

RESIDENCE

LIFE

HANDBOOK

updated August 2022



**TRINITY VALLEY
COMMUNITY COLLEGE**

HOUSING OFFICE

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IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast —so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood.

This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever • Severe headache
- Rash or purple patches on skin
- Vomiting • Light sensitivity • Stiff neck
- Confusion and sleepiness • Nausea
- Lethargy • Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the diseases in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your own health care provider.

How can I find out more information?

- Contact your own health care provider.
- Contact your regional Texas Department of Health office at 903-595-3585. Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

RESIDENCE HALL EMERGENCIES (DIAL 911)

In the event of an emergency in the residence hall, the following should be contacted:

Cardinal Hall	903-675-6289
Northeast Hall.....	903-670-2603
Northwest Hall.....	903-670-2602
South Hall.....	903-670-2600
West Hall.....	903-670-2601
Campus Police Department	903-675-6235
Athens Police Department.....	903-675-5454
Athens Fire Department	903-675-2231
Ambulance	903-675-5128
East Texas Medical Center	903-675-2216

For the safety of all occupants, exit accesses should never be blocked. All fires should be immediately reported to the Athens Fire Department and the Residence Hall Director or Assistant.

ELIGIBILITY FOR STUDENT HOUSING

Residential students must submit the online housing application, bacterial meningitis shot record, pay the \$150 non-refundable housing application fee before being considered for on campus housing. The meningitis record must be submitted at least 10 days before move in.

Rooms are rented on a double occupancy basis. Only full-time students are eligible to move into college-owned housing. Housing space may not be subleased under any conditions. Students who live in TVCC housing are required to have a meal plan.

CAMPUS CONCEALED CARRY (GUN) POLICY

A license holder may carry and store a concealed handgun in campus residential housing as set forth in these guidelines. (See the TVCC Catalog for the full policy)

1. A license holder who resides in campus housing may carry a concealed handgun into campus housing and shall store the weapon in only his or her room in an approved gun safe.
2. A resident who carries a concealed handgun into campus housing pursuant to this policy shall carry the weapon on his or her person at all times or shall store it in an approved gun safe.
3. A resident may not intentionally or knowingly display the handgun in plain view of another person in campus housing except as necessary to properly store the weapon in an approved gun safe.
4. A resident may not leave their handgun in their campus housing room during extended breaks, such as but not limited to spring break, Christmas break, Thanksgiving, or summer break.
5. A non-license holder resident who resides with a license holder may request to be moved to another residential housing room, if they do not feel comfortable residing with the license holder who possesses a firearm.
6. Nonstudent license holders whose employment requires them to reside in college housing shall store their handguns in an approved gun safe.

RESPONSIBLE FOR PERSONAL INJURY OR DAMAGE

A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage.

APPROVED GUN SAFE

A gun safe used to store a handgun by a license holder shall:

1. Be large enough to fully contain all firearms and ammo placed in it and provide for secure storage.
2. Have exterior walls constructed of a minimum 16-gauge steel.
3. Have a high-strength locking system consisting of a mechanical or electronic combination or biometric lock, NOT a key lock.
4. Be kept inside the license holder's residential room out of view from the public. Unless transporting the safe and firearm to or from their vehicle.
5. The license holder may not provide access to their safe to any other individual.
6. A license holder may also secure their firearm in their locked privately owned or leased vehicle.

RESIDENCE HALLS AT TVCC

Trinity Valley Community College provides housing on the campus for approximately 269 men and 242 women. Each residence hall is conveniently located near classrooms, cafeteria, library and Student Union Building (SUB). Students are required to bring bed linens, pillows, and towels.

Men's Residence Halls:

NORTHEAST HALL - 2 persons per room, semi-private bathrooms

NORTHWEST HALL - 2 persons per room, semi-private bathrooms

CARDINAL HALL (1st Floor) - 2 persons per room, private bathrooms

Women's Residence Halls:

SOUTH HALL - 2 persons per room, semi-private bathrooms.

WEST HALL - 2 persons per room, semi-private bathrooms.

CARDINAL HALL (2nd & 3rd Floors) - 2 persons per room, private bathrooms

RESIDENCE HALL STAFF

The Area Directors/Coordinators in college housing are responsible to the Housing Office. Each Director/Coordinator is available to students for guidance and assistance in coordinating activities within the residence hall. Area Directors/Coordinators are employees of the college and will be responsible for reporting infractions of Resident Hall policies to the Housing Office, Judicial Officer, and/or Campus Police.

Student Assistants may be available in some residence halls. Their responsibilities include assisting the Area Directors/Coordinators in answering questions, providing information, and maintaining an atmosphere conducive to study. Student Assistants are available to distribute maintenance supplies and to discuss academic or social problems. Assistants are directly responsible to the Area Directors/Coordinators. Student Assistants are interested in maintaining college housing conducive to good study and group living. All residents are encouraged to become acquainted with the Student Assistant.

ROOM ASSIGNMENTS AND RESIDENCE HALL CHANGES

The college reserves the right to make room assignments and re-assignments of accommodations as are considered necessary. When single vacancies occur, consolidation is required. Room assignments are made without regard to race, color, religious commitment, national origin, or sexual orientation. Efforts will be made to honor specific roommate requests.

Students who wish to room with a specific person should list the name of that person on the room reservation form. Students wishing to room with each other should make sure they list the same residence hall. Students not requesting a roommate will be assigned with another person on the basis of the Director/Coordinator's best judgment.

It is recommended that a student reside with the assigned roommate for at least two

weeks after the opening of each term. When a change is desired, a student should first discuss it with their roommate. Secondly, the student should obtain authorization for the move from the Area Director/Coordinator if the change is within the same facility or with the Housing Office if the change is to another facility.

If a student moves to another housing facility without proper authorization, the student will be required to move back, and no future moves may be approved.

NOTE: When a student is no longer a resident of the residence hall for any reason, all personal belongings must be removed immediately. Any items not removed will be considered abandoned and will be discarded.

HOUSING SERVICES

Residence halls are equipped with central heating, air conditioning, and access to laundry facilities. The lounge/reception area in each building contains a color television.

Each residence hall room has expanded basic cable service.

Refrigerators may be approved by the Area Directors/Coordinators before moving it into the residence hall. Periodic inspection will be conducted to ensure proper care is being given to units. Refrigerators must be cleaned and defrosted at least 3 days prior to final room check.

The college must keep an accurate record of property; therefore, students are asked to leave all furniture in the room in which it is found. Lounge furniture is for the use of all residents and must not be moved into the individual rooms. Please report damages and needed repairs of residence hall property to the Director.

RESIDENCE HALL HOURS/VISITATION POLICY

A lounge/reception area is provided in each residence hall as a public visiting area. Limited seating and floor space permits only television viewing and general visiting activities. Since visitors are allowed in the lounge area and hallway areas, the college requires that you are dressed appropriately while you are within these areas.

The residence hall lounges and in-room visitation are open to guests of residents from 12 noon until 11 p.m. daily. Only invited guests are allowed to visit residence hall lobbies or rooms. Violators of this policy will be disciplined. If the violator is a student of TVCC, the student will be subject to dismissal from the college. If the violator is not a student of TVCC, he/she will be subject to criminal trespassing charges being filed. Any residence hall student who allows unauthorized visitation in his/her room will be subject to dismissal from the residence hall and possibly from the college.

QUIET HOURS

Quiet hours, or study hours, are designated from 10 p.m. until the following day at 8 a.m., Sunday through Thursday and between 12:00 a.m. (midnight) and 8:00 a.m. Friday and Saturday. At all times sound volumes on radios, stereos, televisions, and other sound producing items must be set in such a way that the device can only be heard in a non-disruptive manner. It is mandatory that students do not interrupt a person studying in an adjoining facility and that activities be restrained to the point

that a student's sleeping will not be disturbed. If a student continues to play such devices in a manner that is disruptive, the student is subject to disciplinary action. During designated Quiet Hours, the outside areas immediately adjacent to residence hall buildings must be clear of students and noise.

LOITERING

Loitering on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or without purpose in any area of the campus without official authority, hanging around in clusters (two or more), creating or causing loud noises, disrupting the use of facilities and/or wandering aimlessly about campus between the hours of 10:00 p.m. and 8:00 a.m., Sunday night through Thursday night and between the hours of 12:00 a.m. (midnight) and 8:00 a.m. Friday and Saturday nights. Loitering is monitored by the TVCC Campus Police Department.

SOLICITATION

Conducting business of any kind from the assigned space or public space is prohibited.

CONTRACT, FEES, AND DAMAGES

Each prospective residence hall student must pay a \$150 non-refundable housing application fee and sign a contract before he/she is officially a resident of the residence hall. The non-refundable housing application fee will be placed on the students account.

The contract covers the full academic year consisting of effective dates for fall and spring semesters excluding those holidays in which residence halls are closed.

Students who live in the residence hall for one full semester may be released from the contract upon written request. International students are required to live in college housing, unless off campus housing is approved by the international students office.

Official withdrawal from TVCC will terminate the contract immediately. Room and board will be charged based on the refund policy stated in the housing contract.

All fees (tuition, room, board, etc.) are to be paid in full or an installment plan should be set up prior to the first day of class according to payment deadlines set by the business office.

The student is responsible for the assigned room and its contents and will be charged for any damage occurring during the term of occupancy. The student is liable for any actions or negligence including in lobbies, hallways, or other public areas. Damage to college property may subject a student to disciplinary actions in addition to being charged for the damages. Occupants will be charged a cleaning fee (minimum of \$25) in the event the room is not properly cleaned when the resident checks out of the facility. If the bath area is not cleaned, residents of the suite will share the cleaning fee. All occupants will be responsible for damage to halls and lounges. Equal charges will be assessed against each resident for the damage.

OVERNIGHT GUESTS

Overnight guests are not allowed in the residence halls. **Any overnight guest found on campus will be asked to leave immediately, and their host/hostess will be fined \$50, \$100, or \$150 and be subject to disciplinary action.**

ROOM KEYS/ACCESS CARD

Students are encouraged to keep their rooms locked at all times when away as security against loss of personal property. Room keys/Access Cards are the student's responsibility. If a room key/access card is lost or stolen, the student will be charged a replacement fee of \$20 before another key is issued.

South Hall, West Hall, Northeast Hall, and Cardinal Hall are equipped with secured access entry doors. Residents of these residence halls may access their residence hall with their current ID card. At no time should a resident lend out his/her ID card. Entry doors will remain locked at all times, therefore, you are to know the time each visitor will arrive and be waiting in the lobby area to grant entry. Do not grant entrance to any unknown visitor. The outside entry door is not to be propped open as it poses great danger and increases the chances of theft. Violators of this policy will be subject to immediate disciplinary action. Residents in Cardinal Hall will use their ID card for entrance to the building and their room.

If you get locked out of your room, please contact the Area Directors/Coordinator or RA first before 11pm. Campus PD will unlock doors if housing personnel cannot be contacted or between 11pm and 8am. Campus PD can charge a fee for unlocking doors.

Please report lost or stolen keys/access cards to your Area Directors/Coordinator so that the lock may be changed.

MAIL

Mail addressed to you should be written in the following manner:

Your Name
Resident Hall Name, Your Room Number
100 Cardinal Drive
Athens, TX 75751

Mail is picked up daily by each Area Director. Each hall will have its own schedule for mail delivery. Residents are notified by the Area Directors when they have mail and/or the mail may be delivered to the resident.

Envelopes, stationery, and stamps may be purchased in the college bookstore, and outgoing mail can be left there.

VEHICLE REGISTRATION AND PARKING

Motor vehicles are to be registered at the Campus Police Department located in the Math and Journalism building no later than 48 hours after they are brought to campus.

No more than one color sticker is to be displayed at any one time. Vehicles must be registered each academic year. Residence hall students with a valid parking sticker may park only in colored areas that correspond to the color of their parking sticker or in uncolored areas. Parking in other marked areas will result in traffic citations.

If you are locked out of your vehicle, you will be required to sign a waiver of liability with the Campus Police Department.

POLICY OF RIGHTS, CONDUCT, AND RESPONSIBILITIES

The Board of Trustees of Trinity Valley Community College expects employees, students, visitors, and guests of the college to accept the following responsibilities:

- Compliance with and support of duly constituted civil authority.
- Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.
- To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- Knowledge of and active support of college regulations.

The Board of Trustees of TVCC has declared that the following actions constitute an interference with the lawful and orderly use of college premises, facilities, and activities to accomplish the objectives of the college. These actions are therefore strictly prohibited on the TVCC campus and other college property and facilities and during college-sponsored activities wherever they occur.

- Disrupting or obstructing, or attempting to disrupt or obstruct any lawful activity of the college, or violating HB141, as enacted by the 61st Texas Legislature.
- Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- Illegally possessing, using, selling, or being under the influence of dangerous drugs, narcotics, or drug paraphernalia.
- Possessing, using, selling, or being under the influence of alcoholic beverages.
- Possessing or using firearms, weapons, or explosives, unless authorized by the college.
- Advocating the overthrow by force or violence of any legally-constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Trustees and administrative officials of the college.
- Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- Hazing in all forms as defined and prohibited in the Texas Penal code, Articles 1152, 1153, 1154, and 1155.
- Academic cheating or plagiarism, willfully submitting false information with the intent to deceive, forge, alter, or misuse college documents or records.
- Malfeasance in an elective or appointive office of any college endeavor.

- Refusal to present an appropriate appearance in dress and grooming while participating or attending a college activity. (For the propose of this section “appropriate appearance” is any reasonable standard of dress or grooming that may be required as a part of a program or objective of the college. This appropriate appearance may vary for different activities or at different times.) The determination as to what constitutes reasonable standards of dress and grooming is an authority delegated to the college administration by the Board of Trustees.
- Refusing or failing to comply with a lawful order of any college or public official acting in the performance of his duties in the administration and enforcement of these policies.
- Loitering on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or aimlessly in any area of the campus without official authority. Hanging around in clusters and creating or causing unusually loud and disturbing noises and/or wandering aimlessly about campus between the quiet hours of 10:00 p.m. and 7:00 a.m.
- The President of the College, or his designated representative, shall be responsible for implementing and enforcing this policy.

Any person violating these policies shall be subject to disciplinary action, including immediate removal and/or exclusion from the college premises, facilities, or activity.

Disciplinary action that may be taken in case of the violation to these policies and regulations may include:

- admonition
- warning probation
- community service
- disciplinary probation
- barring readmission, or dropping current enrollment and barring readmission
- restitution
- suspension of rights and privileges
- assignment of failing grade
- denial of degree
- suspension from the District for less than one calendar year
- suspension from the District for more than one calendar year

STUDENT IDENTIFICATION

Student ID cards are available at the TVCC Police Department. All students must have their student ID on their person at all times while on campus or in the residence halls. Students are required to present their student ID when as asked by campus police,

faculty members, or administration.

Students are issued one ID card every two years. Additional cards may be purchased for \$20 each.

SEXUAL ASSAULT

TVCC will not tolerate sex and/or gender discrimination (including discrimination on the basis of gender orientation, gender identity or gender expression), sexual harassment, sexual misconduct or physical abuse, threats of violence, physical assault, or any form of sexual violence, including but not limited to sexual assault, acquaintance rape, domestic violence, dating violence, or stalking (referred to as “prohibited behavior”). Individuals who alone, or in concert with others, participate or attempt to participate in prohibited behavior described in this policy are subject to disciplinary action by TVCC, notwithstanding any action that may or may not be taken by civil or criminal authorities. Students who engage in such prohibited conduct will be subject to disciplinary action as provided in the current TVCC Catalog (Student Code of Conduct).

- SEXUAL ASSAULT includes any sexual conduct that takes place without the ones consent. Sexual conduct will be deemed to be without consent when:
- The perpetrator has been instructed not to engage in the conduct.
- Someone is forced to submit to the act;
- The individual is reasonably in fear that they or another person will be harmed if they do not submit to the act;
- The individual is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- The individual is unable to give consent or permission or is unable to resist because of any mental or physical ability.

TVCC strongly encourages the prompt reporting of prohibited conduct covered by this policy. Delays in reporting can greatly limit TVCC’s ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this policy. A report of alleged violations of this policy may be made by:

- a person who believes they experienced prohibited conduct (a complainant); and/or
- a person who has information that prohibited conduct may have been committed (a reporter).

When TVCC receives a report of sexual assault, sexual misconduct, sexual harassment, gender-based violence, or other sex or gender discrimination the campus, the Title IX Coordinator is notified. If the individual wishes to access local community agencies and/or law enforcement for support, TVCC will assist them in making these contacts.

Contact the Campus Police at 903-675-6235 located in the Math & Journalism Building, Student Judicial office 903-675-6256 located in the Administration building suite AD127, or the Director of Human Resources 903-675-6215 located in the Administration building suite AD 214 if you need assistance with TVCC-related concerns, such as no-contact orders or other protective measures. The Campus Police, Director of Human Resources, and Counselor will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. TVCC is

able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim.

A complete list of programs offered by TVCC and instructions to assistance to sexual assault can be found on the police department web page at www.tvcc.edu/Police

DATING VIOLENCE

Dating violence is emotional, physical or mental abuse within the bounds of a romantic or potential relationship. Sometimes, good relationships turn sour, but no one deserves to be in a relationship where they are the victim of violence. There are certain things you can do to prevent dating violence in your relationship as well as with people you care about.

BE PREPARED

If you feel uncomfortable, you should leave any type of dating situation at a moment's notice. You may be hesitant to do so if you're not prepared with a cell phone or spare change and money to call a cab. Always be prepared to leave a situation you're not comfortable with, and have the resources on hand at all times to be able to do so

SIGNS

- **Physical abuse**

- ◊ Hitting or Shaking
- ◊ Throwing things
- ◊ Pushing or Biting
- ◊ Using weapons

- **Emotional Abuse**

- ◊ Ignoring a partner's feelings
- ◊ Insulting a partner's beliefs or values
- ◊ Name-Calling
- ◊ Isolating a partner from others
- ◊ Telling lies
- ◊ Keeping a partner from leaving
- ◊ Threatening to hurt oneself

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The Campus Police, Director of Human Resources, and Councilor will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim.

A complete list of programs offered by TVCC and instructions to assistance individuals with dating or family violence can be found on the police department web page at www.tvcc.edu/Police

BYSTANDER INTERVENTION

Bystanders play a critical role in the prevention of sexual and relationship violence, among other things on campus. They are often the largest group of people involved - outnumbering both the perpetrators and the victims/survivors. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will happen, they may see an assault or potential assault in

progress, or they may have knowledge that an assault has already occurred. Regardless of how close to the incident they are, bystanders have the power stop assaults and to get help for people who have been victimized.

Everyone has been or will be in situations where they are bystanders. While you may be aware that certain behaviors are inappropriate and potentially illegal, you may not always know what you can do to make a difference. It is a matter of individual and collective choice whether you are going to be active bystanders who speak up and say something, or whether you will opt to be passive bystanders who stand by and say nothing.

Being an active bystander does not require that you risk your own safety or the wellbeing of others. Our goal is to aid in the prevention of violence without causing further threat, harm, or damage. Remember, there is a range of actions that are appropriate, depending on the situation. If you or someone else is in immediate danger, calling 911 is the best action a bystander can take.

We want to promote a culture of community accountability at Trinity Valley Community College where bystanders are actively engaged in the prevention of violence, realizing that we are all responsible for each other in addition to ourselves.

The five steps to helping:

1. Notice that something is happening
2. Interpret the meaning of the event

3. Take responsibility for providing help
4. Know how to help
5. Provide help

Before an individual can decide to intervene in an emergency, they must take several steps. If the person is to intervene they must first notice the event, they must interpret the situation as an emergency, and they must decide that it is their personal responsibility to act. At each of these preliminary steps, the bystander to an emergency can remove themselves from the decision process and thus fail to help. They can fail to notice the event, fail to interpret the event as an emergency, or can fail to assume the responsibility to take action.

WHO ARE BYSTANDERS?

You are a potential bystander. Everyone is a potential bystander. This includes your friends, your classmates, your family, RA's, acquaintances, on-lookers, random passers-by, and pretty much everyone else in the world.

There are different types of bystanders. A bystander may choose to ignore the situation (i.e. passive bystanders), engage in the situation in a way that stops it (i.e. active bystanders), or engage in the situation in a way that exacerbates the situation (i.e. participants)

A complete list of bystander instructions and other information can be found on the police department web page at www.tvcc.edu/Police.

TVCC ALERT

All students are highly encouraged to sign up to receive TVCC ALERT's.

TVCC ALERT is a mass notification system that can alert students with text messages on their cell phones. With 90% of college students having mobile phones, this method of communication can increase safety on the TVCC campuses. Time-sensitive messages can now go out to parents, students, faculty, and staff wherever they are. In addition to cell phones, TVCC ALERT enables TVCC to send important campus information to you via: Web Page, RSS, PDA, Email, or Text Pager. The choice is yours!

TVCC ALERTS are sent to inform students in the event of school closing, hazardous weather, timely warnings for student safety, potential intruders on campus. This system will give students valuable instructions in the event of an emergency.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers•Do not attempt to move wounded people
- Call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement to prevent an active shooter from entering your hiding place:
- Lock the door
- Blockade the door with heavy furniture If the active shooter is nearby:
- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her

- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Instructions and information will be sent through the TVCC ALERT system. Please be sure to sign up to receive alerts

PETS

For health and safety reasons, no animals or pets of any type, including lab specimens, are allowed in college housing.

RESIDENCE HALL CLEARANCE PROCEDURES

The following steps should be followed when checking out of the college housing permanently. There may be a \$50 fee if a student does not check out properly:

- Clean your room thoroughly.
- Locate your Area Director/Coordinator for final room inspection.
- Accompany the Area Director/Coordinator during the final inspection to determine any damages.
- Return the room key to the Area Director/Coordinator and vacate the premises.
- Storage of personal belongings after final check-out will not be possible. NOTE: No student is permitted to remain in the residence hall after completing check-out procedures. Specific check-out procedures will be posted at the end of each semester.

EMERGENCY EVACUATIONS

If the fire alarm sounds, students must vacate the building IMMEDIATELY, following these instructions.

FIRE EVACUATION INSTRUCTIONS

If the fire alarm sounds, students must evacuate the building IMMEDIATELY, following these instructions. Have a plan before the alarm sounds. Know your building, and know where all of the emergency exits are located. Building evacuation routs are posted in each residence hall room.

- Walk quickly to the nearest marked exit and alert others to do the same.
- Do not use elevators during a fire.
- Once outside, move to your building assembly location. Stay there until an accurate headcount is taken. Area Director/Coordinators will take attendance and assist in accounting for all building occupants.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crew.
- Do not reenter the building until you are told to do so Campus Police or the Fire Department.

- Failure to evacuate can result in a citation and fine by Campus Police or Fire Department.

If you become trapped during a fire and a window is available, place an article of clothing (shirt, coat, bed sheet, etc.) outside of the window as a marker for rescue crews. If there is no window, stay as close to the floor as possible, where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.

DO NOT try to remove personal items

If your clothing catches fire, then **STOP...DROP...AND ROLL!**

ALWAYS REMEMBER: YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF

TORNADO OR SEVERE STORM

Both the City of Athens and TVCC had early warning sirens and cell phone alerts for notify you in the event of a severe storm. Weather sirens will be in the form of a CONTINUOUS alarm from outside.

In the event of a severe storm warning take cover. Preferably, proceed to the nearest safe area or shelter. Safe areas for all campuses can be found on the TVCC police department's web page www.tvcc.edu/police under safety tips.

If you are unable to make it to a safe area, follow these instructions:

- Use the stairs when leaving a building in an emergency or moving quickly through a building.
- Avoid auditoriums or gymnasiums.
- Move the ground level of the building.
- Go to an interior hallway or wall.
- Stay away from windows
- Remain CALM and wait for the all-clear signal from a college official.

BOMB THREAT

Same procedure as for emergency evacuation during a fire drill or real fire. No one will be allowed to return to the residence hall until the hall has been cleared by the proper authority. Anyone found to have made a "terroristic threat" by using or threatening to use a bomb or incendiary device will receive serious college disciplinary action and be prosecuted under criminal charges.

ROUTINE MEDICAL CARE

Some first aid supplies are kept by the residence hall staff for minor illnesses or emergencies. You should contact your Area Directors/Coordinator or Campus Police if you need assistance.

MEDICAL EMERGENCIES

All emergencies (medical or otherwise) must be reported to the Area Director/

Coordinator immediately. He/she will determine the appropriate action to be taken. If the Area Director/Coordinator is not available, contact Campus Police Department at 903-675-6235 or 903-675-6254. **Note: Call 911 IMMEDIATELY if the medical emergency requires immediate action.**

FOOD SERVICE

Students who live in a residence hall are required to have a meal plan which consists of 10, 12, or 19 meals per week. The cafeteria serving hours are as follows:

CAMPUS DINING HOURS

CAFETERIA

Monday thru Friday

Breakfast 7:30 a.m. until 10:30 a.m.

Lunch 11:00 a.m. until 2:00 p.m.

Dinner 5:00 p.m. until 8:30 p.m.

Saturday

Brunch 11:00 a.m. until 1:00 p.m.

Dinner 5:30 p.m. until 7:30 p.m.

Sunday

Brunch 11:00 a.m. until 1:00 p.m.

Dinner 5:30 p.m. until 7:30 p.m.

CARDINAL GRILL

Monday - Thursday 8:00 a.m. until 10:00 p.m.

Friday and Saturday 11:00 a.m. until 2:00 p.m.
and 6:30 p.m. until 8:30 p.m.

Sunday Closed

Cooking in the residence hall is prohibited. Hot plates, electric skillets, air fryers, and other cooking appliances are strictly prohibited. Area Directors/Coordinators will remove prohibited cooking appliances from residents' rooms if the student cannot immediately take the appliance home. A small, low voltage microwave for re-heating will be allowed.

ROOM ENTRY

The college reserves the right to enter a student's room for the following reasons:

- to perform Health & Safety Inspections
- to conduct periodic maintenance checks
- to deliver mail/packages
- to leave a message/note
- to perform necessary maintenance
- when the occupant may be physically in danger
- reasonable suspicion

- college policy is being violated

Except in emergency situations or for maintenance, room entry will not be made by Campus Police unless accompanied by the student, his/her authorized representative, another authorized representative of the college, or by warrant.

TOBACCO POLICY

Any types of smoking are NOT ALLOWED in the residence halls. TVCC is a tobacco-free campus committed to providing its students and employees a safe and healthy environment. **The possession and use of tobacco products of any kind is prohibited in and around the residence halls. This policy also includes the use of e-cigarettes and vapes.** This shall include all buildings, grounds, sidewalks, parking lots, and streets within the campus property.

WEAPONS

Possession of handguns in the dorms or on college property must comply with college policy and the law regarding concealed handguns. Openly carrying handguns on all college property violates both college policy and the law and will not be tolerated.

Other weapons such as but not limited to following are not allowed in dorms or on college property, rifles or shotguns. Any device designed to propel an object with air or other mechanical means such as but not limited to bb guns, air soft guns, paint ball guns, or sling shots. Bows, cross bows, electronic devices such as Tasers, fireworks of any kind, decorative weapons, to include but not limited to swords, large knives, or bayonets. Large kitchen knives are also forbidden.

PHYSICAL/VERBAL ABUSE

Physical or verbal abuse of any person on college property or disregard for the physical well-being, property, or rights of any persons on college-owned property or any conduct which threatens or endangers the health, safety, or well-being of any such person is subject to disciplinary action.

SEXUAL HARASSMENT

Any act or threat, including profane or abusive language, used for the purpose of harassing or submitting any member of the college to pain, discomfort, or indignity, whether in or on college property is subject to disciplinary action. This includes racial or ethnic harassment.

OPEN FLAME

The burning of candles of any kind (decorative or scented), incense, and open flame decorations, such as potpourri, are fire hazards, and therefore, is prohibited.

AIR CONDITIONING/WINDOWS/DOORS

Each residence hall is air-conditioned for the comfort of the residents. Controls for South Hall, West Hall, Northwest Hall, and Cardinal Hall are located in the rooms. The controls for Northeast Hall are regulated by the Area Director/Coordinator/and Building Services. All disputes regarding temperature control will be resolved by the Residence Life Staff. Due to security reasons and the conservation of energy, windows are not to be used to enter or exit a room except for emergency evacuations. Doors are to remain closed except for the purpose of entering or exiting a room.

BEDS/MATTRESS COVERS

Each student is responsible for bringing their own mattress cover. Beds in South Hall and West Hall have regular twin mattresses (39"x75"). Beds in Northeast Hall, Northwest Hall, and Cardinal Hall have long twin mattresses (36"x80").

DAMAGE OR LOSS OF PERSONAL PROPERTY

The college does not assume responsibility for any loss of personal property, whether by theft, fire, vandalism, etc. Your personal property loss may be covered on your parents' homeowners insurance. If not, insurance companies can provide "Renters" insurance coverage, if you feel the need to be protected. Any missing items should be reported to your Area Directors and Campus Police immediately.

MISCELLANEOUS

These additional rules apply to all residence halls:

- Beds may not be bunked.
- Residence hall rooms and furniture are not to be painted by residents.
- Care is to be taken so as not to damage window screens. Screens must be on windows at all times.
- Only adhesives that do not leave marks or residue may be used to hang items on walls. Nails, push pins, etc. are not allowed.
- Decorations are not allowed on the ceilings.
- Students living on campus must carry a minimum of 12 semester hours during the fall and spring semesters and at least 3 semester hours during the summer sessions.
- Musical instruments are not to be played in the Residence Hall at any time.
- No solicitation is permitted in college housing. If any student is approached by a solicitor or salesman, he/she should report the event to an Area Director/Coordinator.
- Students are required to keep their rooms and adjacent bathroom, where applicable, clean and neat. Weekly health and safety inspections may be made by the Area Directors/Coordinators to encourage cleanliness and a healthy living environment.
- Obscene pictures must not be displayed in the residence hall.
- Empty alcoholic beverage containers and paraphernalia are not allowed.

- Tampering with, unnecessary use or misuse of or removal of fire extinguishers, smoke alarms or fire alarm equipment will result in serious disciplinary action, since such act may endanger the lives and safety of others. Violators will be subject to criminal charges being filed.

Any student who fails to comply with the official and proper order of a duly designated college official acting within the scope of employment will be subject to immediate suspension from the college.

Trinity Valley Community College and/or its designee reserves the right to deny or refuse housing privileges to any student that is involved in a pattern of misconduct, either reported or observed. The student will be notified in writing of this denial or refusal and has the right to appeal to the Judicial Office.

GENERAL INFORMATION

CABLE TELEVISION

Expanded Basic channels are provided through one outlet in each room. Additional service can be obtained by calling Suddenlink at (903) 675-5917. Additional service is an expense of the student.

FURNITURE

Each room contains 2 of the following: beds, desks, chairs, and chest of drawers. Women's beds are 39" x 75". Men's beds are 36" x 80". Residents must furnish their own bed linens. Personal hygiene items and towels are not provided

INTERNET SERVICE

Free wireless internet provided in each room.

CARPET

Carpet or rugs must not be attached to the floor in any manner and must be removed when the owner vacates the room.

Room sizes are as follows:

South and West Halls are 15' x 16'

Northeast Hall rooms are 11' x 18'

Northwest Hall rooms are 12' x 12'

Cardinal Hall rooms are 17' x 9'

WINDOWS

Windows must remain closed at all times to conserve energy and ensure security.

Window sizes in South and West Halls are 34" x 48", Northeast Hall is 46 ½" x 47",

Northwest Hall is 35 ¼" x 36 ½", and Cardinal Hall is 33" x 59" bottom window, 33" x 33" top window.

WALLS

Pictures and wall hangings must be attached only with adhesive tape that does not leave marks or residue. Painting rooms is prohibited.

OTHER CHARGES FOR HOUSING

Lost Key	\$20
Lost I.D.	\$20
Trash Can	\$10
Blinds	\$10
Towel Rack	\$10
Furniture	Cost of Repair/Replacement
Doors/Hardware	Cost of Repair/Replacement
Walls	\$10 - \$50
Cleaning (Room area).....	\$25 - \$200
Restroom	\$20 -\$60
Overnight Guest	\$50, \$100, \$150
Smoking	\$50
Failure to Exit	\$50
Smoke Detectors	\$50
Improper Checkout	\$50
Unlock Door by Campus Police.....	\$5

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based on disability, contact: ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-670-2068, disability@tvcc.edu.

For all other questions or concerns regarding discrimination, contact: Director of Human Resources/Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu.

