

# HOUSING AND RESIDENCE LIFE POLICIES AND EXPECTATIONS GUIDE

## COMMUNITY ACCOUNTABILITY

The following policies reflect the values of the Housing and Residence Life Office (herein referred to as housing) and were established to uphold our mission of creating a community that is conducive to living and learning. As a member of the residence hall community, it is your responsibility to familiarize yourself with these policies and to abide by them.

These policies apply to all residents and their guests when they are in or on the residence hall property and are enforceable while participating in housing sponsored activities on or off campus.

Housing's commitment to developing good citizenship does not end at the boundaries of the residence hall. Residence hall students serve as ambassadors of our institution. Any alleged violation of housing or college policies may result in follow-up through the housing student discipline process or the college's student discipline process, the results of which may jeopardize your housing agreement and/or status as a student at the college; may result in disciplinary sanctions; or may be subject to legal action.

### Your rights as a resident include:

- The right to study and sleep in your room free from undue interference.
- The right to expect that your roommate and other residents will respect your personal belongings.
- The right to be free from intimidation, physical, and emotional harm.

### Your responsibilities as a resident include:

- Demonstrating respect for all members of the community and yourself.
- Examining your own behavior when confronted by another and to work toward resolving conflicts amiably.
- Compliance with the policies outlined in this document.

## POINT SYSTEM

The National Park College Office of Residence Life transitioned student conduct to a points-based system as a means of responding to most Residence Life policies.

The point system was developed to make the disciplinary sanctioning process clearer, more consistent, and more predictable for students in on-campus student housing. Under the point system, a student found responsible for violating Housing policy will be assigned points and given an appropriate sanction. Should a resident not complete a sanction in the stated time frame, a hold will be placed on their student account until the sanction is complete.

## POINT ASSESSMENT

The assessment of points and/or other sanctions will follow the conclusion of an administrative or judicial hearing process, in which a student is found responsible for alleged violation of Housing policies. Points are cumulative over the course of a student's time in on-campus student housing. Previous violations are always considered before points and/or sanctions are assigned for violations. Higher point values may be assigned to repeat or more significant offenses.

If through one incident or a series of incidents, a student accumulates a minimum of:

- **4 points**, the student will be placed on a status of Disciplinary Warning in addition to any other assigned sanctions. The student's parent(s) or guardian may be notified.
- **8 points**, the student will be placed on a status of Disciplinary Probation in addition to any other assigned sanctions. The student's parent(s) or guardian may be notified.
- **12 or more points**, the student may be suspended from on-campus student housing. The student's parent(s) or guardian may be notified.

## **HOUSING AND RESIDENCE LIFE ALCOHOL, MARIJUANA AND OTHER DRUGS POLICY**

NOTE: Some individual policies and expectations may include a specific breakdown of violations that may seem repetitive. This is done to indicate levels of severity in conduct records.

College and Housing policy states that regardless of age no alcohol or marijuana may be consumed or possessed in the Hall.

### **VIOLATIONS OF THE ALCOHOL POLICY**

The unlawful manufacture, distribution, dispensing, possession, consumption, or use of alcoholic beverages (including, but not limited to, fermented malt beverages, intoxicating liquors, etc.) is not permitted on the college campus and in all college facilities.

### **UNLAWFUL BEHAVIOR OR MISCONDUCT**

Intoxication and/or abuse of alcoholic beverages, marijuana, or other drugs is not permissible as an excuse for other unlawful behavior or misconduct

### **ACUTE INTOXICATION**

Acutely intoxicated students will not be left in the care of other students, including Housing staff. Students will be referred to appropriate health care professionals and/or law enforcement.

### **VIOLATIONS OF THE MARIJUANA AND OTHER DRUGS POLICY**

The unlawful manufacture, distribution, dispensing, possession, consumption, or use of controlled substances (including, but not limited to narcotics, stimulants, hallucinogens, prescription drugs etc.) is not permitted within the hall. More specifically the following are violations of housing policy:

- Category A
  - Being noticeably under the influence of marijuana, illegal drugs, or a controlled substance, as demonstrated through one's actions or behaviors or the observation of staff, including but not limited to slurred speech, odor, lack of balance or swaying, minor disruptive behaviors, or other physical indicators.
  - Any non-consuming person in the presence of the use and/or consumption of marijuana, illegal drugs, or a controlled substance
  - Drug related paraphernalia including equipment, products, and materials of any kind that are used, marketed for use, or intended for use in manufacturing, growing, consuming, or distributing any drug or controlled substance, including but not limited to bongs, smoking pipes, vaporizers, blow tubes, hookahs, syringe needles, "roach clips", or other associated paraphernalia.
- Category B
  - Possession (with the intent of personal consumption), use and/or consumption of marijuana, illegal drugs, or a controlled substance
  - Inappropriate conduct while under the influence of marijuana, illegal drugs, or a controlled substance
  - Creating or participating in games of consumption of marijuana, illegal drugs, or a controlled substance
  - Providing marijuana, illegal drugs, or a controlled substance to a clearly intoxicated person
  - Manufacturing, providing, or selling or drug related paraphernalia including equipment, products, or materials of any kind that are used, marketed for use, or intended for use in manufacturing, growing, consuming, or distributing any drug or controlled substance, including but not limited to bongs, pipes vaporizers, grinders, scales, etc.
- Category C
  - High-risk use of marijuana, illegal drugs, or a controlled substance (i.e., threat and/or harm to self, others, or property while under the influence; acute/severe intoxication requiring medical assessment and/or transportation medical facility; intentional abuse or misuse etc.
  - Intentionally providing an environment for any person to consume marijuana, illegal drugs, or a controlled substance
  - Providing and/or administering marijuana, illegal drugs, or a controlled substance to a person with the intention of inducing their capacity

- Category D
  - Growing, manufacturing, or producing marijuana, illegal drugs, or a controlled substance
  - Possession of marijuana, illegal drugs, or a controlled substance with the intent to distribute
  - Providing to, procuring for, supplying, selling, or distributing marijuana, illegal drugs, or a controlled substance to any person

### Interim Restrictions or Removal

The Community Manager or designee in consultation with appropriate NPC leadership may defer procedural due process and enforce an interim restriction or removal from the residence hall. Should this occur, this action will be taken to:

- Ensure the safety and well-being of members of the residence hall community
- Preserve College property
- Ensure a resident's own physical or emotional safety and wellbeing
- Ensure that the resident does not pose an ongoing threat or significant disruption within the residence hall or College.

Interim restriction or removal is effective upon informing the resident. Any resident who has had interim action taken against them will be afforded a student accountability meeting as soon as practical. Residents removed or restricted on an interim basis will be given an opportunity to appear before the Dean of Students within five business days from the notice of the effective date for the interim removal or restriction to discuss only:

- Reliability of the information concerning the alleged conduct
- Matter of identity
- Whether the conduct and surrounding circumstances reasonably indicate that their continued presence in the hall poses a substantial threat to themselves or others and continuance of normal college or residence hall functions

Unless otherwise determined by the Community Manager or designee, in consultation with appropriate NPC executive leadership, the interim restriction or removal shall remain in effect until a student accountability hearing is held and an outcome is determined. If a resident is found not responsible at the end of the student accountability process, they will be readmitted to the hall and may be entitled to a refund for the time they were removed. Any refunds for the time out of the hall are not automatic and shall be reviewed on a case-by-case basis once a student has submitted a housing charge appeal.

### A. Disorderly Conduct

Conduct on college or housing owned or controlled property resulting from behavior that unreasonably affects others; which disrupts the orderly functioning of the college or housing; or which is lewd, indecent, inappropriate, or obscene is not permitted.

1. **Noise/Quiet Hours/Courtesy Hours:** The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound, human, or otherwise, which is disturbing to any resident. To reduce the amount of noise in the building, specified quiet and courtesy hours are established.
  - **Excessive Noise:** Excessive noises that are disruptive at any time are not permitted. To maintain an atmosphere conducive to study, sleep, and other individual pursuits, noise inside and outside of the building must be kept at a minimum level during designated quiet hours. Disruptive noises, including but not limited to loud stereos, loud televisions, amplified instruments, or loud voices, infringe on the rights of other students.
  - **Courtesy Hours:** Courtesy hours are always in effect. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors.
  - **Quiet Hours:** In addition to courtesy hours, general quiet hours are to be observed from 11:00pm to 9:00am, Sunday through Thursday; and 12:00am to 10:00am, Friday and Saturday. During finals week, quiet hours are in effect 24 hours a day. Quiet hours may be expanded as deemed necessary by housing staff.
2. **Pranking:** Engaging in any "pranking" activities is not permitted.

3. **Sports and Roughhousing:** The playing of various sports, wrestling, or “roughhousing” in housing is not permitted. This includes, but is not limited to, in-line skating, skateboarding, scooters, and bicycle riding, as well as throwing, kicking, or hitting any type of object including, but not limited to soccer balls, footballs, “nerf” balls, darts, etc. All athletic activities are to be limited to areas outside of housing that are specifically designated for such purposes.
4. **Disruptive Behavior/Public Disturbance:** Engaging in conduct that incites or threatens to incite a breach of the peace; breaching the peace; obstructing or disrupting the normal operations of the residence hall; infringing on the rights of others, including disrupting the living or learning environment is not permitted.
5. **Threat or Harm to Self:** Self-harm gestures, behaviors, or expressions that inappropriately affect or disrupt the educational processes of the college or the safety of the college community are not permitted. Any self-harm gestures, behaviors, or expressions that place inappropriate or unreasonable expectations or responsibility on the housing staff or members of the housing community are not permitted.
6. **Threat or Harm to Others:** Actions that would be considered likely to pose a threat, discomfort, or harm to others are not permitted. Such actions include, but are not limited to: inflicting verbal, mental, or physical harm upon any person; engaging in any intentional or reckless action from which verbal, mental, or physical harm could result; and causing a person to believe that the offender may cause verbal, mental, or physical harm.
7. **Damage, Vandalism, or Misuse of Property:** Deliberate, negligent, or reckless damage, destruction, vandalism, removal, defacing, or misuse of property of another, including personal, housing, or college property, is not permitted.
8. **Theft, Unauthorized Possession, or Sale of Property:** Theft, unauthorized possession, or sale of property of another, including personal, housing, or college property, is not permitted.
9. **Bullying Behavior:** Aggressive behavior directed at another person, either in person or through electronic means that causes stress or harm and that is repeated over time is not permitted. This includes, but is not limited to, assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.
10. **Stalking Behavior:** Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specified person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose is not permitted.
11. **Harassing Behavior:** Harassing behavior of any kind is not permitted. For the purposes of this policy “harassment” is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of another’s protected status, that has the effect, intended or unintended, of creating a hostile, intimidating, or offensive environment sufficiently severe or pervasive to substantially impair a reasonable person’s participation in college programs or activities, or use of college facilities; must target a specific person or persons; must be addressed directly to that person or persons; and the behavior does not have to be repeated. Examples of harassment include, but are not limited to:
  - **Physical Harassment:** Physical harm or the threat of physical harm, intimidation, as well as conduct that threatens the health and safety of the community is not permitted.
  - **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature that occurs without the explicit consent of all parties involved, not in private, or without the proper consideration given to the rights of other residents and where such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating a hostile or offensive working or academic environment is not permitted.
  - **Verbal & Nonverbal Harassment:** Verbal and nonverbal harassment made directly or indirectly (via email, social networking sites, written messages, etc.) is not permitted. This includes threats, malicious pranks, abusive name-calling, prank phone calls, and racial, gender, or sexual orientation harassment.
12. **Videotaping and Camera Use:** Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person’s prior knowledge, or without effective consent when such a recording is likely to cause injury or distress is not permitted.

13. **Staff Direction and Compliance:** Residents and their guests are required to comply with official and reasonable requests or orders of authorized college or housing staff or representative acting on behalf of the college or housing, including local law enforcement. This expectation includes requests for students to properly identify themselves, reasonable requests for students to meet appointments in administrative offices, disciplinary investigations and hearings, the completion of or the adherence to sanctions resulting from a conduct hearing. Not answering doors, being uncooperative or verbally abusive, failing to provide information, intentionally concealing information, providing false information, showing reckless disregard for the truth, or otherwise interfering with staff is not permitted.
14. **Gambling and Games of Chance:** Gambling or activities involving the use or exchange of money during or at the close of playing a game in housing and on college property is not permitted. This includes online gambling from one's room using the college-provided network.
15. **Trash and Littering:** Students shall dispose of all personal trash in proper receptacles located outside the residence hall.
16. **Attempted Violations:** Attempts to violate policies and expectations, including unsuccessful attempts, are not permitted and are subject to the same response as are actual violations.
17. **Passive Involvement and Complicity:** Housing expects students who anticipate or observe a violation of college or housing policy to remove themselves from the situation; failure to do so may result in being charged for the policy violation being observed. A student witnessing any act that constitutes a violation of college or housing policy is expected to report such incidents to the proper authorities. Any student who is believed, more likely than not, to have assisted in violating any college or housing policy may be charged with a policy violation to the same extent as those persons directly committing a violation.
18. **Persistent or Recurring Behavior:** Persistent or recurring behavior that violates any of the listed policies may impact a student's continued residential status.

## B. Use of Facility and Grounds

1. **Advertising:** The residence hall has designated community display areas where advertising materials may be displayed. Anyone wishing to use the community display areas should consult the housing staff. Advertising should avoid the use of obscene language and may not promote illegal behavior include the underage consumption of alcohol, marijuana, or other drug use.
2. **Decorations:** The use of any decorative items resulting in any damage to the residence hall will incur appropriate damage fee charges. Residents may decorate common areas after receiving prior approval from the Community Manager. Crafting projects with the potential to be messy are not allowed in or around the residence hall without advance coordination with the Community Manager. Residents may use decorative holiday lights in common areas with the coordination and approval of the Community Manager. Decorative lights may be used within students' rooms but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. All lights must be UL-listed.
3. **Bicycles:** Bicycles may be stored in a student's personal residence hall room with the expressed permission of the roommate (this is a privilege and not a right). If stored in a room, the bicycle may not be hung directly from the wall, ceiling, or from any exposed structure such as light fixtures, piping, or smoke detectors.
4. **Events:** Loud, unruly, or alcohol-related events are not permitted in housing unless planned by housing staff for educational purposes. Large events are limited to the formal lounge and outdoor spaces adjacent to the building and require prior approval and reservation from the housing staff. The residence hall and its facilities (formal lounges, study rooms, etc.) are reserved for the use of the residents. The use of any part of the building by outside organizations, whether hosted by a resident or not, is limited and up to the discretion of the housing staff.
5. **Furnishings:** The following are not permitted: removing furniture from student rooms or public areas; removing any housing furniture or common area decor from the residence hall for any reason.
6. **Public Areas:** Hallways must always be kept free of obstructions. Sleeping in lounges or other public areas is not permitted unless it is in conjunction with an official housing-sponsored event. Exclusive use of these areas for group activities requires approval from housing staff.
7. **Room Care, Sanitation, and Personal Hygiene:** Students are responsible for maintaining health and safety standards in their assigned room. Students are expected to practice appropriate personal hygiene and to maintain an environment within their suite, room, and community that is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash location.

8. **Room Entry:** Although Residence Life will make reasonable efforts to respect the privacy of a student's personal suite, Residence Life reserves the right to enter with prior notice if possible, for purposes of inspection, verification of occupancy, improvements, or repair. Residence Life reserves the right of entry without notice in situations posing a threat to life or property, violation of policy and for such purposes as are reasonably necessary to preserve resident and community safety. Prohibited items in plain view may be confiscated at any time. Should a resident have any concern after a room entry they may follow up with the Community Manager to discuss any grievances.
9. **Solicitation:** Door-to-door solicitation in housing is not permitted. Commercial activity, solicitation, promotion, or advertising is not permitted in or around the building unless prior approval by the housing staff has been obtained. The only exceptions are activities permitted under the college or housing policies and/or those sponsored by college or housing staff.
10. **Windows/Ledges/Roofs/Balconies/Walls:** The following are not permitted: throwing, dropping, spitting, or spilling anything from windows (e.g. "breaking the plane"), or hanging property outside of room windows, scaling of building exteriors; accessing roof areas and displaying any images visible from the outside of the building.
11. **Throwing Objects:** Throwing any objects or material in any way originating from outside of the residence hall and directed at the residence hall is not permitted.
12. **Loitering:** Loitering in housing entryways, lobby areas, or blocking entry or exits is not permitted. Residents may not assemble in lobby areas; as such assembly may constitute a fire, health, or safety hazard.
13. **Illegal Entry/Exit:** Entering or exiting illegally, without authorization, or during non-contract periods without proper permission in the residence hall is not permitted. Propping emergency exit doors without authorization is not permitted. Nonresident guests using the laundry room is not permitted.
14. **Lockouts:** If a student needs to have a housing staff member let them into the building or unlock their suite or bedroom door to gain access to their space due to lost, misplaced, or forgotten keys the student may be assessed a charge. Excessive or inappropriate use of staff for lockout purposes is not permitted.
15. **Keys:** Keys will be issued to the student on arrival at the beginning of their occupancy period. Issued keys include bedroom key, mailbox key, and electronic fob. Unauthorized use, possession, or duplication of housing issued keys is not permitted. Keys are checked out only to assigned residents of each suite and bedroom and residents may not give their keys or electronic "fob" to anyone else, resident or non-resident, at any time. Lost keys should be reported immediately to the appropriate housing staff member. In each case in which keys are lost, new keys are issued, and the student charged.
16. **Tampering:** Tampering with any mechanical or electrical unit or unauthorized alteration of a system configuration within the residence hall is not permitted. This includes, but is not limited to, elevator systems, locking systems, fire and life safety equipment, heating systems, lighting systems, ethernet connections, wireless routers, access points etc.
17. **Pets:** For the comfort of all residents, pets (animals), including visiting pets, are not permitted within the residence hall. Fish in aquariums (10 gallons or less), certified service animals, and approved assistance/comfort/emotional support animals are the only exceptions.
  - Students who wish to bring a service animal to NPC are covered by Title II of the ADA, and thus students may bring their service animals to campus – including Residential Life Facilities, classrooms, and other College facilities – without prior approval. However, students are required to reach out to the Disability Services Office on campus to ensure that their experience bringing the animal to campus is smooth. Additionally, students are also required to inform Residential Life that they plan to have a service animal living with them. Advance notice of a service animal for Residential Life Facilities may allow more flexibility in meeting a student's needs
  - Students who wish to bring an emotional support/assistance animal into the residence hall as an exception to the pet policy must go through the reasonable accommodation process with the Disability Services Office. The Disabilities Service Office is responsible for evaluating whether to grant or deny requests for reasonable accommodations for students living in the Residence Hall including the ability to bring an Assistance Animal or Emotional Support Animal. Residents wishing to request an Assistance Animal as an accommodation MUST follow the Disability Services Office general procedures for requesting an accommodation. This request should be submitted, and the approval process completed prior to bringing the animal into the hall. Residential Life requires that the owner acknowledge and accept all the terms in the Assistance Animal Guidelines and Responsibilities. For more information, contact the Disability Services Office at (501) 760-4227 or email rhendrix2@np.edu.

**18. Trespassing:** Unauthorized presence in buildings, rooms, or restricted areas is not permitted.

**19. Guest Visitation:** Housing exists for students who are assigned to and pay for living accommodations. Students may not arbitrarily make their assigned housing available to anyone else at any time. It is a privilege not a right for a guest to be in housing. Authorized college, housing staff or representative acting on behalf both entities, (including local law enforcement and campus security officials) may request that a guest leave at any time if the guest's behavior is inappropriate, in conflict with community expectations and housing, or college policies. During special occasions, limitations and/or restrictions on the guest visitation policy may be implemented for safety and building concerns.

- A guest is defined as any person who does not live in a specific suite/room, including family members, parents or residents who live within the building.
- An overnight guest is defined as any person not assigned to a room/suite and stays more than six hours and/or sleeps in the room/suite.
- Violations may lead to a student accountability meeting. Residents are responsible for and will be held accountable for the behavior of their guests.
- Residents must inform their guests of policies and procedures for Dogwood Hall and National Park College.
- A guest can be denied permission to remain in the building or may be prohibited from future visits if they create a disturbance or violate any policies.
- A guest can stay overnight no more than four (4) nights in a month, with (2) nights being consecutively.
- Guests are not permitted to extend their visitation time via switching hosts within the building. All occupants of the suite must agree about whom, when and the number of visitors are allowed at one time. Violations of this policy may result to a student accountability meeting and appropriate sanctions.
- Guest Plans: Room/Suitemate's specific guest plans should be outlined by residents in the side-by-side agreements. With these plans, the shared concerns and wishes of everyone are of paramount importance in determining what is acceptable or unacceptable regarding hosting a guest.
  - Side-by-Side agreements are to be completed by all occupants of the suite at the start of their move-in date. The agreement outlines specific living arrangements and considerations for living in a shared space. Violations of the agreement should be reported to the RA for mediation and further documentation. Violating the terms of the agreement could result in a student accountability meeting and may be considered violation of residence hall policies.
- Having a guest is a privilege that is secondary to a room/suitemate right to privacy. Residents may not exercise their guest privilege if doing so interferes with the rights of their room/suitemates or other residents of the building. Suspension of guest privileges for an individual, a floor, or an entire residence hall may be issued by Residence Life with just cause.
- Minors are permitted to visit the residence hall, but to promote their safety and provide privacy for other residents the following restrictions must apply:
  - Non-residents under the age of 18 are not permitted to stay overnight.
  - Minors must never be left unattended for any period.
  - Residents who have minors visiting that disturb other residents may be asked to remove them from the hall.
  - Residents may not provide babysitting service in the hall. National Park College and Residence Life cannot assume responsibility or liability for minors visiting the residence hall.
- Unauthorized Occupancy includes but is not limited to:
  - Being restricted from entering the hall for previous conduct or other reasons.
  - Not being enrolled in good standing with National Park College.
  - Not having a signed house license on file with Residence Life.
  - Having a guest present without consent from other occupants of the room.
  - Utilizing a key or other method to enter a room/suite to which the individual is not assigned

- Cohabitation includes but is not limited to.
  - Guests that violate the overnight guest policy.
  - Living within the hall and not having a residence hall license agreement.
  - Keeping personal possessions (books, clothes, toothbrush etc.) in the room as if one lived in the room/suite.
  - Accessing the room or suite while the assigned occupants are not present

### C. Life Safety and Security

Each student living in on-campus housing per their signed Housing Agreement, agree to take primary responsibility for his or her own safety and security, and to support the safety and security of fellow residents, the residence hall. The college and housing will work cooperatively with students to promote a safe and secure environment, although absolute safety cannot be guaranteed. The student agrees to read and abide by security policies and precautions stated in this publication and other college publications.

1. **Candles and Incense:** The possession, storage, or use of candles and incense (including incense paraphernalia) for any purpose, including ceremonial, decorative, or burning purposes, in housing is not permitted.
2. **Smoking:** Smoking (including cigarettes, marijuana, cigars, pipes, and electronic/vapor cigarettes) and use of smokeless tobacco are not permitted in all college facilities and is limited to college parking lots. In housing, the possession, storage, or use of hookahs and the possession of hookah-smoking accessories is not permitted.
  - **Smudging Ceremonies:** Smudging is a ritual used by indigenous people throughout the world in which herbs are used to cleanse persons or places of negative thoughts, bad spirits or negative energy. Smudging is not permitted inside of the building unless approved by housing staff. Individuals who wish to practice smudging should contact housing staff with information on when and where they plan to hold their ceremony.
3. **Cooking:** Cooking is permitted only in the community kitchen.
4. **Fire Alarms:** Maliciously, purposely, or recklessly causing false fire alarms, including, but not limited to, pulling a fire pull station or setting off a smoke detector, is not permitted.
5. **Fire and Emergency Equipment:** Intentionally or accidentally tampering with emergency equipment (e.g. fire alarm pull stations, AEDs, smoke and heat detectors, fire extinguishers, exit signs, evacuation maps, emergency exit doors, ground-level emergency window grates, lights) is not permitted. Intentionally or accidentally blocking fire exits or other means of impeding traffic is not permitted.
6. **Fire Evacuation:** Failure to evacuate during a fire alarm is not permitted.
7. **Fire and Fire Damage:** Intentionally or negligently committing or aiding in the intentional or negligent commission of an act which results in a fire that causes damage, or is intended to cause damage, to the property of another, including personal, housing, or college property, is not permitted.
8. **Appliances, Power Strips, and Extension Cords**
  - **Permitted Items/Appliances:** It is an expectation that all permitted appliances used in the hall are undamaged and have no alterations. Misuse of appliances may result in loss of privileges and conduct action. All permitted appliances must: be UL listed; have a double-insulated, three prong cord; be plugged directly into a wall outlet or into a 15-amp protected power strip; and, in some cases, have an automatic shut-off function. The college reserves the right to determine the danger of an appliance and its use and to require its removal, if necessary.
  - **Non-Permissible Items/Appliances:** Due to health and safety concerns and facility capacity issues, there are several appliances that are not permitted in the residence hall. Below is a partial list of non-permissible items. Students should ask housing staff about appliances or items not listed on this page BEFORE bringing them to campus.
    - Any appliance that produces smoke, excessive steam, or grease laden vapors
    - Fog, Smoke, or Haze Machines
    - Air conditioners - including window and portable units
    - Candles (lit or unlit), incense and any open flame/open coil activated potpourri and wax warmer products such as "Scentsy"
    - Metal-tipped dart boards and darts
    - Electric blankets or bed warmers
    - Electric tea kettles without an auto shut off function

- Electronic skateboards such as self-balancing boards, scooters, and other similar equipment
    - Due to a potential fire hazard, they are prohibited from being stored and/or charged inside the hall
  - All grills - either outdoor or indoor (including electric steam grills)
  - Lighting fixtures using any halogen light bulbs
  - Multi-plug outlet adapters or power strips without an internal circuit breaker
    - For the protection of resident's property and the hall, surge protectors should be used.
    - "Daisy-chaining" cords (connecting two or more cords without a surge protector) is prohibited
  - Paintball guns of any kind
  - Space heaters of any type
  - Appliances that use excessive amounts of electricity and/or create excessive heat
  - Wading pools, spas
  - Waterbeds
  - BB or pellet guns, air guns, air soft guns, slingshot, fireworks, explosive devices, and devices used to launch a projectile
  - All "open heating element" appliances; including, but not limited to:
    - Hot Plates
    - Electric Grills (e.g. George Foreman Grills, electronic woks)
    - Toasters and Toaster Ovens
    - Air Fryers
    - Induction-heating device
  - Portable Space Heaters
  - Electric Blankets
  - Halogen Lights
  - Television and radio antennae, which are placed outside the room window or anywhere on the exterior of the building or adjacent grounds.
  - Large Household Appliances (e.g. air conditioners, clothes washers and dryers, dishwashers, waterbeds, hot tubs)
  - Any non-UL listed appliance
9. **Absence:** Students living in the residence hall are expected to notify housing staff if they will be away from the residence hall for a period extending beyond a normal weekend or vacation.
10. **Building Security:** Tampering with, propping, or otherwise disabling locked exterior doors or interior doors is not permitted. Opening doors for non-residents or allowing non-residents to "tailgate" into the building is not permitted.
11. **Fireworks, Explosives, Hazardous Material, and Combustibles:** Possession, use, threatened use, or transfer/sale of any fireworks, explosives, hazardous materials, or combustibles is not permitted on college property. This includes but is not limited to fireworks; any kind of explosive device (whether it uses combustible or non-combustible fuel); gasoline; propane; kerosene; lighting fluids; laboratory chemicals; photography chemicals; gun powder; paints; car batteries; tear-gas; and paint thinners. Equipment and vehicles that use combustible fuels are also not permitted in or near the building. For example, motor bikes, scooters, motorcycles, and gasoline-powered equipment must be kept a safe distance outside of housing areas
12. **Missing Student Policy:** A student may be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.
- Upon application, each student in housing is required to provide emergency contact information. If the resident is under 18 years old, they must provide the contact information for their parent or legal guardian. This information will be used in the event the student is determined to be missing.
  - Students may update this information by contacting the Office of Residence Life.
  - Missing students may be reported to the Department of Student Affairs or any housing staff member. Upon notification of a potentially missing student, safety officials will be notified and will begin an investigation of the situation that will include the following:
    - Conduct a welfare check in the student's on-campus residence hall room.

- Attempt to contact the missing student via phone numbers on file.
  - Contact online, call, or speak in person with known contacts such as roommate and friends.
  - Contact student employer, if known.
  - Contact the student's professors to gather information about the student's recent class attendance.
  - If the student has a vehicle, campus safety officials will attempt to locate the vehicle on campus.
- If the student cannot be located after reasonable efforts, a designated College official will then contact the student's emergency contacts no later than 24 hours after the student has been suspected as being missing. If the investigation indicates that a student is missing, college will file a missing persons report with the Bend Police Department.
  - A student who is missing and is believed to be the victim of foul play, involved in a life-threatening situation, has indicated suicidal threats or it is believed they will do harm to themselves constitutes an immediate response situation. Campus Safety will be contacted immediately and will initiate a report as well as take responsibility for notifying appropriate law enforcement agencies.

#### **D. Firearms Policy**

The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the college, and (c) at any college event, except as authorized under Act 562 of 2017.

##### **What is Act 562 of 2017?**

Act 562 (commonly referred to as House Bill 1249 or "Campus Carry") allows a concealed-carry licensee with a newly created enhanced concealed-carry endorsement to carry a concealed handgun on the campus and in the buildings of a public College and various other places including state offices.

##### **Does NPC have a firearms policy?**

Yes, NPC policy still prohibits handguns or firearms of any type on campus except in limited circumstances authorized by law. Specifically, NPC Board Policy 8.120 addresses firearm possession, storage, and use by faculty, staff, students, and campus visitors except campus security personnel employed by the college or any other certified law enforcement officer. The policies definition states that "The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the college, and (c) at any college event, except as authorized under Act 562 of 2017."

##### **Is NPC's policy consistent with Act 562 of 2017?**

Yes. The policy informs the NPC community that handguns or other firearms are prohibited on campus unless authorized by law. "Authorized by includes the enhanced concealed-carry endorsement created by Act 562 of 2017.

##### **Who is eligible to carry a handgun on NPC property?**

Act 562 of 2017 does not allow everyone to carry a handgun on NPC property. Only concealed-carry licensees who have completed the additional training (to be determined by the Director of the Department of Arkansas State Police) and received an enhanced concealed carry endorsement are eligible to carry a handgun on NPC property. A concealed-carry licensee must be twenty-one (21) years or older or eighteen (18) years of age and (a) currently a federally recognized commissioned or noncommissioned officer or an enlisted member on active duty in the United States Armed Forces, (b) in the National Guard or a reserve component of the United States Armed Forces, or (c) a former member of the United States Armed Forces that has been honorably discharged.

##### **Who may not carry a handgun on NPC property?**

Individuals who do not have (1) a concealed-carry license and (2) an enhanced concealed-carry endorsement.

##### **What types of weapons may eligible concealed-carry licensees carry?**

Only handguns. Ark. Code Ann. § 5-73-301 defines a handgun as "any firearm, other than a fully automatic firearm, with a barrel length of less than twelve inches (12") that is designed, made, or adapted to be fired with one (1) hand."

##### **Can an employee or student store a handgun on college property?**

The only place that a concealed-carry licensee can store a handgun while on college property is in a locked and unattended motor vehicle on a publicly owned and maintained parking lot of the College.

**A concealed-carry licensee cannot:**

- Store a handgun in a college-operated student dormitory or residence hall. o Act 562 of 2017 prohibits “[t]he storage of handguns in a college-operated student dormitory or residence hall.” A residence hall is any College-owned or operated housing.
- Store a handgun in a book bag or purse.

**Is it okay to leave my bag or purse containing a handgun unattended while I use the restroom, complete a lab, or complete some other task?**

- No. You are required to keep it with you at all times, unless you are entering a location on college property where carrying it is prohibited. In that case, you should secure the handgun in your motor vehicle and store it in compliance with Ark. Code Ann. § 5- 73-306.