

Minnesota North College: Rainy River

Department of Housing and Residence Life



Housing Handbook 2025-2026

Rainy Hall Address:
Resident's Name _____
1515 Highway 71 Apt. # _____
International Falls, MN 56649

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Introduction

Welcome to Minnesota North College Rainy River. We are so excited that you have chosen to live with us during the next academic year. Campus living is a valuable part of the total educational experience at Minnesota North College. Campus housing strives to personalize and individualize the residence hall experience. It is within the residential environment of the campus that students find on-going opportunity for social, cultural, academic, intellectual, recreational and vocational development. We will live, work, and grow together, and together we will try to make our community a better place to live.

Residence Hall Philosophy

Campus life is integral to a student's educational experience. Residence Life promotes community development and personal growth. In choosing to live on-campus, a student commits to participate as a positive citizen in an educational community; a community characterized by respect, responsibility, and opportunity.

Respect is the standard of conduct expected of each student for self, others, and the College. A citizen exhibits consistent regard for all members of the college community and respects themselves, other students and staff/faculty, policy, and facilities.

Responsibility involves making well-considered decisions and practicing self-management. A citizen accepts both personal responsibility and responsibility for the positive development of their college community.

Opportunity develops from respect and responsibility. Campus living offers opportunities for learning to relate effectively with others; including living and working cooperatively, as well as independently.

A community built upon mutual respect and self-responsibility enables its citizens to become more fully aware of their potential, thereby enhancing their educational experience. Students learn from these opportunities and are able to respond more effectively to a multitude of circumstances. The Residence Life Staff will work in partnership with students to develop a successful community for all its members.

Five basic principles make up the foundation of Rainy River's Residential Life program:

1. Education is the fundamental basis of residential on-campus living. The residence halls provide a safe and secure atmosphere where you can grow and mature as a person.
2. You are viewed as an individual with unique interests, ambitions, and abilities.
3. Your room or apartment is more than a place to sleep. The influence of the residence hall environment - your roommates, the physical conditions of the hall, the complexities of group living, the regulations of the College, and peer influence - cannot be shut off or shut out.

4. The Residence Life Staff is made up of educators who have a constructive influence in the hall and on your educational process.
5. The development of a community is an important aspect of residential hall living. It is your responsibility to encourage an atmosphere where individuals can develop positive and rewarding relationships.

Mission Statement

As the Minnesota North - Rainy River Campus Residence Life Staff, our mission is to assist the students in creating a safe and comfortable living and learning environment where personal growth and development are facilitated in an educational manner.

The Residence Life Staff respects the developing abilities of its student-residents. We offer advice, facilitation, and direction to students who are interested in the educational opportunities afforded by on-campus living, while being respectful and responsible.

General Information

Smoke-Free Campus Policy

Smoking is prohibited in all facilities of the Minnesota North - Rainy River Campus.

Minnesota North-Rainy River Campus Housing Rainy Hall

Rainy River campus has one housing building: Rainy Hall. Rainy hall is comprised of 25 – two bedroom apartments with a full kitchen, living room, and bathroom. Each bedroom houses up to two college students with limited availability for residents to upgrade to a single bedroom. Each apartment houses up to four residents. Each room is furnished with a dresser and bed for each occupant and a desk to be shared. The living room holds a full couch, chair, dining table with chairs, and assorted end tables. Rainy Hall is conveniently located next to the local grocery mart, banks, and other shopping centers.

Residence Life Staff

Director of Residence Life

The Director of Residence Life is in charge of all aspects of the residential environment. The Director works closely with the Resident Advisors (RAs) to ensure safe and healthy living conditions in the residence halls. The Director resides on-campus near Timber Ridge.

Resident Advisors (RAs)

Resident Advisors are student staff members who advise and guide residents. RAs are a valuable resource to help you with academic, social, or personal problems. The RAs receive special training in college residential living and are able to help you find the answers to questions you may have. Your RA will help you as an individual, and your area as a group. They plan, support, and encourage Residence Life activities. Please let them know what kinds of activities interest you, as your ideas are always appreciated.

Resident Advisors have been selected for their maturity, leadership abilities, and commitment to serve residents. RAs are your first source of information regarding residence life matters. RAs reside throughout campus housing, living with residents. An RA is available to listen to student concerns and to help identify and seek out additional assistance if needed. In addition, RAs are responsible for enforcing Residence Life policy and bringing concerns or complaints about inappropriate behavior to a resident and/or helping to resolve conflicts. RAs are charged with the responsibility of ensuring that Rainy River housing remains a safe and positive learning environment. RAs are considered Rainy River Residence Life staff.

The RAs have authority to monitor the residences, but expect that students will be accountable and take responsibility for their own behavior. Residents are required to live by the policies and procedures established in this handbook, as well as those policies and procedures that are College-wide. In the event of a policy violation, the Resident Advisor is expected to take action. RA's decisions are supported by the Office of Residence Life and the College Administration. We encourage you to share any questions, comments, suggestions, and/or concerns about the RAs with the Director of Residence Life.

Community Living

Your living environment during your time at Rainy is entirely dependent on what you decide to make of it. As a member of a residential community, you have certain responsibilities to yourself, to your fellow students, and to the staff of the building. These responsibilities include, but are not limited to, ensuring that your residence is a clean and orderly place where you and others can comfortably and safely study, socialize, and sleep.

You are expected to use common sense and courtesy and to conduct yourself in a respectful, honest, and dignified manner. Mutual respect between residents will enhance your living experience. It is expected that you will treat others as you yourself wish to be treated.

You should be familiar with the Minnesota North-Rainy River Campus Housing Contract and the policies contained therein. Rainy River enforces these policies as a means of protecting every student's rights. It is expected that you will do everything necessary to maintain a civilized and livable environment. You and your roommates may want to discuss basic ground rules for the apartment that you share. To avoid difficulties during the year it may be beneficial for roommates to enter into an informal contract outlining the basic ground rules.

Community Expectations*

Minnesota North-Rainy River Campus is a community dedicated to fostering personal and academic growth for all its members. Empowering all members of the community to achieve personal and academic excellence requires order, respect, integrity, and trust. When joining this community, an individual agrees to live by certain ideals. The following are expectations of all residents:

As a member of this community,

- **I will practice personal and academic integrity.**

This ideal pledges a commitment to honesty in relationships and academic work. It encourages doing one's own work, being truthful, giving credit where it is due, and being loyal in personal relationships.

- **I will respect the rights and property of others.**

This ideal pledges respect for the personal rights of others to move about freely, express themselves appropriately, and enjoy privacy. It respects the property of individuals and the community.

- **I will practice personal responsibility in all manner of thought and action.**
A commitment to this ideal presupposes an attitude of accountability and dependability toward others. It expects respect for the Rainy River campus community and anticipates an active participation within the college community.
- **I will acknowledge diversity in people, ideas, and opinions and strive to learn from others' differences.**
A commitment to this ideal pledges support for equal rights and opportunities for all individuals regardless of their age, sex, race, religion, disability, ethnic heritage, sexual orientation, socioeconomic status, and political, social, or other affiliation or disaffiliation.
- **I will host guests with the expectation those guests will respect the rights of my roommates and other on-campus residents.**
- **I will do everything I can to keep the residential facilities clean and attractive, knowing that such an environment is essential to both physical and mental health.**
- **I will demonstrate caring and concern for others, their feelings, and their need for conditions that support their growth and development.**
A commitment to this ideal is a pledge to be compassionate and considerate. It means being sensitive, hospitable, and supportive so that all Rainy River students, staff and faculty are provided optimal conditions to be successful in pursuit of academic and personal goals.
- **I will uphold generally accepted and respected principles of citizenship.**
A commitment to this ideal is a promise to respect the welfare of the whole, understand membership privileges, and contribute to this community. It recognizes that each person is a valuable and unique community member. This community has behavioral standards to which each of us is accountable. Each of us has an obligation to confront, challenge, and respond to or report inappropriate behavior whenever and wherever encountered.
- **I expect all members to abide by these guidelines and strive for high moral and ethical standards.**
- **I have the right and the responsibility to voice my opinion and my concerns to any individual who disregards these guidelines for community living.**

* Excerpts used with permission (The Carolinian Creed, *University of South Carolina*)

Resident Bill of Rights and Responsibilities

1. The Right to be free from fear of intimidation, discrimination, and physical harm.
2. The Right to live in a drug & alcohol-free campus community environment.
3. The Right to conflict mediation and resolution carried out by Residence Life Staff.
4. The Right to seek personal privacy at all times.
5. The Right to study, socialize, and sleep without interference from noise created by roommates, guests, and neighbors.

6. The Right to expect that all roommates and guests will respect you and your personal belongings.
7. Residence Life is Responsible for providing you with a safe, healthy, nurturing environment in which to live.
8. You are expected to be a mature adult and to accept Responsibility for the welfare of others. Only you can assure that you, your roommates, and other residents enjoy these rights, which imply certain responsibilities.
9. You are held Responsible for all rules and policies in the Rainy River Campus Student Handbook, Residence Life Handbook, and Housing contract.

Sharing Space

If you are coming from an environment where you have always had your own designated area, it may be difficult to share a room with another person. Although your roommate may be a complete stranger in the beginning, he or she can become an important person in your life. If the environment with your roommate is unpleasant, then your college experience may be unpleasant. It is crucial to communicate and learn to compromise with your roommate. It is not necessary to be best friends, but it is necessary to respect and accept each other. It is important to solve small problems before they escalate into unmanageable ones. If you have a question or if something is bothering you, let your roommate know as soon as possible. You can be direct without being insensitive or harsh. Don't fume silently or brood. Your roommate cannot read your mind, so talking with your roommate is crucial. Most roommates come from very different backgrounds and are accustomed to different living environments. Therefore, it is critical that you communicate your issues, concerns, problems, and expectations. Be sure to listen as your roommate does the same. Let each other voice and vent, but make sure that one of you is always listening.

Be willing to compromise. If you are flexible, chances are that your roommate will be flexible too. Be open to his/her ideas, and always search for a middle ground when solving differences in an effort to reach a win-win solution. Small concessions can make a huge difference in relationships, and will make life much easier. If you are not able to find a happy medium on an issue, don't let it fester. Instead, use your RA as a resource. Sometimes it is easier to see both sides of a situation through the eyes of an objective mediator.

Make Your Space a Home

The best way to share your apartment is to share the entire space. Feel free to rearrange furniture together, away from the standard set up. It is important to create boundaries. Tell your roommates what you feel comfortable sharing. If you don't mind if your roommates use your books but would like them to use their own stereo, communicate that.

Mail

Mail, not including packages, will be delivered to Rainy Hall mailboxes located in the front entrance Monday through Saturday. Each resident receives one mailbox key when they check into the building. It is important to check your mail every few days so important mail does not get delayed. Packages are delivered to the main campus to be held securely. Package delivery is Monday – Friday and when a package arrives, the front desk will email you with instructions to pickup. Mail should be addressed to you as follows:

Your Name
1515 Highway 71 Apt. #
International Falls, MN 56649

Having mail delivered to the general college address (1501 Highway 71) will delay delivery.

Telephones

Rainy River Housing does not provide telephone service for students residing on campus. Most students opt to bring their own cell phones, thus the need for land line service has been virtually eliminated.

Computers and the Internet

Most students bring their own laptop or desk top computer and access the internet through provided service available in every apartment and on the Rainy River Campus. For students who do not bring a computer, there are several computer labs available on campus as well as a couple computers available in the lobby of Rainy Hall. Minnesota North-Rainy River Campus will not tolerate the downloading and/or distributing of inappropriate, offensive, or illegal materials. Rainy River Campus will discipline violators of this policy by fining, suspending, and/or expelling those students found downloading, viewing, and/or distributing such materials. This is a "zero tolerance" policy and will be strictly enforced.

Students are able to arrange individual internet contracts with local suppliers at their own cost if the provided internet is not sufficient for their needs. Rainy River Housing does not reimburse or otherwise credit students for utilizing an outside service for their internet needs.

Food Service

Rainy River Food Service offers a variety of meals in the cafeteria located in the commons on campus. Meal plans are a declining balance system with starting amounts of \$600, \$800, or \$1000. Each student residing in housing is required to have a meal plan and select these through the housing application. Changes to the meal plan amount can be made up to two weeks after the first class date. The cafeteria also accepts cash and credit/debit card.

Meals are served only on days when classes are in session. No meals are provided on weekends, between semesters, or during holiday breaks.

Food service hours (subject to change): 8AM- 2PM

Vending Machines

Vending machines are located in the Rainy Hall game room and throughout the campus. Please report any problems or malfunctions to housing or campus staff.

Keys

Residents are issued three keys at the time of check-in. Residents are required to sign indicating they received these keys and they understand the specific regulations regarding keys. One key opens the front door of Rainy Hall, one opens the assigned mailbox and the other opens their apartment door. **TO AVOID THEFT, DOORS TO APARTMENTS SHOULD**

ALWAYS REMAIN LOCKED, EVEN WHEN RESIDENTS ARE HOME. The front doors of Rainy Hall are locked 24/7 and cannot be propped open for ANY reason. **Anyone propping doors open or forcibly pulling open a locked door will face disciplinary action, including fines and possible suspension/expulsion from Rainy River Campus Housing.**

Side doors are for emergency use only and are equipped with an alarm to alert staff to their use. Utilizing these doors when there is no emergency will result in disciplinary action, including fines.

Lost keys

In the event a key is temporarily misplaced (i.e. locked in a room), the student should contact an RA or Residence Life staff member to open the door. A key is determined to be lost (1) when the student says it is lost or stolen or (2) after a key has been missing for one week. If a key is not returned at check-out, the key is considered lost.

If your keys are lost, notify your RA immediately so that a new key(s) may be issued and a determination can be made as to whether locks will be changed. The charge for a replacement apartment key or mailbox key is \$10.00, and the front door key is \$25. **Duplication of keys by students is not allowed and will result in eviction from Rainy River Campus Housing.**

The keys are issued for your safety and convenience, and should be used and safeguarded accordingly. Keys should NEVER be given to another student to use.

Kitchen

Each apartment is equipped with a kitchen for your convenience. Use of hot oil for cooking is discouraged. If you must use hot oil, dispose of it appropriately in a tin can and throw it in the garbage. **NEVER WALK AWAY FROM HOT OIL ON THE STOVE.** It is the residents' responsibility to keep the kitchen area clean and to use these facilities carefully.

Laundry Facilities

Laundry facilities are located on the first floor of Rainy Hall. Washers work best with HE detergent. Problems with the machines should be reported to a Resident Advisor or Residence Life Director. Please do not put shoes or deer hides in these machines. Overloading the machines can result in damage to the machines. Laundry is free and it is expected for residents to do multiple loads rather than overfilling the machines.

Recreational Rooms

Rainy Hall has a recreation room on the first floor. There is a table tennis table and a pool table in this room. A T.V. and sound system is available for resident use at a reasonable level. Please respect these areas and the other users, as they are for all residents to enjoy. The game room is open 24/7 unless issues arise and hours need to be limited.

Personal Property

The College accepts no responsibility for loss, theft, or damage to a student's personal property. The College advises students to insure personal property against loss, damage, or destruction arising from any cause, including, but not limited to, fire, theft, water damage, and the elements. In the event of damage by fire, water, steam, or other causes rendering an assigned room unfit for occupancy; the College reserves the right to reassign the occupant or occupants to alternate designated housing. If a student rejects the offer of alternate designated

housing, the College shall not be liable thereafter. **The College urges all students to obtain renters insurance and to keep all doors locked at all times.**

Fire Safety – IMPORTANT!

For the safety of residents, please follow all safety regulations and policies. ALL RESIDENTS MUST EVACUATE DURING A FIRE ALARM OR DRILL. Theft, improper use of, or tampering with firefighting, detection, and/or alarm equipment (including smoke detectors and extinguishers) is prohibited and will result in disciplinary action. **Always be in close attendance when cooking.** If you burn food, open a window rather than the door into the hallway. **Candles, incense, hookahs, or any flammable or slow-burning substances are prohibited in campus housing. Fireworks of any kind are not permitted on campus or in campus housing units.** Fire extinguishers are located in each apartment. Fire blankets are available near the stove to put out pan fires. **Residents will be held financially responsible for damages caused by fire.**

Students are not allowed to sleep or otherwise move bedrooms into the living room or hallway space of the apartment as this is against city and county fire code. Any student found moving beds and sleeping on a permanent or semi-permanent basis in the living room will face fines up to \$50 per day that they remain outside of their assigned bedroom.

Severe Weather

In case of severe weather, the city of International Falls will sound the sirens. Upon hearing the sirens, or upon learning of a severe weather or tornado warning (not watch) in northern Koochiching County, residents should proceed calmly to the following locations:

- First floor Laundry room
- First floor hallway between apartments 101-105.
- First floor bathrooms with all bedroom doors shut
- Resident Advisors and/or Housing Staff will be present to help direct residents to the nearest safe area and will also be responsible for sounding “All Clear” when the danger has passed.

Energy

As an on-campus resident, the College encourages your efforts to decrease the amount of energy consumed. As a result of the increasing costs of utilities, we ask for your cooperation in conserving energy whenever possible. Turn off lights, computers, televisions, and other small appliances when not in use. Also, please report any water leaks in a timely manner.

Heat

Rainy Hall heating consists of baseboard heaters in each bedroom and living room. Heating works most efficiently when windows and doors are kept closed.

To conserve energy, all windows in campus housing must remain closed in cold weather.

Open windows in winter can result in water pipe breaks and if breaks occur, residents will be assessed damage charges accordingly.

Activities and Programming

Throughout the year, various educational, recreational, and social activities are planned. We try to create opportunities for enjoyment, and will routinely ask you about your interests. If you

are interested in assisting with or have ideas for special programming within Residence Life, let us know! We value your ideas!

Residence Life Terms, Conditions, Regulations & Policies

Minnesota North-Rainy River Campus housing units are designed and staffed to support learning, build community, respect diversity, and encourage responsibility. Your experience in Residence Life is what you make of it. As a member of an on-campus community, you have certain responsibilities to yourself, your fellow students, and to the staff of the building.

Minnesota North - Rainy River Campus has established the following policies and procedures to make residential life enjoyable and safe, and to enhance the academic and social environment for all students. These regulations have been established not to limit the freedoms of individual students, but to secure the freedoms of all residents. Living in a large cooperative housing situation can be challenging. This may be your first experience living away from home, and it is important for you to remain open-minded and be able to accept new experiences with a positive attitude. Remember that many of your fellow residents are in the same situation.

Violation(s) of the following policies may lead to disciplinary action by the Residence Life Director and/or the College. Where such action is necessary, student-residents may also face civil and/or criminal prosecution.

This handbook is designed to provide information that will help you live in a safe, cooperative, and enjoyable housing environment. It is important for you and your fellow residents to read and understand the procedures and policies in this handbook. All residents will be held accountable for their behavior and for the information contained in this handbook as well as in the Student Code of Conduct and the Housing Contract.

Every student residing in College housing is required to sign a Housing Contract, room condition inventory form, and Residence Life Handbook acknowledgment form at the beginning of each academic year. Signing these agreements binds students to Minnesota North-Rainy River Campus's policies and procedures.

Terms and Conditions

Room Deposit

Upon applying to live on-campus, all residents are required to deposit \$250.00 to cover any damage to living units. Any damage(s) to your unit may be deducted from your deposit. If the damage exceeds the damage deposit, the additional damage charges will be added to your College bill. Students removed from Residence Life will not be refunded their deposit, or their room and board payments. Students who choose to leave Residence Life before their housing contract expires also forfeit their deposit. Housing Contracts are binding for one full academic year (fall and spring semesters).

Room Selection and Assignment

Students are assigned rooms by Residence Life Staff. Assignments are made in early summer based on information provided by the student on the housing preference form.

Sometimes a student is left without a roommate. If there is a waiting list for a room, a new roommate will be assigned. Minnesota North- Rainy River Campus has the right to move individuals to alternate rooms at any time. Students may not move into or out of a room without the authorization of the Director of Residence Life.

Apartment changes are not advised but may be allowed by petition; your ability to work and live with different personalities will be an asset to you. If there is a problem between roommates, contact an RA or the Residence Life Director. If a room change is made, the student must properly check out of their former apartment/room and check into their new apartment/room to protect the student's security deposit. A student who does not follow the petition process will be held accountable for all damages to their assigned room. No changes will be made without the consent of the students involved and the approval of the Director of Residence Life.

The Director of Residence Life reserves the right to make apartment changes whenever necessary to ensure a safe, healthy, and secure living environment.

Residence Life Contract Policy

Residents who decide to leave Rainy River Campus Housing before the end of the school year must petition for contract release and meet one of the following conditions for their petition to be approved:

- Official withdrawal from school
- Official graduation from Minnesota North- Rainy River Campus

A student who leaves Rainy River Housing prior to the end of the academic year without an approved petition will be held responsible for all housing and meal plan charges.

Housing petitions may be picked up in the Residence Life Office.

- Petitions must be submitted to the Director of Residence Life
- Even with an approved petition, any student leaving Rainy River Housing mid-year will forfeit the \$250 Housing Deposit.

Vacation/ Breaks

Rainy Hall is closed and may not be occupied during Semester Break (Winter Break). Students wishing to stay during Spring Break must sign up and pay a \$100 flat fee for any occupancy during Spring Break. Therefore, students **must leave** College Housing during these times. Students will be notified of the actual dates for each break. Personal belongings may be left in college housing during these breaks. Please plan accordingly for breaks to ensure you have another place to live.

When leaving for breaks, please unplug all appliances, televisions, curling irons, etc., but not freezers or refrigerators. You must also wash your dirty dishes, remove all garbage from your apartment, and lock all windows and doors. To ensure safety, the RAs or Res Life staff will

check each room including refrigerators, freezers, and mini-fridges. A \$25 fine per bag of trash left behind will be applied to each apartment occupant's account.

Early check in/late check out during breaks may be arranged at the convenience of the college for an additional charge of \$100 through the Residential Life office.

Check-In

By taking occupancy of the space, you accept its condition and assume responsibility to maintain the space and all common areas in which the assigned space is located in a clean, safe, and undamaged condition. Common areas, such as kitchens, living rooms, and bathrooms are the responsibility of all residents of the living unit.

Students shall not alter the room or other facilities (including, but not limited to, painting and removal of College-provided furniture) in any way.

Before settling into your room, you must complete an inventory and inspection of your room and its furnishings. You will receive an official inventory sheet from your RA. The inventory sheet must be signed and turned in within the first 48-hours of check-in.

The condition of all contents of the room, including floors, ceilings, windows, blinds, screens, doors, appliances, and furniture are considered room inventory items and the condition of each should be listed on the inventory sheet. **As a resident of the room and apartment, you are responsible for the inventory and care of the items for as long as you inhabit that room.** This includes damage to the room caused by guests. Care should be given to insure a complete and accurate inventory, as you will be held responsible during checkout for any damages not listed on the sheet.

Note: If you do not turn in an inventory sheet, you will be held liable for all damages in the room whether they were there before you checked in or not. You will be held responsible for the damage and any cost associated with repairs. The inventory sheet is a mechanism to ensure that any damages present at check-in will not be charged to you and your roommates.

Check-Out of Rainy River Housing

All students assigned to each apartment shall be jointly and individually responsible for cleaning and maintaining the unit. When vacating, all residents must remove all personal property and leave the room, any common areas, and all furnishings clean, and in the same condition as when occupancy commenced. Any personal property left in the room or the common areas will be promptly removed and discarded at the expense of the owner. Cleaning, repair, and disposal charges for common areas will be assessed equally among all occupants of the living unit unless individual responsibility is established prior to departure.

When checking out of your unit:

- Sign up for a checkout time with your RA at least 48 hours in advance of your departure.
- Follow cleaning guidelines for checking out:
 - ✓ Remove posters and pictures from walls and wash walls
 - ✓ Sweep/scrub/vacuum floors
 - ✓ Wash shelves, cupboard shelves, drawers, windows, and windowsills
 - ✓ Clean the blinds
 - ✓ Remove all tape and other adhesives from surface areas
 - ✓ Clean refrigerator inside & out, inside oven, stovetop, and burner wells

- ✓ Scour the bathroom sink, shower/tub, and toilet, including the outside of the toilet bowl and the floor surrounding the toilet bowl
- ✓ All of your belongings and garbage must be removed from your room prior to check out
- ✓ Windows must be closed and locked
- ✓ Keys must be accounted for and checked in. Failure to return keys will result in a charge of \$10 for apartment key, \$10 for mailbox key, and \$25 for the front door key.
- ✓ **Failure to check out of your apartment properly will result in a minimum \$75.00 reduction against your deposit.**
- ✓ You will be charged for any and all damages and/or cleaning charges assessed to your living unit or damages/cleaning caused by you in another living unit.

Condition of Premises

By taking occupancy of the space, the student accepts its condition "as is" at such time and assumes responsibility to maintain the space and any common areas in which the assigned space is located in a clean, safe, and undamaged condition at all times.

Common unit areas such as kitchens, living rooms, and bathrooms are the responsibility of all students in that unit. All students assigned to the apartment shall be jointly and individually responsible for cleaning and maintaining them.

When vacating the assigned space, all residents must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were when occupancy commenced. Any personal property left in the room or the common areas will be promptly removed and discarded at the student's expense. Cleaning, repair, and disposal charges for common areas will be assessed equally among all occupants of the room/unit/floor unless individual responsibility is established in writing before departure. There is no altering permitted of the room or other facilities of Rainy River Campus Housing.

Damages

You are financially responsible for any damages to your living unit. This extends to maintenance and cleaning costs and the cost of repair or replacement. If the person causing the damage cannot be identified, the damage costs will be split evenly between all students residing in the unit. This includes damage caused by others not residing in your apartment. Rainy maintenance personnel conduct all repairs. **Residents may not repair damages on their own.**

Furniture

All Rainy River housing units are furnished with beds, desks, chairs, tables, appliances, sofas, dining room tables, and chairs.

Lounge furniture is for the use of all residents, and may not be moved into an individual room. Residents are permitted to bring additional furnishings, but due to limited storage space, no apartment furniture may be removed from a room. Residents are financially responsible for the condition of the furniture in their rooms and common areas. Damaged furniture should be reported to your RA immediately for repair or replacement. Rainy Hall beds can be bunked on top of each other. If you are choosing to bunk your beds, you must notify housing staff and receive assistance. Building of lofts is not allowed.

Furniture may not be removed from its designated space or from room to room.

Room Decoration

You are encouraged to make your room comfortable. However, your decorations may not cause damage to the room, create a health, safety, or fire hazard, or be obscene or offensive. When putting posters on the wall use adhesives that will not damage the wall finish; masking tape or plastic tape is recommended. Duct tape should never be used. You should be considerate of your roommate's opinion while decorating. For safety and cleanliness reasons, the use of live or cut trees and boughs, hay, cornstalks, etc. is not permitted in apartments, hallways, decks, or lounges.

Alcoholic beverage signs are not allowed as window or door decorations. Empty alcohol containers and any furniture made from them (lights, etc.) are also not permitted in the housing units. Signs or traffic control devices that are the property of federal, state, county, or city governments are not permitted in any residential facility. Residents that are found in possession of such described signs/devices will be referred to the Residence Life director, and possibly local authorities. Stolen property is not permitted in college housing.

Pictures and posters of any kind are not to be displayed in housing unit windows. Residence Life Staff reserves the right to prohibit the display of signs anywhere within Rainy River Campus housing units as well as anywhere within the Residence Hall.

Painting

Residents are not allowed to paint, wallpaper, or otherwise alter existing structures.

Housekeeping

Maintenance Staff and work-study students are charged with keeping the residence hall, parking lots, and grounds clean and orderly. The clean appearance of hallways, rest rooms, and lounges is due to their efforts. Please be considerate of their time and effort. **Please clean up after yourself.** This helps create a pleasant atmosphere in which to live.

HOUSING REGULATIONS

Respect where you live and the others you share this space with. Do your part to keep the residence facilities safe and clean. Be mindful of behavior that may disturb others. Respect each other's privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple rules will help ensure a comfortable and safe living environment.

Tobacco-Free Facilities

Smoking (including cigarettes, cigars, pipes, hookahs, e-cigs, vaping devices, etc.) and use of chewing tobacco is prohibited in all college housing units, including all public areas, decks, and patios. Possession of any of these items or devices is also strictly prohibited within Rainy Hall including storing these items in your room or apartment. First violation of this policy will result in a warning, second violation is a \$25 fine, third violation is a \$50 fine, and fourth violation is a \$100 fine and may result in removal from housing. Residents of legal age choosing to use these products need to store them within personal vehicles in the parking lot.

Windows, Roofs, Screens

Residents are not allowed on window ledges or roofs of any residential facility. Any resident seen on a roof will be referred for disciplinary action and charged for any damages.

Screens are not to be removed from windows. The only time screens can be removed is in an emergency. Windows are not to be used as an entry or exit to your apartment. Residents will be charged for replacing missing or damaged screens.

Items may not be attached to the outside of any residential facility or hung outside a window. Any repair or damage resulting from attaching items to the outside of facilities will be charged to the residents of the apartment.

Garbage

Garbage must be removed on a regular basis and disposed of in the dumpsters provided. Trash is not to be stored in the hallways or stairwells and must be immediately taken out when removed from the student's apartment. The presence of excess garbage, empty beverage containers, fish/animal parts, or refuse of any kind noted in your apartment by college personnel will be removed. All residents of the apartment will be charged for such removal. Dumpster lids must remain closed to keep animals/birds out. Throwing trash onto the garbage can lids is strictly prohibited. A minimum fine of \$25 will occur for any violation of the garbage policy.

Gambling

Gambling is **not** permitted in College facilities. This includes any games played for money or goods exchanged for money (i.e. poker chips). The college also prohibits bets made for money.

Dress Code

You must wear shoes, shorts/ pants, and a shirt at all times in Residence Life common areas. Individuals in the common areas without footwear, shorts/pants and/or shirts may be fined.

Pet Restrictions

Residents may not keep pets or have visits from pets, with the exception of fish in an aquarium. Violators of this policy may be fined and/or removed from housing.

Cleaning/Processing of Fish & Game

Students needing to clean or process fish and game cannot be done on campus at Rainy River. At no time should fish or game be cleaned or processed in housing facilities.

Wildlife

Harassment of wildlife on the Rainy River Campus will not be tolerated and violators may be subject to a substantial fine and possible Department of Natural Resources or U.S. Department of Fish and Wildlife involvement. Students who choose to hunt or fish must abide by all applicable laws and regulations. Ignorance of these laws is not an excuse for violating them.

Darts

Due to damage to walls, darts and dartboards are not allowed in Rainy River Campus Housing.

Bikes, Rollerblades and Skateboards

Bicycles may be kept inside apartments provided they do not block exits and that they are kept clean so as to not track in dirt or mud. Use of bicycles, rollerblades, or skateboards within the residential facilities or inside any College building is forbidden.

Snowmobiles and ATVs

Snowmobile and ATV operators must use extreme caution and be courteous of others at all times. All snowmobiles and ATVs must be stored in the owner's pick-up truck. Snowmobiles and ATVs may NOT be stored in college parking areas. **Snowmobiles or ATVs may not be driven within 100 feet of any campus building. Due to safety hazards and grounds damage, operating snowmobiles/ATVs in close proximity to housing facilities is strictly forbidden and will result in disciplinary action.**

Motorcycles

Motorcycles must be parked in a parking spot. They may not be inside housing units.

Guns and Bows – IMPORTANT!

Firearms and bows/arrows are strictly prohibited in Rainy Hall. Reports of any weapon in housing will lead to immediate police response. Students violating this policy will be immediately removed from Rainy River Housing and may be subject to further prosecution/disciplinary action.

Firearms and bows/arrows used during hunting season must be stored in the safes provided on the Rainy River Campus. Contact Director of Operations Brad Krasaway to arrange storage of any weapons.

WEAPONS MAY NOT BE STORED OR CLEANED IN ANY RAINY RIVER HOUSING UNIT.

BB Guns, Air-Soft or other gun look alikes

BB Guns, "Air-Soft" style guns that use plastic or rubber BBs, or other gun look alikes are not permitted on campus or in student housing at any time. These include but are not limited to things such as NERF guns, Orbeez guns, or other projectile shooting devices. Students violating this policy will be subject to disciplinary sanctions, up to and including removal from housing for multiple violations.

BBQ Grills

When using a grill (charcoal, gas, pellet), residents are required to heat and cook on the grill at least 20 feet from any building. Grills are not allowed in any housing units.

Pictures/Poster/Signs

When putting posters on the wall use adhesives that will not damage the wall finish; masking poster putty is recommended. **Duct tape should never be used.** Pictures and posters that are obscene and/or offensive are prohibited in the residential facilities. Pictures and posters of any kind are not to be displayed in housing unit windows.

Flags & Road Signs

Flags may be displayed if displayed properly. The College reserves the right to remove any flag improperly displayed. Flags displayed in windows are not considered properly displayed. The Confederate flag may not be displayed anywhere in Rainy Hall housing. Road signs and traffic control devices are not permitted and will be confiscated if found.

Balls

The bouncing of balls, hitting balls, rolling balls, etc. is prohibited in the residential facilities and is subject to a noise and/or damage fine.

Extension Cords

Please do not run extension cords out of your windows to plug in cars, run appliances, etc. There are a limited number of outlets in the parking lots for plugging in vehicles.

Door – Door Solicitation

Door-to-door solicitation is prohibited in the residential facilities except by candidates seeking public office that have filed for election and received permission from Residence Life.

Any candidates seeking to campaign or distribute campaign materials in the residential facilities must make prior arrangements at least 48 hours in advance with the Director of Residential Living. Campaign literature may not be placed in mailboxes or under room doors.

Soliciting funds or selling products or services is prohibited except by organizations directly connected with the College. College organizations must have obtained approval from the Director of Residence Life.

Vehicles & Parking

Students should park in the paved lots provided. Parking is NOT allowed in the following areas:

- On roadways or driveways.
- Restricted areas denoted with striped yellow lines
- Designated Handicapped Parking areas unless the vehicle has a handicapped parking permit. Note that there are two handicapped parking spots in front of Rainy Hall. Parking in a designated handicapped spot can carry a fine up to \$200.
- Designated faculty, staff, or visitor parking spaces either in front of the school.
- Do not park ATV's, snowmobiles, or trailers on campus except as designated above.

Vehicles found in violation of this policy are subject to towing and/or ticketing by either the International Falls Police or Rainy Campus. Warnings may not be given. Vehicle towing is at the owner/student's expense.

Vehicles left in parking areas beyond 30 days are subject to removal/towing at the owner's expense unless prior arrangements have been approved by Rainy Campus.

All vehicles must be removed from lots during semester and spring break unless prior arrangements are made with the Office of Residential Life.

Snow Removal

Rainy Hall lots and roadways are cleared of snow after accumulations of two inches or more. Residents will be informed of snow removal times and are asked to move their vehicles from the parking lots. Vehicles may be moved to other plowed lots during snow removal operations. Please do not move vehicles back into housing lots until the lots have been completely cleared.

Vehicles not removed from parking lots prior to snow removal may be towed at the owner's/student's expense.

Noise

Living in college housing requires residents to respect community needs for the moderation of noise. Residents are expected to exercise good judgment and consideration in maintaining a learning environment, including accepting responsibility for one's behavior at all times and respecting the rights of other individuals. All residents have the right to study and sleep in their unit, at any time, without unnecessary interruption.

All residents are expected to confront any noise problems that are of concern to them. If assistance is needed, a resident may call upon an RA.

Residents must comply with all policies and regulations regarding sound equipment and recreational activities within the residential facilities. Residents are not permitted to make noise that disturbs others or exhibit disorderly conduct within the residential facilities or on College grounds. Fines may be issued for noise violations.

Quiet Hours

In order to secure the right of students to read and to study free from unreasonable noise and other distractions, the College has asked students to respect "quiet hours." These are designated hours when residents are expected to observe quiet behavior as follows:

- Excluding periods of final examinations, quiet hours will be from 10:00 pm to 8:00 am Sunday evening through Friday morning.
- Weekend quiet Hours are 12:00 am (midnight) to 8:00 am Friday night through Sunday morning.
- During final exams, quiet hours will be 24 hours a day.

Quiet hours are designated as sleep and study hours and all noise should be kept to an absolute minimum. Resident Advisors will assist you in understanding the acceptable levels of noise during these hours. It is the expectation of the Residence Life Staff that you will be courteous to your roommates' and your neighbors' wishes for sleep and study.

It is the responsibility of each resident to help enforce quiet hours and to respect the rights of others. Flagrant violations or repetitive problems will be considered a violation of Residence Life regulations/policies and will be documented as such, possibly resulting in fines or disciplinary action.

Musical Instruments (Including Duck Calls)

In consideration of other residents, apartments and rooms may not be used to play musical instruments of any kind or to practice duck calls. Exceptions to this policy may be made through Residence Life.

Sound Equipment

In consideration of other residents, stereos, radios, televisions, computers, and other electronic devices should be played at volumes that cannot be heard outside the resident's living unit. The use of headphones for sound equipment is recommended. Speakers are not allowed in windows. If this policy is repeatedly violated, the resident(s) involved may be required to remove the sound equipment from the residential facilities or may have the equipment confiscated by Residence Life until they can bring it home.

Property Liability

The college will not be liable for personal property lost, stolen, or damaged by residents. Residents are encouraged to review their parents' homeowner's policies for insurance coverage or carry their own renter's insurance.

Room Entry

Your right to personal privacy will be respected. However, Rainy River Campus Residence Life Staff and RAs reserve the right to enter or authorize entry to your apartment/room when:

- College personnel have reasonable cause to believe that there exists an immediate threat to the health or safety of the occupants.
- College personnel have reasonable cause to believe that there exists a need to protect property (College or private).
- College personnel find it necessary to close or secure a hall, or to repair, replace, or inspect the property.
- College personnel suspect a policy violation or find it necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.
- The College schedules routine checking of cleanliness and maintenance of rooms.

Locked Doors

The front doors of Rainy Hall are locked 24/7 as this is not a publicly accessed building. Students have the responsibility to make sure the front door shuts behind them in all instances. Anyone propping doors open or forcibly pulling open a locked door will face disciplinary action and possible removal from college housing. There is a minimum \$25 fine for each verified occurrence of leaving the front door open.

Activities Prohibited in Residential Facilities

For the protection of residential facility occupants, the following recreational activities are prohibited inside housing facilities: floor hockey, baseball, softball, tennis, soccer, skateboarding, bike riding, rollerblading, basketball, water fights, throwing Frisbees, and other acts that may be considered disruptive or dangerous. Snowball fights are not permitted on college grounds. Please use common sense and be in control of your actions.

Vandalism and Theft

Destruction or defacing of common areas, and/or private area property and decoration is prohibited. Individuals found vandalizing will be held responsible for the cost of the damage and will also be assessed a fine. Severe or persistent cases will be prosecuted by law enforcement.

Theft of personal or college property will not be tolerated. Thieves will be removed from campus housing, prosecuted to the full extent of the law, and may face college suspension/expulsion.

Room Inspections

Room inspections are done on a regular, monthly basis to ensure a safe and healthy environment for the residents of college housing. A member of the Residence Life Staff will conduct the inspections. Fines may be issued for policy violations or damages (including cleanliness). Inspections may be announced or unannounced. Residents will be assessed

charges if Rainy River Campus staff removes garbage, college property, or has to clean housing units.

Hallways

Residential hallways are designed for moving throughout the living complex. In emergencies residential hallways are used as evacuation routes. Keep hallways clear of all obstructions, such as furniture, bicycles, empty boxes, doormats, shoes, trash, etc.

Housing Policies

As an institution dedicated to education, Minnesota North-Rainy River Campus has a vested interest in maintaining an environment in which students are free to pursue their academic interests and responsibilities. Conduct that unreasonably restricts such freedom and interferes with the College's mission of promoting student learning is subject to regulation and/or sanction by the College.

The creation of such an environment is premised on the assumption that students have both rights and responsibilities. By enrolling as a student at the Rainy Campus, one accepts the responsibility to conform to all Minnesota State and Minnesota North-Rainy Campus policies, rules, and regulations. It is important for you to know and understand Minnesota North-Rainy Campus's Student Code of Conduct. A major function of the College is to guarantee student rights, yet to demand student accountability and responsibility.

The following Housing Policies help ensure a safe, comfortable, and positive learning environment for Minnesota North-Rainy River Campus students. As a resident of Rainy Residence Life you are required to conform to all housing policies in addition to Minnesota State and Minnesota North-Rainy Campus policies, rules, and regulations.

Cohabitation

The Rainy Campus residential facilities are designed for single gender occupancy. In the event that a vacancy occurs in an apartment, a member of the opposite sex may not occupy it. Students assigned to singles may not use this opportunity to have another individual move in. Male and female residents may not take up occupancy together on a permanent or semi-permanent basis. Please refer to the College Housing Guest Policy below. In certain very limited circumstances, the Director of Residence Life may allow exception to this policy.

College Housing Guest Policy

College residents will be held responsible for the behavior of their guest(s). Residents have a responsibility to inform their guest(s) of housing regulations and policies. A guest who is disorderly and/or is creating a disturbance will be asked to leave immediately. Disciplinary action may be imposed on both the guest and the resident.

Rainy Hall doors are locked 24/7. Any resident allowing a non-resident access to Rainy Hall may be subject to disciplinary action and will be held responsible for the behavior of the non-resident. A Rainy Hall resident MUST always accompany guests in Rainy Hall.

Overnight Guests

Residents may have guests, with the mutual consent of all roommates, for a **maximum of 72 hours (3 days)**. **Guests are only allowed to stay six overnight stays in any 30-day period.** All guests must be registered with the housing staff prior to their arrival and must present valid identification. Guests who do not have valid identification will not be permitted to enter the residential facilities. The Director of Residential Living shall have final say over whether guests may remain in campus housing, regardless of length of stay. Residents assume full responsibility for the behavior of their guests. Students may not use the residential facilities for babysitting. Please note Under-Age Minors policy below.

It is your obligation to keep your roommates informed of your plans for guests and to be considerate of their rights as individuals to reside comfortably and in privacy. The guest registration form must be signed by all roommates before the guest is permitted to stay overnight. If problems arise from a guest's behavior, length of stay, or the number of overnight occupants, the Director of Residential Living will review the situation. The Director of Residential has the authority to terminate an individual guest's visitation.

Under-Age Minors/Persons Under the Age of 18

Persons under the age of 18, who are not registered residents of Rainy River Housing with signed Housing Contracts on file, are NOT allowed in Rainy Campus Housing units/residential facilities – including but not limited to living units, bedrooms, stairs, commons areas/lounges/lobbies, hallways, and parking lots. In certain very limited circumstances, the Director of Residence Life may make exceptions to this policy for visiting siblings of residents.

Sexual Harassment and Sexual Violence Policy

Minnesota North-Rainy Campus is committed to ensuring an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation.

All members of the College are expected to report incidents of sexual harassment, sexual violence or assault, or harassment based on gender or sexual orientation. Sexual harassment is a violation of 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972(42 U.S.C.S. 2000e. et. Seq.), the Minnesota Human rights Law 363.03 subdivision 512. And Title IX of the Education Amendments (20 U.S.C. 1681, et al. Seq.) and is punishable under both Federal and State Laws.

Sexual harassment Minnesota State further defines sexual harassment as a form of sex discrimination and discriminatory harassment. Sexual harassment is conduct or communication of a sexual nature that is unwelcome, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Sexual harassment includes, but is not limited to:

- Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
- Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
- Unwelcome physical contact, such as sexual assault and sexual violence (as defined in Board Policy 1B.3), molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;

- Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an employee, student or other individual to submit to sexual activity for a benefit including, but not limited to, hiring, promotion, compensation, grades, or authorship;
- Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
- Subjecting, or threatening to subject, an employee, student or other individual to unwelcome sexual attention or conduct; and
- Conduct which exploits the sexual characteristics of others including transmitting or the threat of transmission of photographs and or videos of graphic nudity or sexually graphic messages of others without the consent of the subject of the photograph, video, or message.
- Note: Some of these examples of misconduct may also be subject to Board Policy 1B.3 Sexual Violence Policy.
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the College.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the College.
- Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

A victim of sexual harassment may seek resolution through informal procedures. Such action may include:

1. Keeping records of date, time, and place of each offensive incident, persons who may have seen or heard the activity, and the victim's response; also recording steps taken to resolve the situation.
2. Looking for verification and witnesses or others who will substantiate the charges.

Sexual violence is defined as acts of criminal behaviors and creates an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the complainant is incapable of giving consent (such as when the complainant is under the influence of drugs and/or alcohol).
- Non-forcible sex acts such as incest and statutory rape; and
- The threat of an act of sexual violence
- Sexual violence may include, but it is not limited to:
 - Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Sexual Harassment and Violence as Sexual Abuse

Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota Law. In such situations, the College shall comply with the reporting requirements in MS Section 626.556 (reporting of maltreatment of minors) and MS Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the College from taking immediate action to protect victims of alleged sexual abuse.

Non-consensual Relationships

Substantial risks are involved, even in seemingly consensual romantic/sexual relationships, where a power differential exists between the involved parties.

The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, and opportunities for further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship.

Similarly, the authority of a supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship.

It is inherently risky where age, background, stature, credentials, or other characteristics contribute to the perception that a power differential exists between the involved parties that limits the student's or employee's ability to make informed decisions about the relationship.

Claim of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges, nor guarantee a successful defense if charges are made. A faculty member, supervisor, or staff will bear the burden of accountability because of the special power and responsibility they hold. It may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

Reporting and Resolution of Sexual Harassment/ Sexual Violence

Minnesota North-Rainy Campus encourages the reporting of any and all suspected incidents of sexual harassment and/or sexual violence.

A victim of sexual harassment/sexual violence may seek resolution through formal procedures by making a verbal or written complaint to the Sexual Harassment Officer, or to any other employee of the College. Any student or employee who receives a complaint or information about sexual harassment/sexual violence complaint will notify the Sexual Harassment Officer immediately.

If their complaint is against the Sexual Harassment Officer, the verbal or written complaint will be made directly to the Provost who will follow the procedures contained in this policy.

An individual has the right to choose alternative complaint procedures, and this policy does not deny the right of an individual to pursue other means of complaint. Along with, or instead of, Minnesota North-Rainy River Campus's complaint/grievance procedure, victims have the right to initiate a civil action lawsuit. Complaints may be referred to:

Commissioner of Human Rights
Minnesota Department of Human Rights
500 Bremer Tower
7th Place and Minnesota Street
St. Paul, MN. 55101
1-800-657-3704

Victims of sexual violence have the right to file criminal charges. Minnesota North-Rainy River Campus strongly encourages the filing of criminal charges and will provide advocacy and support, through a counselor, for any person who brings charges of sexual violence.

An official report of sexual violence made to the College will be reported to law enforcement by the Sexual Harassment Officer only with the permission of the victim, except when the laws pertaining to minors and vulnerable adults require such report.

Racial Harassment

Racial harassment is a form of race discrimination, is prohibited by state and federal law, and will not be tolerated by Minnesota North-Rainy River Campus. Violators of this policy are subject to disciplinary action including suspension and expulsion.

Racial harassment is defined as "verbal or physical conduct that is directed at an individual because of their race, color, or national origin or that of their spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment."

Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Sexual Orientation Harassment

Sexual orientation harassment is a form of sexual orientation discrimination, is prohibited by state law, and will not be tolerated at Minnesota North College-Rainy River Campus. Violators of this policy are subject to disciplinary action including suspension and expulsion.

Sexual orientation harassment is defined as "verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment."

Sexual orientation harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Disability Harassment

Disability harassment is a form of discrimination, prohibited by state and federal law, and will not be tolerated by Minnesota North-Rainy River Campus. Violators of this policy are subject to disciplinary action including suspension and expulsion.

Disability harassment is defined as "verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment."

Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting the educational environment.

Telephone/Email Harassment

Residents are responsible for the use of their personal computer and personal cell phone or college issued computer/phone. Keeping these items secure when you are not using them will help prevent unauthorized use.

The use of cell phones, social media, or email to harass, threaten, intimidate, or coerce another person is a violation of federal and state law and Rainy Hall policy and will not be tolerated. This includes harassment on social networking websites (Facebook, TikTok, Snapchat, Instagram, etc.).

Individuals identified as being involved, directly or indirectly, with misuse of the telephone and/or email system will be referred to for disciplinary action. Rainy Hall Residence Life Staff can and will ask the police for assistance in tracking down telephone/email harassers. Please report all harassing telephone calls and emails to the Director of Residential Living, or call the International Falls Police Department.

Staff & Student Harassment

The harassment of college staff and/or students, verbally or non-verbally, face-to-face, over the Internet, or over the telephone/email, will not be tolerated. Harassment is defined by the person(s) on the receiving end of such behavior, not necessarily by what the person exhibiting the behavior intended the message to be. **Harassment of staff and/or students is a serious violation of College regulations. This applies to harassment of students and/or any College faculty or staff, including Resident Advisors.**

Behavior of this sort is disruptive to the college community and will be treated as disorderly conduct. Residents can expect strong consequences, including the possibility of the immediate termination of their Housing Contract and/or expulsion from the College.

Rainy River Judicial Procedures

Living cooperatively can be a positive learning experience. Learning to live with others of different backgrounds, different cultures, and different ways of communicating can be a life changing experience. The Residence Life Staff urges all residents to make an effort to work out

conflicts between themselves. RAs can help if a conflict or problem cannot be resolved between residents.

If a resident's behavior or a situation arises that cannot be solved within the boundaries of Residential Life the next step is the Rainy River Campus judicial process.

All students at Rainy River are responsible for knowing, understanding and upholding the Student Code of Conduct. The Minnesota North-Rainy River Campus Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. The Student Code of Conduct is included in the Student Handbook and can be accessed at the college website or in the library.

College Sanctions constitute a progressive penalty system depending on the type of infraction and the circumstances involved. Sanctions may include written warnings, fines, required educational programs, substance abuse assessment, counseling, loss of housing, disciplinary probation, suspension, or expulsion.

Interfering with Judicial Procedures

Interfering with judicial procedure or outcomes includes, but is not limited to:

- Falsification, distortion or misrepresentation of information before a hearing officer
- Knowingly instituting a complaint without cause
- The harassment and/or intimidation of any RA or member of housing staff, witnesses, and/or any individual involved in the case before, during, or after a proceeding.
- Failure to comply with a sanction imposed by a hearing officer will be considered an additional violation.
- Interfering with judicial procedures constitutes a violation of the Code of Conduct and violators can expect sanctions, up to and including housing and/or college expulsion

Department of Housing and Residential Life Conduct System

The MNC:RR Housing and Residence Life conduct system exists to provide students alleged of violating Housing and Residence Life policies the opportunity to meet with a member of the Residence Life staff to discuss the incident. This process is designed to address inappropriate or illegal behavior with the goal of improving future behavior for the overall benefit of our communities and the individual. The process works in the following manner:

- An Incident Report is written and submitted by a student or staff member to the Housing Director
- The Housing Director reviews the incident and outlines any alleged policy violations.
- Each student allegedly in violation of a policy will receive a notice via their MNC:RR email account regarding the alleged policies violated and with instructions to schedule a Conduct Conference.

- A Conduct Conference is an opportunity for the student to meet with the Housing Director to discuss the incident, determine any responsibility, and come to a resolution on sanctions, if applicable.
 - If a student does not attend a Conduct Conference, a decision will be made without the student's perspective, based on the information available. The student will receive the decision via their MNC:RR email.
 - If a resolution cannot be reached, a decision will be made by the Housing Director. The student will receive the decision via their MNC:RR email.
- If a resolution cannot be reached the student will have the opportunity to appeal the decision under certain parameters.

Residence Life Conduct Conference Guidelines

Student(s) involved in a Conduct Conference process have the following rights:

1. The right to be informed of all charges.
2. The right to review the incident report(s).
3. The right to present evidence and witnesses on their behalf.
4. The right to a fair and impartial hearing.
5. The right to appeal the decision.
6. The right to bring an advisor.

Student(s) involved in a Conduct Conference process have the following responsibilities:

1. Attend the Conduct Conference.
2. Be honest and respectful throughout the conduct process.
3. Comply with all agreements reached or decisions rendered.

During the conference, the Housing Director will discuss charges specifically outlined in their email notice. In incidents where multiple individuals are involved, conduct conferences will be held for each student, unless the Housing Director allows otherwise.

The Housing Director may summarize the incident as recorded on the incident report. The incident report(s), police report(s) and other documents may be presented for additional information.

Witnesses will be asked to wait outside of the conference until needed. When a witness is excused, the individual will leave the conference but may not discuss the case with witnesses who have yet to share their story. Any other person(s) who is allegedly involved in the policy violation cannot be a witness.

The student may bring an advisor to the Conduct Conference, who may remain throughout the conference and serve only in a consulting capacity to the student. The advisor may not address

the Housing Director or speak for the student. The student may consult with the advisor at any time during the Conference.

The Housing Director's finding will be "responsible" or "not responsible" of violating a Housing and Residence Life policy. In all proceedings, the student will be presumed "not responsible" until it is determined that a violation of a residence hall policy occurred based on preponderance of evidence. Preponderance is defined as "more likely than not".

The Housing Director will issue a written response to the student outlining their decision and, if applicable, the assigned sanction(s) for the violation.

Standard of Proof

Residing in campus housing is a privilege, not a right. Therefore, a preponderance of the evidence is the accepted standard of proof for alleged violations. Preponderance of the evidence is a standard that seeks to identify what most likely occurred in a given set of circumstances. This is a much lower standard of proof than "beyond a reasonable doubt," which is the standard applied when a person may have certain rights taken from them. As a result of this lower standard, evidence may be considered during both the informal and formal adjudication process as well as any appeal that would normally not be considered during a legal hearing. This evidence may include, but is not limited to, circumstantial evidence, statements from others, and material found on the Internet (including photos and statements from social networking websites). Students should remember that material posted on the World Wide Web on social networking websites (Snapchat, Facebook, Twitter, etc.), blogs, or other on-line resources is considered public material if it can be accessed by others.

Appeals

Students have the right to appeal a decision if a resolution cannot be met in a Conduct Conference. The purpose of the appeal is to review the case and provide the student with an opportunity to present their argument based on the criteria outlined below. An appeal is not a rehearing of the case. Appeals will only be considered if one or more of the following occurs:

- There is new information pertinent to the case to be presented by the student that could not be presented at the time of the Conference.
- There is information that established conduct processes were not followed.
- The sanction is too severe.

To initiate an appeal, students will need follow appeal instructions as outlined in the conduct conference outcome letter. Appeals must be completed and submitted within 3 business days of receipt of the conduct outcome letter. Appeals must include:

- The student's name and phone number
- A detailed explanation of the particular ground(s) and argumentation in support of the appeal

Possible outcomes from an appeal are upholding the previous decision, changing the violations/sanctions or referring the case back for a new conduct conference.

Grounds for appeal do not include the stress, expense, or inconvenience of relocation or contract termination, cost of educational sanction, separation from friends, lack of familiarity with rules, or good character.

Sanctions

A sanction is a consequence placed upon any student who is found in violation of the Housing and Residence Life policy. Sanctions help define the student's relationship with the Department of Housing and Residence Life in the context of current and potential future behavior.

The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

Policy Reminder: A meeting was held to discuss the behavior and the student was reminded of the policy.

Written Reprimand: Warning that more severe disciplinary action may result should the student be found responsible for any future violations.

Residence Hall Probation: An official written notice that a student is responsible as charged and that more stringent disciplinary action, including removal from the residence hall may result if future violations occur during the probationary period.

Residence Hall Contract Termination Warning: An official written notice that a student is responsible as charged and that their removal from the residence hall will occur if found responsible for future violations.

Residence Hall Contract Termination/eviction: It may be determined that the severity of the incident or the repeated violations of the individual is in direct conflict with the purpose of the residence hall and the removal of the student is in the best interest of the student and/or the community. When a residence hall contract is terminated for conduct reasons, the student will:

1. Forfeit their housing deposit
2. Be financially responsible for the remaining cost of their housing contract

3. Be restricted from entering any residence hall for a time period determined by the Housing Director.
4. A resident whose contract is terminated wishing to submit an application to the residence hall the following Academic Year, will need the approval of the Housing Director before the application is processed.

Terms and Conditions

With each sanction, terms and conditions and/or restorative actions may be assigned. In addition, notifications may be given to other MNC:RR officials as necessary. Terms and conditions include, but are not limited to:

Community Service: Student is required to complete a specific number of hours of community service. The community service location is typically assigned by the Housing Director.

Restitution: Student is required to pay financial compensation in cases such as theft, or destruction of property. The assessed cost to be paid may be in addition to other sanctions. Billings for physical damages, clean-up and/or repairs will be assessed by the Housing Director and charged to the student's MNC:RR account.

Educational Sanction: Student is assigned to complete an educational project. The type of project will be determined by the Housing Director.

Fines: Fines for offenses are charged to the student's MNC:RR account and are payable within 10 business days. Failure to pay fines or arrange to pay fines within this period can lead to removal from Rainy River Housing.

Stayed Fines: Fines can be stayed (postponed) for a set period decided by the Director of Residential Living. Further violation of Rainy Hall policy during this period leads to the fine becoming active and charged to the student's account.

Residence Hall Contract Suspension

It may be determined that the severity of an incident is in direct conflict with the purpose of the residence halls and the temporary removal of the student is in the best interest for the safety of

other community members. The duration of the suspension will be until the conclusion of the MNC:RR conduct process.

No Contact Order

It may be determined, due to the severity of an incident, the residents involved must have no contact with one another. No contact includes, but is not limited to, contact in person, in writing, by computer, by telephone or through another person (with the exception of law enforcement or the courts). No Contact Orders will be given to the students in writing by an MNC:RR staff member.

Communication

The Department of Housing and Residence Life's official means of communication with current residents is through their MNC:RR email. Residents are expected to check their MNC:RR email account frequently and consistently. A student's failure to monitor their MNC:RR email account will not exempt them from adhering to the information and deadlines communicated.

Conduct Process File Management

Students involved in residence hall incidents, whether found responsible or not, will have a record of the incident and summary of all actions on file while the student is enrolled at MNC:RR and for seven years past their last date of attendance. Some records may be held longer depending on the nature of the incident. A student's file will be available only to the student, the MNC:RR conduct officer, and to the Department of Housing and Residence Life.

Threatening Behavior Policy

Behavior threatening the safety and/or well-being of others, including students, guests, faculty, and staff, or the safety and/or well-being of oneself, has no place in a college environment or in college housing. Threatening behavior may be verbal or non-verbal and can include inflicting bodily harm, physical fighting or assault, threats of a retaliatory nature, written notes, on-line blogs, entries into social networking websites (**Snapchat, Twitter, Facebook, etc.**), text messages, 3rd party reports, stalking behavior, and any other behavior deemed to be threatening by those whom it is directed toward. It is important to note that all reports of threatening behavior will be investigated and taken seriously. In addition, behavior of a threatening nature is defined by the person(s) on the receiving end of such behavior, not necessarily by what the person exhibiting the behavior intended the message to be. Students exhibiting threatening behavior can expect strong consequences, up to and including immediate removal from Rainy

River campus Housing, expulsion from Minnesota North-Rainy River Campus, and criminal charges. Behavior threatening the physical, mental, or emotional safety or well-being of others or oneself will not be tolerated. Students found to be harming themselves and/or threatening to harm themselves will be referred for counseling but may also be removed from housing at the discretion of Residence Life staff.

Alcohol Policy

Possession of alcoholic beverages or alcoholic beverage containers, sale, consumption of alcoholic beverages, or association with alcoholic beverages is prohibited on institutionally owned or controlled property, or in institutionally owned or controlled buildings. Also, being present in an area on-campus where alcoholic beverages or alcoholic beverage containers are present or being consumed is prohibited. This policy includes “collectable” alcoholic containers. The College Provost may, in rare cases, allow exceptions to this policy.

Students may not be intoxicated on campus, even if the drinking occurred off campus. RAs and Residence Life staff have discretion in the enforcement of this policy in cases of intoxication where the drinking occurred off campus. Generally, if a student is deemed to be disruptive or a threat to themselves or others after having drank off campus, they will be found to be in violation of this policy. Sanctions imposed will be largely determined by the attitude of students who violate this policy. Cooperative and honest violators may receive lesser or stayed sanctions than those who are uncooperative, dishonest, or belligerent. Individuals violating this policy may be subject to the following sanctions:

1st offense: \$250 fine + Housing Probation

2nd offense: \$250 fine + Housing Expulsion

It is Minnesota North-Rainy River Campus and Minnesota State College and University policy that the possession, use, sale or distribution of alcoholic beverages and/or 3.2% malt liquor at institutions and institution-sponsored events on or off campus is prohibited. Alcohol is not permitted on the Minnesota North-Rainy River Campus except for Instructional Purpose and other permitted use set out in the full Minnesota State Alcohol and Drug Policy. Minnesota North-Rainy River Campus is committed to a standard of student conduct that prohibits the unlawful possession, use, or distribution of alcohol or other drugs on the Minnesota North-Rainy River Campus.

Illegal Drugs

The use, possession, association with, or sale of any controlled substances (Drugs illegal at either State or Federal level including marijuana and synthetic marijuana) is prohibited. Drug-related paraphernalia (hookahs, bongs, pipes, etc. used for illegal drug use) is not permitted in College housing facilities or on the college campus. Also, being present in an area on campus where illegal drugs are present or drug use is occurring is prohibited. The College has zero tolerance for such prohibited behavior and violations may be reported to appropriate law enforcement agencies for criminal proceedings. Students in the presence of drug use are expected to report such use to their RA or Residence Life Staff to avoid being associated with the drug use. Association with drug use can include being present in a space where sensory evidence of drug use is apparent (i.e. smell, smoke, etc.). Sanctions imposed will be largely determined by the attitude of students who violate this policy. Cooperative and honest violators may receive lesser or stayed sanctions than those who are uncooperative, dishonest, or belligerent. Violators of the drug policy may be subject to the following sanction:

- 1st offense:** \$250 fine + Housing Probation
2nd offense: \$250 fine + Housing Expulsion

Housing Fine Payment

If a student receives a fine, a registration hold will be placed on the account and will remain until it is paid. If the fine has not been paid it may be sent to MN State Collections and may affect the resident's credit rating. MNC:RR reserves the right to evict a resident for non-payment.

Scholarship monies are not allowed to pay for fines incurred as a result of a housing violation and/or charge due to lost and/or damaged items.

An RA or Director of Residential Life has the right to search and will search any apartment if they suspect drug or alcohol use. Drug and alcohol use in college housing units will not be tolerated.

Disciplinary Measures

First Offenses Resulting in Eviction from Residence Life

Residence Life staff reserve the right to use discretion in decisions about sanctions.

1. Violation of the Threatening Behavior Policy.

The Residence Life Staff reserve the right to remove anyone (guest, visitor, resident or student) from any on-campus housing complex if deemed a threat to the safety or well being of others.

2. Sexual assault.
3. Inflicting bodily harm (fighting /physical abuse).
4. Tampering with fire equipment including alarms, extinguishers, etc. or lighting of any fires.
5. Intentional damage or destruction of college or personal property.
6. Theft of college or personal property.
7. Violation of the Illegal Drugs Policy
8. Residence Life probation violation.

Phone Numbers

Director of Residence Life 218-598-9330
Professional Staff on Call (Mobile Phone) 218-324-0462