

INDIAN HILLS COMMUNITY COLLEGE



Dormitory Handbook

2014-15



Welcome to the Centerville Campus of Indian Hills Community College. You are now a member of the Residence Hall community. Dormitory living has many exciting facets, the most significant of which may be your personal growth and experiences. The people you meet here and the relationships you build while in the dormitory will become an important part of your life.

The guidelines in this handbook have been established to insure the rights and privileges of each member of the dormitory community. Those mutual considerations that must be made when living in a dormitory will help to promote a healthy and comfortable environment for everyone.

If you have any questions relating to this handbook or the living conditions in the halls, please feel free to discuss the situation with your Resident Assistant or the Dormitory Supervisor. If they cannot answer your questions, Housing Coordinator. The Centerville Campus Dean, Joe Starcevich will have the final say on all matters.

This handbook will serve as your guide to the services, facilities, policies, and procedures of the halls. It is important that you read it and become familiar with its contents. Keep it in your room for future reference.

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Every effort has been made to ensure the accuracy of the information contained in this handbook. However, due to the dynamic nature of community colleges, it is to be understood that any item in this publication is subject to change by proper administrative procedure.

STAFF AND PERSONNEL

HOUSEKEEPING/MAINTENANCE STAFF: The dormitory bathrooms, hallways, lounges, and public areas are cleaned regularly by the housekeeping staff. They put forth a continuous effort to maintain the cleanliness of the dorm. **Your cooperation** in helping to keep these areas clean will be greatly appreciated. If you notice an area in need of maintenance repairs, please notify one of the dormitory staff members so they can inform the maintenance staff. Remember, it's **your dorm**.

DORMITORY STAFF: A Dormitory Supervisor and two student Resident Assistants (RAs) comprise the dormitory staff. The Dormitory Supervisor is responsible for the overall operation of the dorm and is assisted by the RAs. Their roles include advising students, answering questions about college and dormitory policies, and helping students who may have academic difficulties or may be experiencing personal problems. The RA duty schedule is posted in the lobby.

SERVICES

FOOD SERVICES: Meals will be provided by on campus Monday through Sunday. Service times and more details about meals will be available when students arrive on campus for fall term. Meals are required with your dormitory contract. Meal options are available if you are employed. Please see the Business Office for details.

LOST AND FOUND: A lost and found service is maintained by the Dormitory Supervisor. We request that you turn in all found articles and notify the dorm office of any articles you may have lost.

MAIL: Mail will be distributed to your room daily and you will be informed about the arrival of packages by a note under your door. You may obtain the package by contacting a member of the dormitory staff. Please have your mail addressed to you in the following manner:

Your Name
IHCC Dormitory Room #1
721 N. 1st Street
Centerville, IA 52544

A lost mailbox key will result in a \$20 replacement fee.

Upon leaving the dormitories please leave a forwarding address with the

Student Services office. Only first-class mail can be forwarded. Mail will be forwarded for one term only following a residents departure.

FACILITIES

LAUNDRY: Laundry facilities are provided in the dorms.

The machines are easy to operate and may be used at your convenience between the hours of 8:00 a.m. and 10:00 p.m. If a machine fails to operate, place an out of order sign on it and notify the Dormitory Supervisor. It will be repaired as soon as possible.

Please remove your clothes from the washers and dryers as soon as they are finished. No dyes are to be used in the machines. The college is not responsible for unclaimed laundry.

LOUNGES: The dormitory lounges have been furnished as common areas for all resident students. This furniture may not be removed. If a resident is found with lounge furniture in their room they will be charged \$50.00 plus \$20.00 a day until the furniture is returned to the lounge.

PARKING: Dormitory students will have a designated parking lot. Parking permits are required and must be purchased at the Bookstore. Vehicles parked in “no parking” areas or in lots other than designated parking will be towed at owner’s expense.

STUDENT ROOMS: The Centerville dormitory has 26 double occupancy rooms. **Your room is your home at IHCC.** You are encouraged to make use of it, decorate it, and furnish it within the limits of the college policies/regulations.

You are responsible for keeping your own room clean. Cleaning equipment is available in the service closets.

The college furnishes each resident with an extra-long twin bed and mattress, desk, chair, bulletin board, and wardrobe. These items are not to be removed from the dormitory rooms. **Lofts are not allowed.** We request that furnishings attached to the structure of the building also not be removed. It is costly and difficult to reattach them and will only constitute an additional expense for you. Desks may not be stacked or flipped on end and bed frames may not be flipped or turned on the side.

WINDOWS: We ask your cooperation in keeping the dormitory windows in peak condition. Do not remove the window screens for any reason. When you leave your room please close and lock your windows. **You should never leave your windows open when you are out of the room for classes or for overnight!** You will be fined \$20 per occurrence for removing screens.

MICROWAVES AND REFRIGERATORS: Compact refrigerators and microwaves are allowed in the dorms. For safety reasons, grounded surge protectors should be used and the unit should be well ventilated, not placed in a closet or confined space. The college reserves the right to ensure compliance with safety and sanitation standards. Only portable refrigerators will be approved. A sign must be posted on your room door at all times indicating "Microwave in Use" if there is a microwave in your room. Signs are available from the dormitory staff.

SMALL APPLIANCES: Hotplates or small appliances with an exposed heating element are not allowed. Hot pots and coffee pots are allowed; however, they should not be left plugged in when no one is in the room.

DOORS: Students may mount message boards on the wall outside their room with double stick tape. Pictures and other papers should not be mounted on the outside of the room due to fire codes. Do not write on the doors themselves or a damage assessment will be incurred by the room resident(s).

DORMITORY KEYS: A room key, mailbox key, and security key will be issued to you when you check in. Please make it a habit to carry your key with you at all times. If you should lose your key, report it immediately and a new key will be made for you. However, you will be assessed a \$20.00 fee for each key replacement.

TELEPHONES: There are telephone jacks located in each dormitory room. Residents must provide their own telephone. Local service is available at no charge. Long distance service requires a calling card. Voice mail is included in the telephone system.

The lounge phone number for the Centerville dormitory is 641-856-2168.

TELEVISION: Cable television is provided at no extra cost in all IHCC dormitories. It is recommended you bring a small portable television set in order to save space. There is also a television in the dormitory lounge.

INTERNET ACCESS: Wireless internet access is available in all dormitories at no extra cost. Residents must bring their own computer systems as they are not provided by the college. Contact the Housing Office for information

on where to purchase the equipment needed to access the internet. IHCC will serve as the provider.

VENDING MACHINES: A pop machine is located in the lounge. If the machine fails to operate properly, notify the staff person on duty.

POLICIES AND PROCEDURES

ACCIDENT AND ILLNESS: In case of an accident or illness, the Dormitory Supervisor should be notified and an accident form should be completed.

Local **Physicians** are listed in the Yellow Pages of the phone book. The telephone number of the local hospital is:

Mercy Medical Center – Centerville 437-4111

ABSENCE: Please notify the Dormitory Supervisor of your destination if you are leaving campus overnight so that you may be reached in case of an emergency.

VIOLATIONS: Failure to abide by the rules set forth in this handbook will result in disciplinary action by the Dormitory Supervisor, RA's, the Coordinator of Student Housing, or the Dean of Student Services. The degree of violation, as well as the extent to which infractions also violate civil and criminal law, will determine the degree of disciplinary action. This may range from fines to immediate suspension from the resident halls and/or the college. Any resident asked to leave the dormitories forfeits visiting privileges in all of the dormitories for the remainder of the term. Visiting privileges may be restored pending a visit with the Coordinator of Student Housing.

WARNINGS: You will receive only one warning before being fined, except during Quiet Hours (10:00 p.m. - 10:00 a.m.), when there is an automatic fine (no warning).

FINES: Failure to abide by the rules of the dormitories will result in fines of \$20.00 increments. Excessive violations of the rules will result in disciplinary action by the Dormitory Supervisor, the Director of Housing, or the Dean of Students.

DAMAGES: You and your roommate jointly share the responsibility for the condition of your room and its furnishings. Please be as careful as possible so that unnecessary damage charges may be avoided.

Please report damages or needed repairs to the dormitory staff. These

maintenance requests will be acted upon as soon as possible.

The use of nails, tacks, glue, and other adhesives is not permitted due to the damage they cause to surfaces. Please use only PlastiTak in attaching posters, etc. to walls. You are responsible for removing the PlastiTak from all surfaces before you check out.

Anyone asked to leave the dorm for any reason may not be in the dorm at anytime for the remainder of the term in which they were asked to leave. Visiting privileges may be restored after this time only by permission of the Dorm Supervisor.

Unless the person causing damage is specifically named, the amount of damages found in your room will be split between you and your roommate(s) and deducted from your \$175 room deposit. Damage expense in excess of the \$175 deposit will be assessed to your bill. Damages occurring in the lounges and common areas or furniture and equipment missing from those areas will be charged to all residents of the hall where the lounge is located.

Residents are required to keep the window screen locked securely in place at all times. Windows should be locked whenever students leave their rooms for a night, a weekend, or a vacation. Occupants are responsible for the total cost of replacing screens and storm windows if they are damaged. Residents will be fined whenever a screen is removed from a window.

CHECK-OUT PROCEDURES: When you are preparing to check out of the dormitories you should:

- schedule a time with the RA to check out (at least) 24 hours prior to the time you wish to check out, if possible).
- pack your belongings and move them out.
- clean your room, including dusting, vacuuming, arranging furniture, making sure all drawers and closets are empty and cleaning sinks.
- close all blinds and close and lock all windows.
- sign paperwork and turn in keys with RA. Residents will be assessed \$50.00 for keys not returned at checkout time.
- Failure to remove belongings and check out properly in a timely manner will result in additional fines.

STUDENT BELONGINGS: When a resident leaves the dormitories they are expected to remove all of their belongings at check-out. Any arrangements made for storage of a student's belongings will be made between the Housing Office and the student, but will not exceed 30 days. The college is not responsible for loss or damage to items stored.

ROOM AND BOARD PAYMENT: Students not registering by the first day of classes may be asked to leave the dorms by the Director of Housing or his designee.

ROOM DEPOSIT REFUNDS: Deposits shall be refunded to students in the term following their departure from the dorms. Deposits will first be applied to any outstanding account balances and the difference will be refunded to the student. Contact the Housing office for refund dates or changes in address.

ROOM AND BOARD REFUND POLICIES: Room and board fees will be pro-rated and refunded to the day of departure if the student leaves the residence hall during the first 8 class days of the term. Residents who leave the dormitories on the ninth class day and beyond are entitled to no refund.

ROOM DEPOSIT REFUNDS: Deposits shall be refunded to students in the term FOLLOWING their departure from the dorms. Contact the Housing Office for refund dates or changes in address.

ROOM AND BOARD CHARGE PAYMENT AND FORFEIT: The room and board fees are payable in advance at the beginning of each term. If a resident leaves the dorm during the contract period (term), the resident shall be assessed a \$300 fine for breaking the contract. Student will also forfeit room deposit of \$175, but will be reimbursed the unused board fees.

FIRE PROCEDURES: The threat of fire is always a danger in the residence hall. Fire drills will be conducted periodically to help acquaint residents with proper procedures. In case of fire:

1. Pull the Fire Alarm
2. Call the Fire Department
3. Notify the Dormitory Supervisor
4. Evacuate the Residence Hall

If a fire alarm sounds, follow these procedures:

1. Close the windows and door (**do not lock**) in your room.
2. Proceed quickly, but cautiously to the nearest exit.
3. Return to the residence hall only after the building has been totally evacuated and permission has been granted by the Dormitory Supervisor or fire department official.

If possible, use a fire extinguisher to help contain the fire. **WARNING! USE EXTREME CAUTION! DO NOT PUT YOUR SAFETY IN JEOPARDY!** Property can be replaced, but not your life.

1. A small, non-electrical blaze can be extinguished with a fire extin-

guisher located on each floor or with a pail of water.

2. Extinguish an electrical fire, such as one caused by a frayed electrical cord, by pulling the cord from the socket and then smothering the fire with a blanket or rug. **NEVER** use water on electrical fires.
3. Your Dormitory Supervisor will instruct you as to the proper use and handling of the fire extinguishers.

NOTE: *The fire extinguishing equipment is there for everyone's safety and protection. **THE TAMPERING WITH OR MISUSE OF FIRE EXTINGUISHERS OR THE FIRE ALARM SYSTEM WILL RESULT IN SERIOUS DISCIPLINARY ACTION AND PROSECUTION UNDER STATE LAW.***

VISITING HOURS AND GUESTS: Residents may entertain friends in their rooms during visiting hours of the week in compliance with visiting hours. Those hours are between 10 a.m. and 12 midnight. Only resident students and registered guests are permitted in the residence hall after 12 midnight. All other visitors must leave at that time. Only same sex guests are allowed to stay in a resident's room after 12 midnight.

Permission to have guests in the dormitory between 12 midnight and 10:00 a.m. must be obtained from the Dormitory Supervisor. The consent of the roommate(s) is also required. If the guest is to use the bed of another student, permission from this student must be obtained and presented to the Dormitory Supervisor in advance. A resident may host only one guest at a time for a limit of three consecutive nights per term. Longer stays must be approved by the Dormitory Supervisor and the guest will be charged \$20.00 per night. A resident must obtain permission from the Dormitory Supervisor if they wish to house more than one overnight guest.

Guests are expected to observe the same college and residence hall policies as the residents. Residents are responsible for the conduct of their guests. Therefore, the fines/damages of the guests will be assessed to you, the dormitory resident.

Residents will be assessed \$20.00 each unregistered guest per night.

HOUSING: Student must be enrolled in approved IHCC programs in order to live in the residence hall and must carry a minimum of 8 credit hours and be a student in good standing. Those students not meeting the minimum criteria must meet with the Director of Housing to determine continued residency.

PETS: Pets and animals are not permitted in the residence hall. They present sanitation, as well as other problems. Fish in aquariums are permitted.

QUIET HOURS: Certain times during the day and evening have been set aside as “Quiet Hours” to allow for study, sleep, etc. Residents are expected to keep noise to an absolute minimum during these times. The schedule for Quiet Hours is 10:00 p.m. through 10:00 a.m.

The enforcement of Quiet Hours is the responsibility of each resident. If the activities of other residents annoy you, inform them of the problem and request that they moderate their activities. If that does not result in a satisfactory solution, the dormitory staff should be notified so they can be of assistance.

EXCESSIVE NOISE IS PROHIBITED AT ALL TIMES: Musical instruments should not be played in rooms. Doors should be closed if stereos, radios, or television sets are in use. The volume should be low enough so as not to interfere with the study or sleep of other residents.

DORMITORY SECURITY: For security purposes, all exterior doors to the residence halls are locked, with the exception of Trustee Hall. Trustee Hall open door hours are during normal business hours. Your key also serves as your entry key to a designated outside in your hall. Doors should not be propped open and should be shut completely. There will be a \$50.00 fine if a resident is found propping doors.

TOBACCO PRODUCTS: Indian Hills Community College is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on college property including in its buildings, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act.

INCENSE: The burning of incense is prohibited in all IHCC dormitories.

CANDLES: Candles are not allowed.

ROOM CHANGES: A flexible room change policy exists. You must retain your original room and roommate assignment during the first two weeks of each term. At the end of the initial two weeks and during the remainder of the term students desiring room or roommate changes or hall changes should consult the Housing Office located in the Administration Building.

SEVERE WEATHER PROCEDURE: In the event of a tornado warning or other severe weather conditions residents should take shelter in the shower

room areas, away from windows and doors.

SOLICITING: Door to door soliciting is prohibited in the dorms, except with permission of the Dormitory Supervisor. This policy is enforced to protect you by preventing the presence of unreliable and illegal peddlers. Please report any solicitors to the Dormitory Supervisor immediately.

VACATION: During official college vacation periods the dormitories are closed. (See the calendar in the back of this handbook for dates.) International students and students living long distances from Centerville may receive assistance in finding housing for these vacation periods from Student Services. You may leave your belongings in your room during break periods. The college, however, is not responsible for lost or damaged items.

VISITATION HOURS: Students may entertain friends in their rooms during specified hours of the week in compliance with the hours listed below:

Visitation Hours

Daily - 10:00 a.m. - 12:00 a.m.

Only resident students and registered overnight guests are permitted in the residence hall after 12:00 a.m. All other visitors must leave the dormitory at that time.

THEFT: Although most lost property is returned, we strongly recommend that you keep your room locked when it is unoccupied. We also discourage the keeping of large sums of money or valuables in your room. IHCC is not responsible for personal property which has been lost, stolen, or damaged. If a theft occurs, report it to the residence hall staff immediately.

VIOLENCE/THREATS OF VIOLENCE: Acts of violence, threats, or threatening behavior against employees, students, visitors, guests or other individuals by anyone on college property will not be tolerated. This includes, but is not limited to, intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.

Violations of this policy will result in disciplinary action which may include dismissal, arrest, and/or prosecution. Immediate threats should be reported to Security and your Dormitory Supervisor.

WEAPONS: The possession of weapons, concealed or otherwise, on college property or at any college sponsored activity is prohibited, except when required for an approved college course. "Weapons" are defined as any instrument or weapon that is specifically designed, made, or adopted

for the purpose of inflicting serious bodily injury or death, including, but not limited to clubs, firearms, handguns, BB guns, paintball guns, airsoft guns, illegal knives, explosives (e.g., fireworks), crossbows, bows and arrows, throwing stars, and knuckles. This includes objects that simulate or replicate weapons. Weapons under the control of law enforcement officials are exempt.

ALCOHOLIC BEVERAGES: The possession or consumption of alcoholic beverages in on-campus housing is strictly forbidden. Possession is defined as being in a room where alcohol is present. Indian Hills Community Colleges reserves the right for immediate expulsion from the residence halls for any violation of its stated policies.

First Offense: Possession or consumption of alcohol will result in a \$100.00 fine and a mandatory alcohol assessment scheduled within one week of the notification from the Director of Housing or the Dean of Students. Failure to meet scheduled meetings may lead to removal from the dormitories.

Second Offense: A second offense of possession or consumption of alcohol will result in a \$200.00 fine and mandatory completion or enrollment in an alcohol treatment program scheduled through Indian Hills Housing Office.

Third Offense: A third offense of possession or consumption of alcohol will result in a possible removal from the residence halls.

No empty alcohol containers are allowed in the residence halls.

DRUG AND ALCOHOL POLICIES: Indian Hills Community College is committed to providing a drug-free environment for all students and staff. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, Presidents Drug and Alcohol Free Colleges, and the Department of Education's Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 – Public Law 101-226).

Indian Hills prohibits the possession or use of illegal drugs and alcohol on or around its property at any time except for those areas licensed under the laws of the State of Iowa. Areas where the use is prohibited include: dormitories, student campus activities, classrooms, school parking lots, roadways, leisure activity areas and all offices or work areas considered college property.

Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the college deemed appropriate.

ate within the policies of conduct prescribed and approved by the Board of Trustees.

COMMITMENT TO A DRUG FREE ENVIRONMENT: Indian Hills Community College is committed to providing an environment that is drug free for its students and staff. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, Presidents Drug and Alcohol Free Colleges, and the Department of Educations' Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 - Public Law 101-226).

SERVICES FOR STUDENTS WITH DISABILITIES 1-800-726-2585, ext. 5238: Individuals with disabilities who require accommodations or special services should contact the IHCC SUCCESS Center for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs who are requesting accommodations must document their disability by providing a written statement signed by a school counselor, physician, psychologist or other health care professional. Statements must include: (a) a description of the disability, (b) a statement of how the disability prohibits one or more major life activities and is a barrier to the student's full participation in the program, and (c) a description of the specific accommodations to be provided. (Requested accommodations must be related to the individual's specific disability).

All requests for accommodations should be made prior to enrollment.

Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa SUCCESS Center by calling (800) 726-2585, ext 5238. Centerville students should contact the SUCCESS Center at (800) 670-3641, ext. 2232. All students may also contact the Associate Dean of Student/Academic Services, (800) 726-2585, ext. 5218.

A Disability Services Handbook is available by contacting the Disability Services offices.

Disability Services, Centerville

location: SUCCESS Center

Email: disabilityservices@indianhills.edu

Phone: (800)670-3641, ext. 2214

Students may also contact the Dean of Academic Services, (800)726-2585, ext. 5218.

EQUAL OPPORTUNITY POLICY: It is the policy of Indian Hills Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder.

This college shall provide activities, a curriculum and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the college's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curricula, programs and services shall foster respect and appreciation for the diverse populations found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this college to recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.

Harassment of a sexual nature or with demeaning intent made from one employee to another, from an employee to a student or vice versa, or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Director of Human Resources/Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, 683-5108; Sheri Heisdorffer, Human Resources Coordinator (staff and faculty), 683-5200; Kelly Conrad, Dean of Student Services (students), 683-5159; Lyvier Aschenbrenner, Associate Dean of Student and Academic Services (students with disabilities), 683-5218; the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

SEXUAL ASSAULT POLICY: Indian Hills Community College takes every possible precaution to prevent sexual assault. Precautions that Indian Hills has taken include special dorm resident lock systems, campus lighting, and student resident assistants assigned to duty nightly in the residence halls, as well as adult dormitory supervisors whose permanent residence is in the dormitories.

Steps and procedures, as well as preventive actions, are discussed in new student and dormitory orientations.

If a sexual assault should occur on campus, the person assaulted or persons having knowledge of the assault should immediately notify the local law enforcement authorities by calling 911 or (641)683-0661 in Ottumwa or (641)437-7100 in Centerville. Further, the assaulted person should contact someone nearby, be it a staff person, student, or visitor for emergency assistance. After completing these procedures, the event should be reported to either the Dean of Student Services in Ottumwa (641-683-5159), Security on the Ottumwa Campus (641-683-5300 or ext. 5300 if calling from on campus), Student Health Services office in Ottumwa (641-683-5335), the Dean of the Centerville Campus (641-856-2143), or an immediate supervisor so that counseling referrals and other assistance as appropriate can be offered to the victim.

Confidential reporting procedures are in place. Contact the Dean of Student Services office in Ottumwa for more information.

SAFETY AND SECURITY: At Indian Hills Community College, the safety and security of our students, faculty, and staff is always at the top of our agenda. With the support of our local law enforcement authorities, there is a continuing effort to keep the campus safe and secure. Full-time evening campus security, additional lighting, and the newest type of security locks have been added in the last several years in an effort to maintain an atmosphere directed toward prevention rather than reaction to crime.

With all these additions in place we do, however, realize that a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. We hope our college community will use all available resources and information, as well as common sense decisions, to help foster a safe environment for students and visitors on the Indian Hills campuses.

SAFETY PROCEDURES FOR FIRE: These instructions are intended to give all residents living in the dormitory a procedure for safe exit from the dormitory in the event of a fire. All fire alarms will be treated as if there is a fire in the dormitory and these procedures must be followed. Failure to

comply with these procedures or the instructions of the dormitory or college staff will lead to discipling action.

1. When a fire alarm goes off, you must leave your room. If your windows are open and you can safely do so, close them before leaving. If it is winter and you have time, take a jacket and wear shoes. **Leave your room door open.** The dorm staff must make sure all rooms are empty and the residents have safely left. Walk to the nearest exit to leave the building. Go at least 100 feet away from the building and stay there until you are told by college or dormitory staff to return. **Do not attempt to stop the fire alarm.**
2. After exiting the building and standing at least 100 feet from the building, make sure you are a safe distance from any flames, heat, or possible explosions from the fire. If necessary, move farther away.
3. If you know of someone who may still be in the building, tell the college or dormitory staff, police or local firemen and they will search the area.
4. Do not return to the building or your room until you have been told to do so by college or dormitory staff.
5. When you hear instructions from the dormitory or college staff, police or firemen that it is safe to return, you may do so.

PROCEDIMIENTOS DE SEGURIDAD EN CASO DE FUEGO: Aquí están las instrucciones que se necesitan para evacuar las residencias estudiantiles en caso de fuego. Todas las alarmas contra incendios serán tratadas como si hay un fuego en el dormitorio, y es necesario seguir estos procedimientos. La universidad tomará acción disciplinaria contra los que no cumplan con estos procedimientos o las instrucciones de los empleados de las residencias o de la universidad.

1. Cuando suena una alarma contra incendios, usted debe salir de su cuarto. Si sus ventanas están abiertas ciérrelas, si lo puede hacer sin peligro, antes de salir. Si es invierno, póngase los zapatos y una chaqueta, si usted tiene tiempo. **Deje la puerta de su cuarto abierta.** Los empleados de las residencias deben asegurarse que todos los cuartos estén vacíos y los residentes se hayan marchado. Camine a la salida más cercana y salga del edificio. Vaya al menos a 100 pies de distancia del edificio y quédese allí hasta que los empleados de las residencias le digan de regresar. **No intente parar la alarma contra incendios.**
2. Después de la salida del edificio y de quedarse al menos a 100 pies del edificio, asegúrese de estar fuera del peligro de cualquier llama, calor, o posibles explosiones causadas por el fuego. Si es necesario, aléjese más.
3. Si usted sabe de alguien que todavía esté en el edificio, advierta

a los empleados, los bomberos o la policía para que busquen el área.

4. No regrese al edificio o su cuarto hasta que los empleados de la residencia se lo digan.
5. Cuando usted oiga las instrucciones de los empleados, la policía o los bomberos diciéndole que es seguro regresar, usted entonces puede hacerlo.

QUALITY OF LIFE CODE: As you read this publication you will realize that the college intentionally does not list or detail rules and regulations regarding student conduct. Indian Hills Community College strictly adheres to the philosophy of providing our students, staff, and guests a Quality of Life consistent with positive growth and development. We will work toward supporting behavior that provides for our students, staff, and guests the right to be treated with respect, courtesy, and without interference from others. Further, we will enforce penalties which may include restrictions, suspension, and/or expulsion to those who interfere with the right to quality of each individual's pursuit of occupational, personal, and educational goals.

This code will be enforced and regulated in all areas of the college environment.

SEARCH AND SEIZURE POLICY: Indian Hills Community College guarantees its students the right of privacy on its campus. However, the college reserves the right to enter rooms without advance notice for the following purposes:

1. To make maintenance repairs.
2. To conduct a safety inspection. A safety inspection may not be conducted for disciplinary purposes.
3. When there is reasonable cause to believe a danger to life, health, safety, or property exists.
4. When there is reasonable suspicion dormitory rules are being violated.

STUDENT CONDUCT: In any group living situation there are bound to be individual differences in habits, behavior, and other preferences. In order to create a social living situation that is acceptable and enjoyable to all, each resident must agree to abide by certain standards of conduct. The standards of conduct set forth for residents and their guests are intended to allow for a general atmosphere that encourages academic and personal growth and social interaction among the residents and staff.

Although the residence hall staff serve to provide leadership and guidance in the general area of student conduct, the responsibility of maintaining a comfortable living atmosphere belongs to all the residents. Each resident

is expected to accept this responsibility and to exercise it as a means of asserting his/her own, as well as others', rights.

Student conduct rules are structured to provide respect and protection to the rights and welfare of all students. The IHCC Board of Trustees has approved a policy that provides for the due process of individual students.

MISSING PERSONS POLICIES: In the event that a dormitory resident has been reported missing, whether by a concerned parent or peer or local law enforcement officials, the following steps and procedures will be followed:

- All available avenues of attempt will be made to locate the resident in question.
- Campus Security, the Dean of Students, and the Director of Housing will be immediately notified in the event a student is determined missing more than 24 hours.
- Indian Hills administrators will notify the appropriate law enforcement agency no later than 24 hours after the student is determined missing.
- Campus Security will notify the student's designated emergency contact if the student is determined missing more than 24 hours.
- Campus Security is required to notify a custodial parent or guardian of a student under the age of 18, who is not emancipated, no later than 24 hours after the student, is determined missing.
- Campus Security will immediately notify the appropriate law enforcement agency if a student who has been determined missing for more than 24 hours but did not designate an emergency contact or is an emancipated individual under the age of 18.

All dormitory residents were to provide an emergency contact number at the time of application. If none was made at that time or if a resident wishes to change their emergency contact information, please contact the Housing office. All change requests are kept confidential.

- All Indian Hills dormitory residents provided the Housing office with an emergency contact number on their dormitory application.

POLICY FOR STUDENT CONDUCT SUSPENSION AND DISMISSAL

- I. Suspension shall be defined to mean exclusion of a student from classes and/or activities during part of a term, but at no time more than twenty (20) school days.
- II. Dismissal shall be defined to mean the exclusion of a student from classes and/or participation in school activities for a period of time up to the end of the current term and the next term. If the student is

dismissed, the student may be readmitted on terms and conditions stated in the dismissal.

- III. Standards of student conduct, the violation of which may lead to suspension or dismissal are:
- A. Obstruction or disruption of the learning environment.
 - B. Obstruction or disruption of college students' activities or events.
 - C. Conduct which threatens or endangers other persons or college property, or which threatens or endangers other property at college-sponsored events.
 - D. Theft or damage to property owned by students, college employees, or visitors on college property or at college-sponsored events.
 - E. The unlawful entry into college-owned buildings or the unlawful use of college equipment or vehicles.
 - F. The illegal use, possession, or distribution of controlled substances, as defined by the laws of the State of Iowa while on college property or at college-sponsored events.
 - G. The possession of firearms, dangerous weapons, or explosives while on college property or at college-sponsored events.
 - H. The habitual noncompliance with health or safety regulations established either by a municipality, state, or federal government, or health or safety regulations established by the college and which the students have been informed that such regulations must be followed.
 - I. Failure to provide information when requested by the college when such information is necessary for the proper administration of the college or for accounting or reporting requirements with which the college must comply.
 - J. Plagiarism or performance by a student of an assignment for another student that a student submits as the student's work. Plagiarism shall be defined to mean either copying the work of another or permitting another to copy one's work.

In the event that a student is suspected to have violated one or more of the standards of student conduct, the teacher, instructor or administrator suspecting the student of the violation shall prepare a written statement notifying the student of the alleged violations. The written statement shall notify the student of the alleged violation and shall notify the student of the facts that tend to prove the alleged violation. The written statement may notify the student that the student is temporarily restricted from attending classes and/or activities until meeting with the Student Conduct Administrator makes a decision.

The student shall be told that they are is entitled to meet with the Stu-

dent Conduct Administrator to determine if the alleged violation is true and to determine what punishment should be administered if the alleged violation is proved. The student shall have three days from the date the statement is delivered to the student request to meet with the Student Conduct Administrator. If the student requests a meeting, the Student Conduct Administrator shall schedule a meeting to be held within three days of the date of the request. The student shall be entitled to be present throughout the proceedings and to have copies of all relevant documents. The meeting shall be closed to the public. Within two days of the meeting, the Student Conduct Administrator shall issue a decision which will include the facts that the Student Conduct Administrator found to substantiate the decision and the punishment, if any.

In the event that the Student Conduct Administrator determines that the student should be suspended or dismissed, then the Student Conduct Administrator must inform the student of the right to appeal the decision to the Student Conduct Board.

STUDENT APPEALS PROCESS:

- 1) Students shall first try to resolve their difference with the person against whom they have a complaint.
- 2) If the differences are not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
- 3) If this does not resolve the problem, the student shall meet with the appropriate department chair. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal or the program student handbook, a written statement shall be prepared notifying the student of the alleged violation and intended action.
- 4) If the problem is not resolved, the student shall have three (3) days to request a hearing with the Dean of Students. The Dean of Students will hold a hearing within three (3) days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and considering all evidence by listening to the testimony of the student and other relevant witnesses and considering any relevant documents. Within two (2) days of the hearing, the Dean of Students will issue a decision.

GRIEVANCE & APPEALS PROCEDURES: A student may appeal the decision of the Student Conduct Administrator within three days to the Student Conduct Board. The Student Conduct Board will conduct a hearing:

- a. To determine whether the Student Conduct Administrator decision was conducted fairly in light of the charges and information pre-

sented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
- c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original decision, because such information and/or facts were not known to the person appealing at the time of the original meeting.

The Student Conduct Board will return its final decision to the Dean of Students within two days of the hearing. The Dean of Students will then inform the student of the Board's decision. The College President, or the President's designee, shall have the right to affirm the decision, to reduce the dismissal to a suspension, to reduce the length of the suspension, or to dismiss the proceedings altogether. All parties involved may be represented at all stages of the proceedings by an attorney. A copy of this policy in its entirety is available from the Student conduct Administrator.

COMMUNICABLE DISEASES: Indian Hills Community College believes any student or employee of Indian Hills with a communicable disease should be allowed to attend to their regularly assigned duties as long as they are physically able to perform the tasks assigned them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the college. The college will make every effort, in light of the individual's circumstances, to provide the least restrictive environment for continued attendance. A complete policy is available upon request.

INFORMATION SYSTEMS ACCEPTABLE USE POLICY:

Information systems are provided for the use of Indian Hills Community College students, faculty, and staff in support of the programs of the college. Access to the information systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college.

Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of information systems resources for the protection of all members of the IHCC community. The college extends

membership in this community to its students with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

Agreement to Comply with Policy: All users of IHCC's information systems agree to comply with the policies stated, as well as any additional guidelines established by the college for each individual information system. By use of the college information systems, users agree to comply with these and any other college policies.

Academic Freedom: Consistent with other college policies, this policy is intended to respect the rights and obligations of academic freedom. As with all college resources, the IHCC community is encouraged to make innovative and creative use of information technologies in support of education.

Copyright and Non-Discrimination: The college policy recognizes that the purpose of copyright is to protect the rights of creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other college policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Cautionary Statement: The college cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the college cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

Consideration for Others: The information system, computing and network facilities of the college are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the college. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the college. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others, or the public purpose for which they were created.

Responsibilities of Users of IHCC Information Systems: The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at IHCC and/or on networks

to which IHCC is connected. **Use of IHCC's information systems implies consent with these policies.**

1. Access to information systems resources shall be authorized at a level to perform the education function required by an individual.
2. IHCC computing and network resources are to be used for college-related communication, services, enrichment, and dissemination of academic information.
3. Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.
4. Users may not encroach on others' use of information systems resources. Such activities include intentionally introducing any computer viruses or other rogue programs to the IHCC system causing physical or functional damage to systems. To respect the shared nature of the computing resources users shall not engage in deliberately wasteful practices, such as printing large amounts of unnecessary documents.
5. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable college policies. IHCC equipment and software may not be used to violate copyright or the terms of any license agreement.
6. Users may not attempt to modify or crash the college system or network facilities. Users may not attempt to break into the accounts of other users at IHCC or on the Internet.
7. **Students of IHCC and guests of IHCC may not install software on any college computer.** Installations on the network are the responsibility of the IHCC Computer Information System department.
8. College computing facilities are a public resource and may not be used for personal profit.
9. Users must remember that information distributed through the college's networking facilities is a form of publishing. For example, anything generated at IHCC that is available on the Internet represents IHCC and not just an individual. Even with disclaimers, the college is represented by its students and appropriate language, behavior, and style is warranted.

Administration and Implementation: The information systems, facilities, equipment, and accounts are owned and operated by IHCC. The college reserves all rights to the technology resources it owns and operates. IHCC may terminate any users access and service to the information systems without notice. The college reserves the right to examine all computer files,

phone mail, or e-mail if it becomes necessary for reasons including, but not limited to, the following:

1. To enforce its policies regarding harassment and the safety of individuals.
2. To prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations.
3. To safeguard the integrity of computers, networks, and data either at the college or elsewhere.
4. To protect the college against liability.

The college may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of college policies, or federal or local laws. The college reserves the right to limit access to its networks through college-owned or other computers, and to remove/limit access to material posted on IHCC-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable college policies. Abuse of information systems privileges will subject the user to disciplinary action, as established by the applicable policies and procedures of the college, up to and including expulsion from the college. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of information systems privileges may result.

IHCC and users recognize that all members of the community college are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

FIRE SAFETY REPORT

Indian Hills Community College has established fire safety policies in order to ensure the safety of our dormitory residents. Evacuation procedures have been set in place for each dormitory and are posted within the dormitory and are listed below. Each resident is asked to familiarize themselves with their particular route in the event of a fire emergency. Mandatory supervised fire evacuation drills are held in each dormitory once per term. All residents are asked to participate fully in these drills in order to ensure the timely evacuations of our dormitory buildings and the safety of our residents.

Each dormitory building is equipped with adequate fire safety systems. The fire detectors are checked yearly to make sure they are in good working condition. The fire safety systems are checked at least once per year by appropriate fire personnel. The dormitory staff is trained yearly on fire safety policies and evacuation procedures. Fire safety policies and evacuation procedures are included in each dormitory orientation.

Residents must follow the guidelines set forth within this handbook regarding portable electric appliance, smoking, and the use of open flames within the dormitory buildings. Failure to do so will result in dormitory fines and/or expulsion from the dormitories upon the severity of the violation.

Statistics relating to the number of fires, cause of each fire, the number of fire-related injuries that require hospitalization, the number of fire-related deaths, and the value of property damage caused by a fire are logged by the Director of Housing for each dormitory. These statistics are reported to the Department of Education by calendar year in accordance with the Higher Education Opportunity Act (HEOA). Hard copies of that report may be obtained from the Housing office upon request.

Statistics: 0 fires 2013-14 school year
0 fire-related injuries
0 fire-related deaths
0 property damage due to fires

EMERGENCY EVACUATIONS

FIRE PROCEDURES: The threat of fire is always a danger in the residence hall. Fire drills will be conducted periodically to help acquaint residents with proper procedures. In case of fire:

1. Pull the Fire Alarm
2. Call the Fire Department
3. Notify the Dormitory Supervisor
4. Evacuate the Residence Hall

If a fire alarm sounds, follow these procedures:

1. Close the windows and door (**do not lock**) in your room.
2. Proceed quickly, but cautiously to assigned stairway exit.
3. Return to the residence hall only after the building has been totally evacuated and permission has been granted by the Dormitory Supervisor or fire department official.

On-Campus Housing Calendar 2014 – 2015

<i>August 25, 2014</i>	<i>10:00 a.m.</i>	<i>Dormitories Open for Fall Term</i>
<i>November 3, 2014</i>	<i>10:00 a.m.</i>	<i>Winter Term Check-In</i>
<i>December 18, 2014</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Winter Break</i>
<i>January 4, 2015</i>	<i>12 Noon</i>	<i>Dormitories Re-Open</i>
<i>February 17, 2015</i>	<i>10:00 a.m.</i>	<i>Spring Term Check-In</i>
<i>April 2, 2015</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Spring Break</i>
<i>April 12, 2015</i>	<i>12 Noon</i>	<i>Dormitories Re-Open</i>
<i>May 15, 2015</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Early Summer Break</i>
<i>May 24, 2015</i>	<i>10:00 a.m.</i>	<i>Dormitories Open for Summer Term</i>
<i>August 13, 2015</i>	<i>5:00 p.m.</i>	<i>Dormitories Close for Late Summer Break</i>

INDIAN HILLS COMMUNITY COLLEGE Centerville Campus

CV01 ADMINISTRATION
RECEPTION/ADMISSIONS
BUSINESS OFFICE
FINANCIAL AID
RESTROOMS

CV02 FOOD SERVICE/STUDENT
UNION
RESTROOMS

CV03 MAINTENANCE BUILDING

CV04 MAINTENANCE BUILDING

CV05 CLASSROOM BUILDING
CLASSROOM 1
CLASSROOM 2

CV06 LIBRARY/CAMPUS STORE
COMPUTER LAB - ROOM 6
RESTROOM

CV07 ART BUILDING
CLASSROOM 3

CV08 CLASSROOM BUILDING
CLASSROOM 4
PHOTOGRAPHY LAB
RESTROOM

CV09 SCIENCE BUILDING
CLASSROOM 7
BIOLOGY CLASSROOM 8
PHYSICAL SCIENCE CLASS
ROOM 9
CHEMISTRY
CLASSROOM 10
RESTROOM

CV10 SUCCESS CENTER
DEVELOPMENTAL
EDUCATION
ESL
TESTING
GED

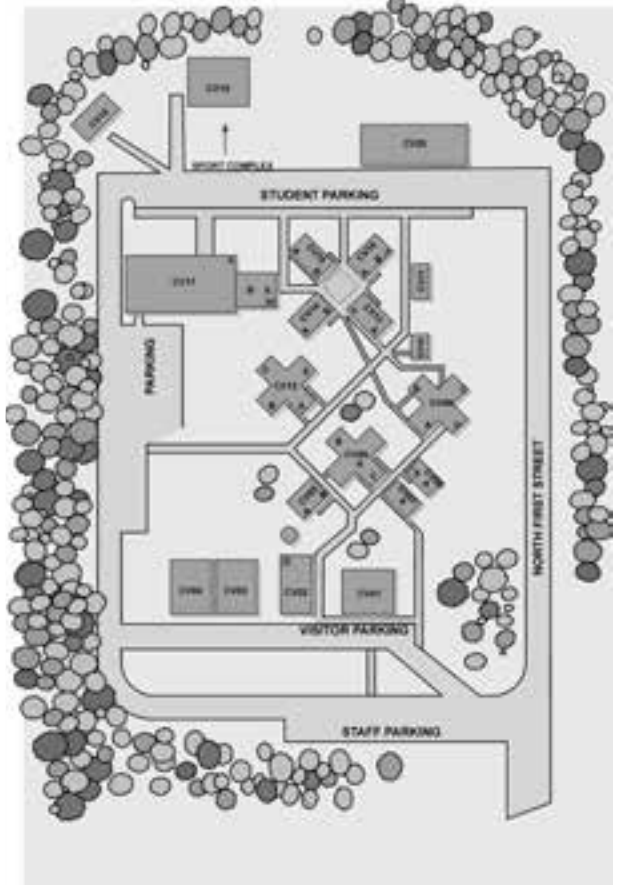
CV11 FACULTY OFFICES

CV12 INDUSTRIAL EDUCATION BUILDING
DRAFTING COMPUTER
LAB/CLASSROOM 11
MANUFACTURING PROCESSES
LAB 12
BUILDING TRADES LAB 12
DRAFTING COMPUTER
LAB/CLASSROOM 13
BUILDING TRADES CLASSROOM 14
VISUALIZATION LAB 14B
RESTROOM

CV13 CLASSROOM BUILDING
CLASSROOM 17
RESTROOMS

CV14 TRAINING FACILITY
CLASSROOM 15
CLASSROOM 16

CV15 ICN CLASSROOM BUILDING
CLASSROOM 19
CLASSROOM 20



CV16 NURSING BUILDING
NURSING LAB ROOM 18
NURSING CLASSROOM 18
NURSING OFFICE

CV17 MULTI-PURPOSE BUILDING
GYMNASIUM
COACHES OFFICES
RESTROOMS

CV18 DORMITORY

CV19 SPORTS COMPLEX
BASEBALL FIELDS
SOFTBALL FIELDS
RESTROOMS
CONCESSION STAND

CV20 APPANOOSE COUNTY
DAY CARE

CV21 LAND BASED MANAGEMENT
TEST PLOTS

