



**2023-2024  
Residence Life  
Handbook**

# Welcome to Miles Community College Pioneer Village

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We are pleased to provide you with the 2023-2024 **Residence Life Handbook**, which details the rules and regulations regarding residency on campus. As either a new or a returning student, you will find this handbook an informative and important resource while you are here.

Should there be any additions or updates, students will be notified via their MCC email address.

If you have questions or need clarification on any information provided, please see the Dean of Student Engagement and Auxiliary Services, the Director of Student Life and College Housing, or a Resident Assistant.

***NOTE: The acknowledgment signature sheet at the end of this booklet is to be signed by you and returned to a member of the Residence Life Staff within three days of moving into Pioneer Village.***

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## ***Residence Life Accommodations***

Pioneer Village houses up to 178 residents and consists of Pioneer Hall, Powder River Lodge, Yellowstone Lodge, and Sunday Creek Lodge. Each lodge/quad houses up to 16 residents. Pioneer Village includes the Nibs and Edna Allen Commons (The Commons), which has a large screen television, pool and ping pong table, and laundry facility. In addition, we have a two-person apartment located at the Ag Advancement Center.

The Residence Life Staff includes the Dean of Student Engagement and Auxiliary Services, Director of Student Life and College Housing, Resident Assistants, and the Auxiliary Services Advisory Committee. All staff members are dedicated to helping students take total advantage of the on-campus living experience to be successful in the pursuit of a college education. The Director of Student Life and College Housing resides in the Yellowstone River Lodge and Resident Assistants are strategically placed throughout Pioneer Village.

As part of the Miles City community, the campus is under the jurisdiction of the Miles City Police Department (MCPD). MCPD officers occasionally conduct a walk-through of the campus, including Pioneer Village. If you have any questions about the college, policies, activities or general information, please contact any of the Residence Life Staff. We would be glad to assist you in any way we can.

## ***Resident Rights & Responsibilities***

Each resident has individual rights and responsibilities. Residents should demonstrate good citizenship for a positive academic and social atmosphere in the residence halls. Each resident should manage his/her life responsibly and in a way which reflects respect for other individuals and their property.

All of the residence hall policies were developed in an effort to facilitate community living. As residents, however, each individual is ultimately responsible for his/her actions. Residents are also responsible for the actions of any of his/her guests.

Because residents are in college to get an education, it is understood that each person has the right to study in his/her room. With this right comes the right to have fun, relax, pursue friendships, and have privacy. These needs can be met in a group-living situation only through compromise and having shared expectations. It is the responsibility of each resident to confront other residents who are violating those rights.

The Auxiliary Services Advisory Committee or the Dean of Student Engagement and Auxiliary Services may terminate a resident's Residence Hall Contract at any time for violation of the terms and conditions of the contract. If the contract is terminated, the College may retain all payments made under the contract and may seek any other remedy in law or equity.

The following regulations and policies have been established to assist in protecting the rights of all students living in the residence halls. It is the responsibility of each resident to read and to adhere to these policies.

## ***Personal Behavior***

Guidelines for behavior in the residence halls are offered to ensure that all residents have a living/learning environment that is pleasant and productive. We understand that we are not all alike with respect to lifestyle and that adjustment must be made for differences. Because so many individuals are living in relatively close quarters, however, certain kinds of behavior will be expected. Therefore, rules must be made and enforced. The Director of Student Life and College Housing, Resident Assistants, and other Residence Life Staff are expected to enforce such rules in a consistent and fair manner. Specific procedures for rule violations will be distributed and discussed with students living in residence halls to ensure a clear understanding of appropriate behavior.

The Student Grievance Appeal procedure is outlined in the Academic Catalog & Student Handbook in the event that a student finds a need to challenge any disciplinary decisions made regarding his/her behavior. The following rules are offered to ensure that life in the residence halls is as comfortable as possible. Sanctions for these and other rule violations are outlined in detail.

1. No loud or abusive language is allowed.
2. No alcohol possession or consumption in the residence halls or on-campus is allowed.
3. No possession, sale, use, or distribution of illegal drugs (including marijuana) is allowed on-campus.
4. No physical or verbal threats to fellow students, staff, or faculty are allowed.
5. No direct or indirect intimidation via social media platforms including bullying, notes, text messages, etc.
6. No pets, with the exception of fish, service animals, and approved assistance animals are allowed.
7. No furniture or property may be removed from the residence halls or the Commons. Furniture in each room should stay in the assigned room and not exchanged with other room.
8. No smoking is allowed except at designated smoking areas (located behind the Commons) and includes smoking devices that produce vapor.
9. No overnight visitors are allowed without the permission of your roommate(s) and the proper check-in with Residence Life Staff.
10. No excessive noise is allowed.
11. No firearms, air soft pistols, or explosives, including fireworks, are permitted anywhere on-campus.
12. No unhealthy or unsafe practices pertaining to the recent COVID-19 pandemic.

We ask that you respect your roommate(s), neighbors, and the Residence Life Staff so everyone can have a good and successful experience residing in Pioneer Village.

### ***Reporting Incidents or Concerning Behaviors to Campus Officials***

Reports of any kind of incidents or concerning behaviors can be filed through the College's campus safety webpage, <https://www.milesc.edu/AboutUs/CampusSafety/>, or by notifying a member of the Residence Life Staff or other college faculty/staff. Reports filed on the campus safety webpage can either be filed anonymously or not. All reports will be reviewed and acted upon appropriately by college officials.

### ***Mandatory Resident Policy***

All traditional age students 18 to 21 years of age with fewer than 30 earned credit hours and enrolled in 9 or more credits are required to live in Pioneer Village. All students participating in Miles Community College collegiate athletics or students receiving Miles Community College Room and Board Scholarships are required to live on campus.

Exemptions: Traditional-age students who live with a parent, grandparent, or legal guardian; married students; students with dependents, students who are solely registered for distance education courses or programs, or other extenuating circumstances approved by the Dean of Student Engagement and Auxiliary Services or Director of Student Life and College Housing. Please complete a Residence Life Request for Exemption Form found at the Student Services Office. The Auxiliary Services Advisory Committee reserves the right to modify this policy.

Students must produce documentation of exemption to the Dean of Student Engagement and Auxiliary Services or Director of Student Life and College Housing.

### **Documentation of Exemption:**

- Driver's License
- Notarized letter from parent, grandparent, or legal guardian stating student's intended residence for the academic year (or signed in front of staff at the Student Services desk).
- Complete the Residence Life Request for Exemption Form.
- Proof of Dependent
- Copy of Tax Return

### ***Housing Contract***

The Housing Contract Application submitted for a room in the Miles Community College Pioneer Village is a formal contract which, with a resident's signature, is a legal commitment to the rules and regulations contained in this Handbook. The policies of this Handbook are supplemental to the Residence Hall Contract. Residents are responsible for knowing and adhering to all of the information contained in the Housing Contract and the Residence Hall Handbook.

### ***Room Deposits***

A Room Damage-Cleaning Deposit in the amount of \$200 is required to reserve a room on-campus and must be submitted with the Housing Contract/Room Application. The deposit consists of a \$50 non-refundable room cleaning fee and a \$150 damage deposit.

The \$50 non-refundable room cleaning fee is good for only one year and must be submitted for each year the resident resides on campus. If a resident returns to campus for the next year, he or she must submit a new cleaning fee of \$50 with his or her renewal application.

The \$150 deposit will be carried from one year to the next if the resident reserves a residence hall room for the following year. The \$150 deposit will be refunded when the resident properly checks out of Pioneer Village at the end of the contract period. Any damages to the room beyond normal wear and tear (at the discretion of the Residence Life Staff) will be billed and/or deducted from the deposit at the end of the resident's final term in the resident halls. If there are any damages to the room at the end of the first year, the fines for damages must be paid in full. Residents will be placed on hold and not allowed to check in until fines have been paid.

The damage deposit will be refunded when all of the following apply: a) the resident fulfills the housing contract; b) the resident properly checks out of his or her room with a staff member; c) the resident has no outstanding balance with the College; and d) the resident has no room damages or outstanding fines.

Deposits will be refunded by mail approximately six to eight weeks from the date of checkout or cancellation. Cost of all damages to the room will be deducted from the deposit amount. If the cost of damages exceeds the amount of the deposit, the resident will be responsible for the charges.

### ***Payment of Housing Costs***

Miles Community College provides a variety of payment options including cash, check, money order, and all major credit cards. For additional payment information, please contact the Business Office at 406.874.6159.

### ***Cancellation & Refund***

If a resident wishes to cancel a room reservation at Miles Community College after submitting an application and deposit, a written notice to the College is required and must be received before July 15 to receive a 100% refund. Failure to cancel the application by the stated deadline(s) will result in a \$200 cancellation fee.

Cancellations in writing can be mailed to Miles Community College or emailed to *housing@milescc.edu*.

- For Fall Semester, cancellations received by July 15 will receive a \$200 refund. Cancellations between July 15 and August 15 will receive a \$100 refund. There is no refund for cancellations received after August 15. If a resident moves out mid-semester, there will be a \$150 cancellation fee, the \$50 cleaning fee, plus the prorated amount for each day the resident had the keys to the room. Additional damage and cleaning charges will be determined at the time of check-out. No refund will be given after 60% of the semester.
- For the Spring Semester, cancellations received by December 15 will receive a \$200 refund. Cancellations between December 15 and January 1 will receive a \$100 refund. There is no refund for cancellations received after January 1. If a resident moves out mid-semester, there will be a \$150 cancellation fee, the \$50 cleaning fee, plus the prorated amount for each day the resident had the keys to the room. Additional damage and cleaning charges will be determined at the time of check-out. No refund will be given after 60% of the semester.

***NOTE: If a student is not accepted to Miles Community College or the Housing Office is unable to fill the student's housing request, the full deposit will be refunded.***

If a resident cancels his or her housing contract during the academic semester, the Director of Student Life and College Housing must be notified. The residency requirements stated in this Handbook will apply, and the resident will be billed according to the prorated schedule set forth by the College Administration.

If a resident wishes to cancel his or her housing contract and move out of Pioneer Village between academic semesters (fall and spring), a contractual release must be granted from the Director of Student Life and College Housing. The student must properly check out of his or her room with a member of the Residence Life Staff by noon on the day after the last day of finals, unless he or she has written permission from the Dean of Student Engagement and Auxiliary Services or Director of Student Life and College Housing to stay.

If a student officially withdraws from school or is no longer registered, he or she is required to arrange a contractual release from the Director of Student Life and College Housing and must vacate his or her room within 24 hours of withdrawal. The Room Damage Deposit will be refunded, minus the Contract Cancellation Fee of \$150.00, as well as any damage costs that may have been incurred. Freshmen and athletes are not allowed to move out of Pioneer Village without an approved exemption.

If the room is not vacated prior to the checkout deadline and/or proper checkout procedures are not followed, the resident will be charged for an improper checkout and will be required to remove his or her belongings.

### ***Resident Suspensions***

Regardless of the reason for cancellation of a housing contract, these policies are in effect. Exceptions are NOT made for students who have lost their financial aid or have been suspended from the college for academic reasons. Students who are notified during the break period that they have been suspended for academic reasons are no longer eligible to stay in Pioneer Village during the break period. The resident must properly check out of his or her room within 24 hours of notification of academic suspension and will be subject to the refund policies of those who cancel their contract between academic semesters.

### ***Resident Property Left in Room/Abandoned Property***

If a resident leaves property in the residence hall at the termination of their occupancy, the property shall be deemed abandoned. The College will dispose of the property if not claimed by the resident within 30 days. Any charges incurred to remove, store, or dispose of the property will be assessed to the resident. Any

personal items left in a public area (hallway, lounge, laundry room, etc.) can be removed by hall staff and placed in a locked space without prior notification. MCC does not take responsibility for lost, damaged, or stolen items left in public areas.

## **Room Keys**

Security of the residents' rooms is of paramount importance and great care is taken to ensure it exists.

1. Any resident accepting/signing for a room key will be financially obligated by the contract for the entire semester.
2. At check-in, a room key will be issued to the resident. No deposit is required for the key, however, there is a \$150 (Pioneer Hall) or \$300 (Lodges) per key fee to replace each lost or damaged key.
3. All fees must be paid before a new key will be issued.
4. Residents are expected to carry their keys at all times.
5. Keys are non-transferable and may be used only by the person to whom they are issued. (A \$75 fine per key will be given if issued keys show up with someone else.)
6. Keys may not be duplicated.
7. For safety and security, room doors should remain locked at all times. Miles Community College is not responsible for lost or stolen items.
8. Student IDs may be used as entrance into residence hall spaces. The initial ID is included in the student's tuition; however, lost or damaged cards will result in \$25 replacement charge per issuance of card. Because these items allow access to Pioneer Hall and serve as the declining meal card, it is imperative to report lost cards with Housing staff immediately.

## **Room & Roommate Assignment**

All students must have a completed and signed housing contract on file prior to receiving a room assignment. Returning students have the first opportunity to request specific rooms.

Residents applying to live on-campus may request a specific room and/or roommate, or indicate a preference for the type of hall and/or roommate he/she would like. Room assignments for all students are confirmed at the beginning of August. At that time, students are advised by email of their hall, room and roommate assignment. The Student Services Staff makes a concerted effort to accommodate all resident requests.

The College reserves the discretionary right to make assignments and reassignments of rooms within Pioneer Village, to authorize or deny room and roommate changes, and to relocate students to or from any room.

## **Roommate Changes**

If a resident doesn't like the roommate he or she has been assigned at the start of fall semester, two weeks must transpire before he or she can file a request for a change of roommate. This is done because residents do not always "get off on the right foot" and a two-week grace period gives everyone a chance to learn more about their roommates. Immediate changes will occur only in cases of imminent danger. All room changes must be approved by the Director of Student Life and College Housing.

## **Single Rooms**

Some single rooms may be available; however, the number varies each year. Residents may request a single room when he or she submits the housing contract application. These requests will be honored only if space is available. Due to safety concerns, freshmen students are not generally allowed single rooms.



## ***Room Consolidation/Changes***

At times, it may be necessary to ask residents to move to another room. This may occur if the occupancy of a floor drops significantly or if there is a waiting list. Single rooms may also be consolidated if space is needed.

If a resident moves out leaving a resident without a roommate, the Resident Life Staff may recommend another student for a roommate or give the student the option of staying in the room as a single. The student may also request to move in with another student needing a roommate or to have another student move in with him or her. This needs to occur within the allotted time frame or the Residence Life Staff will determine the room assignment. If a resident chooses to stay in a single room, room charges will be levied according to the date the contract for a single room is offered.

If a resident wishes to change rooms or roommates, arrangements must be made through the Director of Student Life and College Housing. After approval of the change, residents have three days to move and formally check-out of their rooms. Failure to properly check-out of one room and into another will result in a \$75 fine for improper checkout.

## ***Eligibility***

Students living in Pioneer Village must be actively pursuing at least nine credits. Students who drop below nine credits may be subject to eviction. Residents must seek the approval of the Auxiliary Services Committee to remain in Pioneer Village. If a resident falls below the nine required credits and he or she receives an incident report for violation of MCC rules and policies, the student may be subject to eviction. The Residence Life Office will conduct periodical checks of records to make sure that all residents meet the credit requirement.

## ***Check-In Procedures***

At the time of check-in, residents must ensure that the following criteria are met:

1. Housing application and contract are completed.
2. Residence Hall deposit is paid with the application.
3. The inventory section of the Check-In Form is completed and signed (this verifies the condition of the room and contents at time of check-in).
4. Student Emergency Contact Information and Missing Person Contact is completed.
5. Signature is required on Check-In Form for room key.
6. Return acknowledgment of the Resident Life Handbook within three days of moving into Pioneer Village.

## ***Check-Out Procedures***

At the time of check-out, residents must ensure that the following criteria are met:

1. An appointment is scheduled with a member of the Residence Life Staff to complete a final inspection of the room. (Do not just leave your keys behind or with another person, i.e. roommate.)
2. The room is prepared for check-out according to the following:
  - a. All personal items are removed from the room.
  - b. All furniture is returned to its original location in good condition.
  - c. All decorations, posters, markings, tape, contact paper, etc., are removed from all surfaces; including: walls, floors, windows, and both sides of the doors.
  - d. All trash is removed to the outside dumpsters.
  - e. The room is cleaned, including: vacuuming, sweeping, mopping, and scouring the bathroom.**The resident will be billed if the room is not sufficiently cleaned and returned to the condition listed at check-in.**

3. The Inventory Sheet is signed after agreement is reached about the condition of the room and any charges levied.
4. Residents will be required to provide a signature at the time when keys are returned to the Residence Life Staff.

A final room inventory will be completed in all rooms immediately upon close of the semester. Any improper check-outs or violations of the above-mentioned procedures for check-out will be subject to fines.

**Frequently, the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident.**

### ***Cable Television***

Cable television access is available in each residence hall space. Students will connect televisions directly to the wall cable outlet using coaxial cable. A channel guide will be provided at check-in.

### ***Computer***

Each room is equipped with two Internet plug-ins. If a resident wants access to the Internet, he or she must purchase a Cat cable (also known as a patch cable or ethernet cable). These are available at the Pioneer Mercantile. Pioneer Village also provides free Wi-Fi access to residents. Wi-Fi password information will be shared with residents each semester.

### ***The Edna and Nibs Allen Commons (The Commons)/Public Areas***

A lounge facility called The Commons is located in Pioneer Village. Students are encouraged to use this facility for social needs so that the individual rooms can be kept quiet for study and rest. The Commons is available for the use and enjoyment of all residents and their guests. Please help keep The Commons clean and in good physical condition. Please review all posted guidelines regarding behavior and usage of The Commons facility. Furnishings and areas may not be used as overnight accommodations. Space may be limited due to social-distancing needs.

Please do not remove any furniture from The Commons. Any use of the furniture outside of its designated area is in violation of MCC rules and policies and will result in a \$200 fine, plus replacement cost (if damaged), and/or other disciplinary action.

The use of tobacco and smoking is prohibited (including devices that provide vapor) in The Commons. Anyone who violates this will be fined \$50 and be referred for disciplinary action.

***Please remember that you are responsible for your behavior and violations to the conduct code will result in potential sanctions.***

### ***Pioneer Hall Amenities***

A community kitchen is available on the first floor in the north hallway of Pioneer Hall for all residents of Pioneer Hall to use. The kitchen is equipped for access using your student ID. If the card system is not functioning, the kitchen may be checked in and out through the Resident Assistant Office. Residents will need to bring their student IDs to the Resident Assistant Office in order to check-out the kitchen. The kitchen needs to remain neat, tidy, and clean after each use of the kitchen. If the kitchen is not cleaned after each use, residents will lose their privileges to check-out the kitchen.

## ***Residence Life Office***

The office at the main entrance of Pioneer Hall will be staffed. Open office hours will be contingent upon available staff throughout the day during hours most convenient for the needs of the residents. Hours will be posted throughout the semester. A variety of services will be available at the office. Ask the Resident Assistant about the services that are provided.

## ***Conflict Resolution***

Should a resident be unable to resolve a conflict with another person, the resident should consult his or her Resident Assistant first. If the conflict is not resolved, then the resident should contact the Director of Student Life and College Housing. If the conflict is still unresolved, residents may contact the Dean of Student Engagement and Auxiliary Services to mediate or arbitrate a solution.

## ***Custodial Service***

The custodial staff will clean only The Commons and the 'public areas' of Pioneer Hall. Public areas include the hallways, public restrooms, and laundry rooms.

Custodial services during the week, evenings, and weekends are limited. However, health and safety concerns should be reported to a member of the Residence Life Staff as soon as possible. Please remember that the custodial staff has many responsibilities and do not have time to perform special services or clean-up excessive messes. Residents and staff are expected to clean-up any extraordinary messes as well as keep the public areas picked up. Room trash should not be placed in areas such as public restrooms, laundry rooms, kitchen, stair landings, or hallways.

It is the resident's responsibility to clean and maintain his or her own living space. Mandatory room checks will occur throughout each semester. This helps monitor the cleanliness of the rooms along with the healthiness of the residents in the halls. Rooms deemed as unsafe will be referred for disciplinary action.

Any resident conducting activities that require additional clean-up by the custodial staff will be assessed a fee.

## ***Dining Services***

Each resident is required to purchase a meal plan and comply with the rules and regulations set forth by the Director of Food Services. The Café is open Monday through Friday during the hours of 7:00 A.M. to 7:00 P.M.

Weekday meal specials will be available at the following times (subject to change):

- Breakfast: 7:00 A.M. to 9:00 A.M.
- Lunch: 11:15 A.M. to 1:15 P.M.
- Dinner: 5:00 P.M. to 7:00 P.M.

Students with special dietary needs should contact the Dining Services Director at 406.874.6209 or extension 6209. If a resident is unable to eat at the Café due to illness or injury, a sick tray may be requested through the Dining Services Office via the dining webpage so that a roommate or another resident may pick up the tray and deliver it. For those students unable to eat during the scheduled hours, please see the Dining Director for alternative options.

## ***Auxiliary Services Advisory Committee***

The Auxiliary Services Advisory Committee serves as a channel of communication between the College Administration and the residents. The committee recommends changes in rules and regulations of all Pioneer

Village operations. The committee serves to enrich on-campus living, which plays a vital role in the total college experience. The committee is also responsible for recommending certain punishments for an Incident Report, up to and including eviction.

The Dean of Student Engagement and Auxiliary Services reserves the right to contact a resident's parent/guardian when there is potential risk to the resident's health or safety or if a resident poses a threat to the health and safety of others.

## ***Exercise & Recreation Facilities***

The Centra Athletic Center accommodates MCC students wanting a fulfilling athletic workout. A complete weight room, aerobic room, racquetball courts, and full-sized basketball court are available for use. Aerobic classes are also available throughout the week. For more information, contact the Centra at 406.874.6262 or extension 6262.

## **Centra Hours**

- Monday–Thursday 5:00 A.M. – 10:00 P.M.
- Friday 5:00 A.M. – 8:00 P.M.
- Saturday 9:00 A.M. – 8:00 P.M.
- Sunday 9:00 A.M. – 8:00 P.M.

\*\*hours subject to change

## ***Laundry***

Washers and dryers are located in Pioneer Hall and The Commons for the residents' use. Residents must clean out washers and remove dryer lint after each use. Students who are found intentionally jamming, forcing, or otherwise vandalizing machines will face both disciplinary and civil action. Non-residents are prohibited from using the facilities and will have their laundry removed if this regulation is violated.

Residents are responsible for watching their own clothing. MCC does not assume responsibility for loss or damage to clothing left unattended in the laundry facilities. No dyeing of clothing is permitted in the machines. Due to the design of the front load washers, only half of the laundry detergent is required for a normal load of laundry. Please use only half of the soap that would normally be used for a top load washer. The cost of using the washer and dryer is part of your room rate. **Residents are expected to clean-up all of their messes in the laundry room.**

## ***DO NOT CUT HAIR IN THE LAUNDRY ROOMS!***

If a machine fails to work, please notify a member of the Residence Life staff immediately. Any clothes removed from the washers or dryers and left in the laundry rooms for over 24 hours will be donated to charity or discarded.

## ***Mail/Packages***

Each resident will be issued a mailbox at check-in. The mailboxes are located in the Pioneer Hall lobby next to the front desk. The postal service provides service Monday through Friday with the exceptions of holidays. The A mailbox key will be issued to students at check-in. Failure to return the key at the end of the year will result in a \$100 fine. Packages may be picked up at the Student Services Office between 8 a.m. and 5 p.m., Monday through Friday. Outgoing mail may be placed in the blue USPS pickup box across the street from the Pioneer Hall. Postage stamps may be purchased at the Bookstore. Students should check their MCC email account and campus mailboxes frequently for notifications and other communications from the college.

The mailing address for all MCC students is:

Student Name  
2715 Dickinson  
Miles City, MT 59301

**DO NOT USE A MAILBOX NUMBER OR ROOM NUMBER ON YOUR MAIL.** The postal service will stick it in the post office boxes at the post office.

When checking out of Pioneer Village, residents will be asked to update their mailing address in their Banner Self-Service account. First class mail will be forwarded for 90 days after the student checks out of Pioneer Village. Residents are encouraged to change addresses on newspaper and magazine subscriptions prior to moving out. Additionally, please ensure your full name is listed with shipping companies (i.e. Amazon, etc.).

## ***Beds***

Beds are not bunked. If residents want them bunked, stabilizing pegs are available from the Pioneer Hall office. If beds are damaged, a repair cost of \$100 to \$500 may be charged. If the mattress is stained, a \$100 fine will be issued during checkout procedures. If a mattress is soiled or otherwise damaged, residents will be required to replace it at a cost of \$150. MCC will provide mattress covers which will be on the beds at check-in. These must remain on the bed at all times. Waterbeds are not allowed in Pioneer Village. Cinder blocks are not allowed to raise the beds off the floor. Do not remove screws or bolts from beds without authorization from maintenance staff.

## ***Security Cameras***

For safety concerns, security cameras are strategically placed in the hallways of Pioneer Hall as well as outside the buildings. There are several cameras throughout the public areas of Pioneer Village on the Miles Community College campus. These cameras monitor all events and situations that occur in public areas. Should any policy or rule violation occur within camera-range, the video footage may be used for investigative purposes by College officials and law enforcement agencies.

Tampering with these cameras is strictly forbidden and will result in a fine of no less than \$300 and will include further disciplinary action, up to and including eviction, at the discretion of the Auxiliary Services Advisory Committee.

## ***Chemicals, Explosives & Weapons***

Chemicals and explosives are not permitted in Pioneer Village. This includes, but is not limited to: fireworks, explosive devices, smoke bombs, combustion engines, flammable or explosive liquids/gases, gunpowder, and ammunition (paint balls are considered ammunition and are prohibited). Oleoresin Capsicum Spray, also known as O/C spray or pepper spray, is not allowed unless it is in a small, personal protection container.

Materials and devices which, by themselves or combined, could be explosive, toxic, flammable, or dangerous (such as camping fuel or propane) are prohibited. Firearms, B.B./pellet guns, air soft pistols, weapons, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances are not allowed in Pioneer Village. Imitation toy guns that appear to look like a real gun are prohibited.

Switchblade knives, bayonets, decorative knives or swords, Ninja throwing stars, etc., and all concealable weapons with blades over three inches in length are prohibited in Pioneer Village. Also prohibited are hunting

bows, cross bows, compound bows, arrows, paint pellet guns, air soft pistols, nun chucks, wrist rockets, sling shots, blow guns, and any other self-propelling apparatuses.

## ***Rifles/Gunlocks***

It is against campus policy for students to have weapons on campus. In accordance with the College's Student Conduct Code, students with weapons on campus are subject to disciplinary action including suspension and/or expulsion. Exceptions are only made if a resident in Pioneer Village completes the Weapon Check-In Form with the Director of Student Life and College Housing. The only weapons allowed to be checked-in are unloaded hunting rifles and hunting bows. Pistols are prohibited. Checked-in weapons will be secured with gunlocks and placed in the gun safe within the Director of Student Life and College Housing's office. Residents must make prior arrangements with the Director for check-out of their weapon. Upon check-out of the weapon, the weapon must be immediately removed from campus. Residents must check-in the unloaded weapon upon bringing it back to campus. Residents are prohibited from storing weapons in vehicles. This policy is subject to change.

## ***Cleaning/Trash***

It is the responsibility of residents (both roommates and suitemates) to keep their room and bathroom clean. Roommates should keep their respective sides of the room in a neat and presentable fashion. All trash should be removed immediately. Each resident's personal hygiene should be such that it does not create an unsanitary condition or an offense to others. It is every resident's responsibility to help maintain cleanliness in public areas. Vandalism and messes requiring extra clean-up will be charged to those responsible. By keeping it clean throughout the semester, it assists with cleaning at check-out times.

Students living the Lodges should maintain the areas around their entry way and not leave any items outside of the facility unattended (excluding items specified in this document).

Miles Community College expects residents to observe good housekeeping habits that include picking up after themselves in their rooms, as well as in the bathrooms, hallways, and the grounds surrounding the halls and the common areas. Students should be mindful of all public surfaces and should clean before and after use.

Room checks will happen periodically throughout the semesters. Residents will be given a week's notice prior to room checks. If a resident's room is found dirty during room checks, a \$25 fine will be given immediately to each roommate and the resident will have 24 hours to get the room cleaned. If the resident(s) choose not to clean their room, they will be given another \$25 fine.

If the bathroom is dirty during room checks, a \$25 fine will be given immediately to each bath mate and the resident(s) will have 24 hours to get the bathroom cleaned. If the resident(s) choose not to clean their bathroom, they will each be given another \$25 fine.

Residents are prohibited from emptying their personal garbage from their rooms into the restroom, kitchen, laundry rooms, common areas, or lobby trash cans. Any personal garbage found in any common area trash cans will result in fines and/or disciplinary action as well as the responsible person being required to take out the garbage.

Garbage should be removed regularly from rooms and placed in the dumpsters located in the Pioneer Hall parking lot. Do not shake rugs or mops out of windows, in halls, or in stairwells. Do not sweep dirt into the halls when cleaning a room.

Garbage cans cannot be bigger than 13 gallons (tall kitchen size). If larger ones are found, a \$50 fine will be assessed per resident.

## ***Commercial Use of Facilities***

Commercial use, solicitation, or promotion is forbidden in any part of the dwellings, facilities, grounds, or residence halls. Residents may not operate, advertise, or promote a private business from the premises, including babysitting services.

## ***Damage Charges & Fines***

Residents found stealing, destroying, or losing MCC property; found in violation of the Student Conduct Code; or breaking any other rules and policies of the residence halls, will receive an Incident Report. The first offense will result in fines when applicable. A second offense may result in fines with the possibility of those fines increasing from those given in the first offense. After a third incident report, the resident may have to appear before the Auxiliary Services Advisory Committee for an eviction hearing. All fines must be paid within two weeks of the incident. Failure to pay the fines on time will result in another Incident Report with added fines or possible eviction. If the damage exceeds \$50 or is malicious in nature, criminal charges for damage to the College's property may result. All charges and fines are subject to review and modification by the Auxiliary Services Advisory Committee. Other damages will be assessed on a case-by-case basis. Residents wishing to appeal any incident report will have two weeks to go before the Auxiliary Services Committee. Residents need to contact the Director of Student Life and College Housing if they wish to appear before the Auxiliary Services Advisory Committee. After two weeks, residents are responsible for payment of fines and damages. A full list of fines may be found at the end of this handbook. In addition, students may be referred for disciplinary action.

## ***Dartboards***

Because of the potential for bodily harm and physical damage to the residence halls, hard-tip darts, dartboards, and knife throwing will not be allowed. Any damage resulting from the use of a dartboard will be charged to the responsible residents. Soft tip darts and boards are acceptable.

## ***Energy Conservation***

To prevent electrical shortages and to conserve energy, Miles Community College suggests the following measures:

1. Turn off all electrical lights and equipment when not in use.
2. A refrigerator may be utilized if it does not exceed 4.0 cubic feet and is in good electrical condition.
3. In the lodges, where means of controlling heat are available, temperatures should be kept as reasonable as possible.
4. Irregular temperatures in rooms or public areas should be reported to a Resident Assistant.
5. Certain electrical appliances are not allowed, including: portable heaters, sun lamps, electrical exercise equipment, and air conditioners. Electric space heaters or heating elements of any type are not permitted in rooms. Such items will be removed. Electric fans are permitted.
6. Antennas and wires for audio/visual equipment may not be hung outside the windows.

Excessive use of energy creates additional costs to the college which creates an increase to housing costs.

## ***Fire Safety***

Fire drills will take place periodically throughout each semester. All fire alarms are to be considered a real emergency. In case of an emergency, follow the instructions of Miles Community College employees or any

emergency personnel on campus. If someone fails to follow protocol for a fire drill, they can be fined \$25 for failing to exit their rooms plus fines associated with state and federal laws.

The fire alarm system and fire-fighting equipment are for the protection of the residents in Pioneer Village. Tampering with the equipment or setting off an alarm not only makes the system ineffectual, but also endangers the life of other residents. Furthermore, any damage that occurs to fire safety equipment, e.g., sprinklers, extinguishers, or smoke alarms will result in incident reports for the residents involved and they will be liable for all damages. Under no circumstances is anything to be hung from the sprinkler heads in the rooms. Caution should be exhibited from hitting the units also. Doing so will result in an incident report with appropriate consequences.

***NOTICE: Pulling the fire alarm in a non-emergency situation is a criminal offense and could result in criminal charges and a fine of \$200. Involved individuals will have to appear before the Auxiliary Services Advisory Committee for an eviction hearing. Releasing a fire extinguisher during any situation other than an actual fire emergency is prohibited. Anyone found discharging a fire extinguisher in a non-emergency situation will be held responsible for all damages, required to replace the fire extinguisher, be fined \$200, and have an eviction hearing before the Auxiliary Services Advisory Committee.***

## ***Furnishings***

Only furnishings assigned or approved by MCC will be permitted in student rooms. Students are not permitted to remove any assigned furnishings from their rooms. Possession of unauthorized college furniture, dining hall equipment, road signs, college information signs, commercial signs, or apparatuses shall be considered evidence of theft and treated as such by the Auxiliary Services Committee unless the resident provides evidence of rightful ownership with a sales invoice.

## ***Lockout***

If a resident is locked out of his or her room, a member of the Residence Life Staff must be notified to unlock the door. Excessive abuse of this policy may result in a fine.

## ***Parking Lots***

There are several lots surrounding the residence halls for parking. Horse trailers are to be parked in the back of the main parking lot of the college. Residents must park in designated spaces. Vehicles parked illegally or in handicapped spots will be towed at the owner's expense. Non-operational vehicles should not be kept on campus.

## ***Personal Injury/Medical Emergency***

Great care has been taken to provide a safe and secure living environment for residents and guests. However, Miles Community College does not assume the responsibility for payment of medical costs which may be incurred as a result of accidental injury or illness occurring amongst residents.

Miles Community College staff reserves the right to request medical assistance, including an ambulance, should it be deemed necessary. It is college policy not to transport injured or sick individuals. Medical care personnel will be instructed to bill the cost of their service to the student.

## ***Personal Property Insurance***

Miles Community College is not responsible for the personal belongings and property of students living in Pioneer Village. Residents are encouraged to carry appropriate personal property or renter's insurance.



Students are also expected to lock their doors and carry their keys with them at all times. Any evidence of burglary or break-in to one's room should be reported immediately to a member of the Residence Life Staff.

## ***Pets***

College policy prohibits pets on campus with the exception of service animals or approved assistance animals. For inquiries about approval of service or assistance animals, please contact the Director of Student Life and College Housing. The only exception for Pioneer Village is totally aquatic animals, i.e., fish and this must be approved by the Director of Student Life and College Housing prior to move-in. The owner of the aquarium is financially responsible for repairs of damage to property due to malfunctioning of the aquarium. If a resident is caught with a pet, he or she will be issued an incident report for having the pet and fined \$100. An additional \$50 fine will be issued for each day the pet remains on campus. For students with service or assistance animals, they are responsible for any animal waste and could be issued a fine for not cleaning up after their animal.

## ***Room Decorations***

Residents may decorate their rooms with posters and other similar decorations as long as they do not cause damage to the room. Decorating the exterior of the doors is prohibited except when residents are participating in Residence Life Staff sponsored activities. Residents are financially responsible for repairs of all damage or loss in designated rooms. Please refer to the complete list of fines on page 38 of the 2023-2024 Residence Hall Handbook.

Pictures and posters may be hung only with poster putty or sticky tack which is available at the Pioneer Mercantile. Hooks or thumbtacks of any type are not allowed to be placed inside rooms.

For residents' protection, the Residence Life Staff asks that good judgment be used in decorating rooms so that posters, fishnets, holiday lights, mobiles, etc., do not create fire hazards.

Alterations of any residence hall property are prohibited. This includes nailing fixtures to walls, ceilings, or furniture; drilling holes; tampering with electrical or phone wiring; or detaching any permanent fixtures. The room may not be painted or altered in any way. Flat screen TVs may not be hung from the wall.

## ***Holiday Decorations***

Decoration of residents' rooms during the holiday season is permitted. However, the following guidelines must be followed:

1. Only removable decorations in rooms are permitted. Decorations on the exterior room doors are prohibited except when residents are participating in Residence Life Staff sponsored activities. Excessive decorations such as streamers, etc., may present a fire hazard and are not allowed.
2. Artificial greens and trees may be used in residents' rooms. However, no cut greens or live trees are permitted.
3. Holiday lights may be used in residents' rooms if the following guidelines are followed:
  - a. Only miniature, UL approved lights may be used. Larger lights are not permitted because of the heat they generate.
  - b. All light cords are to be inspected to ensure they are in good condition and do not have frayed wires.
  - c. Lights should be plugged directly into a wall socket. Extension cords are not to be used.
4. All holiday decorations must be removed prior to the closing of the residence halls for the winter break.

## *Freedom of Expression*

The College recognizes that the freedom of expression is integral to the purpose and process of the college, whose primary goal is education. Therefore, no College policy or rule shall infringe upon this constitutional right.

The College supports and encourages diverse points of view, though they may sometimes seem distasteful or offensive, as this is the nature of the College's educational responsibility and is safeguarded by the freedom of expression.

The College recognizes the First Amendment rights to expression. These rights include individual and group activities including but not limited to:

- A. Assembling,
- B. Demonstrating,
- C. Signing,
- D. Pamphleting,
- E. Structuring, and
- F. Political campaigning.

The right to freedom of speech includes exercising it responsibly, including abiding by the following:

- A. The use of violence, or credible threats of violence, is strictly prohibited.
- B. Activities which infringe upon the rights of another person are prohibited.
- C. Activities shall not obstruct the free flow of vehicular or pedestrian traffic on campus.
- D. Activities shall not use sound amplification except with prior written approval from the Dean of Student Engagement and Auxiliary Services, the Dean of Administrative Services and Human Resources or designees.
- E. Activities shall not block the entrances or exits to any campus building or facility.
  - a. A distance of 50 feet from any building or facility must be kept to alleviate the interruption of the flow of campus community traffic.
  - b. To exercise expression at closer than this buffer area, permission must be granted in writing by the Dean of Student Engagement and Auxiliary Services, Dean of Administrative Services and Human Resources or designee.
  - c. No expression activities shall be allowed within any college buildings, facilities, or temporary event facilities such as tents etc., unless the facility use is duly approved by the Dean of Student Engagement and Auxiliary Services or Dean of Administrative Services and Human Resources or designee.
- F. Printed materials, writing, or other tangible means of expression shall not be attached to College property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus).
- G. Printed materials, writings, or other tangible means of expression shall not be placed on any interior surface of any college building without the written permission of the Dean of Student Engagement and Auxiliary Services or Dean of Administrative Services and Human Resources or designee.

- H. Activities shall not disrupt, block, or physically displace performers/programs that have reserved a venue or facility.
- I. Individuals or groups shall not permanently occupy land areas or permanently place signs and posters. This prohibition includes but is not limited to the erection of permanent structures, shelters, or camps.
- J. Activities shall not interfere with classes, college work, arts and cultural activities, research, or scheduled events.
- K. Individuals and organizations shall be responsible for cleanup and for any cleanup costs resulting to the college from their activities.
- L. Individuals and organizations shall be responsible for the content of any signage, pamphlets, or structure that they post, distribute, or erect on campus. Furthermore, the college reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.
- M. No political campaign activities shall be allowed inside any college buildings, facilities, or temporary facilities such as tents, except by approval of the Dean of Student Engagement and Auxiliary Services or designee.

### ***Room Repair/Maintenance Requests***

If repairs are needed to furniture, fixtures, or equipment in a resident's room, the resident should notify their resident assistant to submit a maintenance request. Any damage to wardrobes, desks, beds, or bathroom fixtures need to be reported to the Residence Life Staff immediately to prevent major repairs.

In order to prevent any extensive damage or excessive cleaning during the summer months, the maintenance crew will have to access each room over winter break in order to make any repairs to the rooms.

There will also be random maintenance checks throughout the school year. Dates of the room inspections will be posted and all residents will be notified.

**NOTE:** The College reserves the right to inspect rooms to ensure that college safety and health standards and objectives are being maintained. Students will receive notice of any safety inspections.

### ***Appliances***

Residents may have radios, stereos, and televisions in their rooms if the volume is kept at a level that does not disturb others. If a resident's speakers cause a noise disturbance for other residents, a member of the Residence Life Staff may request that the speakers be removed from the room.

Refrigerators are permitted if they are not larger than 4.0 cubic feet.

The preparation of food is permitted only in appliances that have an enclosed heating element and do not exceed 800 watts. Examples are hot air poppers, hot pots, blenders, small coffee makers, and microwave ovens. All appliances should be plugged directly into a wall socket. Extension cords are not to be used. Any appliances not found in accordance with the above description will be confiscated.

### ***Grills & Other Outdoor Cooking Equipment***

Pioneer Village has two permanent, outdoor grills available for resident use. Residents wishing to use a grill should ask for instructions and procedures at the Residence Life Office. Residents of the Lodges may have a

charcoal grill or electric-powered pellet grill. These grills may be stored neatly on the concrete pad between Lodges and not impeding foot-traffic or blocking building exits. Grills must be moved away from the building for usage, ensuring the grill is not under the eaves of the building. Gas grills and cooking equipment are prohibited in Pioneer Village. Residents with grills must clean all messes and spills made due to the use of the grill.

## ***Window Screens***

Window screens must be kept on the windows. A \$100 fine for the first offense will be assessed to anyone removing screens or seen with a screen off his or her window. Throwing litter, paper, cans, bottles, water balloons, trash, etc., from residence hall windows is prohibited resulting in an additional fine of \$300-\$500.

## ***Eviction***

A resident will be subject to an eviction hearing if he or she causes malicious damage or threatens to harm or physically harms another resident or staff member of Miles Community College. An eviction hearing may also be called when the Auxiliary Services Advisory Committee is notified that a resident has failed to attend class for more than two weeks. All eviction hearings and decisions will be under the auspices of the Auxiliary Services Advisory Committee. Residents have the right to appeal evictions through the appeals process outline in the Student Handbook.

## ***Possession/Use of Alcohol***

Alcohol is prohibited on college property except for community events contracted by persons not affiliated with the college and approved by the College President. All alcohol found will be removed and disposed of properly. Students will be subject to college disciplinary actions as outlined below for any alcohol policy violations.

If either a resident or non-resident brings alcohol to a residence hall room, it is the responsibility of the resident housed in that room to ask the person with the alcohol to leave campus and report the violation to a member of the Residence Life Staff. **IF THIS DOES NOT OCCUR and the ALCOHOL IS OTHERWISE DISCOVERED, ALL PERSONS IN THE ROOM WILL BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

**Miles Community College operates in compliance with state and federal laws. Any students violating alcohol laws risk criminal prosecution.**

## **Sanctions for Alcohol Possession**

1. First offense of alcohol possession will result in the following:
  - a. Student will be mandated to attend an alcohol education class provided by One Health. A \$75 fee will be assessed to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.
2. Second offense of alcohol possession will result in the following:
  - a. Student will be mandated to attend a substance abuse class provided by One Health. A \$75 fee will be assessed to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.
3. Third offense for alcohol possession will result in the following:

- a. Student will be mandated to attend extensive substance abuse class provided by One Health. A \$75 fee will be assessed to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction. Following a 3<sup>rd</sup> alcohol offense the student will be required to stand before the Auxiliary Services Advisory for an eviction hearing.

## ***Possession/Use of Illegal Drugs***

The College's Student Conduct Code prohibits the illegal use, possession, or distribution of any controlled substance. Illegal drugs are strictly prohibited on college property. Manufacturing, possessing, selling, transmitting, using or being party to any activity involving an illegal drug, a Schedule II controlled substance, or drug paraphernalia, is a violation of college policy as well as federal and state law. Student drug offenders will be reported to college officials and the Miles City Police Department (MCPD). The MCPD will be contacted to confiscate all illegal drugs in accordance with Montana law and will be given a report of the incident.

If either a resident or non-resident brings illegal drugs to a residence hall room, it is the responsibility of the resident housed in that room to ask the person with the drugs to leave the campus and report the violation to a member of the Residence Life Staff. **IF THIS DOES NOT OCCUR and the DRUGS ARE OTHERWISE DISCOVERED, ALL PERSONS IN THE ROOM MAY BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

Miles Community College prohibits the possession, sale, or use of marijuana on campus, even in the event that a resident has a state-issued medical marijuana card. State marijuana laws do not override the federal laws. The College must adhere to federal Title IV regulations which prohibit the possession, sale, or use of marijuana or else the campus runs the risk of losing eligibility for federal funding including student loans, Pell Grants, work study, etc.

Freshmen are generally required to live on campus their first year of college. However, Miles Community College may waive that requirement for students with a medical marijuana card.

Miles Community College operates in compliance with state and federal laws. Any students violating drug laws risk criminal prosecution. Use of controlled drugs not prescribed by a physician is prohibited in the residence halls and on-campus, and will result in the individual(s) involved being referred to law enforcement for appropriate action according to the law. Students in possession of a prescription medication that is not their own will be subject to these consequences as well.

In addition to whatever action the court of law may take, residents found using, possessing, or distributing illegal drugs on campus risk immediate eviction from Pioneer Village per the Dean of Student Engagement and Auxiliary Services and/or the Auxiliary Services Advisory Committee. If a resident is allowed to remain in Pioneer Village after being found using, possessing, or distributing illegal drugs and he or she is caught a second time using, possessing or distributing illegal drugs, eviction is automatic. **The odor of marijuana is sufficient evidence to take administrative action within the residence halls.**

The College reserves the right to contact the Miles City Police Department at any time to have them perform a walk-through of Pioneer Hall and The Lodges with the drug law enforcement dog. The appropriate actions according to the law will be followed by the Miles City Police Department upon the drug dog identifying any illegal substance(s). Students found in violation of this may be required to participate in a mandatory drug education course with a \$75 bill on the student account.

## ***Candles/Incense***

The burning of candles or incense is not allowed due to fire hazards. A fine of \$50 will be assessed to any resident violating the policy, and he or she must pay for any damage caused by smoke or fire.

## ***Gambling***

No form of gambling is permitted in Pioneer Village or anywhere on-campus. Only public places holding gambling licenses are allowed to permit such activity. Miles Community College does not hold a license and therefore, gambling is not allowed. Online gambling is currently against state law. If a resident is caught gambling, he or she will receive an Incident Report and subsequent disciplinary action will be issued at the discretion of the Auxiliary Services Committee.

## ***Identification Cards***

Students enrolled in six or more credits are entitled to a Student ID/Activity Card. ID pictures are taken during registration, orientation, and fee payment days. ID cards may be obtained at the Student Services window. There is a \$5 charge to replace a student ID card. For students assigned residence hall access or other special security access, they will be charged a \$25 replacement card fee. For safety, please report any lost cards immediately.

Student I.D. cards are utilized at the Café, the Business Office, the Pioneer Mercantile, the Centra Athletic Center, access to certain residence hall spaces, and for admittance into activities such as Pioneer athletic events. Some local businesses will give a discount to students upon presentation of the I.D. card.

In order to protect the safety and welfare of the residents in Pioneer Village, any Miles Community College staff member (including members of the Residence Life Staff) may require a person within Pioneer Village to present an official Miles Community College I.D. card or other form of identification. Failure to do so will result in removal from campus and may include other disciplinary action.

## ***In-Hall Sports***

Participating in disruptive behavior that infringes upon the academic atmosphere of Pioneer Village is not permitted. Any recreational activity including, but not limited to, Frisbee, hockey, racquetball, golf, water fights, hacky sack, etc., is prohibited in Pioneer Village buildings. All persons participating in these activities will be written up and charged for any damages that may result.

## ***Property Violations***

The term “property violation” includes the theft, misappropriation, unauthorized use or possession, vandalism, or other nonaccidental damaging or destruction of College property or the property of another person.

Students living on campus should not store items outside of their assigned Pioneer Hall rooms or Lodges/Quads without permission of Residence Life staff (excluding items specified in this document). This includes public areas, hallways, stairwells, exterior areas of the Commons, parking lots, etc. Additionally unattended vehicles that cannot legally operate should not be left in on campus parking areas.

## ***Propped Doors***

Propping doors of Pioneer Hall entrances and exits pose a serious threat to the security and safety of the residents, their privacy, and their belongings. A door is considered propped when any person or object prevents the closing of the door for an extended period of time or when an emergency exit is used to provide

entry for a resident or others. Doors which are illegal to prop include the two doors on the south side of the building and the interior lobby door when it is locked.

The two doors on the south side of the building are for emergency exit only and are alarmed. If residents are caught exiting through these doors at any time other than a fire drill, they will be written up and issued a \$200 fine.

Propping the interior lobby door in Pioneer Hall or the two south emergency exits is prohibited and will result in a \$200 fine for the first offense.

Anyone finding a door propped open is requested to un-prop the door, close it, and report the matter to a member of the Residence Life Staff.

### ***Quiet Hours***

Quiet hours are in effect from 10:00 p.m. to 10:00 a.m., Sunday through Thursday, Midnight on Friday to Noon on Saturday, and Midnight Saturday to Noon on Sunday. In addition, courtesy hours are in effect 24 hours a day, seven days a week. These hours allow for the normal pursuit of academics during non-quiet hours. During the week before finals through the end of finals week, quiet hours will be extended to 24 hours a day to accommodate an environment suitable for studying.

Pioneer Village is for students thus it is necessary that quiet hours for study be ensured. During these times, noise should be held to a level that cannot be heard outside a resident's door. Slamming doors is also a violation of quiet hours.

At all times, residents are expected to be considerate of the rights of others and are asked to keep noise at a level so that others are not disturbed. This includes refraining from extended conversations in the halls, keeping stereos or radios turned down or using headphones while listening, and keeping doors closed if listening to music or talking.

### ***Residence Hall Damage***

Pioneer Village facilities are provided for the comfort and convenience of the residents. While normal wear and tear is expected, intentional damage and vandalism will only result in early deterioration of the facilities. Person(s) responsible for intentional damage and vandalism will be required to pay replacement and repair costs of equipment, furniture, etc. If appropriate, the incident may be referred to the Miles City Police Department.

### ***Room Damages***

Residents are responsible for their rooms and furnishings. They will be held financially responsible for damages beyond normal and reasonable wear and tear.

Room check-in forms must be completed fully and accurately upon moving into Pioneer Village. Each resident will review the form with Residence Life Staff. Both the resident and a member of the Residence Life Staff will sign the check-in form, agreeing to the initial condition of the room. Information contained on this form will determine whether room damages are assessed at the end of the occupancy.

Residents are urged to immediately report any damage to his or her room as well as any damages in the common areas of the buildings to a Residence Life Staff member.

## ***Room Inspection & Entry***

Miles Community College reserves the right to inspect rooms at any time to ensure that health and safety standards, as well as cleanliness objectives, are maintained. Entry for visual inspection of a room will be done on a regular basis throughout the year. The College is committed to a resident's right-to-privacy and will provide advance notice of room inspections. Entry for general building maintenance is permitted for authorized College officials.

Room checks will happen periodically throughout the semesters. Residents will be given a week's notice of the room checks. If a room is found dirty during room checks, a \$25 fine will be given immediately to each roommate and the resident(s) will have 24 hours to get the room cleaned. If the resident(s) choose not to clean the room, he or she will each be given another \$25 fine and will have to appear before the Auxiliary Services Advisory Committee. If the bathroom is found dirty, a \$25 fine will be given to each bath mate and the resident(s) will have 24 hours to get the bathroom cleaned. If the resident(s) choose not to clean his or her bathroom, he or she will each be given another \$25 fine and will have to appear before the Auxiliary Services Advisory Committee.

If there is probable cause that a violation of policy has occurred or there is an emergency that exists, the Residence Life Staff reserves the right to enter a student's room for inspection. Whenever probable cause leads a representative of the Residence Life Staff to believe that a resident has committed an infraction of college rules, policies, or regulations in his or her room, that representative has the authority to, with the resident(s) present, conduct an inspection of the room including the refrigerator, wardrobes, and any areas where contraband or persons may be hidden. Residence Life Staff will use a three-knock system prior to entering a room. During this, the Residence Life Staff will announce themselves three times and on the third knock, the Residence Life Staff will enter the room.

If contraband, including alcohol or illegal drugs, is found during the above-noted inspections, it may be used in a disciplinary or legal proceeding against the involved student(s). The College will involve the Miles City Police Department in cases that involve illegal drugs.

### **The manner in which a room will be entered:**

1. Staff members will utilize the three-knock system explained above. Residence Life Staff may enter after the third knock to address any maintenance or emergency situations listed in this handbook.
2. If residents refuse entrance to a Residence Life Staff member and the Residence Life Staff member is reasonably sure that either the residents or College property is in danger or that residents are in violation of residence hall policy, the Residence Life Staff member may use a master key to enter.

### **Some occasions in which residents' rooms will be entered:**

1. Room checks each semester. Written notice is given ahead of time.
2. During fire alarms, rooms will be entered to determine if all residents have left the building. If residents refuse to leave the hall, they will face disciplinary action.
3. Emergency situations:
  - a. A resident has been missing for more than 24 hours for unknown reasons or has been reported missing by a roommate, a friend, or a relative.
  - b. Someone hears a resident verbally call for help, or a resident calls by telephone.
  - c. Imminent danger threatening residents including, but not limited to: fire bombs, smoke, gas, electrical, lack of heat, too much heat, burst pipe, flooded room, window left open, the presence of a suspected dangerous trespasser, etc.
  - d. A resident's room and/or belongings are threatened by the hazards listed above.



- e. Conditions in the room are a constant annoying disturbance to other residents; for example, radio, alarm clock, stereo, etc., left on, intrusive smell, etc.
4. A weapon, explosives, or combustibles have been reported to be in resident's room.

## ***Smoke Detectors***

All buildings on the campus of Miles Community College are non-smoking. All rooms in Pioneer Village are equipped with smoke detectors for the safety of residents. Removal or inactivation of smoke detectors is a serious violation of fire standards, and any person found dismantling a smoke detector will be fined \$50 and may be subject to further disciplinary action. If a smoke detector is beeping or malfunctioning, please contact a member of the Residence Life staff immediately.

## ***Smoking***

All buildings on the campus of Miles Community College are non-smoking. No smoking is allowed in any area of Pioneer Village, including personal rooms. Devices designed to produce vapor are also prohibited. Smoking is prohibited within 25 feet of any building on campus. Students or residents found in violation of the no-smoking policy will be subject to a fine of \$50. Specific areas of campus are designated for students to smoke outside without disturbing others.

Use of chewing tobacco is prohibited in the common areas of Pioneer Village. No spit-cups or bottles are allowed in Pioneer Village. Chew is not to be spit into sinks, public garbage cans, or water fountains. Students or residents found in violation of the chewing tobacco policy will be subject to a fine of \$50. If this policy is abused, chewing will no longer be allowed on campus.

## ***Solicitation***

No solicitation of any type is allowed in Pioneer Village without the proper authorization from the Dean of Student Engagement and Auxiliary Services or the Dean of Administrative Services and Human Resources. Unauthorized solicitations, as well as door-to-door sales, should be reported immediately to a Residence Life Staff. Violators will be escorted out of the residence halls and in select situations, the Miles City Police Department will be contacted.

This policy is designed to maintain student privacy and to protect students from fraudulent operations. Student organizations may obtain the proper solicitation authorization from the Dean of Student Engagement and Auxiliary Services. All solicitations in Pioneer Village must be approved prior to beginning solicitation.

## ***Sprinklers***

Throughout the hallways and in every room there are sprinkler heads that are very fragile. Any tampering with these sprinklers, which includes hitting them, touching them, or hanging items from them will result in a fine. If a sprinkler or sprinkler head is damaged, the resident will be fully responsible for repair or replacement costs due to the damages that occurred.

## ***Staff Requests***

Students are expected to be responsive to requests from staff or other students regarding his or her behavior which is inconsistent with responsible freedom and respect for the rights of others. If a resident is in disagreement with a request, it is expected that his or her concerns be presented in a mature and courteous manner.

## ***Theft***

Residents found in possession of property belonging to another student or the College may face criminal charges and Code of Conduct disciplinary actions. Tampering with vending or laundry machines is considered theft. The Director of Student Life and College Housing or the Dean of Student Engagement and Auxiliary Services reserves the right to impose sanctions.

Residents are requested to report any thefts to a Resident Life Staff immediately. It is suggested that residents keep their doors locked at all times to prevent theft. Do not leave belongings unattended in public areas such as The Commons, hallways, laundry rooms, etc. Residents should report suspicious strangers in Pioneer Village to a staff member immediately.

## ***Visitors/Overnight Guests***

Each resident in Pioneer Village has a right to a safe and quiet learning environment as stated in the “Resident Rights & Responsibilities” section. This exists to protect all roommates, especially those who might not voice their concerns in the presence of their peers. However, it is the responsibility of each roommate to share issues with the Residence Life Staff before situations become an issue.

Approved overnight guests may stay a duration of two consecutive nights not to exceed three times per semester. If students are found in violation of this policy, an incident report will be filed regarding improper check-in which could lead to potential sanctions. This applies to residents in single rooms.

A resident may have an overnight guest under the following conditions:

1. Minors are prohibited from staying overnight. Exceptions may include college-sponsored programs or siblings approved by the Director of Student Life and Campus Housing at least 48 hours prior to their stay.
2. The resident occupies a single room or has obtained the permission of his or her roommate(s) to house an overnight guest. No overnight guest is allowed to stay without the permission of the roommate(s).
3. The resident is responsible at all times for the conduct of his or her guest(s).
4. Guest(s) must comply with college and residence hall policies.
5. Overnight guest(s) are limited to no more than two consecutive nights not to exceed three times per semester. Cohabitation is prohibited.
6. Any guest who is in violation of the residence hall policies will be asked to leave the premises by a Residence Life Staff member.
7. Residents who have guests who violate policies may be denied the privilege of hosting guests for the remainder of the year.
8. Guests must check-in at the Residence Life Office and provide a photo I.D., automobile license plate number, as well as emergency telephone numbers. During off-hours, it is the responsibility of the resident to contact a member of the Residence Life Staff to properly check-in guests. Failure to do so will be considered failure to properly check-in guests and could result in sanctions.
9. If a guest is not checked in properly, the following will happen:
  - a. 1<sup>st</sup> Offense will be a fine of \$50
  - b. 2<sup>nd</sup> Offense will be a fine of \$75
  - c. 3<sup>rd</sup> Offense will result in the loss of guest visitation privileges for the year

## ***Missing Persons Policy***

The Higher Education Act requires that all institutions that provide on-campus student housing must establish a missing student notification policy and procedures.

Miles Community College takes student safety very seriously. The following process has been established to assist in locating Miles Community College students that live in Pioneer Village who, based on the facts and circumstances known to Miles Community College, have been determined to be missing.

### **Dean of Student Engagement and Auxiliary Services: Information to Pioneer Village Residents**

At the beginning of each academic year, the Dean of Student Engagement and Auxiliary Services shall inform all students residing in Pioneer Village that the Dean of Student Engagement and Auxiliary Services shall notify either a parent or an individual selected by the student no later than 24 hours after the time that the student is deemed to be missing. The information provided to the students residing in the residence halls shall include the following guidelines and conditions:

- Residents have the option of identifying an individual to be contacted by the Dean of Student Engagement and Auxiliary Services not later than 24 hours after the time that the resident has been determined to be missing. Residents can register this confidential contact information through the Admissions Office or the Housing Office via the Missing Person Data Card.
- If the resident is under 18 years of age and not an emancipated minor, the Dean of Student Engagement and Auxiliary Services is required to notify the custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing.
- The Dean of Student Engagement and Auxiliary Services shall notify the appropriate local law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Dean of Student Engagement and Auxiliary Services shall initiate the emergency contact procedure in accordance with the student's designation.

### **Missing Persons Procedure**

The Residence Life Staff, upon notification of a missing student, shall conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who he or she may be with, where he or she may be, vehicle description, and the physical and mental well-being of the individual shall be obtained.

The Residence Life Staff shall:

- Call the missing student's cell phone and send a text message.
- Conduct a quick but thorough search of the campus buildings and parking lots using the student's class schedule. This includes entering and searching the student's room in Pioneer Village.
- Interview roommates and known friends.
- Check any surveillance video to determine the last time the student may have been seen.
- Look at social networking sites such as Facebook for any activity.
- Issue an I.D. card photograph to assist in the identification of the missing student.
- Check with faculty members to see when the student was in class or if they have had contact with the missing student.
- Check the Café to see when the last time the student's I.D. card was scanned.
- Attempt to locate the student's vehicle on campus.

After the Residence Life Staff has conducted the search with negative results, the Residence Life Staff shall notify the Dean of Student Engagement, who shall then notify the local law enforcement agency.

## **Notification Procedure**

Miles Community College shall implement the following notification procedure for a missing student who resides in the residence halls:

- Any reports of missing students shall be referred immediately to the Residence Life Staff, who shall conduct an investigation as herein outlined. After the Residence Life Staff determines that the student has been missing for more than 24 hours, the Dean of Student Engagement and Auxiliary Services shall contact the individual identified by the student, or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
- The Dean of Student Engagement and Auxiliary Services shall inform the College President and local authorities as deemed appropriate.
- A school-wide email alert shall be sent to faculty, staff, and students with the missing student's picture attached.

## **Campus Communications**

In all cases of a missing student, local law enforcement agencies shall provide information to the media to solicit public assistance in the search for any missing student. The local law enforcement agencies shall consult with the Dean of Student Engagement and Auxiliary Services. Any media requests to the College shall be directed to the Dean of Student Engagement and Auxiliary Services or Dean of Administrative Services and Human Resources.

## ***Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking***

State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. This policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34 C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated.

In addition, Title IX of the Education Amendments of 1972 and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by Miles Community College.

## **Policy Statement**

The college is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the college. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation shall be addressed consistent with this policy.

## **Definitions of Discriminatory Conduct**

The following are common definitions of terms used throughout this policy:

- A. **Discrimination** is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a college program. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. **Harassment** is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and nonsexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.
- C. **Sexual Harassment** can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

Consistent with the law, this policy prohibits two types of sexual harassment:

1. **Tangible Employment or Educational Action**

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a college program is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a college program. Generally, this type of sexual harassment will involve agents or employees with some authority from the college.

2. **Hostile Environment**

A *Hostile Environment* based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities; or

- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment creates a hostile environment, the harassment shall be considered not only from the perspective of the individual who feels harassed, but also from the perspective of a reasonable person in a similar situation. Also, the following factors shall be considered:

- The degree to which the conduct affected one or more students' education or individual's employment;
- The nature, scope, frequency, and duration;
- The location, event, or circumstances, whether or not these items are on a school's campus, includes where the school has substantial control over the context of the alleged harassment and the person accused of committing sexual harassment;
- The identity, number, and relationships of persons involved;
- The perspective of a "reasonable person" in the same situation as the person harassed; and
- The nature of higher education.

- D. **Sexual Misconduct** includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence.

*Sexual Assault* means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual intercourse without consent, including acts commonly referred to as "rape."

- E. **Consent** is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes impairment or incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken

advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

- F. **Inducing incapacitation for sexual purposes** includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.
- G. **Sexual Exploitation/Coercion** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:
- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting others hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
  - Knowingly transmitting a sexually transmitted disease, such as HIV to another;
  - Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
  - Possessing, distributing, viewing or forcing others to view illegal pornography.
- H. **Dating Violence** is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:
- Battering that causes bodily injury;
  - Emotional abuse creating apprehension of bodily injury or property damage;
  - Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.
- The existence of such a relationship shall be determined based on consideration of the following factors:
- The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction.
- I. **Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.
- J. **Domestic Violence** is an act of partner or family member assault (as defined in Section 45-2-206 Montana Code Annotated) A person “commits . . . partner or family member assault if the person:
- a. purposely or knowingly causes bodily injury to a partner or family member;
  - b. negligently causes bodily injury to a partner or family member with a weapon; or
  - c. purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member.”

“Partners” are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. “Family member” means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of domestic violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

<sup>1</sup> While sexual assault and other sexual misconduct is often considered a subset of “sexual harassment,” for purposes of this policy and the consequences that may result from violating this policy, the terms are distinct.

## **Disability Discrimination**

The College is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a college service or participate in a college sponsored or hosted event. Applicants, employees, students or participants with a disability seeking an accommodation should contact the appropriate person identified below:

Students or student applicants:

Director of Student Services, Retention, and Disabilities Support Services,  
Center for Academic Success,  
Room 208  
Phone (406) 874-6100 or (800) 541-9281  
[DSS@milescc.edu](mailto:DSS@milescc.edu)

Employees, employment applicants or participants:

Dean of Administrative Services and HR,  
Office 218  
Phone (406) 874-6292  
[HumanResources@milescc.edu](mailto:HumanResources@milescc.edu)

## **Off Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and shall be evaluated to determine whether it violates this policy or student code of conduct, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct, where the school has substantial control over the context of the alleged harassment and the person accused of committing sexual harassment should be brought to the attention of the Responsible Official (RO).

## **Applicability**

This policy prohibits discrimination and harassment of employees by the employer and between members of the Miles Community College community more generally: for example, between an employee and another employee, instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all college programs and activities, including, but not limited to, discrimination in athletics, instruction, campus sponsored travel, grading, housing, clubs, organizations, and employment.



## Reporting Violations of This Policy

All reports or any concerns about conduct pertaining to sexual harassment or discrimination that may violate Policy 600.13 and retaliation should be reported to official responsible for receiving reports of discrimination referred to throughout this Policy as the Responsible Official (“RO”).

The MCC Responsible Official (ROs) is:

Kylene Phipps  
Title IX Coordinator  
Office 218  
2715 Dickinson  
Miles City, MT 59301  
Phone: (406) 874-6292  
[TitleIX@milescc.edu](mailto:TitleIX@milescc.edu)

Richard DeShields  
Deputy Title IX Coordinator  
Student Services Office  
2715 Dickinson  
Miles City, MT 59301  
Phone: (406)874-6226  
[deshieldsr@milescc.edu](mailto:deshieldsr@milescc.edu)

Erin Niedege  
Deputy Title IX Coordinator  
Student Services Office  
2715 Dickinson  
Miles City, MT 59301  
Phone: (406) 874-6211  
[niedgee@milescc.edu](mailto:niedgee@milescc.edu)

Jessica Lofland  
Deputy Title IX Coordinator  
Student Services Office  
2715 Dickinson  
Miles City, MT 5930  
Phone: (406)874-6480  
[Loflandj@milescc.edu](mailto:Loflandj@milescc.edu)

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure.

Upon receiving a report, the RO shall follow the procedures described in the Discrimination Grievance Procedure.

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The RO can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, the Dean of Student Engagement and Auxiliary Services, or designee, can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, testing schedules as needed, and other supportive measures. The RO can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

## Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students

To enable the college to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students proactively, all employees are identified as Mandatory Reporters and must promptly (normally within 24 hours) report information they have about alleged or possible sexual harassment and sexual misconduct involving students to the RO. Employees, such as licensed health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

## **Sanctions and Corrective Action**

Violations of this policy shall be addressed through the Discrimination Grievance Procedures. The college utilizes a preponderance of evidence standard in all cases pertaining to Policy 600.13. Consequences for violating this policy shall depend upon the facts and circumstances of each particular situation.

The respondent is presumed not responsible at the onset of the process and can only be found responsible after the grievance process concludes.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable college policies and procedures and collective bargaining agreements. Other possible terms of disciplinary action are identified in the Discrimination Grievance Procedures.

## **Amnesty for Drug or Alcohol Possession and Consumption Violations**

The college strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, domestic violence, or stalking involving students shall not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

## **Free Speech and Academic Freedom**

This policy shall not be construed or applied to restrict academic freedom at the college, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

In addressing all complaints and reports under this policy, the college shall take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.

## **External Complaints**

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department. Contact information for the Office for Civil Rights is as follows:

U.S. Department of Education Office for Civil Rights  
Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
OCR.Seattle@ed.gov  
Voice: 206-607-1600  
Fax: 206-607-1601  
TDD: 206-607-1647

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or you otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Montana Human Rights Bureau. Contact Information is as follows:

Montana Human Rights Commission  
1625 11th Ave.  
PO Box 1728  
Helena, MT 59624-1728  
Voice: 406-444-2884  
Toll free: 800-542-0807  
<http://erd.dli.mt.gov/human-rights-bureau.html>

### **Discrimination, Harassment, and Title IX Training**

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, the college requires all employees (faculty, administrators, and staff members) to:

- complete discrimination and harassment prevention training on a biennial basis; and
- complete Title IX on-line training.

New employees must complete the training within 45 days of employment. Temporary employees and student employees are required to complete the training program only at the discretion of the RO or Human Resources and/or in conjunction with the department of hire.

Supervisors shall support the employee in providing a reasonable amount of work time for the employee to complete the training program. Training programs can be selected from resources such as online programs, presentations or self-study options as determined and pre-approved by the responsible college officials.

The college requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence and stalking. The college shall maintain ongoing primary prevention, risk reduction, and awareness campaigns concerning sexual misconduct, domestic violence, and stalking for students and employees.

The RO will send an annual notice regarding policies, reporting mechanisms, and grievance procedures to every student, applicant for admission or employment, employees and faculty association representative.

## **Confidentiality of Reporting Parties and Other Necessary Parties**

Except where specifically identified in written policies and/or procedures, such as the Grievance Process, the College has the responsibility to protect the confidentiality of victims/complainants and other necessary parties in the following ways:

- 1) Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim/complainant, as defined in section 40002(a)(2) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).
- 2) Maintain as confidential any accommodations or protective measures provided to the victim/complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
- 3) Whenever possible, the College shall inform victims/complainants before sharing personally identifiable information about the victim/complainant that the institution believes is necessary to provide an accommodation or protective measure.

The institution will, upon written request, disclose to the alleged victim of a crime of violence, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator or such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. Additional information regarding the release of information pertaining to reports of discrimination, harassment, sexual misconduct, domestic violence, and stalking are located in 600.16 Grievance Procedures. In those cases where a formal complaint is made involving Discrimination, Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and/or stalking, as defined in the final Title IX Rules of the Education Amendments of 1972, the College will share information with any respondent and advisor of choice.

## **Retaliation**

Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the college that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

## **Timely Warning and Emergency Notification**

Miles Community College is committed to providing a safe learning, working and living environment for its students, faculty, staff and visitors. As part of this commitment, this policy is created in order to ensure the issuance of Timely Warnings and Emergency Notifications regarding safety and security matters that may pose a serious or ongoing threat to the campus community. The policy complies with the requirements and regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery

Act) by establishing procedures for MCC regarding the circumstances and delivery of warnings of serious or ongoing threats.

MCC is responsible for issuing Timely Warnings and Emergency Notifications to the campus community. Anyone with information warranting a Timely Warning or Emergency Notification, should report that information to the Dean of Student Engagement or the Dean of Administrative Services and Human Resources.

Timely warnings are triggered when the College determines from a report filed by a campus security authority (CSA) that a crime required by CLERY reporting presents a serious or continuing threat to students and employees. This includes criminal offenses such as murder, manslaughter, rape, domestic violence, dating violence, stalking fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Emergency notifications are triggered by any significant emergency or dangerous situation involving a broader range of potential threats than the timely warning notifications. This could include items like weather emergencies, campus closures, etc. and shall include follow up information.

MCC will issue Timely Warnings or Emergency Notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Notification will be made by the Dean of Student Engagement or designee, in consultation with the Behavioral Intervention Team and/or the President's Executive Team in compliance with the Clery Act and considering all available information. Timely Warnings and Emergency Notifications, will be distributed via methods reasonably likely to reach the entire campus community; however, emergency notifications may be limited to only certain populations. These communications are typically accomplished via the RAVE Alert system and by email but may also include notification and/or bulletins posted on building entrances and exits and on the college website at [www.milesc.edu](http://www.milesc.edu).

Crime related information exclusively reported to a pastoral or professional counselor is exempt from timely warning notifications.

## *Fines for offenses are as follows:*

1. Replace Room or Lobby Key	\$150	Each Key
2. Replace Quad Key	\$300	
3. Replace Mailbox Key	\$100	
4. Replace lost/Damaged Student ID	\$25	
5. Illegal Transfer of Room or Lobby Keys	\$75	Each Key
6. Damaged or Removing Window Screens	\$100	Split between Roommates
7. Blinds	\$150	Split between Roommates
8. Throwing Trash from Windows	\$300 to \$500	
9. Damaged Bed Frame	\$100 to \$600	Up to Replacement Cost
10. Damaged/Stained Mattress	\$200	Up to Replacement Cost
11. Damaged Door	Replacement Cost	
12. Damaged Peep Hole in Door	\$25	Each Resident
13. Damaged Desk	\$100	and/or Replacement Cost
14. Writing on Desk	\$25	
15. Damaged or Missing Desk Chair	\$100	
16. Broken Wardrobe	\$100	and/or Replacement Cost
17. Mirror Missing from Wardrobe	\$25	
18. Damaged Towel Bars	\$50	
19. Damaged Toilet Paper Holder	\$25	
20. Damaged Internet Connections	\$25	
21. Damaged or Broken Switch Plate Covers	\$25	
22. Holes in Wall	\$25	or more, Maintenance Evaluates
23. Dirty Walls	\$100	or more, Maintenance Evaluates
24. Nail Holes in Walls	\$25	per hole (up to \$200 and evaluated)
25. Wax in Drains	\$100	
26. Damage to Countertops (Quads)	Replacement Cost	
27. Dirty Room Fine	\$25	Must be Cleaned within 24 Hours
28. Pet Fine or Unattended Service Animal Waste	\$100	
29. Each Additional Day Pet Remains on Campus	\$50	
30. Improper Check-Out	\$75	
31. Burning Candles	\$50	
32. Noise Violation (1 <sup>st</sup> Offense)	\$50	
33. Noise Violation (2 <sup>nd</sup> Offense)	\$75	
34. Noise Violation (3 <sup>rd</sup> Offense)	\$100	Possible Eviction
35. Dismantling Smoke Detectors	\$50	Eviction Hearing before Committee
36. Smoking/Vaping in Undesignated Areas	\$50	
37. Chewing in Undesignated Areas	\$50	
38. Use/Possession Illegal Drugs	\$75 + OneHealth drug education class	Eviction Hearing before Committee
39. Pulling Fire Alarm	\$200	Eviction Hearing before Committee
40. Discharging Fire Extinguishers	\$200	Eviction Hearing before Committee
41. Propping Doors Open (Lobby & Emergency)	\$200	
42. Tampering with Cameras	\$300+	Eviction Hearing before Committee
43. Chemicals, Explosives, Weapons	\$200	Eviction Hearing before Committee
44. Visitors not Checked-In (1 <sup>st</sup> Offense)	\$50	
45. Visitors not Checked-In (2 <sup>nd</sup> Offense)	\$75	Possible Loss of Guest Privileges
46. Alcohol Possession (1 <sup>st</sup> Offense)	\$75 + OneHealth alcohol education class	
47. Alcohol Possession (2 <sup>nd</sup> Offense)	\$75 + OneHealth substance abuse class	
48. Alcohol Possession (3 <sup>rd</sup> Offense)	\$75 + OneHealth substance abuse class	Eviction Hearing before Committee

## COVID-19 EXPECTATIONS

Miles Community College and the college housing staff are dedicated to making our campus as safe and secure as possible to ensure the success of all residents. The custodial staff and resident assistants are continuing with sanitizing protocols to maintain a clean environment for all of our residents. This is a challenging task and requires that everyone do their part, including residents. Help the staff keep public space clean throughout campus by complying with guidance to prevent the spread of COVID-19 (covering coughs/sneezes, regular hand washing, physical distancing, staying home when feeling ill, etc.)

By choosing to live on-campus, residents agree to abide by all campus, local, state, and federal laws, orders, ordinances, policies, regulations, and guidance adopted by MCC for the well-being of the students, faculty, staff, and community.

1. MCC custodial staff will clean and sanitize all common spaces, community restrooms, lobbies, and laundry rooms on a daily basis. During scheduled cleaning times, access to these areas will be restricted.
2. If a resident develops symptoms of COVID-19, the resident will refrain from attending work, classes, athletic practices, etc. and will remain in their room unless absolutely necessary to leave. The resident will complete a "Report a Student of Concern" form on the MCC Campus Safety page. The Campus Safety page can be found at [www.milesc.edu](http://www.milesc.edu) by scrolling to the bottom of the page and looking under the "Safety" heading. Residents also may self-report by notifying a member of the College Housing staff.
3. Residents will follow all guidance and directives from local health officials, which could result in a self-quarantine or self-isolation on campus.
4. Residents agree that if a roommate becomes ill with COVID-19, they will need to follow guidance from MCC, College Housing, and health officials, which will likely include quarantining in-place for up to 10 days.
5. Residents contract for a housing space and not a specific room. If circumstances arise, residents may be re-assigned to an alternate space.
6. Residents will not be eligible for a refund of housing rental rates if Pioneer Village were to close, access is restricted, or if the length of the contract period is adjusted.
7. Residents should assist in cleaning surfaces touched (i.e. laundry units, kitchen surfaces, etc.)

MCC is committed to supporting our students and recognizes the value of the on-campus residential experience. While the above information is intended to provide some detail, there may be additional modifications needed as the academic year progresses and MCC tracks the impact of COVID-19 on the campus and our community. MCC will update you with timely information about specific health and safety guidance important for residents of Pioneer Village.





**ACKNOWLEDGMENT**  
**Miles Community College**  
**2023-2024 Residence Life Handbook**

By signing this signature page, I acknowledge that I have read and understand the policies and procedures outlined in the Miles Community College 2023-2024 Residence Life Handbook. I understand the consequences of violating campus policies listed within the 2023-2024 Residence Life Handbook, and I understand the disciplinary actions that can be taken against me upon violating these campus policies.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The 2023-2024 Residence Life Handbook is located on the Miles Community College website:

[www.milesc.edu](http://www.milesc.edu)

Click on **Campus Menu – Student Life**

Go to right side and click on **Policies, Forms & Handbooks**

Select **Residence Life Handbook**

I give consent for College Housing to send out updates via text throughout the academic year. Information will include College reminders, Housing Updates, and information pertaining to upcoming campus events. The College limits spam emails and these texts are approved by College personnel. I understand that I may opt out at a later time but will miss notices that could be helpful to me in my time here at Miles Community College.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_