



Student Housing & Residential Life

Student Housing Handbook 2025-2026

Important Phone Numbers

Student Housing Office
(530) 938-5237

Lodge Resident Advisor Duty Phone
(530) 938-5211

Student Services Office
(530) 938-5374

Weed Police Department (Info and Report Line)
(530) 938-5000




COS Lost and Found
(530) 938-5376


Weed Health Center
(530) 938-3491



0' 100' 200' 400'




-  Smoking Area
-  Automatic External Defibrillator (AED)
-  All-Gender Restroom

- 1. John Mantle Student Center** 
Academic Affairs/Instruction
Administrative Services
Board Meeting Room
Business Office /Fiscal Services
Cafeteria / Grill / Food Services
Cashier
Enrollment Services
Admissions and Records
Financial Aid
Veterans Services
Human Resources / Employment Outreach
- President's Office
Student Services
Lost and Found


- 2. Learning Resources Center (LRC)**
Academic Success Center (ASC)
Art Gallery
Basecamp HQ
High Tech Center
Library
Technology Services
Tutoring Services


- 3. Building 3 (LS)** 
Football Program / Offices
Law Enforcement Academy (POST)

- 4. McCloud Hall (MC Hall)**
Ceramics/Art Labs
Computer Graphics Lab
Photography Lab
Classrooms

- 5. Performing Arts Auditorium** 
Kenneth W. Ford Theater
StudioTheater
Classrooms

- 6. Physical Science Building (PS)**
Campus Gift and Bookshop
TRiO Center / Upward Bound

- 7. Science Building** 
Classrooms (2nd Floor)

- 8. Emergency Services Training Center (ESTC)** 
Athletic Department
Career and Technical Education
EMT/Paramedic
Mothers Room (108)


- 9. Discovery Children's Center**


- 10. Distance Learning Center (DLC)**
Classrooms
Adjunct Faculty Office
Videoconferencing

- 11. Gym Annex**
Baseball Office
Facilities Offices

- 12. Gymnasium** 
Equipment Room
Tom Powers Court
Men's & Women's Locker Rooms
Training Room/Weight Room
Coaches Offices

- 13. Maintenance Shop**

- 14. Athletic Training Center** 
Training Room / Weight Room
Coaches Offices

- 15. Industrial Technology (I Tech)** 
Welding Lab

- 16. Ponderosa Lodge**
Residential Housing

- 17. Juniper Lodge**
Residential Housing

- 18. Siskiyou County Office of Education**
Transition Class

- 21. Shop / Fine Arts**

- 25. Fire Engine Garage**

- 26. Tech Services Storage**

- 28. Vaporizer Shed**

- 30. Classrooms**


- 31. Greenhouse**

- 32. Tactical Training Center (TTC)** 
Fire Technical Program Classrooms

- 40. Athletic Storage**

- 42. Snack Bar / Restrooms**

- 93. Maintenance Storage**

- 94. Eddy Hall** 
Assessment/Testing
CARE, CalWORKS, EOPS
Counseling Services
SAS Tutoring
Peer Educators
Student Access Services (SAS)
Transfer Center

- 95. Public Relations**
Foundation
Grants Development

- 99. Wilson Tower**

Table of Contents

Welcome to the Student Housing at College of the Siskiyous	5
Academic / Age Requirements	6
Alcohol/Drug Policy.....	6
Building Hours	7
Cable Television.....	7
Check Out/Move-Out Procedures	7
Clothing	7
Common Areas.....	8
Common Area Damage	8
Consolidation of Rooms	8
Cooking	8
Door Locks	8
Electrical Outlets	9
Emergency Numbers.....	9
Exterior Doors.....	9
Fire Procedure	9
Food Service	9
Guests/Visitors.....	10
Health Services/Mental Health Services	11
Internet use	11
Insurance	11
Laundry.....	11
License Agreement Appeals	11
Occupancy Dates	12
Lodge Room Assessment Log	12
Lodge Staff	12
Lodging License / Contract, Terms, and Conditions	12
Mail	13
Maintenance/Custodial.....	13
Noise/Quiet Hours	13
Parking.....	13
Payment.....	14
Personal Belongings.....	15
Recycling	15

Refrigerators.....	15
Resident Assistants	15
Revocation of License/Dismissal from Student Lodging.....	15
Room Assignments/Room Changes	16
Room Furnishings and Information.....	16
Room Entry/Room Inspections	17
Rules and Regulations.....	17
Safety	18
Sexual Assault/Sexual Harassment (Title IX).....	20
Smoking/Smokeless Tobacco/E Cigarettes/Marijuana	20
Student Refund/Lodge and Food Service Cancellation	20
Telephones.....	21
Trash.....	21
Voluntary or Disciplinary Withdrawal from Student Lodging	21
Appendix A: Standards of Student Conduct	22
Appendix B: Disciplinary Measures	25
Appendix C: Student Conduct Procedure.....	28
Appendix D: Emergency Evacuation Maps	34

Welcome to the Student Housing at College of the Siskiyous

On behalf of the faculty, Residential Life staff, and the College of the Siskiyous administration, we sincerely and warmly welcome each Lodge student. We hope your endeavors at COS will be successful, and that we may contribute to your success.

Whenever many people share common living facilities, it is necessary to establish rules for the mutual benefit of the individual, the group, and those responsible for administration. We recognize that your experience in this on-campus community will be essential to your education. For many students, residential living is their first experience living away from home, and they find campus life offers a support system, a sense of community, and newfound freedom. For others, the convenience and economics of living on campus are essential factors. For everyone, group living requires flexibility and a spirit of compromise, which is rewarded with many opportunities to meet new people, make lasting friendships, and share learning experiences.

To help you get acquainted with residential life, we have compiled this handbook with much of the information you'll need. For the most part, student housing is what we make it and reflect the expectations, talents, enthusiasm, and involvement of each year's residents. The Lodges represent a relatively high-density housing arrangement that requires cooperation, courtesy, and respect for the rights and privileges of all occupants. Therefore, your respect for others, collaboration with the staff, and willingness to abide by the policies will result in a residential experience conducive to academic and personal success.

Policies and procedures outlined in this handbook may be updated throughout the year, and students will receive addendums via their email on file.

Student Housing at College of the Siskiyous is a part of Student Services directed by and are under the supervision of the Director of Student Housing & Student Life. The Student Housing office is in Ponderosa Lodge and is available Monday through Friday. Call or text (530) 938-5237. Resident Assistants and Housing staff are available in the buildings on duty each evening and on-call at (530) 938-5211 during other times for questions and concerns.

Please, familiarize yourself with the information in this handbook. Contact any staff member about questions you might have, and again, welcome to the Lodges at College of the Siskiyous!

Academic / Age Requirements

To encourage an academic environment, all residents must be full-time students registered in a minimum of 12 units throughout the semester of occupancy. If you have special needs requiring you to drop below 12 units, please talk to your Resident Assistant, Student Services Specialist-Student Housing, Assistant Director of Student Housing & Student Life, or the Director of Student Housing & Student Life.

Aside from exceptional circumstances, students who drop courses and carry from nine (9) to eleven (11) units will be placed on Lodge Probation, an official warning status. Any policy violations will be viewed more strictly while on probation. A student who drops below nine (9) units may be evicted from the Lodges. These students may petition the Director of Student Housing & Student Life to return to the lodges the following semester.

Unless the student is taking an approved online program, every student must be in a minimum of nine (9) face to face units each semester to live in on-campus housing. Requests for exception must be approved by the Director of Student Housing & Student Life in order for a student with less than nine (9) face to face units to live in on-campus student housing. Only programs that are approved for greater than 50% online delivery, according to the federal financial aid substantive change requirements will be considered for exceptions.

Only students aged 18 or older and/or who are high school graduates or have completed a GED may live in the Lodges. Residents under the age of 18 are required to have a parent or legal guardian sign all housing agreements and documents before moving into the Lodges. All minors will be treated as adults in regards to policies and procedures.

Alcohol/Drug Policy

The use of alcohol and illegal drugs is counter-productive to the educational process, and their presence is strictly prohibited in the Lodges and anywhere on campus. The Student Code of Conduct **prohibits** the following:

The use, possession, or distribution of narcotics or dangerous drugs, including, but not limited to: marijuana, medical marijuana, methamphetamines, opiates, psilocybin and lysergic acid diethylamide (LSD).

Possession or use of alcoholic beverages on College property, at any College-sponsored event, or any appearance on campus or at any College-sponsored event while under the influence of alcohol.

Alcohol is not allowed in the Lodges or anywhere on campus at any time. **Empty alcohol containers or drug paraphernalia are not permitted in resident rooms, as it will be assumed that they have been used for that purpose, and their presence will be treated as a policy violation.** Residents in rooms where alcohol is present will be assumed to have been consumed. Regarding illicit drugs, even if only the smell of marijuana is detected, it will be assumed that the resident has been smoking and has violated the rules. Lodge staff may notify police when residents violate the law. Violators of the Alcohol/Drug Policy will face eviction from on-campus

housing as a possible sanction. Parents/Guardians may be contacted for alcohol and drug violations.

Students using, under the influence, or in possession of alcohol or illegal drugs will be asked to leave student housing. The zero-tolerance policy will be enforced. Students who are asked to leave will have their license agreement cancelled and will be subject to paying in full the remainder of the housing fees.

Building Hours

The Lodges are accessible to residents 24 hours a day. Each building is locked 24 hours each day. **Only residents** are allowed in their building. Residents may register an overnight guest by locating the QR code at all doors or contacting the Lodge office or Resident Assistant on duty.

Cable Television

Basic cable television is available in each main Lounge. Students wishing to activate cable in their rooms should call the local cable company.

Check Out/Move-Out Procedures

All residents sign a license for the entire school year or single semester, fall or spring. (summer excluded). There is a **no refund policy** should you leave during the semester. **You will be responsible for the fees of the entire license agreement for which you signed.** (refer to the Annual Lodging License Contract; Terms and Conditions).

See License Agreement Appeals for more information.

When moving out at the end of the year, students are given a list of tasks, which include cleaning the room and returning the furniture to its original position. Students must complete a check out form with lodge staff, or they may be charged a \$30 improper checkout fee. Damage and cleaning costs over normal use will be charged to the payee. **The College will not be responsible for property left in rooms after the student has checked out, vacated, abandoned, or the license term has expired.**

At the end of each semester, each resident is expected to check out of their room within 24 hours of their last final exam or no later than Friday of finals week at 12:00 pm. **Students may leave their belongings in the room over the winter break, if they have a full year contract, and other breaks except the summer break.** Exceptions for special circumstances may be granted through prior approval of the Director of Student Housing & Student Life.

Clothing

Lodge residents must wear clothing covering their chest, nipples, reproductive organs, and buttocks while in common areas of the Lodges. A bathrobe or common everyday outerwear clothing is required when walking to the shower room. A towel or wrap is not sufficient.

Common Areas

A television and game area in each Lodge is available to students and guests during the Lodge's open hours. Students are expected to clean this and other public areas and pick up after themselves. All visitors must leave the Lodges before 10:00 pm (see Guests/Visitors Policy).

Furniture in the common areas is for the use of all residents; its removal from the common areas will be treated as theft, subject to fines, and disciplinary action, up to and including eviction.

Common Area Damage

Residents are responsible for damages that may occur to common areas and hallways, including broken windows, holes in walls, light covers, etc. Every effort is made to determine the person(s) responsible for the damage. If the identity of the responsible individual cannot be found, costs are divided among the residents of the appropriate hall or wing. Residents are encouraged to take responsibility and be aware of incidents in their living areas so those responsible will pay for damages. Replacement costs, plus labor charges, determine costs. Intentional damage will be dealt with promptly and students will be subjected to disciplinary conduct, including up to being asked to leave student housing and have their license agreement cancelled. Other sanctions may be imposed as well.

Consolidation of Rooms

If a roommate vacates a Lodge room, the remaining occupant(s) will be asked to find a new roommate and may be required to move spaces to avoid paying a higher room rate. Rooms may be consolidated at any time during the semester. Every effort will be made to follow the residents' wishes regarding roommate selection. A fee of \$10.00 per day will be applied to your account if your consolidation still needs to be completed by the requested date.

Cooking

Due to fire safety considerations and the Lodge's electrical wiring, most appliances, including hot plates, microwaves and toasters, grills, and auto shut-off kettles, are **not allowed** in Lodge rooms. Fines will apply for policy violations (See the Safety section of this handbook for details). A microwave oven and water kettle are provided in each lobby for your use. Please be considerate and clean the microwave after each use. Remember: microwaves and water kettles are privileges that may be revoked due to misuse.

Door Locks

Residents are issued a key card to the main doors and their bedroom when they move into the Lodges. All resident bedrooms need to be kept locked and closed when residents who occupy that space are not present. The replacement cost for lost key cards is \$15.00. Residents must contact a staff member in the Lodge Office during office hours, 8:00 am-5:00 pm, Monday through Friday for replacement room keys.

Electrical Outlets

Electrical outlets are designed for two items per outlet. Extension cords are not allowed. Power strips with circuit interrupters are acceptable. Please get in touch with a Lodge staff member with specific questions.

Emergency Numbers

In an emergency, the police/fire department can be reached from the front door phones of each Lodge by dialing 911.

Lodge Resident Assistant Duty phone	(530) 938-5211
Maintenance, plumbing, electrical	(530) 938-5911
Weed Health Center	(530) 938-3491
Mercy Medical Center	(530) 926-6111
Weed Police Department	(530) 938-5000
Weed Fire Department	(530) 938-5030
Mt. Shasta Ambulance	(530) 926-3420 (emergencies only)
Mental Health	Text "courage" 741741
Siskiyous Domestic Violence and Crisis Center	1 (877) 842-4068 (24 hours)
Suicide Prevention and Crisis Services	1 (800) 273-8255 (24 hours)

[TimelyCare](#) (24/7 Mental and Medical Health Care)

Exterior Doors

Doors are locked 24 hours a day. **Do not prop exterior doors.** When doors are propped, it endangers every resident of the building. Never prop exterior doors for the safety and security of you and your community. The exterior doors have an alarm system that activates if open for over 30 seconds. Those caught propping exterior doors may be subject to conduct sanctions.

Fire Procedure

Pull the fire alarm, grab a jacket, and leave the building if you detect a fire. When the fire alarm sounds, everyone should immediately grab a jacket, leave the room, shut the door, and go out the nearest side exit door-**report to Lodge staff in Parking Lot G, behind Juniper Lodge.** Do not return to the building until a staff member or emergency personnel tells you it is safe. Students are required to follow this same procedure when participating in authorized fire drills.

Food Service

All students who live in the Lodges are required to purchase meal points. Meal Cards include 1750 points each semester and can be used at both the cafeteria and the Eagle Café locations. Unused

points will be refunded at the end of the license agreement. Students may add additional meal points at any time by contacting the Business Office.

If you have special dietary needs, please get in touch with the Food Services Supervisor to discuss your situation.

Food Services behavior is subject to the rules and regulations of the College and the Lodges. In the event of damages, students will be responsible for costs and possibly subject to termination of privileges.

This is a summary of our operations and rules.

The Dining Hall is located in the John Mantle Building and is a common eating and serving area.

We expect you to follow the Standards of Student Conduct for all students. Menus are posted on the [Food Services](#) web page (substitutions may occur) and in the Dining Hall. We expect students to communicate respectfully with student workers, permanent staff, and supervisors and encourage input regarding food services.

If there is an issue with staff, service, or dietary issues, please see the Supervisor in the Food Services Department. The Student Housing Team cannot effect change and do not make the "rules" – The Supervisor is available Monday through Friday from 8:00 a.m. – 5:00 p.m. via phone at 530-938-5232, email foodservices@siskiyous.edu or stop by and see if the supervisor is available.

Guests/Visitors

College of the Siskiyous Lodges defines visitors and guests differently. A visitor is an individual who is not a member of the lodges but is temporarily spending time in the lodges between the hours of 7:00 am and 10:00 pm. Overnight guests are individuals, not members of the lodge community but have filed an [Overnight/Late Night Guest Registration Form](#) and have been granted permission to stay after 10:00 pm.

- Visitors and overnight guests under 18 are not permitted in the Lodges after 10:00 pm unless special permission is granted by the Assistant Director of Student Housing & Student Life or Director of Student Housing & Student Life.
- The host resident must always accompany visitors and overnight guests.
- Host residents are responsible for their visitors and overnight guests' conduct and must adhere to Lodge policies.
- Both visitors and overnight guest privileges are revocable at any time for violations of lodge policies.
- Overnight/late-night guests are permitted for up to three (3) consecutive nights (limit of one guest per night per resident), for no more than six (6) nights total per semester per resident. In addition, no individual guest may stay for more than six (6) nights a semester, regardless of who their host or hosts are.

- Overnight/late-night guests must complete and submit an Overnight Guest Registration Form and provide a valid, original, government-issued photo identification card to Lodge staff or Resident Assistant on duty.
- Residents may visit each other's rooms during all hours. If policy violations occur, resident visitors may be required to return to their rooms anytime. These violations may result in disciplinary action, including but not limited to permanent loss of visiting privileges. **Please remember not to let any unidentified guests into the building!**

Health Services/Mental Health Services

The College provides health services once a week at the local clinic. It is highly recommended that you have personal health insurance. The College's accident insurance policy, paid for by the student's registration health fee, covers only injuries that occur during a classroom-related activity. Injuries that happen in the Lodges are **not** covered. Students who require a needle disposal container should see their health care provider for assistance. Students are also strongly encouraged to get a meningococcal disease vaccination. Please see Appendix E for more information. Mental Health services are available on campus by contacting the Counseling office at (530) 938-5353 or texting "courage" at 741741 or by visiting [TimelyCare](#).

Internet use

COS has installed wireless access points in the lodges for student use. Access to the wireless network is open to all lodge students. To connect to the network, turn on your Wi-Fi and look for the Lodges network with the appropriate bandwidth for your device. Board Policy 3720 addresses internet use and prohibits using network for personal gain. Abuse of the network in the lodges may lead to downtime or termination of the service. Please, use this resource wisely. Students experiencing problems with their wireless connection should contact the Lodge office for help submitting a ticket and/or use the QR code posted in the Lodges.

Insurance

Residents are encouraged to provide their own property/rental insurance and health insurance. The College is not responsible for damage, loss, or theft of personal property.

Laundry

A laundry facility consisting of coin-operated washers and dryers is available in each Lodge at a minimal cost for **resident student use only**. Abusive treatment and/or vandalism of the laundry facilities may result in the removal of the laundry facility from the building. Students caught vandalizing or damaging laundry facilities will be subject to student discipline.

License Agreement Appeals

The Lodge License Agreement and Terms and Conditions span either one fall or spring semester or the full academic year/program. However, students with special circumstances may request, in writing, to appeal their contracts to the Director of Student Housing & Student Life within ten (10)

business days of moving out. While the special circumstance will vary in each case, a student must include any documentation supporting their situation with their personal statement. The Director of Student Housing & Student Life will review each request and will decide, after consultation with the Vice President of Student Services. Please remember to do all of the following:

1. Check out of the Lodges. Use the Lodge Express checkout form (if applicable) and contact the Lodge Office to inform them of the move out or to schedule a checkout time. **Sign your check-out form only after your room is clean and empty of personal belongings.** Fines are charged for excessive cleaning, damages, and improper checkout.
2. Submit a signed statement explaining why you cannot fulfill your Annual Lodging License Agreement. (i.e., medical, educational opportunity, unexpected life event, or another emergency, etc.)
3. Submit documentation supporting the reason described in your personal statement. (i.e., doctor's note, proof of registration in courses towards your major not offered at COS, newspaper clippings, etc.)

Occupancy Dates

The Lodges will be open according to the following [schedule](#).

Lodge Room Assessment Log

All Lodge residents need to complete the [Lodge Room Assessment Log](#) upon arrival. This form is used to document the condition of the room for future reference and accountability. Residents will be charged for any damages not recorded on this form and which exists at the time they vacate the room.

Lodge Staff

The lodges are under the supervision of the Director of Student Housing & Student Life. The Director can be reached at (530) 938-5237 (call or text). The Assistant Director of Student Housing & Student Life, Director of Student Housing & Student Life, and the Lodging Coordinator are in Ponderosa Lodge and available on weekdays. Resident Assistants are on duty evenings, nights, and weekends and can be contacted by calling (530) 938-5211.

Lodging License / Contract, Terms, and Conditions

Before moving into the Lodges, all students and their co-signers must sign a Lodging License / Contract, Terms & Conditions. By signing the License, you agree to accept responsibility for payments for room and board for the school year, meal plan, and payment schedule. **Please read the License and Contract carefully, and retain a copy for future reference.**

Automatic Payment Withdrawal Program

All COS students, including Lodge residents, are required to sign up for the automatic payment withdrawal program, [Nelnet](#). You can also contact the Business Office for assistance in signing up

Mail

Resident mailboxes are located in the main lounge of Ponderosa Lodge. Combinations of the boxes are distributed to residents when they check in. Mail is normally distributed in the late afternoon or evening. The mailing address for the Lodges is:

Your Name
COS Lodges
800 College Avenue
Weed, CA 96094

Please do not put your mailbox number on any correspondence - it could delay your mail.

When you leave the Lodges, update your address with the Admissions and Records office in the Student Center.

Maintenance/Custodial

The Maintenance Department coordinates with the Lodge office to provide a safe and clean environment. A maintenance request authorizes maintenance staff to enter the room to repair or inspect the item. The heater must be accessible with no items on top or in front of the heater.

The buildings are swept, and the trash cans in the lodges are emptied daily. Residents are expected to contribute to a safe and clean environment by disposing of their trash in the appropriate containers and picking it up in the common areas and the hallways. If you have specific maintenance requests or concerns, please get in touch with the Lodge office in Ponderosa Lodge. A vacuum is available for use and can be checked out from each Resident Assistant.

Noise/Quiet Hours

Consideration is the rule. **Radios, televisions, conversations, gaming, and other noises are expected to remain low enough at all times to permit neighbors to study.** Quiet hours are from 10:00 pm to 10:00 am each night. These hours may be extended during final exam periods to promote an academic environment. During quiet hours, noise on each of the building wings must be low enough so that it is not heard in other rooms or the hallways. The right to sleep and study supersedes the privilege to entertain oneself or others at **all** times; thus, "courtesy hours" are in effect 24 hours a day. During courtesy hours noise should be heard at most one (1) door away. **Gathering in the hallways should be avoided.** The use of headphones is encouraged in all rooms. Residents are expected to monitor their own behavior, and to communicate directly with neighbors who may be disturbing them. When staff intervention is required, an incident report will be filed, and appropriate disciplinary action will be taken (see Appendix B, Disciplinary Measures)

Parking

Residents are required to display their overnight parking passes which will be provided upon arrival.

Park in the lot behind the Lodges (parking lot G) or in the parking lot beside Ponderosa Lodge (parking lot D). Residents must park in marked parking spaces, between the white lines and behind the yellow lines, and **not** on the dirt. In addition, fines will be imposed against students who drive on landscaping. Further, students must comply with all posted regulations (stop signs, speed limit notices, handicap parking and other parking restrictions). A violation of any of the regulations is considered an infraction and is punishable by the fine or bail set by the City of Weed and/or by the County Courts.



1 – John Mantle Student Center (JMSC)

8 – Emergency Services Training Center (ESTC)

15 – Industrial Technology (ITECH)

16 – Ponderosa Lodge

17 – Juniper Lodge

✓ Parking Lot D – East edge near Ponderosa Lodge

✓ Parking Lot G – Behind Lodges

Notice: Parking in undesignated areas overnight may result in warnings or parking citations by local law enforcement. Overnight parking permits must be clearly displayed in one of two places: hanging facing forward from the rearview mirror or against the glass in the lower left corner of the windshield.

Vehicles which appear to be abandoned on campus will be issued a courtesy ticket by local law enforcement. If the vehicle is not moved within seven (7) days it will be reported abandoned to the Weed Police Department and may be towed away at the owner's expense.

Payment

All campus and student housing payments are due the 5th of each month. Students receiving financial aid (which will not cover the entire housing amount) must adhere to a monthly payment schedule. All residents must be current as of December 5 in order to be allowed to check in for the Winter Intersession and Spring semester.

Failure to remain current with the chosen payment plan could result in eviction at any time during the academic year. The student/responsible party will be held liable for any unpaid balance after eviction. Students who are removed for non-payment will be considered a conduct violation and therefore issued a loss of privileges regarding student housing entry and participation.

All students are expected to remain current with all housing payments according to their payment plan. This will be strictly enforced.

Personal Belongings

Any and all personal belongings **must be** removed when the student checks out. After the student checks out, items left in a room will be considered abandoned, donated to charity, or thrown away.

Recycling

Please use the recycling barrels located in each lodge for all your glass, plastic, and aluminum **beverage containers**.

Refrigerators

Residents are welcome to bring a small refrigerator for their rooms. No refrigerators larger than 4.5 cubic feet are permitted.

Resident Assistants

Resident Assistants (RA) are employees of the College. RAs are here to help students adjust to college life, plan activities, and communicate the rules and regulations throughout the Lodges. If you have a question about the College or a Lodges-related problem, discussing it with your Resident Assistant is a good place to start. If you have an activity that might suit your wing or hall, see your Resident Assistant and suggest it. RAs are hired by the College each semester, and new applicants are accepted as vacancies arise. If you miss a hall meeting, be sure to contact your RA to find out what was discussed. The RA will also help you fill out your room condition form when you move into the building.

Revocation of License/Dismissal from Student Lodging

The College reserves the right to terminate a student's license in the case of expulsion, breach of peace, excessive infraction of rules and regulations, drug and alcohol use, for any action which threatens the general welfare and safety of the students, nonpayment of fees, and insufficient credit loads.

The College shall give at least 48 hours written notice of such revocation unless the student's presence in the Lodges threatens the safety or welfare of the remaining residents or guests. Except in the case of student conduct outcome, a student may appeal the revocation of license by requesting in writing to the Director of Student Housing & Student Life a hearing before the Grievance Hearing Committee. The Vice President of Student Services will make the final

determination concerning the disposition of the case. Any student removed from the Lodges because of disciplinary action is restricted from being in or around the Lodges. **The student is still responsible for the entire year's fees-no refund will be issued. Cancellation will include removing unused housing fees and meal points additionally cancellation fees will be applied for the remainder of the license agreement.**

Room Assignments/Room Changes

The lodge staff makes room assignments based on information provided by the student. If a specific roommate is requested, every effort will be made to honor that request. Continuing residents have the first choice of room preference. The Director/Assistant of Student Housing & Student Life reserves the right to change room assignments in the interest of the resident's health, discipline, or general welfare and to consolidate rooms (see Consolidation of Rooms section). If residents wish to switch rooms after the first two (2) weeks of classes into the semester, contact the Lodge office for approval to move. Residents are expected to find new roommates and see that all individuals are in agreement. In special circumstances, rooms may be switched before the second week of classes ends.

Room Furnishings and Information

Rooms are designed for two/three people and the College provides a bed, desk, chair, and chest of drawers for each student. While you are welcome to bring personal furniture, all COS issued furniture must remain in the room.

Students need to provide their own linens (bed size is 36" x 80", twin extra-long), pillows, blankets, towels, washcloths, desk lamp, etc. Bring the things that will make your room comfortable to you.

Students are expected to exercise reasonable care with their room and its furnishings. In the event that damage occurs to furniture or carpeting, residents are requested to notify lodge staff immediately so that repairs and cleaning can be made to eliminate further damage.

Tacks and pushpins, but not nails or hooks, are permitted to hang items on room walls.

Large wall hangings such as tapestries, blankets or other large displays must be separated by a minimum of twelve (12) inches for fire safety.

Signs or messages, which depict sex, drugs, or alcohol or are inappropriate, are not permitted on or around windows, walls and doors. Stickers and decals are not permitted on windows, doors, furniture, or any other surface. A surge protector power strip may be permitted if not overloading the power supply. However, **extension cords are not permitted.**

Nothing is permitted to be outside of windows or on rooftops. Students are expected to make prompt payment for any damage for which they or their guests are responsible.

Students rent living space in the Lodges, not a particular room, although room preference is given to returning students. Students may be moved for the following reasons:

- To keep two/three students per room (see Consolidation of Rooms section)
- To allow for a private room, when paid for as such

- For the convenience of a student or the College
- For disciplinary action
- For the safety or security of a student or other students

Residents are not permitted to paint, alter, or modify any part of the room or its furnishings without the express approval of the Director of Student Housing & Student Life. Furniture may not be moved in or out of student rooms without permission. **College of the Siskiyous is not responsible for the loss or theft of personal belongings.**

Room Entry/Room Inspections

The Lodge office reserves the right to enter a room at any time, whether the students are present or not, for the purpose of management, health, safety, maintenance, and the general welfare of students or the enforcement of applicable rules and regulations. When the Lodges are closed for vacation, housing staff enter the rooms to close windows and ensure the lights and other appliances are turned off. A visual inspection may occur at that time. Students should also make sure that refrigerators are unplugged and emptied before leaving for academic breaks. Refrigerators may be checked for items that may expire during breaks.

Rules and Regulations

The Lodge policies are established to provide a community environment that will promote student success and comply with State law and the Education Code. Lodge staff is directed to enforce the rules and regulations in the interest of all concerned.

Lodge housing is a privilege that is part of the total learning experience. Living in the lodges provides certain freedoms along with certain responsibilities. Residents must be able to take responsibility for their actions and their effects on the entire community. Those who detract from the positive experience of living in the Lodges or whose behavior negatively impacts the community will be asked to vacate the Lodges. Residents will be responsible for what happens in their rooms. Students who are evicted are no longer allowed to visit the Lodges.

Each student living in the Lodges is expected to use good judgment and behave in ways that respect other residents' rights, privileges, and privacy. The community living circumstance of the Lodge can provide an excellent opportunity for students to become acquainted with each other, to participate in social and intellectual activities on campus, to make lifelong friends, and have fun. Listed below are regulations that have particular application to the Lodge setting.

The possession or consumption of alcoholic beverages, drugs or narcotics on campus is prohibited. (Business and Professions Code, Section 25608) Federal law prohibits use and possession of medical marijuana on campus.

Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel shall constitute good cause for suspension or expulsion from school (or the Lodges). (Ed Code, Section 76033)

Theft or damage to property of the College or a member of the College community or a campus visitor is prohibited. Students who commit theft will have their lodging privileges canceled immediately and will be required not to reenter the Lodge premises.

Any action, which constitutes a disturbance of the peace, is prohibited. This includes; fighting, use offensive words, generation of loud noises or actions inappropriate to a public setting. (Penal Code, Section 415.5)

Gambling in any form is prohibited. (Penal Code, Section 415.5)

Habitual use profanity is grounds for suspension or expulsion from school (or the Lodges). (Ed Code, Section 489000g)

Violations of the Lodges Handbook and Student Code of Conduct will follow a progression of discipline similar to the following:

1st violation: Administrative hearing with staff – warning and policy review

2nd violation: Administrative hearing – sanctions and educational projects

3rd violation: Student Conduct Board hearing – recommendation for removal from student housing.

Severe violations of policy may skip steps in the discipline progression.

Safety

In order to maintain a safe environment for all students, the following rules are **strictly enforced**.

- Possession of a firearm on the grounds of any community college is a felony, punishable by imprisonment in the State prison for one to three years.
- Firearms, hunting knives, ammunition, bows and arrows, air rifles, paintball markers, pellet and BB guns, martial arts equipment, fireworks, and explosives are not permitted on College property. (Penal Code, Section 626.9, AB2998, Chapter 854).
- Firefighting and fire detection equipment may not be disturbed except in the case of a fire. This includes covering or removing batteries from smoke detectors - a \$250 fine and campus sanction will occur. It is a felony to tamper with fire extinguishers. (Penal Code, Section 148.4) Removal of door signs are a fire safety issue; both punishable by fine of \$150 or more, campus conduct action, and legal consequences.
- Any knife with a blade longer than four (4) inches is not allowed.
- Hot plates, coffee pots, microwaves and similar appliance are not permitted in student rooms a fine of \$30 and campus conduct action will occur for each incident.
- Tapestries, posters, blankets, and other hanging material that cover doorways, lights, or heaters are prohibited due to their potential to spread fire and block exits in an emergency. However, curtains or tapestries may be placed in front of windows, provided they can be easily opened to allow for emergency exit. A warning will be issued for a first offense with a

fine of \$125, and a conduct sanction will be issued if a second offense occurs. Lodge Staff reserve the right to determine if a fire danger is present.

- Halogen lamps, and portable heaters are not permitted in student rooms. A fine of \$30 and campus conduct action will occur for each incident.
- Candles or incense are not permitted in student rooms, not even as decorations. A fine of \$125 per item per incident and conduct charges will be imposed for the first offense.
- Smoke, smoking, and vaping are not permitted in the Lodges. Smoke, or the smell of smoke, coming from any student room will result in the entrance to the room as a safety precaution; cleaning charges of \$125 will be assessed for each incident, and campus conduct action will occur for each incident.
- No one is permitted on the rooftops. Students caught on the rooftops will have their license agreement cancelled and will be asked to leave the Lodges.
- Window screens may not be slid open in their tracks or removed for any reason. Residents will be charged for repairs and/or replacement along with \$30 fine and sanctions for unauthorized removal of screens.
- Students throwing any object from a window or balcony or display inappropriate behavior, which can be very dangerous. Students breaking this policy are subject to disciplinary action.
- Animals/pets are not allowed on campus or in the Lodges. Students may have non-predatory fish in tanks up to 20 gallons only. No amphibians or reptiles are permitted. Services animals are permitted. Contact the Disability Services office for additional details. Fees for cleaning and damages caused by animals will apply at the rate of \$75 per hour and for materials.
- Vehicles/tools that use combustible fuel are not allowed in any area of the Lodges.
- Bicycles may not be ridden in the buildings. Roller skates, skateboards, and roller blades are not to be used inside the Lodges. Noise from bouncing sports balls of any kind may be considered a noise violation. Any activity using a ball is not permitted in hallways.
- **Any action**, which could result in harm to another student, is potential grounds for removal from the Lodges. This includes, but not limited to, sports in the halls, roughhousing, water/snow fighting, and propping exterior doors.

Monthly safety inspections will occur. These inspections may be announced or unannounced. Lodge staff will try to include 24-hour courtesy notice for announced inspections.

For your safety and security, it is recommended that you lock your lower-floor windows at night and when you leave your room. As a reminder, the College is not responsible for loss or theft of personal belongings.

Sexual Assault/Sexual Harassment (Title IX)

Recent studies indicate that date rape is a continuing nationwide problem in the college community. Date rape or acquaintance rape is defined as sexual intercourse when affirmative consent for sexual activity has not been clearly given. Sexual harassment is defined as unwanted sexual advances, visual, verbal or physical conduct of a sexual nature, including sexual misconduct, stalking, making or threatening reprisals after a negative response to sexual advances, stalking, making or using derogatory comments, epithets, slurs, and jokes, etc. Any student involved in the sexual harassment or sexual assault of any person will be subject to disciplinary action and legal prosecution.

Any student who has been the victim of sexual assault, sexual harassment, or stalking is encouraged to report the assault to a College official with whom the resident feels comfortable. The Lodge office and the Counseling Center may refer students to qualified counselors to help them deal with difficult situations, including sexual assault. The housing program strives to educate students on the prevention of date/acquaintance rape.

Additionally, COS wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report the incident to campus officials because they fear being held accountable for policy violations (e.g., drinking alcoholic beverages). To encourage reporting, COS pursues a policy of offering students who are accessing help for themselves or others, conditional immunity from being charged with policy violations related to the particular incident. While there may be no community accountability sanctions for these individuals, COS may provide elements of help, support, and education.

Report concerns regarding violations of Title IX to the District Title IX Coordinator, (530) 938-5317.

Smoking/Smokeless Tobacco/E Cigarettes/Marijuana

Smoking, vaping, or use of smokeless tobacco/marijuana is not permitted anywhere in the Lodges. Board Policy 5500 Tobacco and nicotine devices such as nicotine pens and cigarettes must be consumed only in authorized smoking areas. To reiterate, marijuana is not allowed to be consumed **anywhere** on campus.

Student Refund/Lodge and Food Service Cancellation

A student may cancel their application for housing and receive a full refund of all monies except the \$50 application processing fee under the following conditions:

1. Student cancels his/her room reservation by August 1.
2. Student is not admitted to the College.

A student who cancels their application after August 1 (January 2nd for spring term applicants) will forfeit the \$150 activity & cleaning fee.

Once the student has checked in to the Lodges, they will be responsible for the entire semester's or year's fees, depending on their licensing agreement, regardless of whether or not they reside for the duration of the school year.

Students with special circumstances may appeal their case in writing to the Director of Student Housing & Student Life, who will consult with the Vice President of Student Services. Students whose contract appeals are denied may request to cancel their lodge Contract/License in writing prior to the end of the agreement. Contract appeals must include the following:

1. A personal statement from the student (signed and dated), and
2. Appropriate documentation of the reason for the appeal.

(See: License Agreement Appeals on page 11)

When the student submits both pieces of information, the Director of Student Housing & Student Life will review the request.

Telephones

Inside each Lodge is a phone for emergency 911 calls and campus extension calls, including Campus Safety and the Resident Assistant phone.

Each room is equipped with a telephone jack and students may request the installation of a personal telephone in their rooms at their own expense. To order phone service, call AT&T at 1 (800) 310-2355; you must have your driver's license and social security number when ordering. The College assumes no responsibility for payment of installation fees, service costs, long distance charges, roommate disputes over phone bills, etc.

If you order phone service and have a problem with your service being connected, **do not call AT&T for repair**. Report the problem to the Lodge office who will notify campus technology services who maintain our inside lines. This way, there may be no charge to you.

Trash

Residents are responsible for emptying their room trash into the large trashcans in the halls of each wing. These cans are emptied on weekdays by the maintenance staff.

Cardboard items are to be broken down and placed downstairs near the back door.

Voluntary or Disciplinary Withdrawal from Student Lodging

If a student decides to leave the Lodges or is asked to leave, the following will occur:

The student will be responsible for the entire semester's or year's lodging fees depending on their licensing agreement. Balances remaining will be billed to the student/responsible party. An unpaid balance will be referred to the College's normal collection procedures.

Additional fees assessed, such as damages, key replacement, cleaning, or unpaid balances, will be charged to the student/responsible party.

Appendix A: Standards of Student Conduct

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sex discrimination under Title IX, which shall be addressed under BP 3433 Prohibition of Sex Discrimination under Title IX:

1. Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is approved by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking or vaping in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidating conduct or bullying through words or actions, including, but not limited to, direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying. This includes coercion by attempting to compel, control or manipulate another through threat of force, intimidation, exploitation of fear or anxiety and/or threats of violence.
12. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior that results in obstructing the work, education or operation of the College. This includes, but is not limited to, persistent defiance of authority or persistent abuse of

college personnel or students, and non-compliance with the directives of College personnel, including directives to ensure the health and safety of the campus community.

14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. For purposes of this provision, the term “cheating” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to the College.
- Using Student Access Services (formerly DSPS) accommodations for unintended purposes/situations.

The term “plagiarism” may be broadly defined as trying to pass someone else’s work off as your own and includes, but is not limited to:

- The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
- The uncited use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

15. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.

16. Unauthorized entry upon or use of college facilities.

17. Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

18. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises.

19. The violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

22. Violation of the District’s computer use policy or any conduct that constitutes a computer-related crime under Penal Code, section 502.

23. The use by a student of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments or accommodations to a student with a disability.
24. Solicitation or acceptance of money or other thing of value as an inducement, encouragement, or reward for intercollegiate participation in violation of Education Code, section 67361 or false declarations regarding eligibility for participation in intercollegiate athletics under Education Code, section 67362.
25. Stalking behavior in which a student repeatedly engages in actions that creates a credible threat with the intent to place that person in fear for their safety and/or safety of their family whereas the College determines that the behavior is an attempt to seriously alarm, torment, or terrorize the person.

Appendix B: Disciplinary Measures

As a result of misconduct, a student may be subject to disciplinary measures. These measures range from a reprimand (warning) to expulsion from college. These measures can be found in Administrative Procedure 5520: Student Discipline Procedures.

The following sanctions, and any others deemed appropriate for the violation(s), may be imposed upon any student found to have violated the Standards of Student Conduct:

1. **Warning** - A verbal notice to the student that the student is violating or has violated the College's Standards of Student Conduct and that a continuation or repetition of the conduct may lead to further disciplinary action. This warning should be documented by the individual providing the notice.
2. **Written Reprimand** - A written statement notifying the student that they have violated the Standards of Student Conduct.
3. **Disciplinary Probation** - A written reprimand for violation of a specified provision of the College's Standards of Student Conduct that invokes probation for a designated period of time and includes the probability of more severe disciplinary sanctions if the student violates any provision of the College's Standards of Student Conduct during the probationary period.
4. **Loss of Privileges** - Denial of specified privileges that do not involve restrictions on class attendance for a designated period of time.
5. **Fines** - Previously established and published fines may be imposed.
6. **Restitution** - Compensation for loss, damage, or injury to College property or to instructional materials or instructional equipment if the loss or damage to instructional materials/equipment results from the misconduct of a student. This may take the form of appropriate service and/or monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, section 59410 and BP 5035, students who fail to provide the required restitution will have their diplomas, and registration privileges withheld until the financial obligation to the College is satisfied.
7. **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments that are appropriate to remedy a violation of the College's Standards of Student Conduct or serve as an educational lesson in response to such a violation.
8. **Removal from Class or Instruction-Related Activity** – An instructor or a faculty member who is assigned to supervise a class-related activity may remove a student from their class or instructional activity for the day of the removal and the next class or activity meeting. The removal shall be reported immediately to the Assigned Student Conduct Administrator. The student shall not be permitted to return to the class or the instructional activity during the period of removal without the concurrence of the instructor or the instructional supervisor. Removals shall be considered excused absences provided the student can make up the required course work while subject to removal.

9. Student Housing Suspension - Separation of the student from Student Housing for a definite period of time for violation of the terms of the student's housing agreement or for violation of the College's Standards of Student Conduct that impact continued presence in Student Housing, after which the student is eligible to return. Conditions for readmission may be specified.
10. Student Housing Expulsion - Permanent separation of the student from Student Housing for continued or serious violations of the student's housing agreement or for violation of the College's Standards of Student Conduct.
11. Immediate Suspension - Immediate suspension, with an opportunity for a hearing within 10 working days, where immediate suspension is required to protect lives or property and to ensure the maintenance of order.

In certain circumstances, the Assigned Student Conduct Administrator, may impose a College or Student Housing suspension prior to the Student Conduct Hearing.

- a. Immediate suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; 2) to ensure the student's own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
 - b. The Assigned Student Conduct Administrator may order immediate suspension of a student where they conclude that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) working days. Maximum time limits for scheduling of Student Conduct Hearings may be extended at the discretion of the Assigned Student Conduct Administrator.
 - c. During the immediate suspension, a student shall be denied access to Student Housing and/or to the campus (including classes) and/or all other College events, activities or privileges for which the student might otherwise be eligible, as the Assigned Student Conduct Administrator may determine to be appropriate.
12. College Suspension - Separation of the student from the College and/or events or activities of the College for a definite period of time, after which the student is eligible to return. One or more of the following may apply:
 - a. From one or more classes for a period of up to 10 days of instruction.
 - b. From one or more classes for the remainder of the school term.
 - c. From all classes and activities of the College for one or more terms.
 13. College Expulsion - Permanent separation of the student from the College.
 14. Revocation of Degree or Certificate - A degree or certificate awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree or certificate.

15. Withholding Degree or Certificate- The College may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in this Standards of Student Conduct, including the completion of all sanctions imposed, if any, if allegations of misconduct concern or affect the student's entitlement to the degree or certificate.

Appendix C: Student Conduct Procedure

Administrative Procedure 5520

When addressing the incidents of misconduct by students, the following steps will be followed:

1. Discipline Process

- a. Any member of the College community may file charges against a student for violations of the Standards of Student Conduct. A charge shall be prepared in writing and directed to the Assigned Student Conduct Administrator. Any charge should be submitted as soon as possible after the person filing charges has knowledge of the alleged misconduct.
- b. Any student accused of violating the Standards of Student Conduct will have an opportunity to respond to the accusations. The accused student may respond verbally or in writing to the Assigned Student Conduct Administrator. In cases, where immediate sanctions are issued, such as a Removal from Class or Instruction-Related Activity, the student shall leave upon request but will have an opportunity to respond to the accusations before further sanctions may be issued.
- c. Removal from a class or program involves the following steps:
 - i. The student is informed that they are removed from the class or program. If the student refuses to leave, the police may be called.
 - ii. A report is submitted to the appropriate Dean, Director, or Vice President.
 - iii. The instructor discusses the situation with the Dean, Director, or Vice President to determine an appropriate action. Action may include removal for up to two class meetings. Removal of the student must be reported, in writing, to the Assigned Student Conduct Administrator.
 - iv. If permanent removal is recommended, a Student Conduct Hearing will be scheduled by the Assigned Student Conduct Administrator if requested by the student. Until the process is completed:
 - The student may not attend class
 - The student may not be dropped from the class or program
- d. The Assigned Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively through a Private Proceeding. Such disposition shall be final and there shall be no subsequent proceedings. Any resolution reached under this provision shall be in writing and shall be binding on the student involved. If the student admits violating the College's Standards of Student Conduct, but sanctions are not agreed to, the student may request a Student Conduct Hearing to have a Student Conduct Board recommend sanctions.
- e. All charges that are not resolved by mutual consent shall be presented to the accused student in written form. The notice shall include a description of the alleged misconduct, the specific provision(s) of the Standards of Student Conduct that the student is alleged to have violated, a short statement of the facts supporting the accusation, and the hearing

meeting details. The notice shall include either an overview of these procedures with a reference on how to access the full text, or the full text shall be attached; and the notice may include additional references of the College's policies and procedures. Nothing prohibits the College from amending the notice as the College deems appropriate.

A time shall be set for either a Private Proceeding, or Student Conduct Hearing not less than one (1) nor more than ten (10) calendar days after the student has been notified. Maximum time limits for scheduling may be extended at the discretion of the Assigned Student Conduct Administrator.

If an Accused student, with notice, does not appear for a Private Proceeding or Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

If prior to the scheduled hearing, the student provides the Assigned Student Conduct Administrator with a satisfactory explanation for the student's inability to attend a scheduled hearing, the Assigned Student Conduct Administrator may reschedule the hearing.

- f. If the Accused Student requests a Student Conduct Hearing, it shall be conducted according to the following guidelines.
 - i. Student Conduct Hearings shall be conducted in private. At the beginning of the hearing, the Hearing Chair will administer an oath to all parties who will testify.
 - ii. The Complainant, Accused Student, and their College Friend, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing, except during deliberations. The Complainant and/or the Accused Student is responsible for presenting their own information. Delays will not normally be allowed due to the scheduling conflicts of the College Friend. Admission of any other person, except legal counsel if complex issues are involved, shall be at the discretion of the Hearing Chair, or the Assigned Student Conduct Administrator. Admission of legal counsel shall be at the discretion of the Assigned Student Conduct Administrator.
 - iii. In Student Conduct Hearings involving more than one Accused Student, the Assigned Student Conduct Administrator, at their discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
 - iv. The Complainant, the Accused Student, and the Student Conduct Board may arrange for witnesses to present pertinent information at the Student Conduct Hearing. The Complainant and/or Accused Student will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified to the Assigned Student Conduct Administrator by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such

questions directed to the Hearing Chair of the Student Conduct Board, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Hearing Chair, in consultation with the Student Conduct Board, and/or the Procedural Officer.

- v. All witnesses will be excluded from the hearing except when they are testifying. No witness who refuses to be recorded may be permitted to testify.
 - vi. Relevant records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the Hearing Chair.
 - vii. All procedural questions are subject to the final decision of the Hearing Chair of the Student Conduct Board.
 - viii. At the conclusion of the Student Conduct Hearing, and all relevant information has been received, the Student Conduct Board shall determine (by majority vote) whether the Accused Student has violated each section of the Standards of Student Conduct which the student is charged with violating.
 - ix. The Student Conduct Board's determination shall be made on the basis of substantial evidence that it is more likely than not that the Accused Student violated the Standards of Student Conduct (i.e. there is a preponderance of evidence).
 - x. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Hearing proceedings.
- g. There shall be a record, such as a digital recording or notes, of all Student Conduct Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College. The official recording shall be the only recording made. Students may have access to the recording or notes to be scheduled in advance and viewed in a college office only. The recording, or notes, shall not be removed from the college premises, nor a copy created.
- h. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or the witness or witnesses during the hearing if direct confrontation of the Complainant, Accused Student, and/or the witness or witnesses creates an unreasonable risk of psychological or physical harm. Accommodation of such concerns may be addressed by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, video conferencing, video recording, audio recording, written statement, or other means, where and as determined in the sole judgment of the Assigned Student Conduct Administrator to be appropriate. Any testimony that is not subject to the direct examination of an Accused Student shall only be admitted if the witness signs under penalty of perjury that the testimony is true.

- i. The findings of fact and recommendations for action shall be forwarded to the Assigned Student Conduct Administrator who shall assign the final sanctions and provide written notification to the Accused Student and provide a copy the College President.

2. Appeals

- a. Findings of fact or a sanction(s) recommended by a Student Conduct Board or the Assigned Student Conduct Administrator may be appealed by the Accused Student(s) to the College President within two (2) regular work (M-F) days of the delivery of the findings and recommendations to the student. Such appeals shall be in writing and shall be delivered to the College President or their designee.
- b. An accused student may request the Superintendent/President to review findings of fact or a sanction recommended as a result of the Student Conduct Hearing only if the student provides a written statement detailing the following:
 - i. Due Process: Specific instances or conduct that the accused student claims resulted in a Student Conduct Hearing that was not conducted fairly in light of the charges and information presented, and that denied the Accused Student a reasonable opportunity to prepare and to present a response to the allegations. Deviations from the designated procedures will not be a basis for sustaining an appeal unless significant prejudice to the accused student results.
 - ii. New Information: New information, sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the accused student at the time of the original Student Conduct Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to them or if the “new information” is mere conjecture, speculation, or conclusory assertions.
- c. If the Superintendent/President determines that the accused student has met the standard of (1) or (2) above, the President shall order the Assigned Student Conduct Administrator to remedy the problem identified by the student. If the problem cannot be remedied, the Superintendent/President may order a new hearing following the same process as described in this administrative procedure.
- d. If an appeal is not upheld, the Superintendent/President shall proceed with their review and decision (see section VIII of this procedure).
- e. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the Superintendent/President's appeal decision shall be sent to the student, the Hearing Chair of the Student Conduct Board, and the Assigned Student Conduct Administrator.

3. President's Review and Decision

The Superintendent/President shall accept, modify or reject the findings and recommendations of the Student Conduct Board, or Assigned Student Conduct Administrator. If the Superintendent/President modifies or rejects the findings or recommendations, the

Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President's decision shall be final except as to expulsions or revoking degrees as noted in Section 4.

4. Expulsions and Degree and/or Certificate Revocations

- a. Expulsions and Degree/Certificate Revocations. If a recommendation is to expel the student, or revoke or withhold a degree, the matter shall be considered by the Board of Trustees at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision.
- b. When an expulsion has been recommended, the Superintendent/President may suspend the student pending action by the Board of Trustees. The Board of Trustees shall consider an expulsion recommendation in closed session, in accordance with these procedures. (Education Code Section 72122)
 - i. The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of The Board of Trustees meeting.
 - ii. The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.
 - iii. Even if a student has requested that The Board of Trustees consider an expulsion recommendation in a public meeting, The Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
 - iv. The Board of Trustees may accept, modify, or reject the findings and recommendations of the Student Conduct Board, Assigned Student Conduct Administrator, or the Superintendent/President. If the Board of Trustees modifies or rejects the findings or recommendations, the Board of Trustees shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.
 - v. The final action of The Board of Trustees on the expulsion or revocation or withholding of a degree shall be taken at a public meeting, and the result of the action shall be a public record of the District in accordance with obligations related to student education records.

5. Discipline Involving Student Groups

- a. The following sanctions may be imposed upon student groups or organizations:
 - i. Those relevant sanctions listed in section IV of this procedure.
 - ii. Loss of selected rights and privileges for a specified period of time.
 - iii. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

- b. Allegations that a student group or organization has collectively violated a rule or the Standards of Student Conduct, or that a group or organization has violated any terms that authorize the establishment of the group or organization, or has violated any conditions of operation shall be initially reviewed by the Assigned Student Conduct Administrator who shall have authority to impose sanctions on the group or organization that do not involve penalties lasting longer than the balance of the current term and a subsequent full term. No sanctions shall be imposed until the Assigned Student Conduct Administrator has provided the group or organization with a written statement of the allegations and given the group or organization an opportunity to respond.

In cases where the Assigned Student Conduct Administrator recommends sanctions lasting longer than the balance of the current term and a subsequent full term, the Assigned Student Conduct Administrator shall establish a neutral body to hear relevant evidence regarding the allegations. The neutral body shall make recommendations to the Superintendent/President who shall have sole authority to take final action.

6. Interpretation and Revision

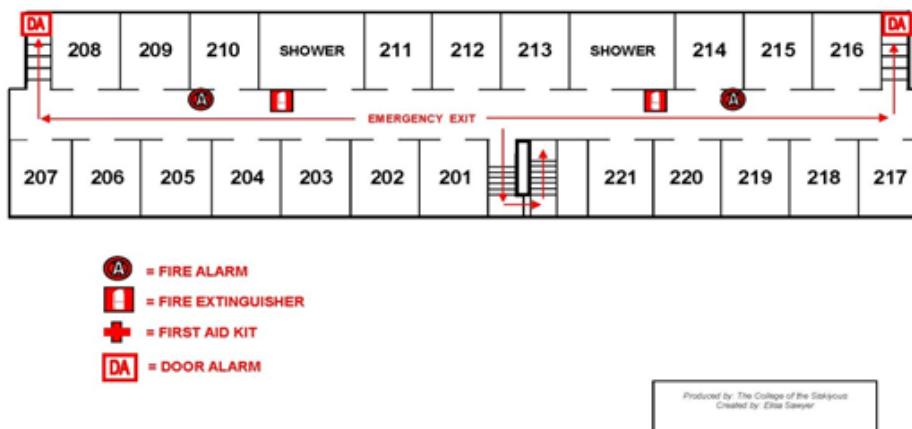
- a. Any question of interpretation or application of the Standards of Student Conduct shall be referred to the Primary Student Conduct Administrator or their designee for final determination.
- b. The Standards of Student Conduct shall be reviewed every five (5) years under the direction of the Primary Student Conduct Administrator.

Appendix D: Emergency Evacuation Maps

College of the Siskiyous **JUNIPER HALL** **EMERGENCY MAP**



College of the Siskiyous **JUNIPER HALL** Second Floor **EMERGENCY MAP**



College of the Siskiyous PONDEROSA HALL EMERGENCY MAP



College of the Siskiyous PONDEROSA HALL Second Floor EMERGENCY MAP

