

Fall 2017 - Summer 2018

Resident's Code of Conduct



TJCTM

Dear Resident,

In all communities, residents are individually and collectively responsible for their behavior and are fully accountable for their actions.

This is also true of life in a residence hall at Tyler Junior College. Here, the community you operate in can be as large as the entire hall population or as small as two roommates.

This handbook is designed to give you a complete understanding of the community standards and policies you are required to follow while you live on campus. These have been developed to benefit the College community as well as the on-campus residents of Tyler Junior College. It also outlines the resident conduct process which Residential Life and Housing follows to make sure that every resident is treated with respect in a fair and equitable way.

It's a privilege to live in housing at TJC and participate in the programs and activities that the Residential Life and Housing department works to provide. The eight residence halls are places where you can live comfortably, achieve academic success and grow as an individual. We encourage you to become part of your hall community by participating and contributing.

Sincerely,

A handwritten signature in black ink that reads "Diana Karol". The signature is written in a cursive, flowing style.

*Diana Karol
Director, Auxiliary Services
Residential Life and Housing*

Student Accountability

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking any Tyler Junior College policies, City of Tyler or State of Texas law. Such behavior will result in disciplinary action, which can include, but is not limited to, monetary fines, required community service activities, probationary periods, and expulsions. A monetary fine is intended to serve as a reminder that such behavior or possession of prohibited items are not acceptable and will not be tolerated in the residence life community. All monetary fines for conduct issues should be paid within 30 days. If fines are not paid it will be considered a “failure to comply” incident and add to the established judicial housing file.

General Expectations of Conduct

Residents are expected to take care of and respect the facilities and equipment provided by TJC. Students are also expected to conduct themselves according to acceptable standards of the TJC community and the College’s function as an educational institution. Consideration for others is the basic principle to be followed by all residents. Each resident possesses individual rights, which will be respected by roommates, peers, and administration. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return. There is ZERO TOLERANCE for drugs, weapons, and fighting on campus.

Disciplinary Measures

Resident students are responsible to know and comply with all rules contained in the TJC Residential Life and Housing Handbook. All students’ rights and responsibilities as listed in the handbook are applicable to all TJC students.

Disciplinary actions are also covered in the Student Handbook under the Student Code of Conduct. Disciplinary actions can range from a warning to monetary fines to suspension to expulsion from school.

Student Misconduct

The hall staff is required to submit a written IR (incident report) for every violation. The resident(s) involved in the violation will be told when an IR is submitted. The IR is submitted to the housing office and a resident conduct file is established. In some cases Campus Police is called to the scene of a violation and a police report is submitted. Receipt of a Campus Police report will also automatically establish a resident conduct file.

The severity of a housing violation is determined after the assistant director of residential life and housing responsible for resident conduct reviews the IR(s) submitted by hall staff and/or Campus Police. Video from the common area security cameras may also be reviewed. An IR may or may not result in the resident being summoned for a conduct hearing.

Resident Notification Process

When a resident is identified as being involved in a possible violation of rules, requiring disciplinary action, they will receive an allegation letter via their TJC e-mail account. In severe cases, all zero tolerance infractions, a hard copy of the allegation letter will be delivered by hall staff. The resident will be required to sign for the allegation letter which confirms and documents delivery. If the hall staff is not able to locate the resident for two (2) business days after the letter is issued, Campus Police will research the resident's class schedule and deliver the letter to the resident in the appropriate classroom.

After the e-mail and/or letter is received, the resident will have three to five (3-5) business days to contact the housing office and make a hearing appointment with the housing conduct officer. If the resident does not respond to the letter and make an appointment within three to five (3-5) business days, it will be considered a "failure to comply" incident. The hearing will be held and sanctions determined without the resident being present. In addition, a conduct hold will be put on the resident's TJC account.

Following the hearing, with or without the resident, a decision letter will be sent to the resident via their TJC e-mail account. In addition, one (1) attempt will be made by the hall staff to deliver a copy of the decision letter to the resident. It is the resident's responsibility to read the decision letter and comply. If the resident does not agree with the decision and sanctions, they can appeal the outcome. All appeals should be in the form of a letter addressed to the director of auxiliary services and be submitted to the Housing office within three to five (3-5) business days after the decision letter is received by the resident. The Housing Administrative Review Committee will convene at the earliest time possible to review the case. The committee will either modify, uphold, or overturn the decision and sanctions determined by the housing conduct officer. No further appeal process is provided for the resident.

Incidents in violation of stated zero-tolerance policies (drugs, weapons, fighting) will result in immediate removal from the hall. In these cases, the resident does not have the option to appeal the sanction.

Disciplinary Sanctions

The following sanctions, or any combination of them, may be applied to any individual resident or group of residents for violation of TJC housing policies and code of conduct.

Warning: In instances of less serious conduct issues, the student may be formally warned of the possible consequences of continuing the behavior and informed that continued inappropriate behavior will not be tolerated.

Probation: This status is a statement to the resident that their conduct is in violation of the Resident's Code of Conduct. Further violations may result in a transfer to a different building, contract termination and immediate removal from the hall and/or being barred from one or all TJC residential halls.

Restriction of Privileges: The resident's access to facilities in the residence hall or immediate area is restricted. This may include, but is not limited to, loss of visitation, inability to re-contract for the following year, being barred from the computer lounge, study lounge or game room.

Confiscation: A resident's belongings being used in violation of TJC Housing's policies and conduct code may be removed from a resident's assigned space by housing staff or the Campus Police.

Educational: Examples of educational sanctions include, but are not limited to; letter of apology, research papers, workshops and campus programs.

Community Service: A resident may be required to perform community service for the College, a residence hall or for a nonprofit organization/ community agency outside the College.

Trespass: A resident may not be eligible to live in or visit some or all of the residential halls. This restriction is enforced by Residential Life and Housing staff and the Campus Police department. Trespass status may be limited to a specific hall or all the halls managed by the housing department.

Removal from the Residence Hall: A resident's contract may be terminated, and the resident asked to move out of the hall by the Residential Life and Housing department based on a resident's conduct in a hall. If the resident's contract is terminated the resident must pay all charges accrued and/or required under the room contract and has no right to a refund of any room and board payments.

Referral: A resident may be referred to any of the TJC support services for additional intervention.

Residential Life and Housing Policies and Conduct Code

ADULT STATUS: The State of Texas assumes legal adulthood at age 18. All matters pertaining to academic performance, personal conduct and payment of charges due the College are your personal responsibility. The following recommendations are to assist in your success as a College Student;

- Read all documents before signing them
- Understand your signature means you have read, understand, and agree to the conditions
- Read mail and notices posted throughout campus and your residential hall

ALCOHOL and PUBLIC INTOXICATION: Tyler Junior College is a dry campus and no alcohol or alcohol paraphernalia is allowed on the campus. Students found drinking, manufacturing, or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to Campus Police and will face disciplinary action from the College, as well as penalties issued in accordance with Texas State Law. Any containers (full/partially full/empty) found in a resident's room will be confiscated or discarded by Campus Police. A resident who violates the TJC alcohol and public intoxication policy in the hall, or participates in a situation off campus where illegal or excessive consumption of alcohol takes place and the resident returns to the hall intoxicated, or a resident whose behavior in the hall is affected by the use of alcohol will be subject to disciplinary action by the Residential Life and Housing department and/or the student conduct office and/or the Campus Police Department and/or the Tyler Police Department.

ASSAULT/FIGHTING/THRETS/VIOLENT BEHAVIOR: Tyler Junior College is a zero-tolerance campus. Resident who violate this guideline will be permanently removed from the residence halls. All physical abuse, threats, assault, or any conduct that might threaten or endanger the health or safety of any student, or member of the faculty or administration, is prohibited on the TJC campus and in the residence halls. This is a violation of the Student Code of Conduct and Campus Police and/or the City of

Tyler Police Department will be called immediately.

ASSIGNED LIVING SPACE: Residents are not permitted to occupy or use any space in their hall or room to which they are not assigned. This includes vacant rooms, vacant beds and storage furniture on an unoccupied side of a room and/or in a suite assignment, the adjoining bedroom of the assigned room. In addition to a monetary fine, residents found in violation of this policy will be responsible for any and all charges necessary to return the room to a move-in ready state by housing standards.

CAMPUS POLICE: TJC has its own police department on campus that employs full-time, certified police officers. The free cooperation of every student is required whenever a Campus Police officer approaches them. Students violating campus regulations or refusing to cooperate with a Campus Police officer are subject to discipline up to and including eviction from a residence hall and/or suspension from the College.

CANDLES/OPEN FLAMES: Candles or any items/devices with an open flame that create embers or ashes are not allowed in the halls. This includes incense, scented wax warmers, oil lamps and wax sculptures. Wax warmers heated by a light bulb are allowed in the halls.

COERCION: Any student who attempts to coerce or threaten another student, either verbally or in writing in an effort to force the student to take actions against his or her will, will be subject to disciplinary action, reassignment or removal from housing. This includes attempting to coerce a student to change rooms or halls.

COMMON AREA HOURS: The operating hours for the main lobby, interior courtyard, study rooms, lounges and laundry rooms in each hall are established by the Area Coordinator, Resident Director, or Sr. RA of the hall. All visitors in the lobby must be 17 years of age or older. Anyone younger must be accompanied by a parent (not including the resident) and must remain in the main lobby area.

Current TJC students of the opposite gender, with a valid TJC ID card, can be in the lobby, without signing in, between 10 a.m. and 11:30 p.m. During this time, they are not allowed in any other area of the hall, including but not limited to: interior courtyards, hallways, stairwells, study rooms, lounges, and laundry rooms nor in any resident room. Noise in the lobby should be kept to a minimum. Quiet hours for the common areas (main lobby, interior

courtyard, study room, lounges and laundry room) are from 10 p.m. until 10 a.m.

Residents are encouraged to use the common areas for relaxing, socializing, entertaining visitors, and studying or hall programs. Public displays of affection, disruptive behavior and sleeping in the common areas are not socially acceptable behaviors and should not happen.

CONCEALED HANDGUNS: If a student is a holder of a Texas license to carry a concealed handgun then it is the student's responsibility to know and follow all current and applicable state and federal laws and TJC Policies regarding carrying a concealed handgun, whether enacted now or in the future. The student is responsible for informing any guests of TJC Policies regarding carrying a concealed handgun. Any violation of TJC's Campus Carry Policies by the resident or his/her guests may subject him/her to disciplinary action and the immediate removal from TJC housing. The open carrying of hand guns or other guns is prohibited on any part of the TJC campus, including the residence halls.

CONFISCATION: Residential Life and Housing staff may confiscate items that are deemed illegal, in violation of Residential Life and Housing or Tyler Junior College policy or deemed unsafe. In instances when Residential Life and Housing has confiscated an item and the resident is not present, notice will be left in the room in question and the residents of that room should expect to receive further notification from the Residential Life and Housing Department about conduct follow-up.

DAMAGES: Residents will be held financially responsible for any loss and/or damage (beyond normal wear and tear) to their assigned space and all TJC supplied furnishings. In rooms, suites and common areas, if it is not possible to charge the damage of College property to a specific individual(s), the charges will be divided evenly among the members of the room, suite, floor or hall (depending on where the damage occurred). There will be a minimum \$5 service fee per resident when fines of this nature are issued.

Damages should be reported to the hall staff as soon as possible so that maintenance can be notified and repairs started as soon as possible.

DRUGS -- ILLEGAL AND PRESCRIPTION: TJC is a zero-tolerance campus. Residents who violate this guideline are subject to legal action by the Campus Police, City of Tyler Police

and will be permanently removed from the residence hall. The unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance, designer drug or drug paraphernalia is prohibited on the College campus and in all of its buildings. This includes prescription medication without an appropriate prescription. A student who uses prescription drugs or other controlled substances may be requested to provide proof that they are doing so under the supervision of a medical doctor. If requested by a College official the proof will be provided immediately upon demand. It is illegal to provide prescription drug(s) to another person and using another person's prescription drug(s) is also illegal. A resident who violates this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action by the Residential Life and Housing department and/or the student conduct office and/or the Campus Police Department and/or the Tyler Police Department.

EMERGENCY EXITS: Exterior residence hall doors, with the exception of the main front doors, are restricted from normal use and should be used as exits in a true (or in what is believed to be) emergency. Residents will be made aware of which door(s) are emergency exits. Residents and their guests who use emergency exits when no emergency exists will be subject to severe disciplinary procedures and a monetary fine.

EVICCTIONS: Residents may be evicted from housing when they fail to meet enrollment requirements, fail to meet GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Residential Life and Housing's conduct officer. (see: Student Code of Conduct)

FIRE SAFETY EQUIPMENT: Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke detectors, fire suppression systems, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- D. Propping open stairwell fire doors.

E. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution and disciplinary measures.

FIREWORKS/EXPLOSIVES: Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in the residence halls or on TJC property. Possession implies intent to use them.

FURNISHINGS and COMMUNITY ELECTRONIC EQUIPMENT:

Each residence hall contains a building lobby lounge, laundry facilities, microwave ovens and vending machines. All furnishings and community electronic equipment are to remain in the room or the area where they have been placed by hall staff. Any items removed by a student for their private use will be considered stolen and disciplinary action will be taken.

GAMBLING, WAGERING, GAMING and/or BOOKMAKING: In the residence halls, gambling, wagering, gaming or bookmaking, as defined by federal, state, and/or local law, taking place on College premises or with the use of College equipment, furnishings or services is prohibited.

GUESTS: Other TJC students with a valid TJC ID card, residents or nonresidents, may visit a resident in a residence hall. Guests in the residence hall must be escorted by the resident they are visiting while in the hall. During visitation hours the guest must sign in and out. No overnight guests of either gender are allowed. (see: Common Area Hours and Visitation sections)

Residents are responsible for monitoring the conduct of their guest in their room, residence hall or on the TJC campus. All College and campus policies and regulations apply to guests as they do to resident students. Residents of a room will be held responsible for the inappropriate actions of others, unless those directly responsible for violations of campus policy or damages can be identified.

HARASSMENT: Harassment includes bullying, cyber-bullying, physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or

safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in College action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes they have been a victim of this type of abuse, they should immediately report it to the hall area coordinator, hall resident director, Residential Life and Housing Office, or Campus Police. All reports from residents are considered confidential communication and will not be shared with other residents. Harassment includes postings on social media using a telephone or electronic device, e-mail or text messages sent using a telephone or electronic device, any other form of written communications sent using a telephone or electronic device as well as annoying, abusive, or obscene phone calls or written communication designed to irritate, anger, or threaten a listener or recipient. Any form of these types of harassment is in violation of College and housing policy. Students found responsible for, or associated with, the harassment of a TJC resident, student or College employee in such a manner are subject to College and residence hall disciplinary action.

HAZING: Hazing is defined as any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring in a residence hall, on or off College premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Hazing in a residence hall will result in strict disciplinary actions, including removal from the hall.

HEALTH AND SAFETY CHECKS: Health and safety checks are done on a random basis by the Hall staff throughout the semester. Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine. Residents will be expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms or outside the hall. Dirty clothes should be kept in laundry containers. Food should be stored in sealed containers or kept in the residents' personal refrigerator.

Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.

MANDATORY MEETINGS: At various times throughout the semester, residents are required to attend mandatory hall or floor meetings to receive information about living on campus. The meetings are for the benefit of the residents and they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed will result in a \$25 fine.

NON-COMPLIANCE: Failure to comply with reasonable directions and requests of a College official or failure to heed an official summons of any College officials' action in the performance of their duties will result in immediate disciplinary action.

OVERNIGHT GUESTS and COHABITATION: No overnight guest (non-assigned person residing in the room) of any gender is allowed in a residence hall. Violation of this policy by a resident could result in immediate removal from the hall. The resident will also be charged \$25 for each night they allowed a guest to spend the night.

Violation of the cohabitation policy will result in immediate removal from the hall. Cohabitation is an arrangement where two people who are not married live together in an intimate relationship, particularly an emotionally and/or sexually intimate one, on a long-term or permanent basis. Cohabitation by members of any gender is not allowed in the residence halls.

PERSISTENT or RECURRING BEHAVIOR: A resident may be removed from a residence hall when behavior which violates the Residential Life and Housing department's policies and conduct code occurs on a persistent or recurring basis.

PETS: No pets of any kind (including visiting pets) are allowed in the residence halls. Pet owners and others who knowingly permit pets in their room or suite are subject to disciplinary action and up to a \$50 per day fine. If a pet is found, it should be removed immediately and may be removed by TJC staff or other officials. Residential Life and Housing is not responsible for what happens to any pet when it is removed or while it is living on TJC property.

Animals classified as Emotional Support or Service Animals are allowed in the halls after approval by the Disability Services Department. Guidelines will be furnished by the Housing Department after approval by the Disability Services Department.

QUIET HOURS/NOISE: Noise levels in the halls need to be kept to a minimum. Failure to comply with the following guidelines will result in disciplinary actions by Residential Life and Housing staff.

- Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours (see below) are not in effect, Residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors.
- Daily quiet hours, 10 p.m. until 10 a.m., have been established to help create a positive academic atmosphere in the Hall. Noise from a room which can be heard two (2) doors down in any direction or that disturbs others (including your roommate) is a violation of quiet hours and housing sanctions will be applied.
- Beginning the Sunday of the week before finals week (Dead Week) and during finals week, a 24/7 quiet hour policy is imposed for the benefit of those studying for final exams. The 24-hour quiet hour period ends on Friday of finals week at 5 p.m. Noise violations during this time automatically result in a \$25 fine. There are no warnings given.

RESPECT FOR COLLEGE OFFICIALS: All student residents are expected to respect the authority of Tyler Junior College officials, including all hall staff members. Failure to acknowledge and comply with a request from a College official will result in disciplinary action.

SEXUAL ASSAULT: Allegations of sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Residential Life and Housing Department and Campus Police. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

SMOKING: TJC is a designated “No Smoking” campus. The City of Tyler Ordinance #0-87-29 prohibits smoking in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. Students found violating the no smoking policy will face disciplinary sanctions.

TEMPORARY IMMEDIATE REMOVAL FROM HOUSING: Any action which would violate the TJC Housing Background Check guidelines will result in a temporary immediate removal from a residence hall. And, a resident student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed from the College with loss of all College privileges by the Student Conduct office. Should this occur, the resident student will not be enrolled in classes at the College and will be immediately removed from the residence hall. (see: Eligibility To Live on Campus section)

THEFT: It is illegal for residents to be in possession of any property that is not their own. This includes, but is not limited to, road signs, property of the College, property of a member of the College community, which includes other residents, and property of any campus visitor. Violators will be held accountable for their actions. Any resident found guilty of stealing is subject to removal from housing and dismissal from the college. If a theft is discovered, immediately contact Campus Police to file a police report and a hall staff member to file an Incident Report.

TITLE IX - SEXUAL HARASSMENT: Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy. Inquiries concerning the application of Title IX may be referred to the Title IX coordinator pursuant to 34 C.F.R. § Part 106. To review all College policies dealing with Title IX or sexual harassment please view the Board Policy Manual.

TRASH: Trashcans found in common areas of the hall are not for room trash. Trash should not be placed outside your room door or in a courtyard. Trash that is not disposed of correctly will be searched to locate contents which can identify the owner who will be charged a \$25 per bag fine.

VANDALISM: Residents who remove, destroy, or deface an individual's personal property or any property or area related to the College or the Residential Life & Housing Department (including vandalism committed on the walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines.

VISITATION IN RESIDENT ROOMS: Visitation hours are Sunday through Saturday from noon until 11:30 pm. The hours are posted in each residence hall. At all times, the right of residents, roommates and suitemates to study, sleep and have privacy take precedence over visitation privileges.

Residents who have guests in their rooms outside the posted visitation hours will be subject to housing sanctions. Both students involved will be subject to disciplinary actions. Hall staff has the right to deny visitors of either gender. Beginning the Sunday of the week before finals week (Dead Week) until the end of the semester, visitation is not permitted. This is for the benefit of those studying for final exams.

During the designated visitation hours only, visitors may visit in the room by these guidelines:

- Visitors must be a current TJC student with a valid TJC ID card
- During visitation hours, visitors must sign in and out
- Residents must meet their guests in the hall lobby and escort them the entire time they are in the building
- No visitors can remain overnight
- Residents are responsible for their visitor's actions
- Each resident can check in up to two (2) people at a time. Maximum room capacity is six (6) people. (see: Guest section above)

WEAPONS and FIREARMS: TJC is a zero-tolerance campus. Residents who violate this guideline will be permanently removed from the residence hall. No firearms, ammunition, ingredients or materials used in making ammunition, knives, martial arts weapons, hunting bows or arrows and/or any other weapon or explosives of any sort are permitted in the residence halls or on TJC property. This includes, but is not limited to, the following: firearms, guns, rifles, shotguns, hand guns, air soft guns, CO2 guns, BB guns, air rifles, water guns, paint ball guns, and pistols, Tasers, bows and arrows, crossbows, knives, daggers, swords, spears, brass knuckles, numchucks. It is illegal for any student to bring a firearm into the residence hall or any

building on campus. However, if the resident has a Texas license to carry a concealed handgun, then the resident may possess such a weapon if done in full compliance with state and federal laws and TJC Board Policies. (see: Concealed Handguns section)

WINDOWS: Windows should not be used to enter or exit a residence hall or room, except in the event of a fire or other similar emergency situations. It is dangerous to lean out of windows and drop, suspend, throw, or shoot anything from or through them. Tampering with, opening or damaging windows may result in disciplinary measures.