, and (3) to encourage users of illegal drugs to stop.

Illegal Use of Drugs and Abuse of Alcohol

The use of illegal drugs and the abuse of alcohol are considered by the College to be problems that can be overcome. Therefore, the educational and rehabilitative services mentioned above are available on a confidential basis. However, the possession, sale, delivery, or manufacture of illegal drugs will not be tolerated on the Tougaloo College campus or off campus in the event that the interests of the College may be affected. The College will cooperate fully with law enforcement agencies and will apply appropriate disciplinary processes should a student, faculty member, or staff member violate criminal statutes with regard to illegal drugs. Violation may subject a student, faculty member or staff member to prosecution and punishment by civil authorities and to disciplinary action by the College. It does not constitute "double jeopardy" for the College to initiate its own disciplinary proceedings for the same offense when the alleged conduct is deemed to affect the interests of the College.

Disciplinary procedural safeguards applicable to one's status as a member of the College community will be followed. These are described in the Tougaloo College *Student Handbook*.

In the event a student is also an employee of the College, the minimum sanctions for employment as well as student status apply.

The use of illegal drugs may lead to a variety of sanctions, from written warning with probationary status, cancellation of your housing contract, to expulsion of enrollment or discharge from employment.

Suspension for a Minimum Period of “One Semester or its Equivalent”

This logically may be interpreted to mean, in the case of a student, forfeiture of at least one full semester of academic credit or attendance; this may be accomplished either (1) by suspending the student for the unexpired balance of the semester during which guilt is determined, with attendant loss of all academic credit for that semester, or (2) by placing the student on probation for the unexpired balance of the semester during which guilt is determined and suspending the student for the duration of the next succeeding semester.

Cleaning Equipment

Cleaning equipment may be checked in all areas from the hall main office from the Hall Coordinator during office hours and the Desk Assistant during evening hours. An ID is required. All residents are encouraged to clean regularly to help avoid a cleaning bill when you move out.

Cleaning of Rooms

Residents are responsible on an ongoing basis for the cleaning of their own rooms and suites. When a room or suite is permanently vacated, the residents are responsible for returning the room and its contents to its original and satisfactory condition. Failure to do so will result in the appropriate charges to the occupants of the room.

In addition all suites will be inspected prior to the end of each semester in order to insure compliance with health and safety standards. See section labeled “Health and Safety Inspections” for more details.

Cold Weather Effects

During winter’s cold weather, you will use more electricity for heating (January is the peak month for power consumption). Do everything you can to keep our power costs down.

Cold Weather Vacations

It is important for you to be mindful of the effects that cold weather can have on water pipes in apartments and suites. While we certainly understand your need to do everything possible to conserve energy, we would caution you not to shut down completely all power to your room, as cold weather might cause freezing that may burst water pipes and inundate your unit. Please leave your heat on but set at 45-60 degrees. At this setting it is doubtful that the heat will come on very often. Also, we suggest that

you do not shut down the current to your hot water heaters. These steps should insure that you have no water problems when you return from vacation.

Air filters in these areas will be changed by the Residence Life Staff on a routine schedule. In some halls, group rooms are being controlled by one thermostat. The thermostat calls for heat according to the average temperature of the air flowing through the entire suite. If students in one room block their vents, the adjacent room would receive the air flow for both rooms (twice the heat). When this happens, and student in the adjacent room open their windows to cool things off, the average temperature in the suite is reduced and the thermostat will call for more heat to be supplied to the entire suite. You can see from this example how blocking your vents or opening your windows can only serve to disrupt the normal functioning of the system. This problem also works in reverse when it is warm, making the rooms in a suite too cold.

If you find that the temperature is not right in your room, check with your suitemates. If they agree with you, and everyone's vents are open and windows closed, call the Department of Residential Life at 977-7819 or Office of Facilities and Real Property Management at 977-7828. We will have the suite thermostat adjusted. If your suitemates do have their vents open and windows closed, but only your room seems to have a problem, call either of the above offices, and we will check to see if there is anything wrong with the air flow to your room. However, considering that all people in a suite will rarely agree on the most comfortable temperature, you may, from time to time, be required to adapt.

In addition, during colder months, we must keep the chillers off as much as possible to conserve energy. This does create a problem in study rooms and lounges since there is no way for warm air to escape. Chillers will be left on when warm weather stabilizes in the spring.

Electric heaters are not permitted! Since the heat from the heater will cause the thermostat to reduce heat to the entire suit, you will freeze your neighbors.

Damages in Your Room/Suite

As a student checks into an assigned room, he/she accepts responsibility for its condition and fills out the inventory on the Room or Suite Condition report, which becomes a record for the condition of the room when he/she assumed occupancy. This record is compared to the condition of the room at check-out time. To protect yourself, be sure to complete your check-in/check-out forms carefully. Failure to turn them in leaves no alternative but to assume that everything was in perfect condition when you're checked in.

If the furnishings, including the doors and windows, are damaged, the costs will be billed equally to all occupants of the room/suite unless those individuals responsible are identified. Tape marks, glue, toothpaste, and self adhesive plastic hooks on varnished or painted surfaces as well as nails and screws in these same surfaces, cause damages for which residents will be billed.

Residents are immediately charged for damages for which they are responsible. The minimum charge is \$25.00 per person.

Since windows and screens (if applicable) are part of your room/suite, you are also responsible for them. They are very expensive to replace! Just as you would be responsible for replacing a broken window in your home, you will have to pay for any broken windows in your room unless other responsible persons can be identified. (Watch out for snowballs!)

At the end of the spring semester, the residential life staff inspects each student's room/suite. Anything needing repair or replacement will be charged as damaged unless normal wear seems to be the cause. The charge will be divided equally among the occupants of the room/suite.

Every resident has the right to appeal any bill received. Appeals to bills must be made in writing to the Business Office within 30 days of the posted date. You should address the following:

- (1) Please describe, from your point of view, how the bill originated (what happened that caused us to bill you, from your perspective),
- (2) Describe your reasons for believing this bill should be waived or reduced in amount and the specific adjustment that you think is appropriate. Appeals are decided by the Area Coordinator and/or reviewed by the Director of Residential Life. Further appeals should be directed to the Residence Hall Governance Board.

Facility Damage/Cleaning/Replacement Cost List

The following list represents those items for which residents are commonly billed. All costs are approximate amounts with final fee arrangements contingent upon extent of damage and the cost to repair. Some costs represent prorated charges. Replacement or repair may not occur unless the full actual cost is assessed to the student(s). Prices listed are approximate and may not reflect actual cost to be billed to the student. Depending upon the type of facility in which you live, some items may not apply to you.

Replacements and Repairs

Bath		Furniture	
Ceramic toilet top	\$19.50	Couch	\$600.00
Fan over toilet/sink	Cost	Couch cushion	45.00
Soap dish	3.50	Couch rail	20.00
Sink	Cost	Furn. burn or stain	25.00
Sink drain stopper	5.00	Furn. finish scrape	20.00
Shelves	25.00	Loveseat	400.00
Shelves (rehang)	10.00	Mirror	25.00

Shower curtain	10.00
Shower curtain rod	15.00
Toilet paper holder	5.00
Toilet seat	20.00
Towel bar	10.00

Mirror (remove/rehang)	5.00
Public area furniture in room	50.00

Lighting

Ceiling light cover	\$22.00
Ceiling light globe	20.00

Bedroom

Bed frame	Cost
Bed frame, return fro	
Storage	25.00
Bed drawer	25.00
Book shelves	60.00
Desk	Cost
Desk chair	38.00
Desk drawer	20.00
Desk top	25.00
Mattress	110.00
Mattress torn	10.00
Mattress cover	7.50

Complete light fixture	55.00
Desk light	30.00
Missing light bulb	1.00
Reconnect light bulb	1.00 per bulb
Rehang light globe	5.00
Swag lamp fixture	65.00
Swag lamp globe	30.00

Window Equipment

Blinds (bedroom window)	\$60.00
Blinds (vertical patio)	120.00
Blind slap (each)	5.00
Blind string (each)	5.00
Blind wand	5.00
Curtain rod	15.00

Curtain rod intact (rehang)	5.00
Screen (wind) frame bent	20.00
Screen (slid. glass door)	44.00

Fire Equipment

Broken fire alarm	20.00
Fire extinguisher	35.00
Fire extinguisher (refill)	20.00
Fire extinguisher glass	10.00
Fire extinguisher pin	5.00
Fire hose (repack)	60.00
Fire hose nozzle	15.00
Smoke detector	65.00

Glass	Cost
Window bar	10.00
Screen replace (frame ok)	10.00

Doors

Door stop	5.00	Hollow Core door	45.00
Door number plate	10.00	Interior door	60.00
Door number plate w/name slots	15.00	Missing door latch plate	5.00
Closet door	45.00	Patio screen door	44.00
Door closure (labor)	10.00	Patio screen door latch	15.00
Door mat	10.00	Sliding glass door	Cost
Eye viewer	10.00	Sliding glass door blinds	15.00
Hole through door	Cost	Sliding glass door handle	15.00
		Solid core door	105.00

TORNADO & SEVERE WEATHER SAFETY INSTRUCTIONS

Forget about the “wizard of oz” notion that twisters only happen in Kansas. Tornadoes have been reported in every state. While they normally occur in the spring and summer, they can happen anytime during the year. With winds of 200 miles per hour or more, a tornado can destroy anything in its path.

Each year about a thousand tornados touch down in the U.S. only a small percentage actually strike occupied building, but every year a number of people are killed or injured the chances that a tornado will strike a building that you are in is very small, however, it is that possibility, so steps must be taken to insure that everyone is safe.

Before The Storm

1. If strange looking clouds start moving in and the weather looks stormy, turn to the local radio or television station to get the weather forecast.
2. If a “tornado watch” is issued for your area it means that conditions are possible that a tornado could occur. This is the lesser of the two warnings.
3. If a “tornado warning” is issued, it means that a tornado has been spotted, or is strongly indicated on radar, and it is time to go to a safe shelter immediately.

Be alert to what is happening outside as well. Here are some things that people describe as told to a tornado expert.

1. A sickly greenish or greenish black color to the sky.
2. The falling of hail should be considered a real danger sign but every time it hails doesn't always mean a tornado is on the way.

3. A strange quiet that occurs within or shortly after a thunderstorm.
Remember the old saying “calm before the storm.”
4. Clouds moving very fast in a rotating pattern or converging towards one area of the sky.
5. A sound like waterfall or rushing air at first, but turning into a roar as it comes closer (sounds like a train or jet engine).
6. Debris dropping from the sky.
7. An obvious “funnel-shaped cloud” that is rotating, or debris such as branches or leaves being pulled upwards, even if no “funnel-shaped cloud” is visible.

If any of these conditions are present, your best defense is to immediately seek shelter. If severe weather approaches “stay calm”.

If you are outside, seek shelter in the closet building, on the lowest floor mid way of the building, away from glass doors or windows. Crouch down and cover your head. Some experts say you are safer in the corner of the room.

If you are in a high-rise building, use the same evacuation procedure as stated above if time permits. If time does not prevent you from seeking shelter in the lowest floor, you may seek shelter in:

1. Interior windowless rooms
2. Windowless bathrooms
3. Hallways (away from glass doors and windows)
4. Central stairwells

Go over this information with your residents and feel free to call us if we can be of any help. Education on how to survive a disaster will put you “ahead of the game” and likely save your life if severe weather hits.

Fire Safety Instructions

Tougaloo College and its administration are committed to the safety of all students residing in campus residential communities. This institution is intent on providing educational awareness programs on fire safety and equipment.

College Policy on Fire Extinguishers

Because fire spreads so quickly, the College policy dictates that students DO NOT try to extinguish the fire. Valuable minutes can be lost in trying to do so.

Steps To Take In Case Of Fire

- Notify everyone in the area there is a fire.
- Evacuate the area, closing the door behind you. (This slows down the spread of the fire).
- Evacuate the building immediately to the closest exit pulling any alarms along the way and verbally notifying as many people as you encounter as you exit the building. **DO NOT USE ELEVATORS TO EXIT BUILDINGS!**
- Call 911 and report the fire, then contact Campus Security. Don't assume that the Fire Department has not already been notified.
- Never re-enter the building under any circumstances until the Fire Department says it is safe to do so.

Protecting Yourself

1. Know where the exits are located - a minimum of two exit ways.
2. Escape the building by the closest exit.
3. Exit completely out of the building to a public area away from the burning building.

If you are on fire.....STOP, DROP, AND ROLL! This smothers out the fire.

How To Survive A Building Fire

1. Crawl if there is smoke (cooler, more breathable air will be near the floor).
2. Feel the doors before opening. Feel the metal knob, if it is hot, don't open the door. Chances are the fire is on the other side. If it is cool, brace yourself against the door, open it slightly, and if the heat or heavy smoke are present, close the door and stay in your room.
3. Go to the nearest exit or stairway. Do not use the elevators. Stairwell doors will keep out the fire and smoke if they are closed.

If You Get Trapped

1. Keep the door closed.
2. Seal cracks and vents if smoke comes in.
3. Open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air.

4. Signal for help:

Yell

Hang an object from the window (a white sheet is good for this)

If you have a phone in your room call 911 and tell them you are trapped. Be sure to give them your room number and location.

5. "Do not jump"-- the fire department will save you.

To Prevent Fires

- If you do smoke, smoke carefully and not inside campus buildings.
- Never smoke in bed or near flammable materials.
- Use large ashtrays.
- Be sure all ashes, matches, and cigarettes are cold before you dump them.
- Cook only in approved areas (use on College-approved appliances).
- Stay nearby while appliances are on and clean up grease and appliances as soon as possible.
- Be careful with electricity
 - Use only U.L. listed appliances
 - Don't overload outlets
 - Never run an extension cord under carpets and rugs
 - Report all electrical problems for repair
 - Extension cords must have ground wire
 - When working on anything with energized electricity, always turn power off
 - Never attempt what you are doing. Call an electrician.

Help Eliminate Campus Fire Hazards

1. Do not leave heat-producing appliances unattended. (e.g., coffee pots, irons.) They are to be unplugged after use and not stored until they are cool enough to touch. Keep all heat-producing appliances clear of combustible materials.
2. Open flames: candles, Bunsen burners, and etc. should never be left unattended. Extinguish all open flames even if for a short time.
3. Hazardous storage: Dispose of all waste as soon as possible. Waste and surplus materials are not to be stored in corridors and stairways.
4. Flammable liquids: Gasoline, either paint, glue, etc. are not permitted to

be stored in residential buildings. In labs they are permitted, but under strict guidelines and are required to be kept in a flammable liquid cabinet.

5. Obstacles: Storage of bicycles, chairs, desks, and other items is prohibited in all exit ways. Blocked exits have caused “chain reactions” or pileups of fallen people during an emergency.

Report Damaged Fire Equipment

1. Fire doors should be closed completely and automatically.
2. Exit signs should be visible.
3. Fire alarms via horn, bells, and pull stations should be accessible and not vandalized.
4. Smoke detectors are installed by the College. Keep clear so that they can detect smoke and test weekly if possible. If a smoke detector is defective, contact the Hall Coordinator or Facilities Management.
5. Fire extinguishers -- report empty or vandalized extinguishers to Campus Security, Residential Coordinators, or RAs in the buildings.

The residence halls provide an opportunity for group living, academic achievement and social adjustment in a democratic environment. The degree to which a student benefits depends on his/her participation in the planning and implementation of activities and his/her acceptance of responsibility for his/her own development.