

# DINÉ COLLEGE



# RESIDENCE LIFE HANDBOOK

DINÉ COLLEGE  
1 CIRCLE DR. ROUTE 12.  
TSAILE, AZ 86556

# **RESIDENCE LIFE HANDBOOK**

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## **Introduction**

The Residence Life Program is committed to providing a safe and healthy living environment that is supportive of a student's academic pursuits while contributing to personal growth. Living on campus provides many advantages including accessibility to Campus resources, the opportunity to develop strong social connections, and being part of a community.

	<b>Section 1.0.a</b> <b>Residence Halls</b>
	<b>Adoption date: TBD</b> <b>Effective date: TBD</b>
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls

### **Residence Halls**

Residence Halls are Hogan-shaped buildings that accommodate single adult students without dependents. Each building consists of the following and is set for double occupancy

- a. Rooms: Each room consists of two twin beds, two dressers, two desks, and two closets. There is a shared bathroom with a shower between every two rooms.
- b. ADA Rooms (Americans with Disabilities) - There are two ADA-compliant rooms located in Aspen Hall and Willow Hall.
- c. Lobby: Each building has a central lobby with a fireplace and a TV, desks or tables, and chairs to be used for studying. There is a courtesy phone located in each lobby. The lobby is a designated common area.
- d. Laundry Room: Laundry rooms are equipped with two reloadable card-operated washers/dryers and a sink for student usage only. The laundry room is a designated common area.
- e. Kitchen: Each building has a fully equipped kitchen that includes a refrigerator, stove, and microwave. The kitchen is a designated common area.
- f. Janitor's closet: Brooms, dustpans, mops, mop buckets, and faucets are available in each closet. The janitor's closet is a designated common area.

### **Application Procedures & Eligibility Requirements**

All students 18 years and older will be required to pass a criminal background check before moving into Residence Life housing facilities.

It is the responsibility of the student to complete a housing application and attach all required paperwork. The Residence Life Office will accept only completed application packets, that consist of the following documents:

- Completed and signed Residence Life Application and Contract.
- Certified Background Check clearance.
- Class schedule
- Verification of funding sources

- Security deposit receipt.

All applications will be reviewed and notice of approval given to the student, through email or a written letter. Diné College does not guarantee housing. It is the student's responsibility to keep their address and other pertinent information updated with the Residence Life Office. Failure to do so may result in losing placement for housing.

#### Satisfactory Academic Progress Requirement

1. During the academic year, participants must remain in good standing as defined in the current Diné College catalog. Students must meet these requirements each semester to remain eligible for housing. Students falling below the satisfactory academic progress requirement will be placed on Residence Life probation for the following semester, if accepted back into Residence Life housing. A second semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life Halls OR eviction from Family housing units.

#### Priority for housing is as follows;

1. Returning Full-time Students in good academic standing with a 2.00 GPA and no infractions from a previous semester
2. New students and Transfer students
3. Distance from the College
4. Part-Time Students – Part-time students must complete a Below Hours Petition Form.

A waiting list will be created should the demand be greater than space availability. The waiting list applicant will be notified by telephone or email and given 2 days to respond before the next applicant in line is notified. If the waiting list applicant does not respond, their application will be moved to the end of the waiting list.

#### Occupancy Standards:

To avoid overcrowding, the College adheres to the following occupancy standards.

1. Residence Hall rooms are at double occupancy for maximum use of space.

#### Roommate requests

Residents may request a specific roommate, and the Residence Life Manager will make every effort to honor these requests. However, all final placement decisions will be at the discretion of the Residence Life Manager. Additionally, the Manager reserves the right to require room transfers to ensure a safe, healthy living environment for all residents to efficiently manage the Residence Life Halls.

Students must reapply each semester for housing.

	<b>Section 1.0.b</b> Student Family Housing
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Student Family Housing

**Student Family Housing:**

Student Family Housing is available at Tsaiile Campus only. It is a gated community with 2-bedroom and 3-bedroom units, including ADA-compliant units. Each housing unit has a living room, dining area, bathroom, and kitchen. All of the units are furnished with a queen size bed and a dresser in the master bedroom; a bunk bed and 1 dresser in each room. Other furnishings include a desk, chairs, kitchen table, and living room furnishings (chairs, sofa, end tables & coffee table).

**Application Procedures & Eligibility Requirements**

Married students/single parents applying for family housing must complete criminal background checks for their spouses and any high school children over 18 years of age still residing with the parents. Parents must provide enrollment verification from the child's school. Only dependent children still in school will be eligible to live in family units with their parents/guardians. No extended family members are allowed to reside in the housing units.

It is the responsibility of the student to complete a housing application and attach all required paperwork. The Residence Life Office will accept only completed application packets, that consist of the following document:

- Completed and signed Residence Life Application and Contract. If the student is a minor, the student's parent must sign the application and all other necessary paperwork requiring a signature.
- Married students applying for family housing must provide a marriage certificate/license or certified court order of a traditional Navajo wedding, common law marriage, or child's birth certificate listing both parents.
- Certified Criminal background check for all applicable family members.
- Official Class schedule
- Copies of birth certificates for all dependents.
- Verification of funding sources
- Enrollment verification from child(ren)'s school and/or daycare, if applicable
- Security deposit receipt.

All applications will be reviewed and notice of approval given to the student, through email or a written letter. Diné College does not guarantee housing. It is the student's responsibility to keep their address and other pertinent information updated with the Residence Life Office. Failure to do so may result in losing placement for housing.

Priority for housing is as follows;

1. Returning Full-time Students in good academic standing with a 2.00 GPA and no infractions from a previous semester
2. New students and Transfer students
3. Distance from the College
4. Part-Time Students – Part-time students must complete a Below Hours Petition Form.

A waiting list will be created should the demand be greater than space availability. The waiting list applicant will be notified by telephone or email and given 2 days to respond before the next applicant in line is notified. If the waiting list applicant does not respond, their application will be moved to the end of the waiting list.

Satisfactory Academic Progress Requirement

1. During the academic year, participants must remain in good standing as defined in the current Diné College catalog. Students must meet these requirements each semester to remain eligible for housing. Students falling below the satisfactory academic progress requirement will be placed on Residence Life probation for the following semester. A second semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life Halls OR eviction from Family housing units.
2. Students with families living in the family housing units, who maintain satisfactory academic progress are eligible to renew their application for the following semester. They will remain in their assigned unit through the winter break and/or summer provided they are registered for the next semester, current on their rent, and in good standing.
3. Students with families living in family housing units will be allowed to live in family housing for a maximum of three years for students pursuing an Associate's degree and an additional 3 years for students pursuing a Bachelor's degree. Students must maintain satisfactory academic progress, be current on their rent, and be in good social standing to remain eligible.

Occupancy Standards:

To avoid overcrowding, the College adheres to the following occupancy standards.

1. 2-bedroom units will not exceed 5 people
2. 3-bedroom units will not exceed 7 people.

	<b>Section 2.0.a</b> <b>Residence Halls Security Deposit</b>
	<b>Adoption date: TBD</b> <b>Effective date: TBD</b>
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls

### Security Deposit

Residence Life requires a security deposit for Residence Halls. All deposits are due before move-in.

- a. Residence Life Halls - A required deposit of \$150.00.

### Types of Security Deposit Refunds

#### Total Refund:

A student will receive their entire Security Deposit refund if he/she checks out per the check-out requirements, and leaves a clean, damage-free room.

#### Timeline for Security Deposit Refund:

- a. Refunds will be made thirty (30) days from the date the Check-Out form is completed and signed by the Student.
- b. A refund check will not be issued on the day of move-out.

#### Charges for Damage:

- a. Charges will be assessed against the student for damages occurring during the student's stay in Residence Halls. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

#### Forfeiture of Security Deposit:

- a. If a student owes a balance to the College, the deposit will be applied to the balance owed to the College.

#### No Refund:

- a. If a student abandons or damages his/her room, the Security Deposit will not be refunded. It will be applied to the cost of cleaning, repairing, and sanitizing the room.

	<b>Section 2.0.b</b> Student Family Housing Security Deposit
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability</b> Student Family Housing

**Security Deposit**

Residence Life requires a security deposit for Student Family housing. All deposits are due before move-in.

- b. Residence Life Student Family Housing - A required deposit of \$250.00.

**Types of Security Deposit Refunds**

**Total Refund:**

A student will receive their entire Security Deposit refund if he/she checks out per the check-out requirements, and leaves a clean, damage-free unit.

**Timeline for Security Deposit Refund:**

- c. Refunds will be made thirty (30) days from the date the Check-Out form is completed and signed by the Student.
- d. A refund check will not be issued on the day of move-out.

**Charges for Damage:**

- b. Charges will be assessed against the student for damages occurring during the student's stay in Student Family Housing. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

**Forfeiture of Security Deposit:**

- b. If a student owes a balance to the College, the deposit will be applied to the balance owed to the College.

**No Refund:**

- b. If a student abandons or damages his/her unit, the Security Deposit will not be refunded. It will be applied to the cost of cleaning, repairing, and sanitizing the unit.

	<b>Section 3.0</b> <b>Background Check</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

**Criminal Background Check Clearance:**

Any student and applicable spouses/partners/children of Student Family Housing residents will not be eligible if they have been charged with;

1. Any type of assaults and/or battery
2. Narcotic Offenses
3. Thefts
4. Felony convictions
5. Aggravated Felonies – all aggravated felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault, or the delivery of a felony amount of narcotics

If the Background check results in a “No Record”, the applicant is deemed eligible for on-campus housing.

If the Background check report shows the applicant has a criminal history, is included on any registered sex offender database, or has a criminal arrest warrant(s) in any state, the information will be reviewed. If the applicant is deemed “not eligible”, the applicant will be notified by email/mail of the decision. The letter will include procedures for a Security Deposit Refund and Appeal Process.

No applicant, who is on Parole or Probation for the following offenses, will be considered for Residence Life:

- Murder
- Attempted Murder
- Manslaughter
- Sexual Assault
- Aggravated Assault
- Aggravated Robbery
- Causing Injury to a Child/Elderly or Disabled person
- Deadly Conduct with a Firearm
- Possession/Selling of Illegal Drugs/Alcohol
- Controlled Substance Dealer
- Criminal Solicitation

- Indecency with a Child
- Arson

### How to Obtain a Background Check Clearance from Navajo Nation

#### OPTION 1

<https://ims.navajo-nsn.gov/>

1. Download the link form from the link above.
2. Fill the form with requested information. Request for "5-year history".
3. Get the form Notarized from a Notary.
4. Make a copy of your Social Security Card and Valid State ID/Driver's License.
5. Obtain a self-addressed stamped envelope.
6. A \$15.90 Money Order was written out to Navajo Nation.
7. Place a notarized from, copy of your Social Security Card and Valid State ID/Driver's License, Money Order, into the self-addressed stamped envelope and mail it to;

Navajo Nation Information Management Section

P.O Box 3360

Window Rock, AZ 86515

#### OPTION 2

If submitting the forms in person, you can drop off all documents in a self-addressed stamped envelope to the Navajo Nation Police Department or the Navajo Nation Information Management Section (IMS) drop box located at the Administration Building in Fort Defiance, AZ 86504

1. Corner of N7 and N12
2. West of TMC Hospital Housing
3. Next to Tsehootsooi Primary Learning Center Building
4. The drop box is located in the lobby near the entrance. Monday to Friday, 8 am – 5 pm only.

5. You may also contact your local police records clerk for assistance in submitting your request through them. They can verify your identification, collect money orders, and route your request to IMS.
6. IMS processes many requests, therefore, submit your request as soon as possible.

#### How to Obtain a Background Check outside the Navajo Nation

##### OPTION 3

Go to your local police department where you reside or last resided in the United States, and request that the police conduct a local or state criminal records search, and provide you with a document reflecting that there is no history of a criminal record. Local police departments may require your appearance to conduct the background check search.

##### OPTION 4

U.S. citizens should be able to obtain fingerprint cards from their local police departments.

	<b>Section 4.0</b> Check-in/Check-out Procedures  <b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **Check-In Procedure**

Students accepted for Residence Hall housing are required to check in at the Residence Life Office to receive their Hall/Room assignment on Check-in day or any day thereafter. Check-in will be completed by the Student Resident Advisor or/Residence Life Staff.

### **Check-Out Procedure**

#### **End of Semester**

- a. Students must move out within 24 hours after taking their last final exam or the last day of the semester, whichever comes first.
- b. Residence Life staff will review the students class schedules and final exam schedules to determine check-out dates.
- c. Appointments must be made at least 24 hours in advance for End of Semester checkout.
- d. All students must check out with a Residence Life staff member.

#### **Termination of Contract:**

Students must give the Residence Life Office verbal or written notice before moving out. The student is expected to leave the room/unit in good, clean condition and return all keys when he/she vacates. Diné College is not responsible for any items left in the room/unit. Refunds for rent or meal plans are not given if the resident chooses to vacate before the end of the semester. After 30 days, any unclaimed property will be disposed of.

- e. Students must follow the Check Out procedures. Forms are available at the Housing Office.
- f. Failure to move out by the end-of-semester deadline will result in a \$30 improper check-out fee to be charged to the student.
- g. All refunds are processed by the Business Office within 30 days from the date of checkout.
- h. Students are encouraged to read the **Refund Policy in the College Catalog.**

	<b>Section 5.0</b> <b>Early Move-in/Extended Stay</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

#### Early Move-In

Students are not allowed to move in earlier than the assigned check-in date set in the College Academic Calendar. Exceptions will only be granted to International Students.

#### Extended Stay for Residence Halls

Students may not continue to reside in their living space after the semester is over except:

1. Work study students or interns with a written request from their supervisor for a one-week extension.
2. Athletes with a written request from their Coach or Athletic Director.

Students are required to check out of their assigned rooms and will be relocated to one Hall for an extended stay. Students must fill out a guest registration form and pay associated fees before receiving their new room assignment.

#### Extended Stay for Student Family Housing

Students may not continue to reside in their living space after the semester is over except:

1. Families with children enrolled in school

Students are responsible for the cost of their extended stay.

#### Approval:

All requests for early move-in and extended stays are subject to approval. The student is responsible for the cost of the room at the guest rate.

#### Policy Adherence:

Students given the privilege to move onto campus before the established check-in date and/or remain on campus past the established check-out dates must not have overnight guests. Students must adhere to the College's zero-tolerance policy and Student Code of Conduct. Any student involved in any violation during the approval period will be required to immediately vacate within 24 hours of being notified in person or writing, whichever comes first.

	<b>Section 6.0</b> Residence Life Closures  <b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### Spring Break

Residence Life Halls are closed during Spring Break. The only exception to this policy will be International Students, who are permitted to reside in Residence Life during spring break with the understanding that meal service will not be available.

### Christmas Break

Residence Life Halls are Closed over Christmas Break. Exceptions to the policy are the following:

1. Work study students or interns with a written request from their supervisor for a one-week extension after the Fall semester is over.
2. Families with children enrolled in school. Extension will be granted according to the School District calendar.

### Approval:

All requests for extended stays during semester breaks are subject to approval. The student is responsible for the cost of the room.

### Policy Adherence:

Students given the privilege to move onto campus before the established check-in date and/or remain on campus past the established check-out dates must not have overnight guests.

Students must adhere to the College's zero-tolerance policy and Student Code of Conduct. Any student involved in any violation during the approval period will be required to immediately vacate within 24 hours of being notified in person or writing, whichever comes first.

	<b>Section 7.0</b> <b>Maintenance/Inspections</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **Maintenance/Inspections**

1. Maintenance inspections and services performed responding to work orders will be performed by the Maintenance Department during regular work hours (i.e., Monday through Friday, 8 a.m. to 5 p.m.) unless it is an emergency.
2. The rooms/housing units will be inspected for safety, sanitation, and contract compliance as follows:
  - a. Move-in Inspection will be performed to record any discrepancies when the room/unit is being assigned.
  - b. Monthly Inspection will be conducted during occupancy, the room/housing unit will be inspected for sanitation, health, safety, and compliance with the Contract terms.
  - c. Move-out Inspection will occur when the student terminates his/her housing contract. A Residence Life staff will inspect the unit with the student. Any discrepancies found during this Move-Out Inspection will determine the refund status of the security deposit to the student.
3. Inspection Procedure:  
Inspections are conducted for cleanliness, to determine if any repairs are needed, and to ensure that the safety and health standards are followed. A Residence Life staff member shall conduct the inspection. An Inspection Form will be used for each inspection. The staff will:
  - a. Give inspection notice to student,
  - b. Knock three times and identify self,
  - c. State the reason(s) for wanting to enter the room/housing unit,
  - d. Ask the occupant(s) to open the door
  - e. When the door is opened, conduct the necessary inspection.
4. Usage of a Master Key for Inspection:  
All rooms/housing units are to be inspected according to the scheduled inspection. The student should not interfere with the inspection process. If the student fails to open the door for the inspection team, a Residence Life staff member will unlock the door with a master key and enter the room. The Residence Life staff member (i.e., Inspector) will inspect the room/housing unit, record all necessary findings, and leave the room/housing unit after completing the inspection. It is the responsibility of the inspector to secure the lock on the door.

**5. Illegal Property in room/housing units:**

If any illegal substances (alcohol, drugs, or weapons) or unauthorized property are found in the room, the Residence Life staff will notify the security personnel and the Navajo Nation Police. An Incident Report will be filed and a copy provided to the student. The Student Code of Conduct will be enforced.

**6. Inspection Notice:**

Students who do not pass their room/unit inspection will be shown the necessary housekeeping skills by Residence Life staff. If the student continues to fail the inspections, the following steps will apply:

- a. Verbal warning
- b. A written warning that becomes part of the student's folder for future Housing reference.
- c. Referral to Residence Life Manager for non-compliance of the Contract Agreement.

**7. Sanitation:**

If a Residence Hall room is found to have insects or rodents the student must report it to the Residence Life Office immediately and follow protocol. Instruction will be provided by the Residence Life office. (i.e. ants, spiders, bed bugs, lice, mice, etc.)



**Section 8.0**  
**Visitation Hours and Guests**

**Adoption date:** TBD  
**Effective date:** TBD

**SUBJECT:** Residence Life

**Applicability:** Residence Life Halls and Student Family Housing

### **Visitation Hours and Guests**

#### **1. Visiting Hours:**

Visiting hours apply to all Residence Halls. These hours will be enforced by Security personnel and Residence Life Staff for the safety and well-being of all residents

Residence visiting hours are:

- a. Residence Halls - Monday-Thursday: 8:00 A.M. to 10:00 P.M. and Friday-Sunday: 8:00 A.M. to 10:00 P.M.
- b. Student Family Housing - Monday-Sunday: 8:00 A.M. to 9:00 P.M.

#### **2. Guests:**

Guests are any person(s) (including students) who are not approved to reside in Residence Life Halls or Student Family Housing. The student assigned to the Residence Life Halls or Student Family Housing is responsible for seeing that their guest(s) follow the College policies. The host is responsible for the conduct of their guest(s) while in the Residence Life Halls and Student Family Housing.

#### **Residence Halls**

- a. Guests are permitted in their Host's room only with the consent of their roommate.
- b. The room door must be kept open when there are guests of the opposite sex in the room for safety reasons.
- c. The College reserves the right to ask a guest to leave at any time.
- d. If an individual who is not assigned to a room uses the space as if they were living there, or whose presence interferes with another student's ability to study or sleep will be violating this policy. Examples include but are not limited to;
  - i. Using a key to enter a room they are not assigned to.
  - ii. Store clothing or other personal items in the room.
  - iii. Staying overnight in the room.
  - iv. Using the bathroom or shower as if they lived there.
  - v. Lending keys to a guest or any other student is prohibited.

#### **Student Family Housing:**

- a. The College reserves the right to ask a guest to leave at any time.
- b. If an individual who is not assigned to a Student Family Housing unit uses the space as if they were living there, or whose presence interferes with another student's ability to study or sleep will be violating this policy. Examples include but are not limited to:
  - i. Using a key to enter a housing unit they are not assigned to. Lending keys to a guest or any other student is prohibited.
  - ii. Store clothing or other personal items in the housing unit.
  - iii. Staying overnight in the unit regularly.

Previous residents who have been evicted from student housing for violation of residence hall policies are not allowed as guests/visitors in the Residence Halls or Student Family Housing.

	<b>Section 9.0</b> <b>Resident Bill of Rights</b>
	<b>Adoption date: TBD</b> <b>Effective date: TBD</b>
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

**Resident Bill of Rights:**

Every resident shall have the right to:

- a. Be respected and treated as an individual,
- b. Read and study free from excessive interference in one's room,
- c. Sleep without disturbance from noise, roommate's guests, etc.
- d. Have his/her personal belongings respected,
- e. A clean environment in which to live,
- f. Free access to one's room and facility,
- g. Privacy,
- h. A fair grievance procedure as stated in the college catalog.
- i. Residence Life Staff that is available to assist in settling conflicts.
- j. A commitment to honor agreed-upon payment procedures.

	<b>Section 10.0</b> <b>Residence Life Student Responsibilities</b>
	<b>Adoption date: TBD</b> <b>Effective date: TBD</b>
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **Residence Life Student Responsibilities**

Residence Life students shall respect the property and rights of each other while co-existing in Residence Life Halls and Student Family Housing. Rules apply to all students living in the Residence Life area, whether assigned to Residence Life Halls or Student Family Housing units.

1. It is also the resident's responsibility to:
  - a. Consider the needs of other residents,
  - b. Keep his/her unit, room, bathroom, and common areas clean,
  - c. Communicate with other residents and staff members,
  - d. Let other residents know when they are disruptive,
  - e. Support campus and individual safety.
  - f. Attend all MANDATORY meetings to receive information and updates that contribute to a safe living environment.
  - g. Accept responsibility for one's behavior at all times.
  - h. Respect the rights of other individuals.
2. Misconduct: Residents will be immediately evicted for any violent behavior.
  - a. A student, who engages in any conduct prohibited under Navajo Nation, Federal laws, the Student Code of Conduct, and/or Diné College Policies will be reported to Campus Security and Residence Life staff. The Residence Life Manager will review the details of the misconduct, and determine the procedure for disciplinary action. The procedure will be explained to the student including all possible consequences. All disciplinary actions will be enforced.
  - b. Prohibited Conduct in Residence Life Area: To enforce the policies of Diné College, the laws of the Navajo Nation, and applicable laws of the United States, the following conduct is strictly prohibited:
    - i. Use of, or possession of, or being under the influence of alcoholic beverages, illegal drugs, and mind-altering substances (Drug-Free Policy)
    - ii. Interfering with Diné College staff or authorized agent in fulfilling their duties
    - iii. Intimidation or threats (verbal or physical)
    - iv. Battery and/or assault
    - v. Possession/use of weapons
    - vi. Robbery, theft, or fraud
    - vii. Sexual harassment/assault

- viii. Harboring criminals
  - ix. Bullying, cyberbullying, intimidation, threats, or other acts of violence will not be tolerated.
3. Complaints: All Complaints will be given in writing and signed by the student. The Residence Life staff will work with the student to address the issue(s). All information will be kept confidential.
  4. Maintenance and Repairs: All items requiring repairs must be reported to a Residence Life staff and a work order will be submitted.
  5. Keys: Residence Life keys are the responsibility of the student and are not permitted to be copied, loaned, or left unattended. Residents allowing non-residents to use their keys will be evicted. This is considered a serious safety violation that jeopardizes the safety of residents and their personal property.
    - a. Residence Life staff must be informed immediately if a resident loses his/her key(s).
    - b. The student will pay the lost key fee at the Business Office, located on the 6<sup>th</sup> floor of Ned Hatathlie Building, and, if necessary, will be charged for changing the locks.
    - c. Diné College is not responsible for any lost or stolen personal property.
  6. Mail Services: A Post Office is located on campus. If a student does not have a mailbox, the Residence Life box can be used. Students will be notified when they have mail for pick-up.

Mail can be sent to:

(Student's Name)  
Diné College Residence Life  
P.O. Box C-22  
Tsaile, AZ 86556

Packages are delivered to the General Services Office and students are responsible for picking up their own packages.

Packages can be sent to:

(Student Name)  
One Circle Drive  
Tsaile, AZ 86556

7. Loud Noise/Music: Music/TV shall be controlled and limited to the student's room or housing unit only. Consideration and respect must be given at all times to other students. This policy also refers to loud music from vehicles in the parking lot.
8. Furniture: All furniture is provided for student use. If the student damages the furniture, he/she will be charged for replacement or repair costs.
9. Décor: Any décor items that may damage walls, paint, doors, or blinds are not permitted. This includes but is not limited to the following: darts, wallpaper, paint, tacks, nails, and strong adhesives. Any posters and signs that are intended to be pornographic, obscene, or offensive are not permitted. Paint or markers on walls or windows are not allowed.

10. Parking Lot: Every student, who brings a vehicle to Diné College, shall provide the information as required in the Housing Contract Agreement and register the vehicle with the Campus Security Office. Diné College is not responsible for any damages, theft, or liability of the vehicles parked on campus.
  - a. There is a two-vehicle limit per family for the Student Family Housing parking lot.
  - b. Both vehicles must be registered.
11. Handicap Parking Lot: The handicapped parking spaces are designated for individuals with a disability (handicap placards must be displayed as required by law).
12. Bicycles/Skateboards/ Roller Skates/Blades: For safety reasons, bicycles may not be kept in the hallways or other common areas in the Residence Life Halls. Students are responsible for securing their bicycle(s) while on campus at all times. Diné College is not responsible for any stolen or damaged bicycles. Bicycles, roller skates/blades, and skateboards may not be used inside the Residence Life Halls or Student Family Housing units. Motorcycles, mopeds, or other vehicles must be kept in the designated parking lots.
13. Inoperable (broken) vehicle: Non-working/non-running vehicles are not permitted on campus and will be reported to Campus Security. The vehicle will be towed away after five days (5) from the date of the Incident Report. Students will be responsible for all towing fines and fees. Diné College is not responsible for any damage to the vehicle.
14. Trash Disposal:
  - a. Residence Halls – students must dispose of their trash in the large trash cans that are provided outside the Laundry Room doors.
  - b. Student Family Housing - All students are responsible for properly disposing of their trash in the trash dumpsters closest to their residence unit. Plastic bags must be used when disposing of trash in dumpsters. No oil, chemicals, or large broken furniture should be put into the dumpsters.
15. Housekeeping: It is the responsibility of all students to maintain a clean, safe, and healthy environment. Failure to maintain clean rooms/housing units and common areas may result in safety or sanitation problems.
16. Windows: Residence Life building windows are NOT to be as an entrance or exit to a building except in an emergency. Any student caught doing so will be reported to the Residence Life Office, and appropriate sanctions of the Student Code of Conduct will be applied and enforced.
17. Screens: Except in an emergency, screens are not to be removed from the windows for any reason. Damage occurring from removal will result in a charge assessed to the student to replace the screens.
18. Yard Maintenance: Students living in the Student Family Housing Units are responsible for maintaining the front and back yards of the housing unit. The yard should be kept clean and clear of weeds. The housing unit porch must be kept in an orderly manner and not be cluttered with personal property. Sidewalks are to be kept clear and not be blocked by bikes, toys, lawn furniture, etc.

	<b>Section 11.0</b> Americans With Disabilities Act
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Student Family Housing

**Pets:** No pets of any kind are allowed within the Residence Life area, including Residence Life Halls and Student Family Housing premises, except service animals certified for disability reasons. "The College acknowledges the Americans with Disability Act and the U.S. Department of Housing and Urban Development's Fair Housing Act, where applicable to provide accommodations based on a student's documented disability. The College's goal is to make all facilities and services accessible." Students must provide all documentation before approval.

	<b>Section 12.0</b> Parents with Children Living in Residence Life  <b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Student Family Housing

### **Parents with Children Living in Residence Life**

Parents residing in College housing are responsible for the behavior and supervision of their children at all times. All students and their families must comply with the Navajo Nation curfew law while residing on Diné College Campus.

1. Children in Residence Life
  - a. Diné College cannot assume responsibility or liability for the safety of children beyond reasonable expectations. Any resident is expected to report unattended children to the Residence Life staff or Campus Security immediately.
2. Parent Responsibilities
  - a. Parents are expected to maintain a clean and safe environment for their children while residing in Residence Life housing facilities. It is the responsibility of the parent to ensure that their child or children is taken care of at all times. Parents are responsible for any damage or disturbance caused by their child or children.
3. Supervision of the Child/Children
  - a. Parents are not allowed to leave children under 12 years old unattended in the Residence Life housing facilities at any time.
  - b. Children under 12 years old are not permitted to provide direct supervision for children under 6 years of age.
  - c. If children under 12 years of age are found without proper parental supervision and the parent or caregiver cannot be located, Campus Security will be contacted. In addition, the Navajo Nation Police Department and Social Services may be contacted.
  - d. An adult must supervise children while playing in the playground area.
  - e. Children are to be in their assigned units by 8:00 pm.
4. Care of the Child
  - a. Parents are expected to provide the Residence Life Staff with the proper information/documentation for the needs of their child in case of an emergency.
  - b. Parents are responsible for ensuring appropriate care for children who are sick or have medical/therapeutic needs.

- c. Parents have a responsibility to work closely with the Navajo Nation Childcare services and/or the child's school for the safety and welfare of the child. It is the responsibility of the parent to keep the Child Care Center and schools informed about the matters involving your child.
- d. Parents are expected to clean up after their children.

**5. Other Rules and Responsibilities**

- a. Children are not permitted to use the public computers in Residence Life computer labs.
- b. Any custody requirements or disputes should be brought to the attention of the Residence Life Manager and Campus Security and appropriate documentation must be on file.
- c. Parents may request that their children be assigned an exterior door key, but the final determination of issuance of any keys is at the discretion of the Residence Life Manager.
- d. Children are not to be disruptive to the learning environment of the residents.

**6. Child Abuse and Neglect**

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

	<b>Section 13.0</b> <b>Violations</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **Violations**

Diné College is committed to keeping the Residence Life Housing areas drug and alcohol-free. Campus Security will be called for any drug, alcohol, or violence violations. Self-disclosure of violence, alcohol, or illegal drug use/possession in the Residence Life areas 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 Residence Life Halls, or disclosing information to any Diné College employee. Diné College reserves the right to evict for violations, depending upon the severity.

**NOTE:** Students removed from housing for violations of the Student Code of Conduct (including alcohol and drug violations) are not eligible for any refund of their room and meal plan and can be held financially responsible for the terms of the Contract Agreement.

Behaviors or activities that threaten or endanger the individual or other residents, such as possession of weapons, use of drugs, and verbal and/or physical assault will result in immediate eviction from the Residence Life Halls.

Repeated violations of the Student Code of Conduct or Residence Life policies may result in eviction from Residence Life Halls or Student Family Housing

	<b>Section 14.0</b> <b>Parental Notification</b>
	<b>Adoption date: TBD</b> <b>Effective date: TBD</b>
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **Parental Notification**

Parents or legal guardians of dependent students (as defined under Section 99.31) of the Family Educational Rights and Privacy Act of 1974, may be notified for violation of the alcohol and drug policy.

1. Alcohol
  - a. Alcohol is strictly prohibited within Residence Life and on Campus. Any student caught using or in possession of alcohol in Residence Life or its premises will be evicted immediately. Residence Life Staff reserve the right to enter the room Student Family Housing units without student permission if they suspect alcohol use/possession. Campus Security will be called immediately.
  - b. It is unlawful for anyone under the age of 21 to acquire, have in his/her possession, or consume any alcoholic beverage. Residence Life staff will call Campus Security when a minor is found to be intoxicated or in possession in the Residence Life Halls or Student Family Housing area. 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 Residence Life Halls or Student Family Housing will be cause for immediate eviction.
  - c. If a resident of legal drinking age has returned to campus intoxicated Campus Security will be called immediately. This will result in disciplinary action, including possible eviction.
  - d. Residents are responsible for any guests that they bring to Residence Life. If a guest violates alcohol policies, Campus Security will be called, the guest will be removed. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
  - e. Guests found in violation of the alcohol policy will not be allowed to return as guests to Residence Life. Guests found in violation of the policy may not be allowed to become residents at any Diné College housing facility.
  - f. All alcoholic beverages will be immediately confiscated by the Residence Life Staff or Campus Security.

- g. Posters and other items advertising alcohol are prohibited in Residence Life. This includes posters, banners, lighted signs, etc.
  - h. Residents, who violate the alcohol policy in Residence Life will forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.
2. Illegal Drugs
- a. Illegal drugs are strictly prohibited within Residence Life and on Campus. Any student caught using or in possession of illegal drugs in Residence Life or on campus will be evicted immediately without the option for re-admittance.
  - b. Residence Life Staff reserve the right to enter the room/units without permission if they suspect illegal drug use/possession. Campus Security will be called immediately and a supervised search of the room/unit will be conducted with assistance from the Residence Life staff.
  - c. It is unlawful for anyone to use, purchase, provide, or sell illegal drugs. Using, purchasing, providing, housing, or selling illegal drugs in Residence Life will be cause for immediate eviction and Campus Security will be called immediately.
  - d. Residents are responsible for any guests that they bring to Residence Life. If a guest violates illegal drug policies, Campus Security will be called, the guest will be removed, and the resident will be required to meet with the Residence Life Manager. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
  - e. Guests found in violation of the drug policy will not be allowed to return as guests to Residence Life. Guests found in violation of the policy will not be allowed to become residents at any Diné College housing facility.
  - f. Posters and other items advertising drugs are prohibited in the public areas of Residence Life. This includes posters, banners, and lighted signs visible in the resident's window.
  - g. Residents who are evicted from Residence Life for violating any illegal drug policy will not be allowed to return to Residence Life as guests of other residents. Campus Security will be called immediately if the evictee is found on the premises.
  - h. Diné College reserves the right to bring a K9 unit to Residence Life for Inspection upon the determination of Campus Security and the Navajo Nation Police Department.
  - i. Residents who violate the illegal drug policy in Residence Life will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

	<b>Section 15.0</b> <b>Missing Student Notification</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

### **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 72 hours or longer without any known reason. The Residence Life Manager in conjunction with the VP of Student Success, or designee, and Campus Security will make the official determination of whether a student is deemed missing. The Manager or Residence Life staff should be notified of any planned absences from Residence Life for any period of time longer than 72 hrs.

Amber Alert - For children (17 years of age and younger) the time period changes to 24 hours.

### **Procedure for Determination of Missing Student**

Any concerned person who has information that a resident may be a missing student must notify the Residence Life Staff as soon as possible so that an official determination may be made about whether or not the student is missing. The Residence Life Manager will follow the procedures for notifying Campus Security. Campus Security will follow procedures in notifying the Navajo Nation Police Department. The Residence Life Manager will assist external authorities with these investigations as requested.

1. The Residence Life staff will gather all essential information about the resident from the reporting person and from the resident's acquaintances.
2. The Residence Life Manager and other appropriate campus staff will be notified to aid in the search for the student.
3. If the above actions are unsuccessful in determining the location of the student within the last 72 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.

### **Procedure for Official Notification for Missing Students**

Once a student is determined to be missing:

1. The Residence Life Manager or designee will notify the confidential emergency contact; and the Residence Life Manager or designee will notify Campus Security for assistance.
2. 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.

**Procedure for Designation of Confidential Emergency Contact Information:**

1. All residents have the opportunity to identify an individual or individuals to be contacted by the Residence Life Manager or designee at such time that the resident is determined to be missing in accordance with the procedures set forth above.
  - a. Residents must register their designated contact person on their application or they may submit a contact in writing to Residence Life staff.
    - i. A designation will remain in effect in the resident file until changed or revoked by the student.
  - b. This information is maintained confidentially and will be available only to Residence Life staff and local law enforcement if needed.
  - c. 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.

	<b>Section 16.0</b> <b>Safety and Security</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> : Residence Life Halls and Student Family Housing

## **Safety and Security**

Diné College is committed to ensuring the safety and security of all students, faculty, and staff. Students, faculty, and staff are expected to obey all Tribal, State, and Federal laws, and the policies of Diné College. Diné Residence Life does not have medical staff available and the Residence Life staff will not be held responsible for ensuring that residents take the required medicine prescribed by doctors for their individual health needs.

### **Security Policies**

1. To ensure the safety of residents and their belongings, residents should keep their room and bathroom doors locked.
2. Diné College holds no responsibility for any items that are lost or stolen from individual student rooms.
3. Residents are not permitted to prop open the exterior door of Residence Life.
4. Residents are not permitted to give or loan their keys to anyone.
5. 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 building.
6. Any residents with a no contact or restraining order must give a copy of the order to the Residence Life Manager and to Campus Security to assist in avoiding a breach of the order.

### **Emergency Procedures**

1. Whenever possible the college will coordinate with tribal, state, and federal agencies, etc. to allocate facilities, equipment, and personnel to assist with a crisis on campus involving college students, personnel, or visitors. Residents will follow the directions of any college employee in an emergency. Failure to comply may result in eviction from Residence Life.
2. If there is an emergency, accident, or injury; dial 6911 immediately and give the dispatcher the following information:
  - a. Your Name
  - b. Location: One Circle Drive, Diné Residence Life, Building/Room number.
  - c. Type of emergency.
  - d. Any other important information.

- e. Contact Residence Life staff on duty immediately after calling 6911.

#### Illegal Entry

- 1. Entering any Diné College 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.

#### Vandalism

- 1. Destruction or defacing of public or private property is prohibited. All individuals in Residence Life are responsible for the care of the common area, entryways, kitchens, laundry room, and furniture located in these areas.

#### Violence (physical violence, verbal assault, harassment, intimidation)

- 1. Physical assaults in Residence Life will not be tolerated. Staff will call Campus Security if a physical altercation occurs in the Residence Life area. This will result in disciplinary action, including possible eviction for all parties involved regardless of who initiates the physical altercation.
- 2. Verbal assaults/harassment/intimidation in Residence Life will not be tolerated.
  - a. First Offense - Meet with the Residence Life Manager and follow through with all requests to maintain resident status. Diné College reserves the right to evict immediately depending on the severity of the offense.
  - b. Second Offense - Eviction from Residence Life without the option for re-admittance. Violence will not be tolerated in Student Family Housing.
- 3. Cyberbullying, cyberstalking, or any other media-based violence is also considered a violation of these policies and will not be tolerated.
- 4. Residents are responsible for any guests that they bring to the Residence Life halls. If a guest violates violence policies, Campus Security will be called, the guest will be removed, and the resident will be required to meet with the Residence Life Manager. Depending on the severity of the disturbance/violation, Diné College reserves the right to evict immediately.
  - a. Guests found in violation of the violence policy will not be allowed to return as guests to Student Family Housing. Guests found in violation of the policy will not be allowed to become residents at any Diné College housing facility.
  - b. Residents who are evicted from Residence Life for violating any violence policy will not be allowed to return to Residence Life as guests of other residents. Campus Security will be called immediately if the evictee is found on the premises.
  - c. Residents who violate the violence policy in Residence Life will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

#### Sexual Misconduct

- 1. Diné College is committed to providing an 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 Residence Life immediately and may be subject to criminal charges.
- 2. Limitations of Confidentiality
- 3. If a person has been assaulted, harassed, exploited, or victimized in any way, Diné College encourages the incident to be reported to any staff member that a student may feel safe with. Campus Security and the Counselor will be called and a report 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 the perpetrator(s) or witnesses, and other relevant facts may be divulged in the report.

**4. Options for Victims of Crime**

- a. 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 the staff person they have reported the incident to or Campus Security to accompany them to the hospital. Anything with evidence on it (ex. clothing, etc.) must be collected in a clean PAPER bag.
- b. Reporting can be done through any faculty or staff member or Campus Security.
- c. Reporting can be done through any counselor, friend, family member or clergy. Campus officials will be notified to ensure that all other students are warned and protected.
- d. Campus officials should still be notified to ensure that all other students are warned and protected.
- e. Reporting can be done through the Navajo Nation Police Department by calling 6911. Campus officials should still be notified to ensure that all other students are warned and protected.

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

- a. First Offense - Meet with the Residence Life Manager and follow through with all requests to maintain resident status. Diné College reserves the right to evict immediately depending on the severity of the offense.
- b. Second Offense - Eviction from Residence Life without the option for re-admittance. Sexual Misconduct will not be tolerated in the Residence Life Housing facilities.

**6. Voyeurism**

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

**7. Smoking and Chewing Tobacco**

- a. Smoking is not permitted inside the Residence Life Halls, or within 25 feet of any building. Smoking is allowed only in designated areas. Smoking inside Residence Life will result in forfeiture of their Security Deposit.
- b. Chewing tobacco usage is strictly prohibited.

**8. Smudging**

- a. Dine College respects all religious beliefs and practices that remain consistent with the Student Code of Conduct, therefore smudging (burning of sage, sweetgrass, cedar, etc.) is allowed within the residential dorm setting with the following exceptions:
- b. Students who wish to smudge within the Residence Life dorm halls, must first inform the Residence Life staff and obtain official approval before smudging.
- c. If the student has a roommate, the student will also need to obtain their roommate's approval before smudging.

- d. Excessive smoke may trigger the fire alarms and alert emergency services. Once approval is obtained, students should conduct their smudging in a non-flammable container, and use minimal smoke in a well-ventilated area. All smudge bundles must not be left unattended and should always be closely monitored.
- e. Students are only allowed to burn approved herbs (sage, cedar, and sweetgrass). If a Residence Life staff member or campus official suspects the burning of any other substance, the student must comply with Residence Life investigatory procedures as needed.
- f. It's highly encouraged that students remain knowledgeable of the nearest fire extinguisher and fire evacuation procedures if a fire occurs.
- g. It's the responsibility of the student to inform Residence Life Staff once the smudging practice has finished.
- h. The smoking of traditional tobacco or commercial cigarettes is not allowed inside any Dine College facilities and must be smoked 25 feet away from any doors or windows. Students who wish to smoke must be 21 years of age.

#### 9. Open Flame Products or Incense

- a. Because of a potential fire hazard, open-flame products and incense are not allowed in the Residence Life Halls or Student Family Housing units. This includes, but is not limited to; candles, oil lamps, and unauthorized cooking appliances.

#### 10. Quiet Hours

- a. 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 Residence Life Staff as needed if noise issues continue.
- b. Quiet Hours: Monday through Sunday, from 9:00 p.m. to 8:00 am, Quiet hours apply to all Residence Life housing areas.
- c. Music & Televisions
  - i. 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 area.

#### 11. Firearms & Weapons

- a. Possession of firearms or other weapons in Residence Life will result in immediate eviction, with no option for re-admittance.
- b. Toys that resemble real guns, and or weapons used for décor are prohibited.



## Section 17.0

### Fire Safety and Procedures

Adoption date: TBD

Effective date: TBD

**SUBJECT:** Residence Life

**Applicability:** : Residence Life Halls  
and Student Family Housing

### **Fire Safety and Procedures**

In case of fire, residents should NEVER re-enter a burning building to save personal possessions. The designated evacuation location is the parking lot of the Residence Life Halls and at the central courtyard of Diné College (between the Library and GCB) for Student Family Housing residents.

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

- a. Upon discovery or suspicion of a fire residents should:
  - i. Pull the nearest fire alarm
  - ii. Exit the building
  - iii. Attempt to warn others while exiting
- b. Regroup in the Residence Life parking area if safe or at the central courtyard of Diné College (between the Library and GCB) for Student Family Housing residents
- c. Contact Residence Life staff once in a safe location.

For the protection of students, all rooms/buildings/units are equipped with safety equipment.

#### 1. Smoke Detector:

- a. No person or student shall tamper with the smoke detector. If the equipment is malfunctioning, a work order shall be submitted for immediate repair(s). The occupants of the room/unit will be charged for any replacement or damages and possibly fined if there is evidence of tampering with the equipment. The appropriate authorities will be notified of any tribal or federal violations.

#### 2. Fire Extinguishers:

- a. All Residence Halls and Student Family Housing units are equipped with Fire Extinguishers. Students will be charged for any replacement or damages if there is evidence of tampering with the equipment. The equipment shall be tested and inspected during the routine inspection of the units. Extra extinguishers shall be available in the event the original equipment becomes inoperable. No building or units shall be without a Fire Extinguisher at any time.

#### 3. Fire Drills:

- a. Fire Drills will be conducted within the Residence Life Halls and Student Family Housing for residents every semester/session.

**4. Fire Escape Plans:**

- a. In all the Residence Life Hall rooms and Student Family Housing units, Fire Escape plans shall be posted for the safety of the residents.

For safety reasons, violations of any of the policies below will result in disciplinary action and criminal charges.

1. A resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for the alarm or equipment.
2. A resident may not tamper with, disable, or obstruct any fire-safety equipment, including smoke detectors, fire extinguishers and cases, and fire sprinklers.
3. Intentional misuse of fire safety equipment is prohibited.
4. Residents must promptly vacate Residence halls when a fire alarm is sounded.
5. Purposely setting fire to college property is prohibited.
6. Candles, incense, kerosene lamps or other similar items are not allowed in Residence Halls.

**Explosives**

1. Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted. In addition, propane tanks and car batteries are also restricted.

	<b>Section 18.0</b> <b>Personal Property Insurance</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> : Residence Life Halls and Student Family Housing

### Personal Property Insurance

Diné College is not responsible for lost, damaged or stolen items. Students are advised to purchase their own personal property insurance.

	<b>Section 19.0</b> <b>Internet Usage</b>
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> : Residence Life Halls and Student Family Housing

### **Internet Usage**

The use of Information Technology is one of the keys to effective and efficient productivity, enabling staff, faculty and students to achieve their goals through all methods that are made available. These ever-broadening capabilities allow Diné College to extend Higher Education to those who would not otherwise have the opportunity to attend.

Information Technology at Diné College permeates every campus facility for the productivity and security of all who use it. The purpose of this policy is to establish an overall framework for guiding the growth and use of our Information Technology resources in accomplishing the broader goals of Diné College.

The IT policy supplements the Diné College Personnel Policy and Procedures Manual and is enforceable through Section 900.05 Policy: Conduct and Discipline and the Student Code of Conduct - Student Discipline section.

	<b>Section 20.0</b> Termination and Eviction Procedure
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> : Residence Life Halls and Student Family Housing

### **Termination and Eviction Procedure**

1. Termination and Eviction: The student will be served an eviction letter when a violation or crime has occurred along with all necessary and important identification information of the student, no later than forty-eight hours following the violation. Residence Life staff or authorized agents of the college shall serve the student with an eviction letter. The letter shall include the following:
  - a. Statement of the specific violations of Diné College policies.
  - b. Specific date and time when the students must check out of Residence Life.
  - c. Statement that the student has a right to appeal to the Vice President of Student Success. Supporting documents will be provided to the Vice President of Student Success for appropriate decisions.
2. The following violations will result in an eviction letter:
  - a. Any violation for which eviction is sanctioned (see "Violations"). Engagement by the student, any member of the student's dependent(s) or visitor(s), in a criminal activity that threatens the health and safety of the residents or employees of Diné College.
  - b. False or misleading information on your housing application
  - c. Failure to pay the costs associated with on-campus housing
  - d. Continued violations of any kind
  - e. Abandonment of room or Student Family Housing unit.
  - f. Failure to maintain satisfactory academic progress for two consecutive quarters
  - g. Course Load Requirement – students who fall below the course load requirement including, but not limited to, dismissed or withdrawn students, may be subject to immediate removal from Diné Residence Life. The following process will take place.
    - i. The Residence Life Manager will contact the student's advisor to verify enrollment status.
    - ii. Residence Life staff will notify the student and meet with the student about enrollment status.
    - iii. The student will either be given;
      1. an eviction letter and given two business days to complete the check-out procedure.

2. Complete a Below Hours Petition Form with their advisor within 5 Business Days. Failure to complete will result in eviction from Residence Life.
- iv. Students below the credit hour requirement may appeal to the Vice President of Student Affairs, however, approval is not guaranteed. It will be a case-by-case review of, and including but not limited to, grades, class attendance, class participation, social standing, and extenuating circumstances.
- v. Residence Life staff will be notified of the eviction letter and the Student Resident Advisor will be notified.

	<b>Section 21.0</b> Amendment/Waiver
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

**Amendment/Waiver**

Diné College reserves the right to amend any part(s) of these policies.

**Purpose:** *To provide a safe and healthy living and learning environment for students.*

	<b>Section 22.0</b> References
	<b>Adoption date:</b> TBD <b>Effective date:</b> TBD
<b>SUBJECT:</b> Residence Life	<b>Applicability:</b> Residence Life Halls and Student Family Housing

**The Jeanne Clery Act:** The Clery Act requires that all colleges and universities report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety.

**Title IX:** The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

**Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**American with Disabilities Act (ADA):** The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

**Violence Against Women (VAWA):** The Violence Against Women Act (VAWA) creates and supports comprehensive, cost-effective responses to domestic violence, sexual assault, dating violence and stalking.





DINÉ COLLEGE

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