



# NWIC Residence Life Center

## Policies and Procedures Handbook

### *Mission Statement*

*It is the mission of NWIC Residence Life Center to build a sustainable community through the promotion of healthy living, leadership development, and embracing traditional ways of its residents and the community. Programming will enhance and strengthen individual access to culturally relevant education and personal growth.*



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## Introduction

In the fall of 2007, Northwest Indian College opened its Residence Life Center (RLC). Prior to the development of the RLC, student satisfaction surveys consistently listed lack of nearby affordable housing as a major barrier to educational success.

Living on campus provides many advantages including convenience, the opportunity to develop strong social connections, and being included in a community that supports educational and personal growth in a safe, supportive environment.

In addition to the advantages, according to national research (Pascarella & Terenzini, 2005), living on campus also increases student satisfaction and success related to the college experience. This research suggests that students living on campus are more likely to:

- Complete college on time.
- Involve themselves in campus activities, whether academic or non-academic.
- Develop extracurricular relationships with faculty members.
- Achieve a higher GPA due to an increased connection to faculty members.

A principal benefit related to living on campus is the opportunity provided for self-discovery and personal development. Other areas that living on campus positively impacts are:

- Development of interpersonal skills.
- Increase of the students' support for interacting with different cultural groups.
- Positive impact on leadership development.
- Convenient access to experiences that directly promote growth related to a personal decision-making process.

For these reasons, the residential experience is considered an integral part of a student's education.

NWIC's residential community is an alcohol and drug free environment where non-violent practices and communications are expected of both residents and staff.

All policies are current at the time of printing, but new policies may be implemented throughout the year. Residents can find any additions or addenda to this handbook on the NWIC website.

**The NWIC RLC Policies and Procedures do not fall under the Washington State Landlord/Tenant Laws.**



# 1. Entering the Residence Life Center

## I. Residence Requirement

All NWIC students attending at Lummi campus who meet eligibility requirements and are enrolled in 12 or more credits, are between the ages of 18-24, and all athletes are required to reside in the RLC. Students taking 1-11 credits are required to live in the RLC if space is available. This is a NWIC Board of Trustees approved policy.

This requirement does not apply to:

- A student with legal custody of more than one child
- A student who resides with a parent or other guardian.
- A student who is married.
- A student with an established residence.

Students meeting any of these exceptions or students who believe they have a situation warranting special consideration must complete an Off-Campus Housing Petition Form.

## II. Eligibility

All students will be required to pass a background check prior to moving into the Residence Life Center and to take a drug test within 15 days of moving in.

NWIC student housing is open to all students who meet the eligibility requirements listed below. Applications for these units will be processed on a first come first serve basis according to the day the completed application is received. A portion of the Residence Life Center is reserved for tribal members who qualify for low-income housing. A portion of the units will be available for students who meet the qualifications under the Federal Home Loan (FHL) standards. All other rooms will be available for all students who meet the eligibility requirements. The Residence Life Center does not have units available for GED or Running Start students.

### A. Age Requirement

All residents, except children of student residents, are required to be 18 by their scheduled move in date.

### B. Single parent housing

Single Parents with one (1) school-aged child, age 6 and older, may be eligible for student housing. (See the section on Single parent housing policies for requirements).

### C. Satisfactory Academic Progress requirement

During the academic year, participants must remain in good standing with NWIC as defined in the financial aid portion of the current NWIC catalog. **Please see appendix.** Students falling below the satisfactory academic progress requirement will be given one quarter of warning. A second quarter of non-satisfactory progress will result in eviction. Students may appeal an unsatisfactory standing determination one time only with the Director of Residence Life, but must meet the requirement each quarter after that.

### D. Criminal Charges

An applicant will not be eligible for student housing if he or she is found through a background check, to have been charged with:

- a violent or sex related crime,
- domestic violence,
- any drug offense,
- furnishing alcohol to a minor,
- any degree of burglary or robbery,
- theft while using a firearm,
- theft in the 1<sup>st</sup> or 2<sup>nd</sup> degree or,
- theft in the 3<sup>rd</sup> degree more than 2 times

Students who have non-violent or non-sex related crimes that are older than one year may be able to appeal denial to the RLC. Appeals need to be made in writing to the Director of Residence Life.

**E. Drug Test Requirement**

Students must take and pass an observed drug test within 15 days of moving in to the Residence Life Center. If the drug test is failed after the student has moved in, they will be required to move out. A test which comes back as diluted will need to be retaken at the student's expense. If a drug test is failed, but the student is otherwise eligible to live in the RLC, a second test may be taken after 30 days at the student's expense for admittance in the following quarter.

**F. Definition of Income**

Income is defined as student earnings from employment or those resources listed in the student financial aid award letter, including all federal and state financial aid, tribal contributions, family contributions, scholarships, and work study. NWIC may use Income as defined by HUD. Income is used to determine eligibility for subsidized (discount) rates and is reviewed quarterly.

**III. Application Process**

Application and admission to the Residence Life Center, including determination of eligibility shall be conducted through the Residence Life Center in collaboration with Lummi Housing Authority.

Applicants must furnish:

- a complete application,
- proof of tribal affiliation, financial aid award letter AND proof of ability to pay for the cost of student housing

Once the above have been submitted and processed, an appointment will be made for a drug screening test.

**IV. Priority**

The following priorities will apply to applicants. Applicants who are enrolled for 12 or more credits with NWIC will be given first priority. Applicants who are enrolled for 6-11 credits with NWIC will be given second priority. Applicants enrolled at other local colleges/universities will be given third priority, based on credit load.



- A. **Selection criteria for regular NWIC rooms**
  1. Enrolled members of federally recognized tribes who are registered for 12 or more credits.
  2. Single parents who are registered for 12 or more credits.
  3. Any remaining units shall be offered to students who are registered for less than 12 credits that meet all other eligibility requirements, or who are not enrolled in a federally recognized tribe.
- B. **Selection criteria for subsidized (discounted) housing (16 subsidized beds available)**
  1. Enrolled Lummi Tribal members registered for 12 or more credits will be given first priority for subsidized rooms
  2. Single parents who are registered for 12 or more credits.
  3. Members of other federally recognized tribes registered for 12 or more credits.
- C. **Selection criteria for Federal Home Loan (FHL) rooms (6 Available)**  
Students with disabilities and veterans must provide copies of their documentation to the Residence Life Center for reporting purposes.

#### V. **Rental Agreement**

NWIC student housing units are contracted, through the "Rental Agreement," to residents for an entire academic year or remainder of, provided eligibility is maintained. Each participant shall execute a rental agreement with the NWIC Residence Life Center.

- Once your contract is signed you are responsible for paying the rent for the specified time on your contract.
- If your roommate leaves mid-year you are not responsible for any additional costs. You may be assigned a new roommate at the discretion of the Director of Residence Life
- Students are billed the regular rate upon move-in. Students providing a copy of their financial aid award letter quarterly may receive a subsidized (discounted) rate. Subsidies are reviewed quarterly and may be changed or revoked if updated award letters are not provided or awards change.
- At the end of each quarter, the Director of Residence Life shall review resident bills and determine if the student has/has not demonstrated their ability to pay the cost of living in the facility. If it is found that the resident has not made any attempt to make payments to their account, he/she will be asked to vacate student housing so that he/she will not incur any extensive debt to NWIC. The resident will be notified in writing and given 15 days, or the end of the quarter, or 5 days before the next quarter begins, whichever is sooner to move out of the Residence Life Center.
- Meal plans will automatically be billed to student accounts at the beginning of each quarter. Residents will not be reimbursed for unused meals. Meal plans only apply to the weekdays within the quarter (Mondays-Fridays). Meals are not available during breaks.
- **Room & Board Rate Types**
  - Regular Quarterly Rate OR
  - Subsidized Housing sliding scale Rate **(Please see Appendix)**
  - Quarterly meal plan
- **Required Fees**
  - Damage Deposit

➤ **\$25 Exterior Door Key**

Any unpaid balance on a student account will result in the student being unable to register for classes and may result in eviction from the RLC.

**VI. Checking In**

**A. Checking In**

New and returning residents will make arrangements with the Director of Residence Life or RLC staff to schedule a move in date and time. The Director or designated staff will meet the student at the Residence Life Center to begin the check in procedure.

**B. Inventory Sheet and documenting previous damage**

As part of the check in procedure, residents will receive an inventory sheet. Before settling into their room, each resident must conduct a complete inventory and inspection of the room and its furnishings. This must be done within the first 48 hours of residence in the RLC. Residents will be held responsible for any damages, and consequent fines, not listed on the inventory sheet.

**C. Keys**

After paperwork is complete the resident will be issued 1 copy of their room key at no charge and 1 copy of the exterior door key at a nonrefundable cost of \$25. For key replacement charges, see Appendix.

## 2. Rules, Rights and Responsibilities

### I. Resident Responsibilities

RESPECT MUST BE SHOWN TO RLC STAFF AND TO ALL RESIDENTS AT ALL TIMES. Bullying, cyber-bullying, intimidation, threats, or other acts of violence will not be tolerated. Residents will be immediately evicted for violent behavior of any kind.

It is also the resident's responsibility to:

- Consider the needs of other residents,
- Keep his/her room, bathroom, and common areas clean,
- Communicate with other residents and staff members,
- Let other residents know when they are disruptive,
- Support campus and individual safety,
- Accept responsibility for one's behavior at all times, and
- Respect the rights of other individuals.

### II. Resident Bill of Rights

Every resident shall have the right to:

- Be respected and treated as an individual,
- Read and study free from excessive interference in one's room,
- Sleep without disturbance from noise, roommate's guests, etc.,
- Have his/her personal belongings respected,
- A clean environment in which to live,
- Free access to one's room and facility,
- PRIVACY,
- A fair grievance procedure as stated in the college catalog and in this manual.
- RLC Staff that is available to assist in settling conflicts.
- A commitment to honor agreed upon payment procedures.

### III. Roommates

Room assignments shall be at the discretion of the Director of Residence Life. As a courtesy, RLC Staff will attempt to notify residents at least 24 hours prior to a new roommate moving in. If the resident is not available, the Director reserves the right to move in the new resident without the discretion/notification of the resident. The resident will not be notified if a new suitemate moves in.

#### A. Roommate requests

Residents may request a specific roommate, and the Director of Residence Life will attempt to honor these requests. However, all final decisions regarding placement will be at the discretion of the Director of Residence Life.

#### B. Cohabitation of Student Couples

Married/committed student couples may be eligible to share a room. Each must be an eligible student and apply separately, maintain satisfactory academic progress and meet individual resident requirements. Each resident is responsible for their own

portion of the rent; there is no discounted rate for couples. All final decisions regarding placement will be at the discretion of the Director of Residence Life.

**C. Room Transfers**

Granting of requests for room transfers shall be at the sole discretion of the Director of Residence Life. Additionally, the Director reserves the right to require room transfers to ensure a safe, healthy living environment for all participants and/or to more efficiently manage the RLC.

**D. Room Freeze Period**

This period of time is the first 3 weeks of your housing contract. You will be required to stay in your assigned room with your assigned roommate during this time. After this time period, you may make a request for a room change. Any requests must be made in writing. The Director of Residence Life will attempt to accommodate individual requests but cannot guarantee them.

**IV. Maintenance**

Residents will keep their unit in a condition to prevent health or sanitation problems. Residents must immediately notify the RLC Staff when repairs are needed to the unit by completing a maintenance request form. Maintenance requests will serve as permission from the resident for maintenance to enter the unit. If repairs or improvements are of an emergency basis, residents may not deny permission to enter the unit regardless of whether maintenance has been requested.

**V. Visitation and Guests**

**A. Visitation**

All guests must sign in and out of the Residence Life Center. NO NEW guests after 10pm. Residents are responsible for the behavior of their guests. Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the facility. It is not RLC STAFF responsibility to provide transportation to guests who are asked to leave the Residence Life Center.

**B. Overnight Guests**

Residents are limited to 1 guest per room, who can stay no longer than 3 consecutive nights. An Overnight Guest Approval form must be filled out and approved by RLC staff and roommate prior to guest visit. If the guest is of the opposite sex the resident must have permission from their roommate AND suitemates. This includes residents of the facility requesting to be an overnight guest in another resident's room.

**C. Unsuitable Guests**

NO Guests under the age of 18 are permitted to be in the residence hall without a parent or guardian and must register with the RLC STAFF member on duty. Guests under the age of 18 are not permitted to stay overnight. Previous residents who have been evicted from student housing are not allowed as guests/visitors in the residence hall. The Director of Residence Life reserves the right to terminate overnight guest privileges if abused.

## **VI. Pets**

Because of the potential health problems and inconvenience to the other residents, pets are not allowed with the exception of an animal that is used and certified for disability reasons. Violators will be fined \$50 for the first offense and evicted for the second offense. Having unauthorized pets may result in forfeiture of damage deposit.

## **VII. Keys**

RLC keys are the responsibility of the resident and are not permitted to be copied, loaned, or left unattended. Residents allowing non-residents use of their keys will be evicted. This is considered a serious safety violation that jeopardizes the residents and their personal property. RLC staff must be informed immediately if a resident loses his/her key(s). The resident will be fined for replacing lost keys and, if necessary, charged for changing locks. For a list of fines, see the appendix.

## **VIII. Vacations and Breaks**

Quarterly rates apply only to the days included in the lease agreement. The student cafeteria is closed during breaks.

## **IX. Inspections**

Residents have the right to privacy. However, the RLC Staff reserve the right to authorize entry into any room.

- RLC staff may enter or allow other authorized personnel to enter a resident's room at any time without notice to the resident if they believe there is a health, safety, or emergent issue.
- RLC staff performs inspections on a quarterly basis to check for basic cleanliness. If cleaning deficiencies are found, a corrective list will be posted on the door. If corrective actions are required, a follow-up inspection will be performed after one week. If the deficiencies are not corrected at this point, the Director reserves the right to have the room cleaned at the cost of the resident.
- Costs for repairing damages to individual units will be jointly shared by the tenants unless the damage can be ascribed to a particular resident.

## **X. Insurance**

Residents are responsible for insuring their personal property. The RLC will not be held responsible for lost, damaged, or stolen items. To prevent theft of valuables, room and bathroom doors should be kept locked at all times and valuables should not be left out in the open.

## **XI. Other Room Rules**

- **Appliances and Equipment**  
Each unit has the capacity to support 1500 watts of appliance or equipment. Each room may have EITHER a mini-fridge OR a microwave oven. No other cooking or

refrigeration devices are allowed in the units. Portable heaters and cooling units are prohibited.

- **Common Areas**

All residents are expected to keep the common areas of the RLC clean. Common Areas include: kitchen, halls, lounge, lobby, laundry room and breezeway. Smoking is not permitted in any of these areas.

- **Internet Access/Phone**

The RLC is wired for internet access via cable or Wi-Fi. The lounge has a phone for resident use for local calls only. Residents who wish to have a landline phone in their room may purchase a USB compatible internet phone device (such as magicJack).

- **Furniture**

Beds, desks, drawers, and chairs are provided for student use. Students may not bring additional large furniture. If the student rearranges the furniture he/she is expected to return all furnishings to the original state upon move-out.

- **Décor**

No items which will damage walls, paint, doors or blinds are permitted. This includes but is not limited to: darts, wallpaper, paint, tacks, nails, and strong adhesives. Any posters or signs that are obviously intended to be pornographic, obscene or offensive are prohibited. Paint or markers on windows is not permitted.

- **Energy**

NWIC promotes environmental conservation and sustainability. Please remember to turn off your lights, heaters and personal electronics when not in use.

- **Extension cords**

Only extension cords with surge protection and circuit breakers may be used in the rooms. Extension cords are not permitted in the common areas.

- **Electrical alterations**

Modifications (such as installing dimmer switches) are strictly prohibited.

- **Bicycles, roller blades, skateboards, scooters, etc.**

Use of bicycles, roller blades, skate boards, scooters, and other equipment is prohibited in the RLC. Additionally, bicycles shall not be allowed anywhere in the facility. A bike rack is provided outside the student housing facility.

- **Gambling**

Games of chance involving money are prohibited in the RLC.

## **XII. Student Mail**

Mail is delivered Monday-Friday to the main campus mailing address. All residents may receive mail at NWIC. Residents are not authorized to pick up mail at the NWIC switchboard. RLC Staff will pick up resident mail daily. Residents must complete an address change form with the US Postal Service and with NWIC Enrollment Services upon move in and move out. Mail for former residents will be returned to sender.

Mail to residents should be addressed as follows:

(Resident Name)

NWIC Residence Life Center  
2522 KWINA ROAD  
BELLINGHAM, WA 98226-9217

**XIII. Laundry**

There is a coin operated laundry facility located outside the dining hall. Courtesy is expected of those who use the facility. Please use washers and dryers only as intended by the manufacturer. These machines do not except Canadian coins and attempting to use them may cause the machine to malfunction. Problems with the machines should be reported to the RLC Staff.





### 3. Violations

#### 1. Violations

Students and college personnel share the responsibility of contributing to a safe and supportive learning environment. NWIC is committed to keeping the Residence Life Center drug and alcohol free. NWIC is committed to eradicating violence, intimidation, bullying & harassment on campus. Lummi Law and Order will be called for any drug, alcohol or violence violations. Self-disclosure of violence, alcohol or illegal drug use/possession in the Residence Life Center constitutes evidence of violating these policies. This includes but is not limited to: posting information or photos/videos on Facebook or other social networking sites or in the rooms or common areas of the RLC, or disclosing information to any NWIC employee. NWIC reserves the right to evict for violations, depending upon the severity. Continued violations of any kind may result in eviction at the discretion of the Director of Residence Life.

#### A. Alcohol

- Alcohol is strictly prohibited within the NWIC Residence Life Center and the Lummi Campus. Any student caught using or in possession of alcohol in the Residence Life Center or its premises will be evicted immediately. NWIC RLC Staff reserve the right to enter the units without student permission if they suspect alcohol use/possession. Lummi Law and Order will be called immediately.
- It is unlawful for anyone under the age of 21 to acquire, have in his/her possession or consume any alcoholic beverage. NWIC RLC Staff will call Lummi Law and Order when a minor is found to be intoxicated or in possession in the housing facility or premises. This includes, but is not limited to "minor in possession by consumption" as well as "residual amounts of alcohol in an unmarked container". It is unlawful for anyone to purchase, provide or sell alcohol to minors. Providing or selling alcohol in the Residence Life Center will be cause for immediate eviction.
- If a resident of legal drinking age has returned to campus intoxicated he/she cannot cause a disturbance to any residents or Lummi Law and Order will be called immediately. This will result in a disciplinary action, including possible eviction.
- Residents are responsible for any guest that they bring to the Residence Life Center. If a guest is in violation of alcohol policies, Lummi Law & Order will be called, the guest will be removed, and the resident will be required to meet with the Director for Residence Life. Depending on the severity of the disturbance/violation, NWIC reserves the right to evict immediately.
- Guests found in violation of the alcohol policy will not be allowed to return as a guest to the Residence Life Center. Guests found in violation of the policy will not be allowed to become a resident at any NWIC housing facility.
- All alcoholic beverages will be immediately confiscated by the RLC Staff or Lummi Law & Order Police Officers.

- Posters and other items advertising alcohol are prohibited in the public areas of the Residence Life Center. This includes posters, banners and lighted signs visible in the resident's window.
- Residents, who are in violation of the alcohol policy in the Residence Life Center will forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

#### **B. Illegal Drugs**

- Illegal drugs are strictly prohibited within the NWIC Residence Life Center and on the Lummi Campus. Any student caught using or in possession of illegal drugs in the RLC or the campus will be evicted immediately without the option for re-admittance. NWIC RLC Staff reserve the right to enter the units without permission if they suspect illegal drug use/possession and Lummi Law and Order will be called immediately. The RLC Staff will conduct a police supervised search of the dorm room.
- It is unlawful for anyone to use, purchase, provide or sell illegal drugs. Using, purchasing, providing, or selling illegal drugs in the RLC will be cause for immediate eviction and Lummi Law and Order will be called immediately.
- Residents are responsible for any guest that they bring to the Residence Life Center. If a guest is in violation of illegal drug policies, Lummi Law & Order will be called, the guest will be removed, and the resident will be required to meet with the Director for Residence Life. Depending on the severity of the disturbance/violation, NWIC reserves the right to evict immediately.
- Guests found in violation of the drug policy will not be allowed to return as a guest to the Residence Life Center. Guests found in violation of the policy will not be allowed to become a resident at any NWIC housing facility.
- Posters and other items advertising drugs are prohibited in the public areas of the Residence Life Center. This includes posters, banners and lighted signs visible in the resident's window.
- Residents who are evicted from the Residence Life Center for violating any illegal drug policy will not be allowed to return to the Residence Life Center as a guest of other residents. Lummi Law and Order will be called immediately if the evictee is found on the premises.
- NWIC reserves the right to bring a drug dog to the Residence Life Center for inspection upon the determination of the VP of Campus Development.
- The Director may request additional drug tests if they suspect abuse of any illegal substances.
- Residents who are in violation of the illegal drug policy in the Residence Life Center will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

#### **C. Illegal Entry**

Entering any NWIC area without permission of the authorized user is a violation and may result in eviction. These areas include but are not limited to: employee office, resident room, or storage facility.

#### **D. Vandalism**

Destruction or defacing of public or private property is prohibited. All individuals in the RLC are responsible for the care of the common area, hallways, and furnishing located in these areas.

**E. Violence (physical violence, verbal assault, harassment, intimidation)**

- Any physical assaults in the Residence Life Center will not be tolerated. Staff will call Lummi Law & Order if a physical altercation occurs in the Residence Life Center. This will result in a disciplinary action, including possible eviction for all parties involved regardless of who initiates the physical altercation.
- Any verbal assaults/harassment/intimidation in the Residence Life Center will not be tolerated.

First Offense - Meet with the Director of Residence Life and follow through with all requests in order to maintain resident status. NWIC reserves the right to evict immediately depending on the severity of the offense.

Second Offense - Eviction from the RLC without the option for re-admittance. Violence will not be tolerated in the Residence Life Center.

- Cyber bullying, cyber stalking or any other media-based violence is also considered a violation of these policies and will not be tolerated.

First Offense - Meet with the Director of Residence Life and follow through with all requests in order to maintain resident status. NWIC reserves the right to evict immediately depending on the severity of the offense.

Second Offense - Eviction from the RLC without the option for re-admittance. Violence will not be tolerated in the Residence Life Center.

- Residents are responsible for any guest that they bring to the Residence Life Center. If a guest is in violation of violence policies, Lummi Law & Order will be called, the guest will be removed, and the resident will be required to meet with the Director for Residence Life. Depending on the severity of the disturbance/violation, NWIC reserves the right to evict immediately.
- Guests found in violation of the violence policy will not be allowed to return as a guest to the Residence Life Center. Guests found in violation of the policy will not be allowed to become a resident at any NWIC housing facility.
- Residents who are evicted from the Residence Life Center for violating any violence policy will not be allowed to return to the Residence Life Center as a guest of other residents. Lummi Law and Order will be called immediately if the evictee is found on the premises.
- Residents who are in violation of the violence policy in the Residence Life Center will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

**F. Sexual Misconduct**

NWIC is committed to providing a living environment in which one can live, sleep and study free from sexual harassment, sexual exploitation and sexual assault. Individuals who engage in these types of behaviors will be evicted from the Residence Life Center immediately and may be subject to criminal charges.

- Limitations of Confidentiality

If a person has been assaulted, harassed, exploited or victimized in any way, NWIC encourages the intolerable incident to be reported to any staff member that a student may feel safe with. Lummi Law and Order and NWIC Crisis Management Team will be called and a report will be made by the staff member. If the offended

party would like to remain anonymous, no further action will be taken. However, other information told in the course of the report, including incident locations, identities of perpetrators or witnesses, and other relevant facts may be divulged in the report.

- **Options for Victims of Crime**

There is a 72-hour time requirement for a PERK (Physical Evidence Recovery Kit) or rape kit. If a survivor would like someone to accompany them they can either ask that the staff person they have reported to or call Lummi Victims of Crime Advocates @ 360-384-2285. Anything with evidence on it (ex. clothing, etc.) must be collected in a clean PAPER bag.

1. Reporting can be done through any faculty or staff member
2. Reporting can be done through Lummi Victims of Crime Advocates @ 360-384-2285, any counselor, friend, family member or clergy. Campus officials should still be notified in order to ensure that all other students are warned and protected.
3. Reporting can be done through an attorney or through a prosecuting attorney's office if you want to file charges and pursue prosecution. Campus officials should still be notified in order to ensure that all other students are warned and protected.
4. Reporting can be done through the Police Department by calling 911. Campus officials should still be notified in order to ensure that all other students are warned and protected.

- **Limited Immunity for Victims of Crime and/or Good Samaritans**

NWIC does not condone underage drinking or violation of other college/housing policies, but it does consider reporting sexual misconduct to be of paramount importance, and will therefore extend limited immunity to victims of an assault and/or good Samaritans in order to foster reporting and cessation of sexual misconduct on campus.

- **Any consensual (and legally able to consent) sexual acts in the Residence Life Center that interfere with other resident's rights will be cause for disciplinary action.**

First Offense - Meet with the Director of Residence Life and follow through with all requests in order to maintain resident status. NWIC reserves the right to evict immediately depending on the severity of the offense.

Second Offense - Eviction from the RLC without the option for re-admittance. Sexual Misconduct will not be tolerated in the Residence Life Center

- **Voyeurism**

Voyeurism is defined as spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other activity usually considered to be of a private nature. Individuals who engage in voyeuristic behaviors will be evicted from the Residence Life Center immediately and may be subject to criminal charges.

**G. Smoking and Chewing Tobacco**

Smoking is not permitted inside the RLC, in the breezeway, or within 25 feet of the building. Smoking is allowed only in designated areas. Smoking inside the RLC will

result in forfeiture of damage deposit. Residents will be given one written warning for smoking within 25 feet of the buildings and fined every time thereafter. Chewing tobacco usage is strictly prohibited. Residents caught spitting chewing tobacco on the premises will be fined per incident. For a list of fines, see the appendix.

#### **H. Open Flame Products or Incense**

- Because of potential fire hazard, open flame products and incense are not allowed in the RLC. This includes but is not limited to: candles, oil lamps, and unauthorized cooking appliances.
- Smudging (cleansing purification) may be permitted only by permission of the Director of Residence Life.
- Violation of this policy will result in fines and confiscation of unauthorized items. It may also result in forfeiture of damage deposit. For a list of fines, see the appendix.

#### **I. Noise**

Residents are expected to exercise good judgment and consideration in maintaining a learning environment. Noise that disturbs other residents shall not be allowed. Any requests to reduce noise levels must be honored. Contact RLC Staff as needed if noise issues continue.

##### **• Quiet hours**

Quiet hours are designed so that all residents can study and sleep without excessive disturbance. Normal noise levels are expected during the other times of the day not listed as quiet hours.

- Sunday nights – Thursday nights: 10p.m. – 8a.m.
- Friday nights – Saturday nights: 12:00a.m. – 8a.m.

##### **• Musical Instruments**

Musical instruments may not be played in the RLC without the permission of the Director of Residence Life. Instruments for ceremonial purposes are the only exception to this rule.

##### **• Radios & Televisions**

Stereos, radios, and televisions should be kept at volumes that cannot be heard outside the resident's room. The use of headphones for stereo equipment is recommended. Stereo speakers are not allowed in windows. If volume levels become excessive, the resident may be required to remove the equipment from the Residence Life Center.

#### **II. Sanctions**

Depending on the severity of the violation residents may be evicted immediately from the RLC. Violations will be delivered in writing and kept in the student's permanent file. If a resident commits a crime, Lummi Law and Order will be called. Continued violations of any kind may result in eviction at the discretion of the Director of Residence Life.

#### **III. Fines**

Fines may be sanctioned for certain violations or damages. Fines incurred due to violation sanctions or will be listed on the violation notification. If an estimate is required for damage charges, the RLC staff will notify the resident of charge amounts when available. Fines will be billed directly to the resident's student account. Some sanctions will also result in the forfeiture of damage deposit. For a list of fines, see the appendix.

Any unpaid balance on a student account will result in the student being unable to register for classes and may result in eviction from the RLC.

#### **IV. Appeal Process**

All appeals concerning RLC sanctions must be in writing and submitted to the Vice President of Instruction and Student Services or delegate.

Residents may NOT submit an appeal unless they believe any of the following has occurred:

1. An incorrect decision was made,
2. The sanction is unfair or disproportional, or
3. There was insufficient information upon which the decision was based

Residents wishing to appeal an RLC sanction must provide in writing within 5 days of the violation notice:

- A copy of the written violation/sanction from the RLC,
- Why the resident is submitting an appeal,
- Any needed documentation,
- Completed FERPA waiver if the resident wishes for NWIC staff to discuss the case with a third party, and
- What the resident wishes the outcome of the appeal to be.

Residents will be notified of the result of their appeal in writing within 45 days.

Determinations of the Dean of Student Life are final. Students who are sanctioned an eviction are not permitted to stay in the RLC while awaiting the determination of their appeal.

## 4. Leaving the RLC

### I. Termination of Contract

Residents must give the Director of Residence Life a 15-day written notice before moving out. A completed change of address form must be submitted to the Enrollment Services office. The written notice will serve as termination of the contract at the end of the quarter. The resident agrees to leave the unit in good, clean condition and to return all keys when he/she vacates. NWIC is not responsible for any items left in the RLC. Refunds for rent or meal plans are not given if the resident chooses to vacate prior to the end of the quarter.

### II. Eviction

When a resident is evicted from student housing, he/she will be given an eviction letter. Depending on the violation, the amount of time a resident has to vacate the RLC will vary, but will not exceed one week.

The Director of Residence Life may terminate a student-housing contract by written notice for:

- Any violation for which eviction is sanctioned (see "Violations")
- False or misleading information on your housing application
- Abandonment
- Failure to pay the costs associated with on-campus housing
- Continued violations of any kind
- Failure to maintain satisfactory academic progress for two consecutive quarters
- Other circumstances at the discretion of the Director

### III. Abandonment

Students shall notify the RLC Staff of any anticipated absence from the RLC. Failure to notify the Director or other RLC staff within ten days will constitute abandonment of their room and property and the following may apply:

- The RLC staff may enter the abandoned unit.
- All abandoned property may be removed and stored for a maximum of 30 days.
- Any illegal items or substances found in the abandoned unit will be reported to Lummi Law and Order.
- If the student wishes to recover the abandoned property, they may within 30 days, request the property from the Director of Residence Life.
- After 30 days, any unclaimed property will be disposed of.
- Storage and disposal fees may apply.
- The student will not be refunded any rent for abandonment.
- Note that a resident is "determined to be missing" when the student has been absent from the College for a period of 24 hours or longer without any know reason. See the "Missing Student Notification" policy in the Safety section.

### IV. Checking Out

When the resident vacates the RLC, he/she will be responsible for the following:

- Removing all of their personal belongings,
- Cleaning the room (cleaning not done to satisfaction may incur additional cleaning fees),
- Returning all RLC furniture to original location/condition,
- Completing a walk-through inspection with a member of the RLC staff, and
- Returning all keys.

If a refund of the deposit is owed to the student, the funds will be returned to the student account within 7-10 business days. Accounting may require additional time to process checks. In order to ensure delivery of any check, please be sure your updated address is on file in Enrollment Services. See Appendix for a list of possible fines.



## 5. Safety and Security

### I. Safety and Security

NWIC is committed to ensuring the safety and security of all students and staff. Students, faculty, and staff are expected to obey not only the laws of the tribe and the state but also the rules and regulations of Northwest Indian College. Members of the NWIC community must take personal responsibility for their conduct and safety thereby enhancing the quality of life for all on campus. Cooperation and involvement of students, faculty and staff is essential to campus safety, as is the ability to respond appropriately to emergency situations. NWIC affirms the notion that a well-informed campus community helps create a safety-conscious public.

The common areas of the Residence Life Center are equipped with video surveillance for the safety of people and property. There is a fine for tampering with surveillance equipment (see Appendix for fines).

NWIC Residence Life Center does not have medical staff. RLC staff will not be held responsible for ensuring that residents take required medicine prescribed by doctors for their individual health needs.

#### A. Security Policies

To ensure the safety of residents and their belongings, residents should keep their room and bathroom doors locked.

- NWIC holds no responsibility for any items that are lost or stolen from individual student rooms.
- Residents are not permitted to give or loan their keys to anyone.
- Residents are not permitted to prop open the exterior door.
- Residents may not allow entrance to any unknown persons. The resident will be held responsible for any damage or disturbance caused by anyone he/she has allowed to enter the RLC.
- The north exit of the RLC is for emergency evacuation only. An alarm will sound when opened.

Any residents with a no contact or restraining order must give a copy of the order to the Director for Residence Life and to the Center for Student Success in order for NWIC to assist in avoiding a breach of the order.

#### B. Emergency Procedures

Whenever possible the college will coordinate with tribal, federal, state, disaster, and relief agencies, etc. to allocate facilities, equipment, and personnel to assist with a crisis either on or off campus involving college students, personnel or visitors.

All residents are subject to the NWIC Campus Safety and Security Manual. **[Please see Appendix]** Included in the manual is a description of the procedure for completing an Incident Report form if needed. Residents will follow the directions of any college employee in an emergency situation. Failure to comply may result in eviction from student housing.

### **1. In Case of Emergency**

If there is an emergency, accident or injury; dial 911 immediately and give the dispatcher the following information:

- Your Name
- Location: 4165 Lummi Shore Road, NWIC Residence Life Center, Building #19
- Type of emergency
- Any other important information

Contact RLC staff on duty immediately after calling 911.

### **2. Natural Disasters**

In the event of a natural disaster, the Residence Life Center is equipped with a generator. In the event of a power outage lasting longer than 2 minutes, the generator will automatically start.

Due to the possibility of isolation, especially in the case of flood, NWIC strongly encourages residents to be prepared for a natural disaster. Residents are encouraged to assemble an Emergency Supply Kit that will last at least 3 days containing:

- Water
- Non-perishable food
- Hygiene supplies
- Any personal medications

### **3. Fire Safety**

In case of fire, residents should remain calm and NEVER re-enter a burning building to save personal possessions.

The designated evacuation location is the parking lot of the Residence Life Center.

#### **a. In the Event of a Fire**

Upon discovery or suspicion of a fire residents should:

- Pull the nearest fire alarm
- Exit the building
- DO NOT USE ELEVATORS
- Attempt to warn others while exiting
- Regroup in the RLC parking area if safe
- Contact RLC staff once in a safe location

#### **b. Fire Drills**

The RLC staff will conduct quarterly fire drills. Residents shall follow all directions of staff during drills. Failure to follow staff direction may be cause for eviction. Setting off of fire alarms without good cause will also be grounds for eviction.

#### **c. Equipment**

Tampering with fire alarms or extinguishers is a federal offense and creates a severe safety hazard. Violators will be referred to the Director of Residence Life for disciplinary action and/or civil prosecution. Residents found to have a disconnected, disabled, or altered the smoke detector in

their room will be fined. Tampering with any safety equipment may result in eviction.

**4. Firearms & Weapons**

Possession of firearms or other weapons in the Residence Life Center will result in immediate eviction, with no option for re-admittance. Sharp knives used for food preparation may be permitted but must be logged with the Director of Residence Life and kept in a secure location.

**5. Explosives, Flammable Liquids, & Other Harmful Items**

The use or possession of explosives (such as fireworks or ammunition) or flammable liquids is strictly prohibited in or around the Residence Life Center. In addition, propane tanks and car batteries are also restricted. Violations will result in eviction and/or fines.

**II. Missing Student Notification**

A resident is “determined to be missing” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Director of Residence Life in conjunction with the Dean of Student Life, or designee, will make the official determination of whether a student is deemed missing. The Director or RLC staff should be notified of any planned absences from both NWIC and the RLC for any period of time longer than 24hrs.

**A. Procedure for Determination of Missing Student**

Any concerned person who has information that a resident may be a missing student must notify the Director of Residence Life as soon as possible so that an official determination may be made about whether or not the student is missing. The Director will follow the procedures for notifying the local law enforcement authorities. The Director of Residence Life will assist external authorities with these investigations as requested.

- The RLC staff will gather all essential information about the resident from the reporting person and from the resident’s acquaintances.
- The Director of Residence Life and other appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in determining the location of the student within the last 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.

**B. Procedure for Official Notification for Missing Students**

Once a student is determined to be missing:

1. The Director of Residence Life or designee will notify the confidential emergency contact; and
2. The Director of Residence Life or designee will notify the appropriate local law enforcement agencies for assistance.
3. In addition, the administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing,

regardless of whether the parent is listed as an emergency contact. The FERPA health and safety exception fully permits this.

**C. Procedure for Designation of Confidential Emergency Contact Information**

All residents have the opportunity to identify an individual or individuals to be contacted by the Director of Residence Life at such time that the resident is determined to be missing in accordance with the procedures set forth above.

1. Residents can register their designated contact person on their RLC application or they may submit a contact in writing to RLC staff.
2. A designation will remain in effect in the resident file until changed or revoked by the student.
3. This information is maintained confidentially and will be available only to RLC staff and local law enforcement if needed.
4. The administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact.
5. For non-emancipated residents under the age of 18, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the resident is determined to be missing.

## **6. Parents with Children Living in the RLC**

### **I. Children in the RLC**

Parents are allowed one school-aged child to reside with them in the RLC. Children under the age of 5 or above the age of 18 are not permitted to reside in the RLC, unless they are regular NWIC students. Female residents who become pregnant while living in the RLC are expected to vacate the RLC before the start of their third trimester. Medical documentation may be requested. NWIC cannot assume responsibility or liability for the safety of children beyond reasonable expectations. Any resident is expected to report unattended children to the RLC staff or local law enforcement immediately.

### **II. Parent Responsibilities**

Parents are expected to maintain a clean and safe environment for their child while residing at the RLC. It is the responsibility of the parent to ensure that their child is taken care of at all times. Parents are responsible for any damage or disturbance caused by their child.

#### **A. Supervision of the Child**

- Parents are not allowed to leave children under 13 unattended in the Residence Life Center at any time.
- Unattended children of any age are not permitted to stay in any common area with the exception of the dining hall.
- Parents are not allowed to hire babysitters to come into the RLC.
- Children are not allowed to be in rooms not assigned to them without parent supervision or permission.

#### **B. Care of the Child**

- Parents are expected to provide the RLC Staff with the proper information/documentation for the needs of their child in case of emergency.
- Parents are responsible for ensuring appropriate care for children who are sick or have medical/therapeutic needs.
- Parents are expected to clean up after their children.

#### **C. Other Rules and Responsibilities**

- Children are not permitted to use the public computers in the RLC.
- Any custody requirements or disputes should be brought to the attention of the Director of Residence Life and appropriate documentation must be on file.
- Parents are not permitted to give their child exterior door keys for the RLC for any reason. Parents may request that their children be assigned an exterior door key, but final determination of issuance of any keys is at the discretion of the Director of Residence Life.
- NWIC has limited resources to accommodate a disabled child or a child with special needs in the RLC. Please see the Director of Residence Life for more information.
- Children are not to be disruptive to the learning environment of the residents.

### **III. Child Abuse and Neglect**

RLC staff are required to call the necessary authorities if they suspect or witness child abuse or neglect. Residents will be evicted from the RLC immediately if charged with child abuse. Residents will be evicted from the RLC immediately if child abuse or neglect is witnessed.

## 7. Appendices