



# **REID STATE**

## **COMMUNITY COLLEGE**

**STUDENT HOUSING**  
**HANDBOOK 2025-2026**



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## WELCOME TO THE LION'S DEN!

**Living on campus offers an unmatched opportunity to engage with peers, learn responsibility, and build lifelong skills.** The Reid State Family welcomes you as the first residents of the Lion's Den Student Housing. This marks a new chapter for our college and for you. Student Housing is more than a place to live—it's a place to grow, connect, and thrive.

The Reid State Student Housing Handbook outlines the policies, expectations, and benefits of living in on-campus housing at Reid State. The handbook is an addendum to the Reid State Student Handbook, which can be found on the college website and by clicking the QR code below. All residents must comply with these guidelines and those set forth in the general Student Handbook. Failure to read the handbook does not exempt students from compliance.

The Reid State Housing Department is an extension of the college and is committed to providing a secure environment that fosters the academic and institutional goals of the college through programs that support the growth and development of our residential students as they pursue their adult aspirations.

Reid State has high expectation that all residents and visitors will cooperate with the Housing Department and with each other in creating an environment that promotes community and academic success. Living on campus is a privilege and the College reserves the right to revoke the privilege whenever the actions of a resident are not conducive to the standards established by the College.

We encourage you to take advantage of events, make meaningful connections, and work toward your goals both inside and outside the classroom.

## MISSION STATEMENT OF REID STATE

*Reid State Technical College is an associate degree-granting institution that empowers individuals and transforms communities by providing accessible, high quality academic and technical education that ignites lifelong learning and creates generational change.*

Reid State Student Handbook  
[www.rstc.edu/handbook](http://www.rstc.edu/handbook)



## **NON-DISCRIMINATION POLICY**

Reid State complies with:

- Title VI of the Civil Rights Act of 1964, ensuring no individual is discriminated against based on race, color, or national origin in any program or activity.
- Title IX of the Education Amendments of 1972, ensuring no individual is discriminated against based on gender in any educational program or activity receiving federal assistance.
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, ensuring no otherwise qualified individual is discriminated against based on disability in any federally assisted program or activity

Reid State does not discriminate based on race, color, national origin, gender, creed, or physical condition in educational programs, activities, employment, or admissions. The Coordinator of Title V, VI, IX, and Section 504 for the College is the Dean of Students.

## **CODE OF STUDENT CONDUCT**

The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus, including student housing facilities. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct.

## **QUIET HOURS**

Committed to providing a secure environment that fosters academic and institutional success for all residents, mandatory "Quiet Hours" are to be observed as follows:

### **Sunday – Thursday**

10:00 p.m. – 7:00 a.m.

### **Friday – Saturday**

12:00 p.m. – 8:00 a.m.

### **Finals Week**

24 hours a day

## HOUSING DEPARTMENT STAFF

Reid State dedicates a team among multiple departments to ensure the safe and efficient operation, enforcement and maintenance of the Reid State Student Housing.

**Dean of Students** – Oversees Student Services, including Housing

**Housing Manager** – Manages housing operations, contracts, and community engagement.

**Housing Specialist** – Works directly with the Manager and Resident Assistants to develop and maintain a living environment that promotes academic, personal and community responsibility

**Resident Assistants (RAs)** – Student leaders who support residents, report maintenance needs, and help enforce policies

**Campus Maintenance** – Oversees all general custodial functions and repairs. **No repairs are to be attempted by residents.** Residents should contact their RA for maintenance requests and work-orders.

**Campus Police** – Provides safety and reinforcement of all College and Student Housing policies.

## CONTACT INFORMATION

**Mailing Address:**

1571 Ted Bates Rd.  
Evergreen, AL 36401

**Phone:**

251-578-1313 ext. 111

**Email:**

jdent@rstc.edu  
studentservices@rstc.edu

## MANDATORY HOUSING MEETINGS

Mandatory Student Housing Meetings will be held Monthly. During these meetings residents will be given important information and resources to enhance their living and collegiate experience. Failure to attend a mandatory meeting without prior approval will result in Sanctions (see Sanctions and Fines Section).

## HOUSING AND APPLICATION PROCESS

Applications are accepted online at a pre-determined date each spring for the upcoming academic school year. Applications for summer housing (if applicable) are accepted online beginning in February. All students are advised to apply for Housing on the day the application opens or as soon as they are accepted to the College.

### **Policy**

The Housing Office accepts applications for on-campus housing regardless of race, creed, color, national origin, or qualified disability. Student housing assignments are made on a first come, first served basis, after pre-defined scholarship recipients have been assigned.

### **Application**

Applicants must have applied to Reid State and obtained a Reid State Student ID (A-Number) and email address prior to applying for Student Housing. Students may complete the online Housing Application by visiting the Housing page of the Reid State website, [www.rstc.edu/housing](http://www.rstc.edu/housing). Applicants must be full-time students with a minimum of 12 semester hours for fall/spring (or 6 semester hours for summer), and be a student in good standing at the College. **REQUIRED:** Six (6) of those credit hours for fall/spring must be seated (not Hybrid or Internet) classes - unless program requirements or course descriptions are otherwise stated.

### **Application Fee**

A non-refundable application fee of \$200.00 must be submitted prior to the application being processed. The application is considered voided if payment is not made within a week of submitting the application. Financial Aid will not be accessible for application fee payment.

\*Fees are subject to change and should be paid at the Business Office or through the student's MyRSTC account. To do so through MyRSTC, select 'Make a Payment', add 'Housing Application Fee', select 'Continue' and 'Make Payment'.

### **Room Assignments**

Housing assignments are awarded on a first come, first served basis. Placement is based upon the time and date the completed application package (application and contract) and application fee payment are received in the database. Students should be notified within the term prior to their housing assignments via student

email and/or letter by mail. A Wait List for students applying for the upcoming semester will be developed as needed. Students on these lists will be notified in the order they were placed on the wait list and upon availability.

### **Roommate Assignments**

Roommates are assigned after contracts are completed. Students may request specific roommates or suitemates. The Housing Office strives to honor student requests for specified roommates; however, these requests must be mutual and stated on the applications. All other roommate assignments will be based on student preferences stated on the applications. Students will be provided the option to disclose his/her contact information to his/her assigned roommate in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **Pets**

For sanitary reasons and safety, no pets or animals (including fish) are permitted in Student Housing.

### **Room Change and Move Requests**

Room changes and move requests will not be considered until after the scheduled two-week priority move-in has ended. Residents may submit a Move Request Form. All requests will be reviewed by the Housing Manager and/or the Dean of Students. Unauthorized room changes are subject to a \$50.00 fine, and the resident(s) will be required to return to his or her original assignment.

### **Keys and Access**

Residents will be issued one key to their assigned room. It is their responsibility to return this key to housing staff when they vacate their room. A \$25.00 replacement key fee will be assessed for failure to return the assigned key. Keys are not to be duplicated or given to unauthorized residents; sanctions may be applied for not maintaining security of the assigned key.

### **College Attendance**

Residents in Student Housing must be full-time students, with at least half of the courses being in-person. Full-time in fall and spring semesters is generally documented as at least 12 credit hours unless otherwise noted, and is generally around four courses. While full-time in the summer is also considered 12 credit hours, students are able to reside in student housing if they take a minimum of six credit hours in the summer, with at least half of those courses being in-person. More information is available in the student's housing contract.

## HOUSING PAYMENTS

Students are required to provide a minimum down payment of student housing fees before room assignments are finalized.

<b>Application Fee</b>	<b>Occupancy</b>	<b>Fall/Spring Fee Per Student Semester</b>	<b>Summer Fee Per Student Semester</b>
\$200	2	\$2,400	\$1,400

The cost of living on campus is in addition to tuition, fees, and books. Rent payment deadlines are established at the beginning of each semester and will be added to the student's MyRSTC account. If payment is not received by the deadlines, students are required to vacate their rooms immediately and will no longer be allowed entrance to the Reid State's student housing.

Housing payments also do not include a meal plan.

Students utilizing Financial Aid are advised to complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov) as well as other documents required by Reid State's Financial Aid Office in order to receive a Financial Aid Award Package. *Reid State does not make any guarantee or assurances that a student's Financial Aid Award or scholarship will cover the cost of tuition, fees, books, meals and housing. Students are encouraged to review all terms of any financial award to determine applicability of the award.*

*Note: Financial Aid will not be accessible for payment until the beginning of the upcoming semester(s).*

## CONTRACTUAL OBLIGATIONS

Residents are required to sign a legally binding Student Housing Contract for the specified academic semester(s), or for the remainder of the contract period. The Student Housing Contract confirms the residents agree to comply with all regulations, policies, procedures, terms, and conditions of Reid State and the Housing Department. By signing the contract residents further agree that failure to comply with the terms of the contract and this handbook may result in sanctions, which may include community service, monetary fines, and/or expulsion.

*1. THE CONTRACT IS BINDING FOR ALL SEMESTERS. Therefore, whether or not you remain on campus and/or enrolled during that period OR become ineligible to reside in the Residence Hall, you will still be responsible for the full payment of the room charges stated in item 4 below for the entire contract period. For exceptions, see the current edition of the Housing Handbook.*

*2. Reid State will designate the student housing room to which you will be assigned for the selected semesters. In order to remain eligible to reside in student housing, you must be a full-time student with a minimum of 12 semester hours for fall/spring (or 6 semester hours for summer), and be a student in good standing at the College. REQUIRED: Six (6) of those credit hours for fall/spring must be must be seated (not Hybrid or Internet) classes - unless program requirements or course descriptions are otherwise stated, and you must be a student in good standing at the College.*

*3. All rooms, despite handicap-accessible rooms are Semi-Private.*

*4. The following rate is subject to change without notice and is binding for both fall and spring semesters. If assigned a room, the Room charges are as follows:*

- Fall Semester: \$2,400 full payment or first payment of \$1,500 due by August 8 and a final payment of \$900 due on October 1*
- Spring Semester: \$2,400 full payment or first payment of \$1,500 by move-in, January 5 and a final payment of \$900 due on March 1.*

*All due dates are designated by the Reid State Business Office. f you are late with any payment for either semester, you must vacate the room and will not be permitted to return until the payment due is made in full.*

*5. NO REFUNDS - YOU ARE NOT ENTITLED TO A REFUND of any fee paid or unpaid if you move out or are suspended from the College for violation of policies and regulations governing student conduct (including academic suspension) during any rental period, nor will you be released from your financial obligations for the contract period.*

*6. Rules and regulations that appear in the most recent Housing Handbook, and any revisions that may periodically be made by the Housing Office, are a part of this contract. In the event of a conflict between the Housing Handbook and this contract, the provisions of this contract shall take precedence.*

*7. If you make an unauthorized room change, you will be subject to a \$50.00 fine and will be required to return to the original assignment.*

8. *The College is not liable for loss of or damage to your personal property or for failure or interruption of water, heat, or electric utilities, cable or Internet.*

9. *You permit the duly authorized agent, employee, or representative of the College to enter, without notice, any part of the unit for the purpose of making necessary inspections, improvement, or repairs.*

10. *You are responsible for complying with the rules, regulations, policies, and procedures as stated in the College Student Handbook, and the College Housing Handbook. Any changes, alterations, repairs, remodeling, or painting of the premises, including furniture and equipment, are not allowed as outlined in the Housing Handbook.*

11. *The possession or use of any alcohol, tobacco, or drug products and their corresponding paraphernalia is strictly prohibited. They are not allowed on College Campuses or in the Residence Halls.*

12. *The College reserves the right to change or cancel your room assignment in the interest of order, health, discipline or other appropriate reasons.*

13. *Student Services' Housing Office makes housing assignments on a first-come, first-serve basis regardless of age, race, creed, color, or national origin, in compliance with College policy.*

14. *No employee of the College shall be held to have made any representations or promises contrary to the terms set forth in this contract. The rights and remedies given to the College under the terms of this contract are distinct and separate remedies, and no one of them, whether exercised or not, shall be deemed to be in exclusion of any of the others. The College reserves the right to make other rules as may be deemed appropriate or necessary for the safety, care, cleanliness of the premises, and for securing the comfort and convenience of all residents.*

**\*SUBJECT TO CHANGE:** *Reid State reserves the right to add or change any information or process as deemed necessary or required by College Administration and/or Federal, State, and/or Local Law.*

## **CONTRACT RELEASE OR CANCELLATION**

Housing contracts may be released from obligation or cancelled at the discretion of the Housing Office and with the approval of the Dean of Students. A Contract Release allows the student to be released from the housing payment obligation for the remaining of the contract period. Residents requesting Contract Release should submit a request to the Housing Specialist in writing with a clear description and documentation of the reason a release is requested. A contract release may only be approved for certain reasons, including but not limited to:

- Completion of graduation requirements during the term of the contract
- Marriage/parenthood; documentation is required.
- Call to active military service; documentation is required.
- Medical issues that would prohibit the student from living in student housing;

- documentation is required.

Students who vacate student housing without approval or before the contract expiration will be liable for fees associated with the remaining contract term.

## POLICIES AND PROCEDURES

### **Move-In**

Residents accepted into Student Housing will receive an email and/or a letter in the mail with details of the move-In day and time. All residents, including new and returning residents, must check in at the time assigned in the notification of housing approval. During “Move-In Day”, residents will receive appropriate keys and review and sign all required forms. Failure to move in at the assigned time may result in delays in access to assigned room, sanctions, or revocation of the room assignment.

### **Room Condition Form**

Prior to moving personal items into the room, all residents are required to complete a Room Condition Form (RCF). Residents are encouraged to note the condition of the furniture, walls, ceiling, bathrooms, and beds. The same form will be used during the move-out procedure. Any damage not noted on the move-In portion of the form may result in monetary damages charged to the resident.

### **Move-Out**

Residents are allowed to move out at the end of their academic term. Move-out instructions will be provided in detail at the end of each semester. Residents are required to:

1. Complete the “Move-out” portion of the Room Condition Form
2. Thoroughly clean the room and bathroom
3. Schedule a walk through with the RA and receive signature
4. Return RCF and all keys

Students graduating or transferring must complete the Room Condition Form two weeks prior to the end of the term. Failure to return the RCF or room keys will result in fines or a delay in transcript.

**Note:** Regular wear and aging of furniture and fixtures will not be assessed to the residents. There will be no prorated return of housing costs for early move-out.

### **Cleaning and Housekeeping**

Residents are responsible for the cleanliness of their rooms and bathrooms to maintain health and safety standards. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require minimum standards. After students receive one warning to clean his/her room, the student may face sanctions and/or fines for contractual violation. Students must have their own cleaning supplies, including but not limited to a broom, vacuum, and mop for cleaning.

### **Entry and Inspection**

College staff and RAs will make every effort to continually respect individual's privacy. Authorized personnel may enter all residential rooms under the following circumstances:

- When there is an immediate threat to the health and safety of residents or property.
- When there is probable cause to preserve campus safety and order.
- During fire drills or severe weather evacuations.
- For purposes of routine maintenance repairs or inspections.
- Suspicion of violations of federal, state, or local laws or College policies

Authorized personnel must notify the Dean of Students when the search of a resident's room is deemed necessary and advisable for the safety, security, and well-being of residents. Residents do not have to be notified prior to staff entering student housing.

### **Garbage and Trash Disposal**

Residents are required to bag their own garbage and place it in the designated dumpsters outside the Student Housing. No garbage or trash should be swept or dumped into the hall. Violations of such will result in sanctions/fines.

### **Personal Property**

Residents are responsible for their personal property during occupancy. The College shall assume no responsibility for the loss, theft, damage, or destruction of personal property in or on the Student Housing premises. Any personal property left in common areas, breezeways, and stairwells will be held in Housing office for 5 business days. Unclaimed items will be disposed on the sixth business day. Items left behind after Move-out Day will be held for 14 business days and will be disposed of on the 15th business day.

## **Guests and Visitors Policy**

Anyone without a student housing contract on file is considered a guest or visitor. Parents, family, and others are allowed to visit daily from 7 a.m. to 10 p.m. All visitors must sign in and identify by name the resident visiting. All guests and visitors are expected to follow the rules for Student Housing and Reid State. Failure of guests to follow the policies may result in the visitor being asked to leave and may result in fines for the residents.

Overnight guests **are not permitted**.

## **Solicitation**

Commercial solicitation is not allowed. Door-to-door sales or canvassing of any kind is prohibited (including on-campus student organizations). No distribution of advertisement flyers is allowed within the Residence Halls without prior approval from the Housing Office. Residents may not conduct business of any kind within the Residence Halls.

## **Parking**

Only one car per resident is allowed and must have a Reid State Parking decal to be parked in Student Housing parking areas. Visitors should park only in designated visitor parking spaces; parking violators may have their vehicles towed at the owner's expense.

- All vehicles must be operational
- No recreational vehicles are permitted in student housing parking areas.
- Motorcycles and scooters should be parked in parking spaces, no parking is allowed in breezeways, hallways, or other common areas.
- Bicycles are permitted to be parked in authorized bike racks only, bikes are not allowed in dorm rooms.
- Trash is to be disposed of in receptacles only, NO LITTERING
- NO Loitering in parking areas.

## **Vacation Periods**

Vacation periods include the week of Thanksgiving, the weeks between fall and spring semester (Christmas Break), and Spring Break. During these periods residents must vacate the property unless authorized to remain on campus, request must be submitted to the Housing Office 4 weeks prior to the break and must be approved by the Dean of Students. Violations of this policy may result in the student's forfeiture of their eligibility for housing on campus.

## **Maintenance and Damages**

All RCFs will be reviewed by Housing Staff and RAs at the beginning and end of terms and will submit maintenance request forms as needed. For maintenance needs during the term, residents should submit a maintenance request form to their RA. In the event of a maintenance emergency, i.e. water flowing, lights flickering, doors not locking; contact the RA for immediate assistance.

- Alteration or damage to any of the following will result in charges to the residents:
- Alterations, changes, repairs, remodeling, or painting of the premises, furniture or equipment
- Moving furniture from one dorm room to another, or moving fixed furniture
- Use of screws, nails, tacks, pins, adhesive back hooks, tape, duct tape, wallpaper, carpet tape or contact paper in or on the premises
- Tampering with or changing locks
- Possession or use of alcoholic beverage containers, signs or paraphernalia, including those kept as decorative display
- Permanently affixing items to the furniture or in the room
- The destruction of College property
- Defacing walls, doors, windows, floors, or trim
- Putting holes in doors or walls
- Broken windows

## **Vandalism**

Vandalism of student housing costs all residents in terms of rent increases and collective damage assessments. In some instances, destruction of property poses a safety threat to all residents (in the case of fire safety equipment). Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing college property or other residents' personal property

## AMENITIES PROVIDED IN STUDENT HOUSING

Amenities provided at the time of move are to remain undamaged and cared for during the residents' contract. Students must complete the Room Condition Form (RCF) to note any damage to Reid State provided amenities at Move-In. Damage to any of the following during the Resident contract period due to misuse or abuse may result in charges to the residents' MyRSTC account.

**Common Areas** are provided for the use and convenience of residents and their guests. These areas are not designed for unscheduled group activities. Residents may reserve a common area for a special event or occasion; reservations must be made through the Housing Office.

**Electrical outlets** are available in each room. Overloading electrical outlets can pose a fire hazard. Residents are asked to only keep necessary items plugged and to use a surge protector for charging computers, tablets, speakers, etc.

### **Furniture**

A bed (twin bed), desk and dresser for clothing is provided. Furniture is not to be moved out of the designated room. Room furniture may be moved around the room but can only be done so if it stays on the residents' side of the room and does not create a safety hazard. Furniture must be placed in its original location upon moving out.

**Internet** (see Student Handbook for Internet Policy)

**Laundry Coin or debit card laundry machines** are available for residents.

**Standard shower curtains** are provided, if residents replace them with personal curtains, residents are required to hang original curtains up vacating.

### **Student Mail and Deliveries**

Paper and package delivered mail is available for pick up Monday – Friday in the Housing Office: 1571 Ted Bunty Rd., Evergreen, AL 36401. Students will be notified via email that they have mail or packages available to pick up. The College is not responsible for mail received after a student has moved out; it is his/her responsibility to have all mail forwarded and to change their address.

### **Allowable In-Room Appliances**

Allowable in-room appliances not furnished by Reid State include a small fridge, microwave, crock pot, and coffee maker. Per the Fire Marshal, air fryers are allowed only in the common area.

## **HOUSING COMMUNITY STANDARDS AND POLICY**

Any violations of the Housing Community Standards and Policy are recorded in an incident report and are subject to sanctions and fines. The Housing Staff will prepare the report, along with any additional information needed to support the identified violation. A copy of the violation, the required sanction/fine, an appeals deadline and due date for the sanction or fine will be provided to the resident and Dean of Students within 2 business days of the offense.

### **Sanctions and Fines**

The issuing of sanctions or fines should be viewed as a further extension of the learning environment. Sanctions and fines may include one or more degrees of severity, including monetary, verbal/written warnings and community service hours.

### **Types of Fines and Sanctions**

Monetary Fines will be added to the resident's MyRSTC account. Payment must be received prior to the end of the semester the infraction was received. Failure to make payment may result in an outstanding balance which could lead to holds on grades, transcripts, and/or graduation.

- **Verbal Warnings** are documented in the resident's file; 3 verbal warnings in any category will result in advancement to completion of 5 Community Service hours for every verbal warning received thereafter and will be referred to the Dean of Students for Counseling.
- **Written Warnings** are documented in the resident's file and a copy forwarded to the Dean of Students; 3 Written Warnings in any category will result in advancement of fines and sanctions and will be referred to the Dean of Students for Counseling.
- **Community Service and Non-traditional Sanctions/Fines** must be approved by the Dean of Students. Service Hours will be coordinated by Housing Staff and the Dean of Students for confirmation of service. Community Service and Non-traditional sanctions/fines may include but are not limited to; litter pick up, athletic pre/post-game clean up, assisting with community functions, reading to children/elderly, visiting nursing homes, working food pantry deliveries, and other service opportunities identified and approved by the Dean of Students.

## Appeals

An appeals process is available to residents. Residents have an opportunity to appeal an incident report and the subsequent sanction/fines to the Dean of Students. An appeal should be submitted in writing to the Dean of Students. The appeal should state the facts of the incident and any details relevant to why there should not have been a violation or sanction.

The following Table provides the Offense and the associated sanction/fines.

Lost Key	\$25.00 Fine
Lost ID	\$25.00 Fine
Resident Self Lock Out	1 <sup>st</sup> Offense = Verbal Warning Each Additional Offense = \$10.00 Fine
Failure to Check-out with Housing Staff upon vacating	\$200.00 Fine
Late Check-Out during vacation periods	\$100.00 Fine
Changing Rooms without authorization	\$50.00 Fine and residents must move back to the original room assignment
Pets in Rooms	1 <sup>st</sup> Offense = \$50.00 Fine
Failure to participate in fire drill or not following instructions	1 <sup>st</sup> Offense = written warning and up to 10 Hours Community Service Additional Offenses = Suspension from student housing
Propping Common area doors open	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense = Written Warning 3 <sup>rd</sup> Offense = \$25 fine and 5 hours Community Service
Possession of Prohibited Items	1 <sup>st</sup> Offense = Removal of Item from room, written warning and up to 10 hours of Community Service 2 <sup>nd</sup> Offense = Removal of item, 20 hours of Community Service and \$50.00 Fine 3 <sup>rd</sup> Offense = Suspension or Expulsion from Student Housing and \$100.00 Fine
Improper Garbage Removal (including accumulation of garbage in room)	1 <sup>st</sup> Offense = Written Warning and \$25 fine. 2 <sup>nd</sup> Offense = \$50 fine and up to 5 hours of community service. Additional Offense = \$75 fine and up to 10 hours of community service.
Altering, misuse, or obscuring smoke and fire alarms	1 <sup>st</sup> Offense = Written warning and \$50 fine plus cost of repair/replacement of device and 10 hours of community service. Additional Offenses - \$100 fine plus cost of repair/replacement of device and 25 hours of community service.
Failing Health and Safety Inspections	1 <sup>st</sup> Offense = Written Warning 2 <sup>nd</sup> Offense = \$50 Fine Additional Offenses = Cost to have the room professionally cleaned.
Quiet Hours Violations	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense - Written Warning Additional Offenses - 5 hours of community service and apology letter to those affected. 3 <sup>rd</sup> Offense = Suspension from student housing
Solicitation	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense = Written warning and a \$50 fine 3 <sup>rd</sup> Offense - \$100 fine and possible suspension from housing.

Altering, misuse, or obscuring smoke and fire alarms	1 <sup>st</sup> Offense = Written warning and \$50 fine plus cost of repair/replacement of device and 10 hours of community service. Additional Offenses - \$100 fine plus cost of repair/replacement of device and 25 hours of community service.
Failing Health and Safety Inspections	1 <sup>st</sup> Offense = Written Warning 2 <sup>nd</sup> Offense = \$50 Fine Additional Offenses = Cost to have the room professionally cleaned.
Quiet Hours Violations	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense = Written Warning Additional Offenses - 5 hours of community service 3 <sup>rd</sup> Offense = Suspension from student housing
Solicitation	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense = Written warning and a \$50 fine 3 <sup>rd</sup> Offense - \$100 fine and possible suspension from housing.
Property Damage (intentional misuse of property and negligent behavior causing damage)	1 <sup>st</sup> Offense = Fined amount of repairs/replacement, verbal warning and 10 community service 2 <sup>nd</sup> Offense = \$100.00 Fine and Fined amount of repairs/replacement, written warning and 20 community service 3 <sup>rd</sup> Offense = Suspension from Student Housing
Disorderly Conduct - Defined in the Student Code of Conduct	1 <sup>st</sup> Offense = Verbal Warning and 10 hours of community Service 2 <sup>nd</sup> Offense = Written warning and 20 hours of community service, and referral to Dean of Students for Counseling on Code of Conduct 3 <sup>rd</sup> Offense - Suspension from housing
Residential Internet Misuse (see the RSTC Student handbook for internet policy)	1 <sup>st</sup> Offense = Verbal Warning 2 <sup>nd</sup> Offense = Written warning and a \$50 fine and internet restrictions 3 <sup>rd</sup> Offense - \$100 fine and possible suspension of internet access from housing.
Guest Violations: Guests are required to be signed in before entering any dorm room (other than move-in and move-out).	Residents: 1 <sup>st</sup> Offense = Verbal Warning and 5 hours community service 2 <sup>nd</sup> Offense = Written warning and 10 hours of community service, and the guest is required to leave the premises immediately 3 <sup>rd</sup> Offense - \$100 fine and possible suspension from housing.
Guest Violations: Guests not following Housing Policies and Rules	Residents: 1 <sup>st</sup> Offense = Verbal Warning and 5 hours community service

	<p>2<sup>nd</sup> Offense = Written warning and 10 hours of community service, and the guest is required to leave the premises immediately</p> <p>3<sup>rd</sup> Offense - \$100 fine and possible suspension from housing.</p> <p>Nonresidents:</p> <p>1<sup>st</sup> Offense = Verbal Warning</p> <p>2<sup>nd</sup> Offense = Written warning and the guest is required to leave the premises immediately</p> <p>3<sup>rd</sup> Offense = Guest is prohibited from visiting Student Housing.</p>
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## SAFETY AND SECURITY

The Reid State Campus police are committed to maintaining a safe environment for both main campus and the Student Housing facilities. Residents are encouraged to notify police of suspicious activity or people if seen in or near the Housing facility. In case of an emergency to health and safety, or if you are the victim of a crime, contact 911 and Campus Police immediately! The matter will be handled confidentially.

### **Title IX and Sexual Misconduct**

Reid State is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Any student or applicant who has concerns about gender discrimination or sexual harassment, sexual assault, or sexual violence is encouraged to see the assistance of the Title IX office. For information regarding Title IX, protections, to report an incident, and to find resources for those affected by sexual misconduct, please contact the Dean of Students.

### **Alcohol, Drugs and Tobacco**

The College prohibits the possession, display, or use of alcohol on campus, including and specifically on-campus Residence Halls. Public intoxication (drunkenness) is likewise prohibited. Residents in violation of these regulations are subject to disciplinary sanctions, including but not limited to suspension and/or arrest by the Campus Police.

Residents are prohibited from possessing, manufacturing, and/or using illegal drugs (controlled substances). To ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.

All buildings on the College's campuses are Smoke Free and Tobacco Free, including student housing. Vaping is also restricted inside student rooms.

### **Firearms, Weapons, and Other Explosives**

Possession of any firearm including but not limited to rifles, shotguns, handguns, paintball guns, and air guns are strictly prohibited anywhere on campus and residential housing, including in cars. Possession of ammunition for firearms or any explosives, including but not limited to firecrackers, fireworks, dynamite, bombs, grenades, Tannerite, and mine explosives is also prohibited.

Possession of other combustible materials, including but not limited to engines, automobile/marine/motorcycle batteries, acids, gasolines, propane tanks, or natural gas tanks are not permitted in the residential housing area. Additionally, other weapons such as knives, sling shots, compact bows, switchblades, blackjacks, brass knuckles or any other weapon are strictly prohibited.

### **Extinguishers for Fire and Smoke Alarms**

Fire alarms are located throughout the complex. In the event of an alarm sounding, evacuate immediately. RAs will knock on doors in the event of an alarm; it is the residents' responsibility to be aware of the closest exit to their room; directions to the nearest exit are provided in the hallways.

RAs will perform Fire Drills at a minimum twice a semester at random times of the day. ALL RESIDENTS on site at the time of the drill are REQUIRED TO PARTICIPATE. Failure to participate may result in sanctions or fines.

### **Active Shooter Safety Guidelines**

If you see a shooter or any other person who could pose a threat to the safety of others notify campus police, security, and/or any College employee.

If you are notified that we are in a lock-down situation, go to the nearest room with locking capabilities. Lock all doors, close the blinds, and stay away from doors/windows that could give away your location. Silence phones and electronics, place barriers in front of all doors and evaluate possible escape routes. Follow all instructions issued by emergency response officials and College Officials.

### **Emergency Contact**

Residents should ensure that an emergency contact is submitted to the College for notification of matters that affect the student. Note that the emergency contact(s) can be different from the contact on regarding academic concerns.

### **Severe Weather**

In the event of severe weather (Tornados, hurricanes, etc.), the following procedures should be followed as directed by Residence Hall Staff members:

- If time allows, close windows and blinds.
- If time allows, proceed to the lowest level of the building.
- Find an interior hallway or room with no windows or bathroom.
- Sit against the wall, do not stand. Take something to cover yourself.

In the event of inclement weather, students are expected to attend classes as usual

as long as they do so without risk of peril to themselves or to others. Students will be notified of any inclement weather and/or of College closings via student email and RapidCast Notification Alerts. Students are advised to update contact information with the College Admissions Office upon changes.

### **Alert System**

All Reid State students are added to RapidCast, a system which immediately notifies students of weather alerts, security alerts and other matters campus wide. The system is added to the mobile number and email address on record for the student.

### **Safety Tips**

- Be an alert walker. Walk confidently. Know who and what is around you. • Always lock your door. Never prop doors open, even when just visiting next door.
- Don't flaunt your valuables. Keep valuables out of view.
- Identify valuable property. Keep a list of serial numbers. Write your name on items of importance (computers, air pods, textbooks, small appliances, etc.)
- Determine safe, well-lighted routes. Don't take shortcuts, especially at night.
- Report unusual situations. If you think something may be wrong, it probably is. Call the College Switchboard (251-578-1313), or 911.
- Use the "buddy system." Always let someone know your plans. Let someone (roommate, friend) know where you are.
- Shout for help. If you are ever attacked or are running from an attacker, shout and keep shouting until someone hears you; call out a friend's name as if he or she is just up ahead.
- Be prepared to defend yourself. Many common items can be used as weapons (i.e. pencil, purse, book bag, etc.).
- Always lock your car. Never leave valuables in your car.
- Check your car as you approach, always check the back seat and floors as you approach your car.

**REID STATE STUDENT HOUSING**

P.O. Box 588

Evergreen, AL 36401

Telephone: (251) 578-1313

*Inquiries regarding the College's policies should be directed to the Dean of Students.*