

**HOUSING & RECREATION DEPARTMENT**  
**Golden Eagle Lodge/Four Winds Lodge Policies & Procedures**

**RESIDENCE HALL BEHAVIORAL EXPECTATIONS**

1. **Alcoholic beverages, illegal drugs, weapons, firearms, ammunition, explosives and fireworks are not permitted anywhere on campus, or in College housing. Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.**
2. **The presence\* of alcoholic beverage containers, either full or empty, anywhere in the residence halls may result in disciplinary action being taken.**

**\* PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol, firearms, fireworks, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.**

3. **Gambling is not permitted anywhere on the Southwestern Indian Polytechnic Institute campus, including residence hall rooms.**
4. **Bias is any anti-community act--whether verbal, written, physical or psychological--that maligns, threatens or harms a person or group on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status or veteran status. Although these acts may not always be subject to civil, criminal or college codes, they may warrant intervention if they cause students to lose confidence in their ability to participate in the educational mission of the college."**
5. **Common areas are living rooms/lounges, bathrooms, kitchens, basements and an open door. Please be respectful of others when in common areas. The common area is a space shared by the entire community. Please keep it clean! The common areas may be reserved for community activities. See your RA to reserve your floor lounge or your RD to reserve the main lounge.**

**Domestic Violence**

**Domestic violence is a pattern of behavior where one intimate partner exerts power over another as a means of control. Domestic violence may include physical violence, coercion, threats, intimidation, isolation, and emotional, sexual or economic abuse. In the state of New Mexico, the definition of domestic violence can also include violence between roommates. If a student is a victim of domestic violence, he/she is encouraged to contact a Housing & Recreation Department Staff and SIPI Security at any time, day or night. Domestic violence impacts an entire community. If a resident is concerned for another, he/she is encouraged to contact a Housing & Recreation Department Staff and SIPI Security member.**

**QUIET HOURS** the Residence Halls operate on a “24-hour Quiet Policy”. In maintaining respect for a neighbors’ desire to sleep, study, etc., it is **MANDATORY** that music and other noises are kept to a minimum at all times. Room parties and loud music/instruments are strictly prohibited. This is a living and learning environment (if the noise supersedes the confines of one’s room, the resident is in violation). Loud noises and music are prohibited in front of or around the building. Residents found in violation of the aforementioned policy are subject to having the music/instrument confiscated and possibly face several article(s) violation(s).

6. Men are not allowed in the women’s residence halls or living areas, and women are not allowed in the men’s residence halls or living areas.
7. Under no circumstances may dependent children or spouses live in residence halls. In the event of pregnancy, a student should contact their individual health care provider immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to the third trimester.
8. Students who direct profanity or obscenities at staff/students, verbally abuse staff or obstruct staff access to rooms in college buildings, provide false identification/information or no identification/information, refuse to follow reasonable instructions/requests of staff, interfere with staff who are attempting to carry out the responsibilities of their position, or who verbally threaten and/or physically harm a staff/student will be referred to the Housing & Recreation Director and SIPI Security. In addition, Bernalillo County Sheriffs Office/Albuquerque Police Department may be contacted.
9. Athletic activities are to be confined to areas designated for such use and are not to occur inside or outside of the halls, in areas close to the residence halls.
10. Any student found on the roof of any campus building will be referred for judicial action.
11. Must have 12 credit hours to maintain residential status. Residential students under 12 credit hours must make other living arrangements.
12. Students are responsible for any behavior that takes place in their room, whether or not they are present in the room at the time the behavior occurs.
13. If a College staff member observes items that are not permitted in the residence hall in a student’s room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the trimester. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.
14. The College reserves the right to remove any student from a residence hall at any time, if their conduct is disruptive to other residents or if they pose a

threat to themselves or the safety and well-being of other members of the campus community.

15. If an individual has been suspended from any residential facility for violating article(s) of the Zero Tolerance Policy, individual is prohibited from being in any residential facility and/or parking areas at all times. Individual must have prior approval from SIPI Security and/or Housing & Recreation Director.

## **VISITATION GUIDELINES**

In order to promote and maintain a positive, supportive, living and learning environment, the Residence Hall staff will enforce limited visitation hours. Visitation hours for the Residence Halls are established by the Office of Residence Life and are intended for academic and healthy socializing. Visitation is not designed for overnight co-habitation. Normal Residence Hall visitation hours are: 8:00am- 10:00pm, Sunday through Thursday and 8:00am - 12:00a.m., Friday and Saturday. (10; 00PM-12:00AM Residents only)

## **VISITATION POLICY**

*To insure the safety and security of all SIPI residents, the following guidelines must be adhered to:*

- All residents must sign guests in and out of the Residence Halls.
- Residents and guests must leave a valid picture ID card at the time of sign in. Proper or valid identification for guests consists of the following: State Issued Driver's License or Identification Card, Military ID, Current Student ID, or International Driver's Licenses (used for identification purposes only).
- The resident must meet their visitors in the lobby.
- Guests must be escorted at all times by the host resident.
- Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, said individuals are not permitted to be signed in.
- Residents and guests must be properly dressed at all times. Bathrobes, negligees, "wife beaters", underclothes, etc. are not permitted.
- Children are not allowed beyond the lobby area.
- At the end of guest's visit, residents must accompany their guest(s) back to the front desk to receive their ID cards. Residents are responsible for arranging transportation for their guest(s) prior to the end of visitation. Residents and their guests are allowed to stay in the building until such time that transportation arrives, although there is NO LOITERING in the

building or the courtyard after visitation has ended and the guest has been signed-out.

- No visitor's passes will be given to guests without the presence of the resident who signed-in the guest.
- The Residence Halls DO NOT have twenty-four (24) hour visitation.

If a resident is found in violation of any of these visitation guidelines, the resident will face official Housing & Recreation Department actions which could lead to losing visitation privileges and/or eviction from the Residential Facilities.

Non-residents or non-student violators of visitation privileges are subject to arrest on charges of trespassing by Bernalillo County Sheriffs Office and/or Albuquerque Police Department.

#### **ROOM ENTRY AND SEARCH/SEIZURE**

The College respects and is committed to protecting each student's rights. It is also responsible for ensuring that adequate attention and protection are extended to all persons on campus, to the educational and service functions of the College, and to College property. The residence hall staff may conduct periodic room inspections for health and safety violations. A minimum of 24-hours notice will be given in advance of the inspection by the residence hall staff. However, the College reserves the right to enter any student's room at any time. The College decides to do so in its sole discretion and may look into any property (College or student owned).

State and federal laws govern the entry of police officers into your room to investigate illegal activity. Lawful searches include, but are not limited to, a search with a search warrant and a search in which the resident has given permission for the search (verbally or by waiver).

A Housing & Recreation Department and/or SIPI Security staff member may enter a student's room at any time if the staff member has reason to believe a residence hall regulation or Student Code of Conduct violation is occurring in the room. Evidence of alcohol or drug use on the floor also warrants probable cause for room searches (including drawers, closets, etc.) with the resident present all areas of a Residence Facilities are College property. Although students bring items to campus, for example a Suit Case, College officials have the right to search those items if there is reason to believe the student is in violation of College property or for safety reasons. If a College staff member observes items that are not permitted in the residence hall in a student's room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the trimester. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.

The Housing & Recreation Department Staff may also enter or search your room without your permission if there is an immediate and serious threat to the safety

and well being of persons or property, or for reasons stated below. Under such conditions, a staff member may enter and search your room whether you are present or not. Another member of the Housing & Recreation Department and possibly other officials will assist the staff member if it is thought that such danger is connected with fire, chemicals, explosives, weapons, or other items that could cause serious personal trauma or injury. The same procedure is prescribed if the potential danger involves assault or other acts that might jeopardize persons or property, or are serious violations of state or federal law.

If a staff member enters your room with your permission and sees a violation that threatens the health, safety, and welfare of the College community, the staff member will confiscate all objects or materials that constitute a threat and take them as evidence to the Housing & Recreation Department Office. Other staff members or students residential assistants may be asked to assist in an emergency situation requiring room entry if the situation threatens immediate harm to individuals or themselves. Staff will not, except as noted above, admit a third party to your room without obtaining your written or oral permission.

## **FIRE DRILLS**

Fire drills are held routinely in the Residential Facilities. SIPI College must comply with the fire and safety code of the State of New Mexico and the United States Federal Government. Therefore, it is very important that all students comply with scheduled fire drills so that in the event of an emergency the response will be effective and appropriate. Participation in all fire drills in your Residential Facility is **MANDATORY**. Students failing to participate in a fire drill may be dismissed from the Residence Facility.

**EMERGENCY EQUIPMENT** is used for safety purposes only. Any tampering with emergency apparatuses such as fire extinguishers, fire alarms and systems, and disconnecting smoke detectors is a crime, punishable by law and grounds for immediate eviction from all Residence Halls and/or SIPI College.

## **RESIDENTIAL RULES AND REGULATIONS**

- 1. Students may not remove or move any College-owned furnishings from their rooms.**
- 2. Students may not remove/move College furnishings from the lobby, floor lounges, or any public areas in the residence halls. Students found to have any lounge or public area furnishings in their room will be referred to the Housing & Recreation Director.**

**Approved appliances for use in the residence halls include**  
• **Television. Radio, DVD, VCR.**

- 3. Students should consider the government-backed "Energy Star" label when buying lights and electronics. The label is a distinctive half-globe logo with the word "energy" and a star inside. Products with this label meet high energy-efficiency guidelines set by the U.S. Environmental Protection**

**Agency and the U.S. Department of Energy.**

**Items not permitted due to serious fire hazard include:**

- Hot plates
- George Foreman grills
- Toaster ovens
- Toasters
- Crock pots
- Space heaters
- Candles or oil burners (not allowed in the halls, even if they are not or have not been burnt)
- Incense
- Halogen lamps
- Any appliance with an open heating element

4. **Cooking, other than preparing snacks, is not permitted in student's rooms.**
5. **Smoking is not permitted in the residence halls. Students who smoke may do so outside in designated areas.**
6. **Students may not install additional lighting fixtures, etc., or tamper with any electrical wiring in the residence halls including the smoke detectors. External radio and TV antennas are also not permitted. Anyone found to have disabled or otherwise tampered with a smoke detector will be referred to the Housing & Recreation Director, Dismissed from Residential facility and Assessed an improper check out (\$50.00).**
7. **Nails, hooks, etc. may not be attached to the walls. Pictures and other items are not to be attached to the walls, windows, or furniture by any method that leaves holes or marks. Students will reimburse the College for damages resulting from the use of unapproved materials. Improper Check out. (\$55.00)**
8. **Pets are not allowed in the residence halls.**
9. **Students are expected to keep their rooms clean and orderly at all times. Clothing, blankets, towels, or other articles are not to be hung or displayed in residence hall windows. Room checks will be conducted every Wednesday at 10:00am and at 4:00pm. Depending on Residential/Recreational Specialist availability.**
10. **The College does not assume responsibility for loss of or damages to a student's clothing, valuables or other personal property. Room doors should be locked at all times. In case of theft, report it immediately to the Housing & Recreation Department and the SIPI Security Office. Please note - personal items left outside a room will be discarded unless prior arrangements are made with the Housing & Recreation Department.**

## **ROOM ASSIGNMENT AND CHANGE POLICIES**

- 1. Residence hall rooms are assigned by the Housing & Recreation Department. Once a student has been assigned to a room, the student may not move to another room in any residence hall without first receiving written permission from their current Residential/Recreational Specialist. Room transfers will only be permitted during a specified time each semester. (3<sup>rd</sup> week of trimester.) Room transfer requests outside those specified times will only be permitted if the student's current Residential/Recreational Specialist determines that extenuating circumstances exist. Once a room transfer has been approved, all students involved in the transfer must move to their new room assignment(s) within 48 hours of permission being granted. Any student who fails to move within another 48 hours will lose the opportunity to transfer to the newly assigned room.**
- 2. Any student who makes an unauthorized room transfer at any time during the year will be assessed an improper check out (\$50.00) and will be required to move back into their original room. The College reserves the right to re-assign individuals to different rooms at any time, if such re-assignment is deemed necessary.**

#### **CHECK-IN, CHECK-OUT, AND BILLING POLICIES**

- 1. Upon checking into their room, occupants of the room must review and sign a Room Inventory Report (RIR) for their room verifying that the information on the RIR, regarding the condition of their room and its furnishings at the time of check-in, is indeed accurate. It is each resident's responsibility to make sure their RIR accurately reflects the condition of their room and its furnishings, at the time of check-in. Students who fail to make the necessary notations on their RIR within 24 hours after they check into their room or who are not present at check-out, when the R.S. or S.R.A. makes the end-of-the-year notations on the RIR, may not dispute the charges for which they are assessed at the end of the Trimester.**

**Any student wanting to live in a College residence hall must pay a \$55.00 housing fee and \$20 Class Registration Fee before room is assigned.**

- 2. The residence halls are closed during all Trimester breaks. Notification informing residents of the date and times the building will close, as well as when it will re-open following each vacation period is sent through campus e-mail and communicated through signs and flyers at least one week prior to each vacation period. All other residents should make travel plans or alternate housing arrangements for the Trimester break vacation periods that allow them to be checked out of the residence hall by the official closing time (12:00pm on designated date).**
- 3. Students who withdraw from the College or check out of the residence hall at any time during the school year must remove all personal belongings from their room, and properly checkout of the hall with their R.R. or S.R.A. by the previously arranged check-out deadline. When checking out of the hall, they must sign their room condition report and return their room/hall key(s) to the R.R. or S.R.A. Students who do not check out of the hall by**

the previously arranged check-out deadline will be assessed \$50 (Improper check out) and \$50 per key charge if key is not returned to an R.R. or S.R.A. before leaving.

4. Residential students are responsible to clean room prior to check out. Rooms must be swept and vacuumed. Wall lockers must be cleaned out and wiped down with cleaning solution. All trash must be disposed of and doors must be wiped clean. Doors must be wiped clean of all dirt.

## **HOUSING & RECREATION DEPARTMENT STAFF-**

Residents should make it a priority to know their Housing & Recreation Department Staff.

**The Front Desk-** The front desk is the central location for addressing resident questions concerning mail, processing maintenance requests, and other general interests. All Residence Hall front desks operate 24 hours per day. In cases when a staff member is not in office, student may notify H & R Secretary, and/or H & R Staff member in other residential facility. In cases of extreme emergency, student is to contact 9-11.

**The Student Residence Assistant (S.R.A)** is a student who lives in the Residence Hall and supervises residents on an assigned floor. The S.R.A. plan programs and activities, hold floor meetings, and address roommate situations on their unit and the hall in general. Your assigned S.R.A. should be one of the first people you contact if you have any problems or concerns.

**The Residential/Recreation Specialist** is responsible for the management and direction of the Residential Facilities. The Specialist is responsible for enforcing Residence Life and College policies. Moreover, the Specialist help students by making appropriate referrals to support offices on campus, as needed. Every effort is put forth by Specialist to promote academic excellence and personal and social development.

## **SCHEDULING STAFF**

The Housing & Recreation Director is responsible for the scheduling of staff to work in various shifts within the Residence Hall settings (i.e. front desk, lobby monitors, student staff etc.).

## **SAFETY INSPECTION AND MEETINGS**

The Housing & Recreation Department requires regularly scheduled safety inspections and meetings in each Residential Facility. The inspections are designed to examine the general condition of student rooms and public areas to insure that safety guidelines are met. The safety inspection will specifically look for hot plates, electrical fryers, large sized refrigerators, small ovens, and other cooking appliances that are strictly prohibited in student rooms.

**Residents are required to attend all mandatory meetings. Failure to comply with these meetings may result in disciplinary sanctions as deemed appropriate by the Housing & Recreation Department Staff. Residents will receive notice of mandatory meetings. If resident is not going to be able to attend, resident must notify Housing & Recreation Department Staff prior to meeting.**

#### **PROGRAM/SPACE**

**Each Residence Hall is equipped with seminar rooms and/or recreation space. Generally, special program initiatives are sponsored in these locations. If staff/students wish to reserve use of the seminar room or lounge spaces, special reservation forms must be completed and approved by the Housing & Recreation Director. You may inquire at the front desk about room reservations.**

#### **MAIL**

**First class mail is delivered Monday through Friday to the SIPI Mail Room. Packages and special delivery are received at the Administrative Office throughout the week. Students may retrieve their mail and/or packages in accordance with the established hours of the Mail Services Department. Notification of packages will be placed in student message Board. Proper student identification and signature is required to receive packages. Certain packages are kept at the main post office on the main campus, in the Administration Building.**

**When designated a mailing address, use your full name as registered with the College and your assigned room number. This approach will help to expedite the sorting of the mail. During the official check-out process, a forwarding mailing address must be filed with the Mail Services Department.**

#### **TELEPHONE**

**The Housing & Recreation Department Staff is not permitted to give out phone numbers or location of their residents. It is the students' responsibility to provide their family and friends with this information and to keep in contact with them. Although, the front desk may receive important calls from administrative offices on campus, it is the responsibility of the resident to check their messages on message board. Phones in Residential Offices are for Department use only. Courtesy phones are located in each wing and pay phones in main lobby area. Phone numbers may be obtained through the Housing & Recreation Department.**

#### **LAUNDRY FACILITIES**

**Washers and dryers are located in the laundry room areas in each building. If a machine is not working properly, please report the problem by reporting the broken equipment to the front desk.**

Ironing of clothing should be contained in the laundry room area or other approved designations. See Residential/Recreation Specialist for questions concerning approved ironing locations.

#### **VENDING MACHINCE SERVICE**

Each resident hall has a vending machine area. The machines are stocked with an assortment of food and drinks and are re-stocked weekly. The vending area is available to residents 24 hours per day. Regular U.S. currency is required.

#### **COMPUTER LABS**

A computer lab is located in each resident hall. Residents are allowed to utilize the labs during normal operating hours. There is a staff person on site to assist students with computer services concerns. The computer labs offer to students, internet access and various program applications to assist them with their academic studies. All rules and regulations governing the computer lab must be strictly followed.

#### **KITCHENS**

Each Residential Facility has kitchenettes for residents use only. When utilizing the kitchenettes, it is the responsibility of residents to clean up after each use. Failure to keep the kitchenette area neat and clean could jeopardize its continued availability.

#### **TV ROOM/LOUNGE**

There are television rooms and lounges located in each hall. Some halls have a separate television and lounge area. These areas are utilized for various functions and therefore have hours of operation and blackout times per the discretion of the Housing & Recreation Department, based on special needs of the residents and guests. Removal of furniture is strictly prohibited.

#### **PARKING**

There are parking spaces available for residents who live in the Residence Facilities. Students must receive a SIPI parking decal from the SIPI Security Offices. Failure to register your automobile with SIPI College may result in disciplinary sanctions and may result with the towing of your automobile at owners expense. SIPI Security: 505-346-2323

#### **PERSONAL PROPERTY**

One's belongings must be the "number one priority" of each individual resident.

Remember the following guidelines:

- The SIPI College/Housing & Recreation Department is **NOT RESPONSIBLE FOR LOSS** of personal property in any building or on any part of the campus, whether the loss occurs by theft, fire, or otherwise.
- Lock room door each time you leave your room- even for a few minutes and also while you sleep at night.
- Secure insurance on your personal belongings. Check with your parents to ascertain that your belongings are covered under your family's insurance policy.
- Do not bring valuables, such as expensive jewelry, furs, stereos, televisions, photographic equipment etc., to the Residential Facility. Please remember that, should you insist upon bringing such items, you will be doing so **AT YOUR OWN RISK**. Costly items must be kept out of plain view at all times. Guests including guests of roommates should not be privy to the location of expensive items.
- Protecting your personal belongings is your responsibility. The Housing & Recreation Department is prohibited from holding or storing personal property.
- Follow visitation guidelines and encourage roommates to do the same.

## **HOUSEKEEPING & MAINTENANCE**

**HOUSEKEEPING** – The Facilities Department – Contracted Cleaning Crew and Housing & Recreation Department is responsible for providing clean and attractive surroundings for residents. Contracted Cleaning Crew and Housing & Recreation Department maintains all common areas, showers, and restrooms. Residents are responsible for the care and cleanliness of their own room.

**MAINTENANCE** – In addition, this office is also responsible for insuring that necessary repairs are made in the building. The College Facilities Management (FM) Department makes major repairs. In emergency situations, repairs are made as soon as possible, although some situations may take longer than others.

Damages or items in need of repair are to be reported to the front desk immediately. A *Maintenance Request Form* must be completed to describe the type of problem and the location in the room or public area where the problem exists. If the problem is not attended to, please inquire at the front desk for further assistance.

**MAINTENANCE REQUEST FORM** – The Maintenance Request Form is vitally important to resolving maintenance issues. Residents are requested to report to the front desk and complete a Maintenance Request Form whenever a plumbing, electrical, air conditioning, heating, etc. issue arises. This form serves as a tracking ticket to identify repeated problems and to categorize extent of maintenance problems.

## **TRASH REMOVAL**

Place all garbage (preferably in plastic bags) in the trashcan located on each floor. Keep the trash in the trashcan to prevent bug, insect, and rodent infestation. If the trashcan is full, take your trash to the nearest trash receptacle or trash chute. Remember, rodents are only a few feet away from where they are being fed.

## **SAFETY & SECURITY**

As for safety in and around campus, the Housing & Recreation Department and addition campus programs holds seminars and advises the student body on various precautions to take while on campus and in the city.

Statements regarding security are not intended to cause undue alarm. It is known that criminal activity in our society is prevalent. Large cities are especially vulnerable. The suggestions made are only those for which the student would need to exercise as a member of any community. As such is the case, please refrain from propping open Emergency Exit Doors, doors to stairwells, etc. This is a safety and security risk for all residents in the building.

Any resident who feels that his/her rights have been violated, can register a complaint against the violator(s) by reporting infractions to the staff of the Housing & Recreation Department, for the purpose of submitting an Incident Report to the Housing & Recreation Director.

Residential facilities are equipped with the necessary safety and security hardware – all front doors are kept locked. Room keys are issued to each resident. All residents must present a valid current student I.D. upon entry to the campus/dormitories at all times or when asked by a college official, faculty and staff.

In the final analysis, each student must give concern to his/her own safety and protection and refrain from careless actions that could jeopardize his/her safety and that of their fellow residents and staff. In this regard, each student is cautioned to keep their room keys with them at all times and must not lend or duplicate room keys or give their Identification Card for use by anyone.

### **Residential Safety Tips:**

- Always lock your doors. Never compromise your safety for a roommate who asks you to leave the door unlocked.
- Dormitories have a central entrance/exit lobby where nighttime access is monitored.
- Dormitory residents have residential assistants and security patrols routinely check for "propped doors" - day and night.
- Do not leave your identification, wallets, checkbooks, jewelry, cameras, and other valuables in open view.
- Program your phone's speed dial memory with emergency numbers that include family and friends.
- Always lock doors when you are absent. Do not loan out your key.

- Students should "respectfully decline" to have photo and personal information published for distribution to the campus.
- Study the campus and neighborhood with respect to routes between your residence and class/activities schedule. Know where emergency phones are located.
- Close all exit doors if you should notice them being open. Assist staff to ensure the safety of the residential and campus security.
- Share your class/activities schedule with parents and a network of close friends, effectively creating a type of "buddy" system. Give network telephone numbers to your parents, advisors, and friends.
- Always travel in groups. Request security to escort you off premises. Never walk alone at night. Avoid "shortcuts".
- Survey the campus, academic buildings, residence halls, and other facilities while classes are in session and after dark to see that buildings, walkways, quadrangles, and parking lots are adequately secured, lit and patrolled.
- To gauge the social scene, stroll through the student hangouts. Are people behaving responsibly, or does the situation seem reckless and potentially dangerous? Remember, alcohol and/or drug abuse is involved in about 90% of campus crime.

#### **Crime Prevention Tips**

- Maintain situational awareness. Pay attention to the people and circumstances around you.
- Trust your instincts. Avoid potentially dangerous situations.
- Avoid being lured from a public place into a private area where you can be isolated.
- Control access to your residence. Keep doors and windows locked.
- Avoid walking alone at night unless absolutely necessary.
- Keep to well light commonly traveled routes.
- Avoid shortcuts and dark, isolated areas.
- Walk like you have a purpose, know where you are going, and project a no-nonsense image.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Take advantage of the available escort and transportation services.
- Do not leave property unattended or unprotected.
- Stay SOBER. Persons under the influence are more likely to be victimized.

Contact the Housing & Recreation Department & SIPI Security on your campus for more information:

<b>SIPI Security</b>	<b>Matt Harrinman</b> <a href="mailto:mharrima@sipi.bia.edu">mharrima@sipi.bia.edu</a>	<b>346-2323</b>
<b>APD/BCSO</b>	<b>APD/BCSO</b>	<b>9-1-1</b>
<b>Housing &amp; Recreation Department</b>	<b>H &amp; R Offices</b> <a href="mailto:gwilson@sipi.bia.edu">gwilson@sipi.bia.edu</a>	<b>346-2371</b>

<b>Golden Eagle Lodge</b>	<b>Residential/Recreation Specialist</b>	<b>346-2354</b>
<b>Four Winds Lodge</b>	<b>Residential/Recreation Specialist</b>	<b>346-2357</b>

## **REPORTING OF INCIDENTS**

**Reporting of any unusual/disruptive incidents should be reported immediately to the front desk. Assistance cannot be provided unless you notify the front desk. The only way problems are solved is that you provide the necessary facts surrounding the incident. Additionally, you will be called upon by staff to complete a written statement describing the incident. This involves the: who, what, where, when, and general description of the incident. In cases of extreme emergencies, always contact 9-11.**

## **LOCKOUTS**

**As responsible individuals, it is asked that the residents keep their keys with them at all times. In the event that you are in need of a lockout, please report to the front desk of the Residence Hall. Lockouts are performed by the R.R. Specialist and S.R.A.'s on-call. Staff may not be available to assist due to additional staff duties. Residents must wait for the first available Staff member.**

## **STUDENT LEADERSHIP DEVELOPMENT & ACTIVITIES**

### **Lodge Councils**

**Residents are expected to follow College guidelines and to govern themselves accordingly. Each Residence Hall elects a Dorm Council at the start of the academic year. The Dorm Council serves in an advisory role as an integral part of the Lodge operation. Council members must give leadership to fostering a healthy living environment and setting the image and spirit of the Residential Facility. The group supports programming efforts. The Council leadership includes the office of President, Vice President, Treasurer, Secretary, and Floor Representatives.**

### **Residential Memorandum of Understanding**

**Students are required to complete the Residential Memorandum of Understanding to avoid conflicts and misunderstandings resulting from differences of opinion. Usually a change of room is not the first option. Students are encouraged to try to adjust to the new living situation by making a concerted effort to work towards a decent and fair living arrangement.**

## **RESIDENCE HALL ACTIVITIES**

Each Trimester, Housing & Recreation Department and additional campus programs sponsor a variety of “out-of-class” programs for residents. These include seminars, community service projects, discussion groups, and many more activities. All residents are encouraged to share their ideas and talents in developing hall programs.

## **TRANSPORTATION**

Any individual that is requesting transportation to medical appointments, prescription, and train, airport and bus station must notify the Housing & Recreation Department Secretary 24 hours in advance.

Housing & Recreation Offices are located in 12 Feathers Program Building.

Hours of Operation:            Monday-Friday            7:45am to 4:30pm

Transportation Runs:

1<sup>ST</sup>     8:00AM

2<sup>ND</sup>     11:00AM

3<sup>RD</sup>     3:00PM

Examples: If your appointment/travel reservation time is at 10:00am, you must be on the 8:00am run. If you have a 2:00pm appointment/travel reservation, you must be on the 12:00pm transportation run.

Transportation to airport, bus depot, or train station for student who are either returning to SIPI for new trimester or going home at end of trimester. Other breaks during at the end of a trimester, such as Spring Break are not always authorized but may be approved by the Housing & Recreation Director. Any individual that has been suspended or withdrawn from residential facilities during the trimester to return home must receive prior approval from either Acting Shift Director and/or Housing & Recreation Director to be transported.

Unauthorized passengers are not allowed. Individuals are not covered by insurance.

If there is any doubt whether or not an individual is to be transported to a particular destination, check with the Acting Shift Director or Housing & Recreation Director in order to get prior approval.

Housing & Recreation Department will not transport if individuals fail to reserve a transportation time with the Housing & Recreation Department Secretary.

Transportation may be cancelled due to availability of Residential & Recreation Specialist.

**SOUTHWESTERN INDIAN POLYTECHNIC INSTITUTE  
DUE PROCESS OF ARTICLE VIOLATIONS**

**Zero Tolerance Policy  
Article(s) 1-A, 1-B and 1-C**

The following will occur if a Student violates any article(s):

1. The SIPI Employee will document the incident report on the STARS system. They will give a copy of the incident report to the student and the student will be required to meet with the Residential/Recreation Specialist and/or designated representative within one business day. Failure to comply will result in discipline recommendation being upheld. The student will not have the opportunity to appeal.
2. The student will be notified about his/her violation by a Residential/Recreation Specialist and/or designated representative. The Residential/Recreation Specialist and/or designated representative will explain the recommended disciplinary sanction(s) which will be implemented. In addition, they will inform the student(s) of their appeals rights, time and location.
3. Depending on the severity of the violation, the student may be suspended immediately from the residential facilities. A time and/or campus bar may be enforced.
4. The student is required to present a one page appeal letter to the Appeals Board. The Appeals Board may consist of an Administrator, Security and Residential/Recreation Specialist. Only one out of three are required to be present.
5. The Appeals Board will either uphold the discipline recommendation, and may recommend adding additional sanction(s) such as time bar and/or campus bar. The Appeals Board may recommend a behavioral contract. The Behavioral Contract conditions and duration will be determined by the Housing & Recreation Director. (Failure to comply with the Behavioral Contract conditions will result in immediate suspension from the residential facilities. Time bar and/or Campus bar may be implemented.
6. If the Appeals Board upholds a decision, the student will have one business day to appeal to the Housing & Recreation Director.
7. The Housing & Recreation Director will approve or disapprove the Appeals Board discipline recommendation. The decision of the Housing & Recreation Director will be final.