



STUDENT HOUSING HANDBOOK

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Health & Safety

The health and safety of our students is a top priority at Justice College. As part of this commitment, all students living on-campus are required to have health insurance coverage. Students will need to provide the name and policy number of their health care provider prior to moving into the Student Housing.

If you do not have health insurance coverage, please contact Tina Miller at the Office: 602.476.0057 or Cell: 602.775.0101 or email her at tina@msinsurancellc.com to obtain a policy.

It's important to have health insurance in case of unexpected medical expenses or emergencies. By having coverage, students can ensure they receive the care they need without worrying about the financial burden.

If you have any questions or concerns about health and safety in student housing, please do not hesitate to contact the housing office.

Visitors & Curfew

Visitors are welcome in student housing but must follow certain guidelines to ensure a safe and secure living environment for all residents. A visitor is defined as any person who does not live in student housing and is brought or let into the building by a resident.

Residents are responsible for the behavior of their visitors during their visit or stay in student housing. Overnight visitors are allowed for up to three consecutive nights per month and residents may not host visitors for more than six nights per month. Residents who would like to host an overnight visitor must email the Resident Director and submit a request for the guest. Overnight guests of the opposite sex are not allowed.

During final exam periods, overnight visitors are not allowed. Visitors who are under the influence of alcohol or other drugs are not welcome in student housing. Guests of the opposite sex are not allowed in dorm rooms.

Open Dorm Hours: Upstairs and downstairs lobbies are as follows:

Sunday – Wednesday: 2:00 PM – 9:00 PM
Thursday – Saturday: 12:00 PM – 11:00 PM

A curfew of 12:00 AM is enforced every night of the week. Students who work off-campus after 12:00 AM may email the Dean of Students and submit a request to have the curfew extended. Justice College reserves the right to fine or remove a student from student housing if they break curfew.

Keys & Hall Access

All keys issued to residents of Justice College Student Housing are the property of the college and are not to be duplicated or lent to anyone. No additional locks or locking devices may be attached to doors.

If a resident loses their keys, they are required to report it to the student housing office immediately and pay a \$10 replacement fee per key. Failure to report lost keys may result in additional fees or disciplinary action.

Justice College Student Housing reserves the right to enter a student's room for reasons related to health, safety, security, or building maintenance. Whenever possible, advance notice of room

entry will be given. Resident Directors, R.As, and other housing employees are required to report any violations of the college's Code of Conduct or the terms of this agreement.

Authorized personnel may enter a student's room for any of the following reasons: to respond to what they consider a serious life or health threatening emergency, to investigate if requested by police officers under their authority and reason, to assess damages of a previous roommate that has vacated, to perform requested or emergency maintenance, and to silence a disruptive noise.

Property may be seized and removed from a room if it constitutes an imminent danger, if it is college-owned property, if it violates the terms of this agreement or the college's Code of Conduct, or if it is an unauthorized animal or pet.

No room will be entered except when staff has reasonable evidence to believe that immediate entry is necessary to resolve a serious safety, life, or health-threatening situation. Appropriate legal authorities may be asked to enter resident rooms in response to potentially serious health and safety concerns.

Justice College Student Housing reserves the right to enter students' rooms once a semester to ensure that all rooms meet health and safety and fire safety guidelines. The date and time of entry will be communicated to all students with at least 24 hours' notice.

Fire Safety

For the safety of all students living in Student Housing, the following activities are prohibited in the residence hall:

- Starting a fire, or falsely reporting a fire.
- Tampering, destroying, damaging, covering, or misusing emergency or safety equipment,
- Possessing, storing, manufacturing, distributing, or using explosives, flammable liquids, open flame sources, or hazardous substances,
- Smoking or vaping,
- Failing to monitor cooking food or take precautionary steps while cooking,
- Blocking the exit hallways and doors,
- Covering the windows with wall decorations,
- Hanging or attaching items or cords from the ceiling.

If a fire occurs in the home, get out, stay out, and call for help. Do not go back inside to retrieve belongings. Each of the Justice College homes has a front door and back door that can be used to exit the home in case of an emergency. If you are unable to exit through the front or back door, there is a window in each room that can be used to get out. If you are residing in a basement room, there are fire escape windows with a ladder to get out of the home. Do not go upstairs in the event that a fire has started, immediately exit through the fire escape window.

Smoke Detectors & Thermostat Lockboxes:

Smoke detectors are provided in all Student Houses. Never unplug, cover, hang things from, or create a situation where the smoke detector is inoperative. Report any suspected problems with your smoke detector to your residential assistant (RA). Tampering with smoke detectors and or thermostat lockboxes can result in a fine and or suspension.

Fire Drills:

Fire drills are conducted regularly to ensure that all students know how to respond in the event of a fire. During a fire drill, all residents are required to evacuate the building immediately and

assemble at the designated meeting point outside the building. Failure to evacuate during a fire drill is a violation of the Code of Conduct and may result in a fine.

Cooking Guidelines:

It is important to take precautionary measures while cooking to prevent fires. Residents should never leave cooking food unattended and ensure that all cooking appliances are turned off after use. In addition, grease should never be poured down the drain, as it can ignite and cause a fire.

Emergency Evacuation Plan:

All students should familiarize themselves with the emergency evacuation plan posted in their housing. The plan includes the locations of all exits, fire extinguishers, and fire escape ladders. Students should also be aware of the location of the nearest fire department and hospital.

Laundry

Laundry facilities are provided in each residence hall for the convenience of residents. There is no need to worry about carrying quarters, as laundry services are included in the housing fees. However, it is important to remember that the laundry facilities are shared by all residents, and it is everyone's responsibility to keep them clean and in good working order.

When using the laundry facilities, please be considerate of your fellow residents by promptly removing your laundry from the machines once it has finished. Leaving your laundry in the machines for an extended period of time inconveniences others who are waiting to use them. Additionally, be sure to clean up after yourself and dispose of any lint or debris in the designated receptacles.

It is important to note that Justice College is not responsible for any lost or damaged items resulting from the use of the laundry facilities. It is recommended that residents do not leave their laundry unattended and take care to follow the manufacturer's care instructions on their clothing and linens.

In the event of a malfunction or issue with the laundry machines, please report the problem to the residence hall staff immediately, so that it can be resolved as quickly as possible. Together, we can ensure that the laundry facilities remain a clean and functional amenity for all residents.

Bathrooms

To maintain a clean and hygienic living environment, all residents are expected to clean up after themselves after using the bathroom or shower. It is also the responsibility of each student to keep their designated bathroom clean and to clean it regularly. This includes wiping down the sink and countertop, cleaning the toilet bowl and seat, cleaning the shower floor and walls, and sweeping or mopping the bathroom floor. Additionally, please do not leave personal items in shared spaces, such as on the counter or shower floor, as they can create an unsanitary environment for others. We recommend establishing a cleaning schedule with your roommates to ensure that the bathroom is consistently clean and accessible for everyone. Failure to maintain a clean bathroom may result in a warning or fines.

Mail

Students may receive mail addressed to their name at their housing address. All mailboxes are located at the entrance of the Student Housing. It is the responsibility of the students to check their mailbox regularly and to retrieve their mail in a timely manner. Justice College is not responsible for any mail that is delivered to the Student Housing, including lost or damaged

items. Please ensure that your address is correct and complete when giving it out to senders to avoid any delays or errors in mail delivery.

Transportation

Unauthorized vehicles parked overnight on the Justice College campus are prohibited and are at risk of being towed at the owner's expense. Students are encouraged to park in the designated parking area located in front of King Hall. Please note that parking in front of blue dumpsters is strictly prohibited and will result in a fine. Justice College reserves the right to issue parking passes. Any vehicle parked on campus without a valid parking pass is at risk of being towed. Alternative transportation options, such as biking, walking, or public transportation, are encouraged as a way to reduce campus traffic and promote a sustainable environment.

Alcohol, Smoking, & Controlled Substances

Justice College maintains a strict policy prohibiting alcohol and alcoholic beverages in Student Housing and on the campus. The possession, use, or intent to deliver narcotics or dangerous drugs, including marijuana in Student Housing or on the grounds of the Justice College campus is also strictly prohibited. Additionally, games generally associated with the consumption of alcohol, such as beer/water pong, are not permitted, even if alcohol is not present.

Smoking and the use of e-cigarettes or vaping is not permitted anywhere in Student Housing, including common areas such as dens, hallways, and bathrooms, as well as resident rooms. Violators of this policy will be subject to disciplinary action, which may include a warning, a fine, suspension, or expulsion.

All residents are expected to comply with the no alcohol, smoking or drugs policy. Any resident who is caught breaking this policy will be at risk of suspension or expulsion. In certain cases, Justice College may choose to give a written warning and impose a \$250 fine for students who violate the no alcohol, smoking or drugs policy or the Student Handbook Personal Conduct Policy, with such decisions being made on a case-by-case basis.

It is essential that all residents understand the severity of violating the no alcohol, smoking or drugs policy. Any violation of this policy puts not only the violator at risk but also the safety of their fellow students and the community as a whole. Therefore, any student who witnesses a violation of this policy should immediately report it to a Resident Assistant (RA) or Dean of Students.

Animals & Pets

For the safety and comfort of all residents, animals and pets are strictly prohibited in Student Housing. This includes but is not limited to any type of animal, such as cats, dogs, birds, reptiles, rodents, and fish. No animals are allowed to visit the student housing at any time. Any student found to be in possession of an animal or pet will be subject to disciplinary action, which may include a fine, suspension, or expulsion. In addition, the student will be required to remove the animal or pet immediately.

Cleaning, Trash, & Recycling

Garbage and recycling must be disposed of promptly and correctly in the blue trash dumpster located next to Malawi Hall and King Hall. It is the responsibility of each resident to maintain the cleanliness of their own rooms, including their assigned bathrooms. Residents and their guests are expected to clean up after themselves in all common areas. This includes properly disposing of trash, returning furniture to its original position, and wiping down surfaces after use. Failure to maintain cleanliness standards may result in a fine and/or disciplinary action.

Community Living & Shared Spaces

At Justice College, we strive to create a positive living environment for all residents. To help achieve this goal, we ask that residents respect and take responsibility for the shared spaces in the residence hall.

Residents are expected to clean up after using common spaces, such as the kitchen, dining area, and lobbies. Please do not leave personal belongings or trash in these areas. Residents are also not permitted to organize events in common spaces without receiving approval from the Resident Director (RD).

Common spaces cannot be used for sleeping or as storage areas. Residents may not play sports in common areas or hallways and may not use any type of bat, ball, stick, or other objects.

In order to maintain the safety of all residents, the use of pools or hot tubs inside the residence hall is strictly prohibited. Additionally, residents are not allowed to inflate or use pools or hot tubs inside the residence hall.

Personal property may not be attached to the outside of room doors, and student name tags located on each room door shall not be removed. Keeping personal belongings in the hallway is also prohibited.

For the safety and convenience of all residents, bicycles, scooters, or mopeds may not be ridden or stored in Student Housing. All bicycles, scooters, or mopeds may be stored outside.

Pool Hours:

Sunday – Thursday: 2:00 PM – 6:00 PM

Friday – Sunday: 12:00 PM – 7:00 PM

By following these guidelines, we can all contribute to a positive and comfortable living environment for everyone in Student Housing.

Furniture & Vandalism

Residents are responsible for the furniture in their room and must ensure that all furniture is placed in a manner that does not obstruct the room door. All furniture provided by Justice College Housing must remain in the room and cannot be moved to common areas or other rooms. Drilling holes or disassembling furniture provided by Justice College Housing is prohibited. Any damage or breakage to furniture in the room will be the responsibility of the resident, who will be charged for any repairs or replacement costs.

Theft Policy:

Justice College expects all members of the community to respect the property of the College and others. Students are not allowed to steal or use property that does not belong to them without permission from the rightful owner. Any student found guilty of stealing College or personal property will face disciplinary action. Justice College is not responsible for any personal property that is lost, damaged, or stolen.

Lost & Found:

Justice College faculty, staff, or students may turn lost items into the College office, which will make every effort to return lost items to their rightful owners. After 90 days, unclaimed items will be considered abandoned and will be disposed of accordingly. Justice College is not responsible for the theft, loss, or damage of personal property.

Gambling

Gambling is strictly prohibited on the Justice College campus, including Student Housing. This includes any activities that involve the exchange of money or items of value for the chance to win a prize or money, such as poker games, sports betting, online gambling, and other games of chance.

Any student caught engaging in gambling on campus or in Student Housing will be subject to disciplinary action, which may include suspension or expulsion from Justice College. Additionally, any money or items of value associated with the gambling activity will be confiscated.

Justice College strongly encourages students to avoid engaging in any form of illegal gambling activities and to seek help if they are struggling with gambling addiction or related issues. Students who need assistance can contact the Student Counseling Center for support and resources.

Quiet & Courtesy Hours

Quiet and courtesy hours are an important part of community living in student housing. These hours are designed to promote an environment that is conducive to studying and learning. Residents are expected to be respectful of their fellow residents by keeping noise levels to a minimum during designated quiet and courtesy hours.

Quiet and courtesy hours are in effect from 10:00 PM to 7:00 AM Sunday through Thursday and from 11:00 PM to 7:00 AM on Friday and Saturday. During final exam week, all halls will have more restrictive quiet hours.

It is important to note that noise from each resident's room should not be loud enough to be heard outside the door. This includes music, conversations, and any other activities that may create excessive noise. Residents are responsible for ensuring that their guests also adhere to these guidelines.

Violations of the quiet and courtesy hours policy may result in disciplinary action, including fines and/or suspension or expulsion from student housing. We appreciate your cooperation in maintaining a respectful and peaceful living environment for all residents.

Recommended Packing List

When moving into Justice College Student Housing, there are a few items that you should bring with you to ensure a comfortable and productive living space. The following items are provided by Justice College Student Housing: bed and mattress, kitchen appliances (refrigerator, dishwasher, oven, microwave, toaster, trash and recycling bins), vacuums/brooms, Wi-Fi access, and laundry facilities (no quarters required).

Here are some suggested items to bring with you:

Bedding and Linens: Twin bedding, towels, and pillows
Laundry: Laundry basket, laundry detergent, and clothes hangers
Cleaning: Cleaning supplies
Study: Personal computer and school supplies
Personal Hygiene: Shower caddy to store your toiletries and water bottle
Kitchen: Personal kitchenware (bowls, plates, utensils, etc.), coffee maker, and hot tea kettle
Storage: Under the bed storage bins
Sleeping: Sleeping mask and earplugs
Lighting: Reading light, small fans, and floor lamps
Entertainment: TV, gaming consoles, power strips, extension cords, and phone chargers

Any belongings that are not provided by the college or that you bring from home are

considered your personal property. Please note that Justice College neither insures nor is responsible for loss, theft, or damage to the personal property belonging to students.

Permitted vs. Prohibited Items:

Electronics allowed: Small fans, floor lamps, entertainment devices (TVs, gaming consoles, etc.), power strips, extension cords, phone chargers.

Electronics not allowed: Air conditioners, heaters, lava lamps, halogen lamps, cheater boxes (i.e., multiple plugs without a breaker installed), wireless routers.

Appliances allowed: Micro-fridge (4.4 cubic feet maximum), coffee pots/coffee makers, hot tea kettles, blenders/smoothie makers, rice cookers.

Appliances not allowed: George foreman grills, broilers, electric skillet.

Decorations in room that are allowed: Appropriate posters and pictures, string lights (LED is preferred), decorative items that can be hung with 3M removable hooks.

Decorations in room that is not allowed: Nails or any kind of hardware that will make a hole in the wall, nothing hung from the ceiling, bed lofting kits, candles, oil lamps, incense, dart boards, paint, wallpaper, any adhesive or tape other than 3M strips.

Miscellaneous items allowed: Bikes may be stored outside; owner is responsible for bike and Justice College is not responsible for any damage or theft to bikes.

Miscellaneous items not allowed: Tattoo equipment and tattoo needles, weapons including but not limited to firearms, bows and arrows, knives, clubs, swords, airsoft guns, BB guns, tasers, stun guns, toy guns, martial arts equipment, flammable materials, fireworks, propane, gasoline, and paint thinner.

Student Housing Agreement 2023-2024

The term of this Agreement is for the entire academic year which consists only of the fall and spring semesters or, if this Agreement is entered into after the start of the academic year, for the remainder of the academic year. Move in for the Fall 2023 semester: August 25th. Move out for the Spring 2024 semester: May 5th. Early arrival and/or late stay requests will not be accommodated.

By signing below, the Resident agrees to pay for the entire school year of Student Housing at Justice College, a total of \$5,000. Residents who decide to move off campus, transfer to another institution, or withdraw must request to have the Agreement terminated. Termination requests must be submitted in writing to the Dean of Students. Justice College reserves the right to deny termination requests. **If the Dean of Students approves the housing agreement termination request, the Resident will still be required to pay the remainder of the current semester, a total of \$2,500.** Residents must still follow the check-out procedures and will be given 24 hours to vacate the Student Housing.

Residents who enter into an Agreement with the College for housing after the first week of the agreement period for occupancy of either semester will be charged a prorated semester room rate. There will be no housing refund during the add/drop period.

While this Agreement is in effect, the Resident will be required to meet all financial obligations of the Agreement. If the Resident is under 18 years of age at the time of submitting the Student Housing Application, then the Resident must have their parent or legal guardian sign.

The Resident agrees to abide by all applicable state, federal and local laws and to comply with all applicable institutional policies, rules and regulations, including but not limited to those set forth in the Student Housing Handbook, Student Handbook, and Enrollment Agreement.

Upon moving into their assigned room, the Resident will complete, sign, and submit the electronic Room Condition Form. This Room Condition Form will be an accurate and complete record of the contents and condition of the assigned room and will be the basis for room damage charges, if assessed. Residents who fail to complete or submit their electronic room condition forms are liable for all damages or loss. The Resident agrees to follow established checkout procedures when vacating the room, which includes removing trash and debris, removing all personal items, and leaving the room in an acceptable clean condition. Failure to follow established checkout procedures may result damage and cleaning additional charges.

Justice College will attempt to honor Residents requests for specific residence halls, rooms, and roommates, but accommodation preferences are not guaranteed.

The College shall not be responsible or liable directly or indirectly for loss of or damage to personal property resulting from fire, flood, electrical outages, appliance malfunction, theft, or any other cause which occurs in its buildings or on its grounds prior to, during, or subsequent to the Agreement period for occupancy. Residents are encouraged to purchase renter's insurance to cover the loss of or damage to their personal property. The College assumes no responsibility and provides no insurance or financial protection for Resident's personal property. The College does not offer renter's insurance.

The College reserves the right to deny Student Housing to current students who had delinquent payments on their student bill in the prior academic year. The College reserves the right to refuse any application for accommodations in the Student Housing residence halls. **Failure to satisfy the financial obligations accrued under this Agreement may result in late fees, removal from campus housing, and/or denial of transfer of grade transcripts and/or enrollment. Justice College reserves the right to remove a Resident from Student Housing for breaking the rules of the Student Housing Handbook, Student Handbook, or Enrollment Agreement.** The Resident acknowledges that they have read and understand the terms of this agreement and agree to comply with them. The Agreement cannot be transferred, assigned or sublet by the Resident to another party under any circumstances.

Student Name: _____ Parent/Guardian Name: _____

Student Signature: _____ Parent/Guardian Signature: _____

Date: _____ Date: _____

If Resident is under the age of 18, a parent/guardian is required to sign as well.

