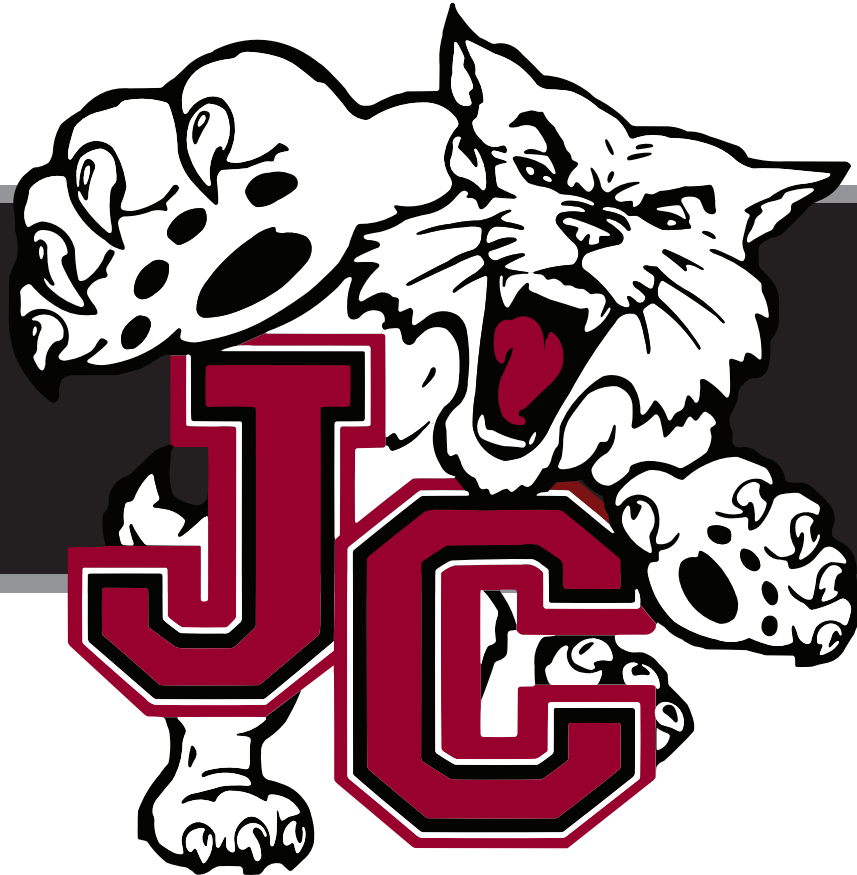


A GUIDE TO  
**RESIDENCE LIFE**



JONES COUNTY JUNIOR COLLEGE  
**Campus Housing Department**



# Important Phone Numbers

**Emergency Phone Numbers:** These phone numbers should be used only in case of an emergency.

Campus Police .....	477-4006
School Nurse .....	477-4104
Clarke, Covington, Greene & Jasper Halls .....	477-5406
Smith Hall .....	477-4131
Wayne Hall .....	477-4128
Anderson Hall .....	477-3118

**Non-Emergency:**

Academic Dean .....	477-4022
Bookstore .....	477-4106
Business Office .....	477-4010
Director of Men’s Housing .....	477-5406
Director of Women’s Housing .....	477-4039
Anderson Hall front desk .....	477-3118
Smith Hall front desk .....	477-4131
Wayne Hall front desk .....	477-4128
eLearning .....	477-5454
IT Help Desk (email/portal) .....	477-4160
Student Success Center .....	477-4257
Financial Aid .....	477-4040
Library .....	477-4055
ONE Card Office .....	477-4035
Student Records (Registrar) .....	477-4036
Student Affairs Office .....	477-4030

## Contents

Welcome letter from the JCJC Housing Staff .....	4
Mission and Goals of Jones Junior College .....	4
General Information .....	5
Campus Housing Staff .....	6

### I. RESIDENCE HALL OPERATIONS

A. Application Procedure .....	6
B. Cancellation Procedure .....	6
C. Residence Hall and Roommate Assignment .....	7
D. Room and Hall Changes .....	7
E. Opening and Closing of Residence Halls .....	7
F. Safety and Security .....	8
G. Missing Persons Policy .....	8
H. Late Night/Overnight Procedure .....	9
I. Check-In .....	10
J. Check-Out Procedure .....	10
K. Example of a Move-Out form .....	11
L. Damages .....	12
M. Residence Hall/Billing Fee Information .....	12

N. Room Searches.....	12
O. Weekly Room Inspection .....	12
P. Maintenance .....	13
Q. Miscellaneous .....	13
R. Withdrawal from College.....	13

## II. REGULATIONS

A. Room Keys.....	13
B. No Subletting .....	14
C. Entering Residence Halls Late .....	14
D. Furnishings and Care of Facilities .....	14
E. Solicitation .....	14
F. Bicycles.....	14
G. Computer Use .....	14
H. Screens and Windows .....	15
I. Stairwells and Balconies .....	15
J. Electrical Safety and Other Appliances.....	15
K. Prohibited Items .....	15
L. Dead Week/Noise.....	16
M. Student Property.....	16
N. Abandoned Property .....	16
O. Pets.....	16
P. Fire and Safety Equipment.....	16
Q. Parking.....	16
R. Rules and Regulations Observance .....	17
S. Smoking.....	17
T. Student Dress.....	17
U. Sunday lunch .....	17
V. Sun-bathing.....	17
W. Weapons Policy .....	17
X. Other.....	17
Y. Academic Requirements.....	17
Z. Minimum Semester Hour Status .....	18

## III. RESIDENCE HALL VISITATION POLICY AND PROCEDURES

A. Visitation and Lobby Regulations.....	18
B. Overnight Guests .....	18
C. Common Areas.....	18
D. Off Limits .....	19
E. No Loitering Policy.....	19
F. Access to Boys Dorm.....	19
G. ID Cards .....	19
H. Official Notifications .....	19

## **IV. SERVICES IN RESIDENCE HALLS**

A. Private Telephones.....	20
B. Cable Television.....	20
C. Internet.....	20
D. Washers and Dryers.....	20
E. Vending.....	20
F. Computer Lab.....	20
G. Mail Service.....	20

## **V. RESIDENTIAL VIOLATIONS & DISCIPLINARY ACTIONS**

A. Class “A”.....	21
B. Class “B”.....	21
C. Class “C”.....	21

## **VI. RESIDENCE HALL EMERGENCY PROCEDURES**

A. Severe Weather Conditions.....	22
B. Tornado Warning.....	22
C. Fire.....	23
D. Violent Intruder.....	23
E. Bomb Threats.....	23
F. Nuclear Emergency.....	24
G. Utility Emergencies.....	24
H. Pandemic Threat.....	24

## **VII. CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE ACT)**

A. Policy Statement.....	25
B. Reporting an Assault.....	25
C. Recommended Immediate Action for Victim.....	26
D. Available Services.....	26
E. Sexual Assault Response Team.....	26

## **VIII. INJURY/ILLNESS/DISEASE**

A. Serious Injury or Illness.....	27
B. Infectious Diseases Guidelines.....	27
Class Time Schedule.....	28
Problem Solving at a Glance.....	29

# WELCOME FROM THE HOUSING STAFF

## DEAR STUDENT

Welcome to Jones residence halls!

The Department of Campus Housing would like to welcome you to Jones County Junior College. We are happy to have this opportunity to greet both new and former students.

The Department of Campus Housing's objective is to provide you with a lifestyle that meets your needs and to assist with your overall learning experience. The residence staff's goal is to provide a positive social, academic, and recreational environment. Our personnel will strive to make your life in the residence halls as pleasant as possible. We invite you to visit us at any time.

This publication is provided to acquaint you with the necessary regulations of residence hall life. The key to making these experiences meaningful for everyone is to understand and to respect the rights and interest of others. You are responsible for reading this handbook and becoming familiar with the rules and expectations established by the college.

Sincerely,  
JCJC Housing Staff

## MISSION AND GOALS OF JONES COUNTY JUNIOR COLLEGE

### Mission

Jones County Junior College will inspire greatness by providing educational opportunities for its students, employees, and surrounding communities.

### Vision

JCJC will be the college of choice for students, businesses, and the community for developing relationships, maximizing potential, and improving the quality of life of all associated with the college.

### Values

JCJC is committed to, demonstrates, and is accountable for . . .

Engaged Learning  
Community Service  
Leadership  
Innovation  
Integrity  
Entrepreneurship  
Stewardship

### Goals

The college shall make available . . .

Human, financial, and physical resources necessary for quality programming.

Educational programs to meet the interests and needs of students.  
Resources to work with agencies and industries to enhance economic development.  
Educational support services to meet the needs of students and educational programs.  
Educational improvement through continuous planning and assessment.

## GENERAL INFORMATION

Jones has traditionally had residence halls that have been operating since 1927. At this time, space is available for approximately 470 females and 400 males, totaling 870 students in the residence halls.

The residence campus is designed to broaden the educational experience of students. Residence halls provide students an opportunity to meet new friends, become involved in various activities, and learn in a living environment.

Residing in the residence halls carries with it certain responsibilities and obligations. The purpose of this handbook is to acquaint the students with necessary policies and regulations of residence hall life. Students are expected to read this handbook and be knowledgeable of the rules and expectations set by the college.

**FACILITIES** There are seven residence halls. All residence halls are air conditioned, have cable television hook-ups, parking, vending machines, and laundry rooms. Each room is furnished; students should bring their own bed linens, pillows and personal items.

**ANDERSON HALL** Built in 2011, with phase II completed for fall 2013, Anderson Hall houses 220 females with a combination of four-bed/two bath and six-bed/three bath suites with every room having two beds. The state-of-the-art building features card access to main entrances and suites, and a fire sprinkler system. Common areas on each floor are used to encourage student-centered civic activities.

**WAYNE HALL** First occupied in 1977, Wayne Hall houses 252 females. The large lobby is well furnished and contains a T.V. and DVD. There are suites located in Wayne Hall with three bedrooms, two people to each room, sharing two complete bathroom facilities.

**SMITH HALL** First occupied in 1988, Smith Hall originally housed females. Beginning in the fall of 2013, Smith Hall became housing for approximately 150 males. A lobby is located on the first floor, and a study room is on the second floor. A T.V. and DVD are available in the lobby. There are suites located in Smith Hall with three bedrooms, two people to each room sharing two complete bathrooms.

**COVINGTON, GREENE & JASPER HALLS** These residence halls were constructed in 1976. Each residence hall houses 62 males for a total of 186 students. There are suites located in the residence halls with two males sharing one room, two males sharing another room, and a complete bathroom facility between the two rooms.

**CLARKE HALL** This two story building was built in 1995. Approximately 78 students live in this residence hall. There are suites located in the residence halls with two males sharing one room, two males sharing another room, and a complete bathroom facility between the two rooms.

# CAMPUS HOUSING STAFF

The Department of Campus Housing provides management for the residence halls. A trained staff provides leadership to assist residents with personal and academic matters. The staff is composed of the Directors of Men's and Women's Housing, Office Personnel, Residence Hall Managers, Residence Hall Assistants, and Custodial Personnel.

**MEN'S HOUSING OFFICE** is located on the first floor of the Administration Building.

**WOMEN'S HOUSING OFFICE** is located in Anderson Hall.

**RESIDENCE HALL DIRECTORS** The Residence Hall Directors are professional staff members hired by the college. They have apartments located on campus with offices in the area they supervise. They are available to assist students and staff in any area of college life. Their major responsibilities are to provide efficient administration of the residence halls, provide personal assistance to residents in a variety of areas, to maintain an environment that promotes safety and security, and to develop an atmosphere that is conducive to the personal growth and development of residents.

**RESIDENCE HALL MANAGERS** Residence Hall Managers are staff members hired by the Campus Housing Department. They are responsible for the total operation of their area. Residence Hall Managers are available to assist residents and staff in any area of college life. For any type of an emergency contact the Residence Hall Manager or Assistant.

**RESIDENCE HALL ASSISTANTS** The Residence Hall Assistants live with the residents in the resident hall. The RA is a student selected by the housing office. They assist the Residence Hall Director with the area where they live.

**CUSTODIAL PERSONNEL** Custodial services are provided in all residence halls for care and general upkeep. All residents are expected to contribute to the cleanliness of the residence hall. It is the responsibility of residents to clean their suites and rooms.

## RESIDENCE HALL OPERATIONS

### A. Application Procedure

Housing Contracts are in the Campus Housing Office, Business Office, Student Affairs Office, and are available online at <http://www.jjc.edu/housing/docs/housingcontract.pdf>. The completed contract and \$50.00 processing fee should be returned to the Campus Housing Office (check/money order) or the Business Office (cash/credit & debit cards) as soon as possible. Preference for room assignments will be given according to previous semester G.P.A. Preference for incoming freshman will be given according to ACT scores.

The processing fee will only be refunded if the college fails to provide a room by the 1st day of classes.

A new contract and \$50.00 application fee must be submitted for each new school year. Contracts are good for summer, fall and spring.

### B. Cancellation Procedures

Cancellations must be made to the Campus Housing Office by email, letter, or personal visit. NO PHONE



CANCELLATIONS ACCEPTED. \$50.00 application fee is non-refundable.

Students who have been assured a room and who cancel their contract after the following dates or who fail to show up for check-in will be charged a \$200.00 cancellation fee.

Fall Semester: June 1st

Spring Semester: December 1st

Summer Semester: May 1st

Students who pick-up a key during dorm check-in are responsible for 100% of semester housing fees. No refunds will be given. Students who remain in school may continue to eat on their meal card.

### **C. Residence Hall and Roommate Assignment**

A residence hall assignment priority is based on previous semester G.P.A. or ACT scores and the date the housing contract processing fee is paid. Students must state preferences for roommates. Special attention is given to preferences. No specific room assignment based upon a resident's request is guaranteed. Preferred roommate assignments are granted if both applicants request each other, both applicants meet academic requirements and housing contracts w/processing fees are received by the housing office at the same time, and if a double room vacancy exists. Students who do not state a preference will be randomly assigned a roommate.

### **D. Room and Hall Changes**

A written request for a room change may be made one week after the day the residence hall opens each semester. Residents must receive permission from the Residence Hall Director. Before permission will be granted, a student must pay a \$25.00 fee in the Business Office.

Residents must receive a room/hall change form from the Residence Hall Director.

Residents must:

- Move all items out of the room

- Make sure the room is orderly and clean

- Inform the staff when the above is completed

- Residents must take form to front desk to exchange keys.

- Return completed form to the Residence Hall Director.

\*Residents that move without written permission or fail to move after receiving permission will be charged \$75.00 and/or removal from campus housing.\*

### **E. Opening and Closing of Residence Halls**

#### **1. Occupancy Opening and Closing**

Residents may occupy a room beginning at the time and date designated by the college for move-in. Occupancy is defined as receiving of a key. The resident will be considered as occupying a room until the key is returned and the resident checks out according to authorized procedure in the residence hall. Rooms must be vacated by 4:00 p.m. on the last day of semester exams. A room will be provided until one hour before commencement exercises for graduates obtaining permission at least 5 days in advance from the Residence Hall Director.

#### **2. Vacation and Holiday Periods**

The college does not provide room and meal accommodations during recess periods of Thanksgiving, Christmas, Semester Breaks, Spring Break, Easter, MLK, Labor Day, 4th of July and Memorial Day holidays. Residents who want to remain on campus must have permission at least five days in advance from the Residence Hall Director. Residents who must remain on campus may be consolidated in one building. These residents will be charged \$18.00 per night with no meals provided. The residents may leave personal property in the assigned room during the recess and vacation period with permission from the Residence Hall Director. The college assumes no responsibility and strongly urges the resident to take televisions, stereos, etc. home. All residents are requested to turn off lights, unplug appliances, empty trash cans, and remove perishables from refrigerators before holidays. Locked windows and doors and drawn drapes will enhance the security of a resident's room during vacation periods.

## **F. Safety and Security**

Campus Police personnel are on duty at all times. In conjunction with the college administration and the housing staff, Campus Police personnel are committed to providing a safe and secure environment. All residents are expected to observe all rules, regulations and request of Campus Police. Residents that need assistance are encouraged to contact a residence hall assistant or, in case of an emergency, contact Campus Police by calling 477-4006.

## **G. Missing Persons Policy**

### **1. Policy**

In compliance with the Missing Student Procedures of the Higher Education Opportunity Act of 2008, it is the policy of Jones County Junior College to investigate any report of a missing student who resides on-campus at JCJC. This policy and procedure outline establishes a framework for cooperation among members of the college community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he/she is reported absent from JCJC for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Police who will investigate the report and make a determination as to whether the student is missing in accordance with this policy.

Each student living on-campus has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Each student over the age of 18 has the option of opting out of the Missing Student Policy through the signing of a waiver on the Missing Student Policy Form.

If a missing student is under 18 years of age, and not an emancipated individual, the college is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by Campus Police that the student is missing.

Campus Police may also notify the Ellisville Police Department and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

If Campus Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the college will initiate the emergency contact procedures in accordance with the student's designation.

Student welfare and safety is paramount to the institution; however, the college recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Vice President of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

## **2. Procedure Notification:**

Any report of a missing student, from whatever source, should immediately be directed to Campus Police.

When a student is reported missing, Campus Police shall:

- a. initiate an investigation to determine the validity of the missing person report;
- b. contact the Dean of Student Affairs;
- c. make a determination as to the status of the missing student.;
- d. notify Ellisville Police Department or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.

### **When contacted by Campus Police, the Dean of Student Affairs shall:**

- a. notify the Director of Men's/Women's Housing, the Vice President of Student Affairs, and the President's Office.
- b. If on investigation of the official report, Campus Police determines that the student is missing, the Dean of Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing;
- c. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the college within 24 hours of the determination that the student is missing.
- d. The Dean of Student Affairs shall initiate whatever action he deems appropriate under the circumstances in the best interest of the missing student.

## **3. Student Contact Information:**

Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students will complete the **Contact Information Form** when they move into campus housing. This form must be completed at the beginning of each semester. It is the responsibility of the student to update any changes to contact information.

## **4. Student Notification of This Policy:**

Included on MyJones , discussed during Jones UpClose orientations, discussed at mandatory housing meetings, included in the annual Campus Security Report, email notices sent to all residents by Campus Housing.

## **H. Late Night/Overnight Procedure**

### **1. Resident Returning/Leaving campus on the weekend and weekday**

Residence hall students may leave the residence halls for the night from 6:00 a.m. until closing hour. No one can leave or enter the residence halls from approximately 2:00 a.m. until 6:00 a.m. The residence halls will be locked at 2:00 a.m. Students must be in by 2:00 a.m.

The residence halls will be locked at closing hour. No student can enter the residence halls after closing hour unless prior arrangements have been made with the housing staff. All residence halls will open by 6:00 a.m. No one may enter before 6:00 a.m.

Quiet hours begin at 10:00 p.m. During this time, students must either be in a room or in transit to and from buildings. Reasonable quietness is expected. Loud noise and disturbances will not be tolerated.

All residence hall students on campus are expected to be in the residence halls at 10:00 p.m. No loitering or visiting will be allowed around the front of female residence halls past 8:00 p.m. each night. Students cannot be on the front porch area of residence halls after 8:00 p.m. Students can enter until 2:00 a.m.

Unauthorized entry or aiding with unauthorized entry into a residence hall or other college facility will result in immediate action by the Residence Hall Director.

Residents who are later than 2:00 a.m. must justify their lateness to the Residence Hall Director. Depending on the amount of lateness, the condition of the resident and the reason for the lateness, the resident may meet with the Dean of Student Affairs.

## **2. Overnight Trips**

A student who is going to be out of the residence hall overnight must leave 2:00 a.m. and return after 6:00 a.m. Students cannot enter the residence hall from the time the residence halls are locked until 6:00 a.m. unless prior permission has been given by the Housing Staff. An offense will be given for violation and the student will be placed on probation and will be subject to early curfew.

## **3. Returning to Campus After School Sponsored Events**

Residents are encouraged to attend college sponsored events. When these events involve late entry into residence halls, residents are expected to cooperate with housing staff to allow all residents to enter and move to their rooms as safely and quietly as possible. Residents will be expected to return to campus with the school sponsored group and all students will be allowed to enter at the same time. Residents are encouraged to remain on campus after returning from late night events. Those choosing to leave will be expected to do so quickly and quietly. Common areas in housing will be locked ten minutes after the school sponsored group returns to campus.

## **I. Check-In**

Upon arrival, each resident should check-in at the reception area in the assigned residence hall. Room assignments, keys, and orientation materials will be given to the resident. The resident is expected to verify the condition of the room and furnishings per the inventory check sheet and report any discrepancy to the resident manager within 48 hours of receiving a key.

## **J. Check-Out Procedure (During or at the end of a semester)**

Inform the Residence Hall Director in advance.

Move all personal property out of the room and suite.

Rooms and suites must be clean and in order, swept and all trash removed. Nothing should be affixed to walls, doors, or windows.

Completed move out form and key must be turned in to the Resident Manager or Resident Assistant on duty at the time of move-out room inspection.

**\*\*\*Failure to properly check-out will result in an improper check-out fee being charged to student's account.\*\*\***

Please see Resident Manager or Resident Assistant on duty for move out forms.

Female residence hall students must make an appointment with their assigned Community Assistant before moving out of the residence halls. Students are expected to be flexible and work out a time that is convenient for both parties.

## K. Example of a Move-Out form:

### MOVE OUT FORM

(STUDENT should complete top portion and return to Resident Manager or Resident Assistant on duty for room inspection)

Key(s) must be returned at time of move out to avoid replacement fee. Any damages to the room and/or suite will be charged to student's account.

Student's Name: \_\_\_\_\_ EMP ID \_\_\_\_\_

Dorm: \_\_\_\_\_ Room: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Move-out Date: \_\_\_\_\_

#### What is your reason for moving out of the residence halls?

\_\_\_ Financial Aid Difficulty \_\_\_ Academic Difficulty \_\_\_ Work \_\_\_ Relocation

\_\_\_ No longer interested in living on campus \_\_\_ Personal Reasons \_\_\_ Health Reasons

\_\_\_ Desired Program Unavailable \_\_\_ Unhappy with housing facilities

\_\_\_ Other \_\_\_\_\_

#### Resident Manager or Resident Assistant will check the items which apply to your room and suite.

1. Clean Floor Yes \_\_\_\_\_ No \_\_\_\_\_

2. Clean Furniture Yes \_\_\_\_\_ No \_\_\_\_\_

3. Clean Walls/Ceiling Yes \_\_\_\_\_ No \_\_\_\_\_

4. Clean Bathrooms Yes \_\_\_\_\_ No \_\_\_\_\_

5. Clean Suite Hallway Yes \_\_\_\_\_ No \_\_\_\_\_

6. Clean Suite Closet Yes \_\_\_\_\_ No \_\_\_\_\_

7. Trash Removed Yes \_\_\_\_\_ No \_\_\_\_\_

8. Personal Items Removed Yes \_\_\_\_\_ No \_\_\_\_\_

9. Cable Connector Present Yes \_\_\_\_\_ No \_\_\_\_\_

10. Refrigerator

Cleaned Yes \_\_\_\_\_ No \_\_\_\_\_

Damaged Yes \_\_\_\_\_ No \_\_\_\_\_

Amount to charge for damage \$ \_\_\_\_\_

Comments: (Maintenance/Damages/Housekeeping)

---

Key (s) has been returned to front desk? Yes \_\_\_\_\_ No \_\_\_\_\_

Resident Manager/Assistant's Signature: \_\_\_\_\_

## L. Damages

The residents are responsible for damages to their rooms and suite areas including the bathroom, windows, door and screens. The room doors, suite doors, windows, immediate hallway areas and glass panels should be kept clean, and there should be nothing affixed. Residents should use masking tape rather than sticky putty, nails, tacks, glue, duct tape or scotch tape to hang items on walls. Damage to any areas of the common areas, residence hall room or property will be charged to the occupant. The cost of the damage will be determined by the Maintenance Department. Furniture should not be removed from rooms. Residents will be charged for missing pieces. No water furniture is allowed.

## M. Residence Hall/Billing Fee Information

### 1. Room and Board Payments

Fees are established and paid to the Business Office. The date and amount of each payment is set by the Business Office. Failure to pay the amount due by the date the payment is due can result in removal from the residence hall. Students that pick up a key are responsible for 100% of housing fees. These funds are non-refundable even if a student moves out prior to the end of the semester.

### 2. Meal ticket/Student ID

Residents are issued a student ID card by the OneCard Office. When activated, the ID serves as a meal ticket. The ID must be presented in order to eat in the cafeteria. Meals are placed on a resident's account upon receiving a room key and meal charges continue until the resident presents a move out form to the Housing Office.

Students are strictly prohibited from giving their ID card to someone else to gain entry into the residence halls or the cafeteria. If a resident should lose their I.D. card; a new I.D. may be purchased at the Business Office for \$25.00 and reprinted in the OneCard Office. A photo ID must be presented to the OneCard office to obtain a new ID.

## N. Room Searches

JCJC completely respects the Constitutional rights of all students. Students are protected by the Constitution against unreasonable search and seizure. However, college officials reserve the right to enter and inspect dorm rooms at any time necessary to protect and maintain the school's property as well as the health and safety of its students. Room inspections may also occur when necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. Reasonable effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry. Routine and unannounced maintenance inspections may be conducted by the college without prior notification of the resident.

## O. Weekly Room Inspection

Rooms, bathrooms, refrigerators and entrance halls in the residence halls will be inspected on a weekly basis. Additional inspections may be announced. Failure to pass room inspection will result in the following penalties:

**1st offense** - warning and meet with Residence Hall Director

**2nd offense** - will result in a \$25.00 charge per student.

**3rd offense** - will result in a \$50.00 charge per student and a meeting with the Residence Hall Director.

**4th offense** - will result in a \$75.00 charge per student. Further offenses may result in removal from the residence halls for one calendar semester.

The following items are expected to be cleaned upon room inspection: furniture, floor, bed, refrigerator, bathroom floor, sink, mirror, toilet, bathtub, and shower. Room and bathroom trash and Recycle bins should be emptied, and both should have an orderly appearance. Residents are asked to sweep trash and place in garbage cans.

Custodial Personnel are **NOT** responsible for student's room, bathrooms, recycle bins or entrance halls.

## **P. Maintenance**

Request for repairs should be submitted in writing to the front desk of a female student's residence hall. Work orders for Men's Housing should be emailed to [mhworkorders@jcc.edu](mailto:mhworkorders@jcc.edu) including name, ID #, Hall, Room #, and the nature of the problem. The Residence Hall Director must approve all needed maintenance repairs.

## **Q. Miscellaneous**

The intercom should be used to call residents to the lobby for a visitor or a phone call. Residents are expected to respond promptly and appropriately.

Bulletin boards should be checked daily.

Cafeteria hours are established and posted each semester by cafeteria staff.

Residence hall students are responsible for having their I.D.s at all times. Failure to submit an I.D. in the cafeteria will require payment for meals.

## **R. Withdrawal from College**

It is the student's responsibility to officially withdraw from the college. The withdrawal process can be initiated in the Student Success Center, or by calling 477-4257. Residents are also expected to officially withdraw from housing by contacting the housing office, following proper move-out procedures, and completing paper work. Residents are expected to vacate housing within 24 hours of withdrawal from the college.

# **II. REGULATIONS**

## **A. Room Keys**

Room keys are issued by the residence hall staff when students move into the hall. Keys must be returned to the residence hall staff when a resident vacates an assigned room. Residents who do not return their key at move-out will be charged \$25.00 (per key) replacement fee. Residents who lose or misplace a key will be charged \$25.00 (per key) to receive a new key. The Residence Hall Directors may issue keys. The college is not responsible for articles lost, misplaced, or stolen. Residents are encouraged to keep their room doors locked at all times. Students are strictly prohibited from giving their key to someone else to gain access to their room. Students must be present with all guests.

The housing staff will open a resident's room. The staff will not open a room for a guest, visitor, or another resident. There is a \$5.00 charge for unlocking a door. Please see the person on duty. Charges will be posted to the student's Business Office account.

Duplication of room keys is not allowed. Any duplication key redeemed at check-out will be treated as a lost key.

## **B. No Subletting**

Residents are not permitted to sublet their rooms.

## **C. Entering Residence Halls Late**

Anderson, Smith & Wayne Halls are locked each night at the closing hour. Clarke, Covington, Greene, and Jasper Halls parking lots are monitored at the closing hour.

Students returning late to campus must contact Campus Police to gain entrance to the residence hall. A JCJC I.D. will be required to obtain admission to the residence hall.

Campus Police will write a report each time a student enters the residence halls late. Students will receive a disciplinary offense for returning to campus after hours and/or not having a JCJC I.D. Students will be placed on probation and subject to early curfew.

## **D. Furnishings and Care of Facilities**

Rooms will be furnished to accommodate two residents per room with two beds, desks, chairs, drawer space, closet space and a refrigerator. Students must unplug and defrost units in the bathroom area before leaving at the end of each semester. The refrigerator should be moved back into the room after defrosting has occurred and locked in the room prior to the students leaving for the break. Blinds or curtains are furnished. The resident is directly and financially responsible for keeping the room, bathroom, entrance hall, and furnishings clean and free from damage. An inventory/care of property check will be conducted each semester. Charges for damages and/or cleaning will be assessed to the resident.

## **E. Solicitation**

No door-to-door solicitation is allowed. Vendors may use common areas for demonstration purposes only with the written permission of the office of Student Affairs. Residents are not allowed to post advertisements for items for sale in the residence hall.

## **F. Bicycles**

Bicycles may be kept inside residents rooms with the consent of the roommate; however, they are not to be left anywhere else inside a residence hall.

Bicycles left in other areas of the hall will be removed.

Chained bicycles should not obstruct any entrance, exit, or handicap access ramp.

## **G. Computer Use**

In the continuing effort to deliver the best network experience possible, the Information Technology department has developed the following network policies:

1. Wireless access points and wireless routers are NOT allowed in any dorm room or residential building on campus. Anyone found with these devices in their possession will be charged a \$100.00 Fee and have devices removed from room. Devices will only be returned after fees are paid. A second offense can result in loss of network privileges in dorms, additional fees, and/or removal of devices without return.



2. If you have a wireless printer you would like to bring to your residence hall, the wireless capabilities must be fully disabled and printer must connect to your computer via wired connection.
3. Online gaming access will be allowed only on the weekend (Saturday and Sunday) during the hours of 8am – 5pm. The Information Technology cannot be responsible if your games do not work at maximum capability at anytime.
4. VPN, P2P, Servers, IP Spoofing are not allowed in residence halls. Anyone found using any of these services while on campus will be subject to the loss of network privileges on personal devices, in dorms and campus settings.
5. Any school network equipment that is in the room is the responsibility of the room's occupants. If equipment is misused or damage it will be the resident's responsibility to pay the full retail price of that equipment. All equipment will be examined during room inspection at the beginning and end of each school year, as well as during weekly room inspections. If you notice any equipment damage in your room, contact your campus residence office immediately.
6. Switches of any kind will NOT be allowed in residence hall rooms unless approved by the IT Department. If approved, it becomes the sole responsibility of the student to purchase equipment that aligns with the spec given by the IT department. Students must ask for approval each school year by submitting a work order through campus housing. Equipment found in room without proper approval will be removed from room. Fees and rules will reflect the penalties of wireless access points and routers.
7. If you have any issues accessing wired or wireless connections, please inform residence hall personnel so that they can submit a work order on your behalf.

### **Expected Behavior**

Those who use the College's computing and network resources assume personal responsibility for the appropriate use of the technology in a manner consistent with mature behavior and agree to comply with the College's Electronic Use Policy, as well as federal and state law. This includes the use of campus personal computers and terminals, departmental computing facilities, general-use computers, printers, and campus network resources. Improper use of college computing and network resources will result in disciplinary action.

## **H. Screens and Windows**

Window screens are not to be removed from the windows, and nothing is to be hung or affixed to the outside of the building or window. Throwing objects from the window is prohibited.

## **I. Stairwells and Balconies**

Dropping any object down stairwells, out windows, or off balconies is prohibited. Hanging clothing or other items on the railings in the residence halls is prohibited.

## **J. Electrical Safety and Other Appliances**

Students may have a coffee pot, microwave, stereo, TV, hair appliance. Major electrical appliances are not permitted in the residence halls. Toaster ovens, hot plates, and frying pans are not permitted. Students should not use multiple outlet adapters or connect more than one appliance to an extension cord. Extension cords should **not** be placed under carpets or wrapped around pipes in rooms. Residents who overload circuits and cause circuit breakers to trip will be fined and/or charged \$25.00 to have breaker reset. Outside or inside grills are prohibited.

## **K. Prohibited Items**

Although not all-inclusive, the following items are prohibited in the residence hall parking lots, residence hall rooms, areas around any residence hall: personal air conditioners; refrigerators drawing over 1.8 amps; exterior aerials or antennae; water guns; air guns; pets; firearms; ammunition; firecrackers or other explosives; barbells;

grills; alcoholic beverages and/or containers and controlled substances; scooters, candles, fragrance plugs, incense or hot plates; toaster ovens; skateboards; roller blades; “surround-sound”, amplifier/electric guitar, and electronic cigarettes.

Motorcycles cannot be taken into the residence halls, and must be parked in designated parking lot area.

**Open Flames** - Open flames are not permitted in any campus residential facility. Candles are specifically prohibited. **No candles allowed!**

## **L. Dead Week/Noise**

The week and the weekend preceding fall and spring final exams will be dead weeks. Residence hall noise should be kept to a minimum each day of dead week. Unnecessary noise during dead week may result in disciplinary action.

Residence halls are expected to be quiet and conducive to study. Radios, TV’s, and CD players must be turned low enough so that they cannot be heard in the hallway of the residence halls at all times. Students must gather in each other’s rooms if they want to talk after 10:00 p.m. Groups must not be so loud as to be heard in the hallways or walkways. Groups cannot gather in the hallway, walkway or stairwells.

## **M. Student Property**

The college shall assume no responsibility for theft, destruction, loss of money, valuables, or other personal property belonging to or in the custody of the student, for any cause whatsoever, whether such losses occur in the student’s room, hall, suite, or storage. Students should carry their own property insurance, lock doors and secure valuables.

## **N. Abandoned Property**

All resident property will be considered abandoned if the property is not claimed. Any items left behind immediately become the property of JCJC to be disposed of. Bicycles or other personal items found in stairwells, courtyards or hallways will be considered abandoned and will be removed immediately.

## **O. Pets**

NO pets are allowed. (This includes All animals; ex. fish, snakes, turtles, etc.)

## **P. Fire and Safety Equipment**

Tampering with or misuse of fire safety equipment is prohibited. Fire safety equipment includes, but is not limited to alarms, smoke detectors, and extinguishers. Anyone apprehended for vandalizing or using fire safety equipment for any purpose other than safety will be subject to removal from housing. Bulletin boards are in each residence hall with emergency evacuation procedures posted.

## **Q. Parking**

Residents are expected to register motorized vehicles with Campus Police. A campus parking decal must be present on all vehicles. Parking spaces are filled on a first come basis. Residents are required to leave vehicles in the parking areas designated for dorm parking until 1:00 p.m. Residents will not be allowed to park vehicles illegally in order to be closer to entrances. Residents will be expected to comply with the Motor Vehicle Parking Regulations in the Student Handbook. Parking is open between the hours of 1:00 p.m. and 9:00 p.m. only. No parking in handicap spaces, fire zones, Faculty/Staff parking located at Anderson/Wayne/Smith Hall. Tickets will be given. Additional dorm parking is located in the parking lot between the baseball and football stadiums. If a student moves out of the dorm, it is the student’s responsibility to notify the Decal Office in order to exchange decal from dorm to commuter.

## **R. Rules and Regulations Observance**

The college considers that students who choose to live in the residence halls certify their acceptance of policies and regulations related to residence hall life. Failure to observe policies and regulations related to residence hall life subjects residents to disciplinary action. Failure to respond to disciplinary action makes the resident ineligible to live in the residence halls.

## **S. Smoking**

The residence halls are non-smoking facilities. In order to promote a healthy environment for students, faculty, staff and visitors, Jones County Junior College is a tobacco-free campus. The use of tobacco and smoking products, including electronic smoking or vapor devices, is not permitted on any Jones County Junior College-owned property, including but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational and sporting facilities and College-owned vehicles. This policy applies to faculty, staff, students, contractors, vendors and visitors.

## **T. Student Dress**

All students recognize that one of the primary purposes of the college is to prepare the individual for a professional career. Dress and conduct should reflect the accepted morals in the field that the student has chosen. Females must be properly dressed to enter the lobby at all times. Females must be properly dressed to leave their suite at all times. Males **MUST** have shirts on at all times.

## **U. Sunday lunch**

The cafeteria will not serve students who are not dressed with appropriate shoes, shirt, jeans, and or/slacks for an eating establishment.

## **V. Sun-bathing**

Females may sun-bathe in the Wayne Hall courtyard. Females must wear appropriate swim wear. Swim wear is not allowed in the lobby. Sunbathing is not allowed around the lake.

## **W. Weapons Policy**

Weapons are prohibited from college campuses by Mississippi state law and by college policy. Any student found to be in possession of a weapon will be arrested, and due process procedures will also be instituted by the college.

## **X. Other**

In addition to the rules and regulations as stated in this handbook, the Student's Handbook, all other rules and regulations of Jones County Junior College and any laws, civil or criminal, of the State of Mississippi and of the United States of America shall also be in effect upon students residing in campus housing. This publication is a supplement and not a substitute for the aforementioned.

## **Y. Academic Requirements**

Students must pass a minimum of 9 hours a semester with a G.P.A. of 1.5 or higher to be eligible for student housing the next semester (Fall/Spring). Those students who do not meet the requirements but do have an overall G.P.A. of 2.5 or higher may continue to live in student housing on a probationary status. These students must meet the requirements the next semester to remain eligible, regardless of their overall G.P.A. Students who do not meet housing academic requirements may appeal to the Housing Committee at an appointed time and date. Students who do not appear for their appeal at the appointed time forfeit any further consideration in this matter.

## **Z. Minimum Semester Hour Status**

Students must be enrolled in 15 hrs. with at least 10 of these hours on-campus to be eligible for student housing. Students who drop below 15 hours during the semester must move out of the residence hall. A student may remain in the residence hall while appealing. Below-hours students may appeal his/her removal by making an appointment with the Residence Hall Director. Students have the right to appeal the Director's decision to the Vice President of Student Affairs. Students who do not appear for their scheduled appeal forfeit any further consideration in this matter.

# **III. RESIDENCE HALL VISITATION POLICY AND PROCEDURES**

## **A. Visitation and Lobby Regulations**

All visitors are required to leave a valid JCJC ID at the front desk while visiting with a residence hall student. The ID may be picked up when the visitor is departing from the residence halls. Children under the age of 12 may not visit a residence hall student in the residence halls for over an hour each week. Commuting students or other people cannot bring their children to school and expect for their children to be kept in the residence halls. There are specific hours set aside for visitation of male and female halls. Visitation hours and rules are available at the front desk. Residents may not allow visitors in their room while the resident is not present.

The lobby areas at Wayne and Anderson may be used for studying, quiet visitation, and television use. Reasonable quietness is expected and violators will be asked to leave and may forfeit future privileges.

Males are not allowed in the immediate area around the female residence halls before 8:00 a.m. or after 8:00 p.m. Males must secure permission from the Housing Staff to assist females upon move-in or move-out. Proper paper work should be completed at the front desk.

Day visitors of the same sex are allowed in rooms from 8:00 a.m. until 10:00 p.m. Residents are responsible for the actions of guests.

## **B. Overnight Guests**

A request in writing must be made 3 days in advance to the Residence Hall Director. Students will be informed regarding approval or denial of request. The fee for an overnight guest is \$10.00. Guests must sign in and pay before entering the room. Guests may stay no more than one night per week. Students who have unapproved overnight guests will be subject to additional fees and disciplinary action by the student affairs committee. All guests are governed by college and residence hall regulations, and it is the host's responsibility to make guests aware of this policy. In cases where the guest is in violation of a college policy, disciplinary action may be brought against the host.

Guests age 12 and up may spend the night Friday and Saturday nights. Guests on any other night must present a JCJC I.D.

## **C. Common Areas**

The main lobbies of the residence halls are open to female residents of that hall at all times. Lobbies should only be used for quiet visitation, studying, or television viewing. One residence hall student may have one guest. Guests must present a valid JCJC ID upon entering the lobby area. Reasonable quietness is expected.

Common areas of residence halls may be used for social or programmed activities; however; prior reservations with the Residence Hall Director is required. Participants must observe the college regulations and respect the rights of others. If residents have questions, contact the Residence Hall Director.

## **D. Off Limits**

Residents of the same sex may visit freely in other residence hall rooms until closing hour. Residents of the opposite sex are not allowed.

Loitering in and around campus buildings after school hours (before 8:00 a.m. and after 10:00 p.m.) and on non-school days is not permitted.

Loitering and visiting around the residence halls in parking areas is not permitted after 8:00 p.m. each night.

The area around the lake is restricted from sunbathing and familiarity. No parking is allowed around the lake.

Students are expected to exit parked vehicles immediately upon arrival in the parking areas adjacent to residence halls. Prior to 10:00 p.m., residents are allowed five minutes in the parking lot. After 10:00 p.m., students are not allowed in the residence hall parking areas.

## **E. No Loitering Policy**

Loitering will not be allowed in the areas in front of the cafeteria and along the east side of the cafeteria.

Loitering will not be allowed on the sidewalk between Wayne hall and the cafeteria. Students may be ticketed for violating this policy.

## **F. Access to Boys Dorm**

Any non-resident who needs access to a male resident must check in with the Men's Housing Office located in the Administration Building, Room 105. Females are NOT allowed beyond the parking lots adjacent to male residence halls.

## **G. ID Cards**

The Jones ONECard is the One Card for every JCJC student and employee. The card serves as the official college identification card, grants access to dorms for campus housing students, and can be used as a debit card at various locations, both on and off campus by purchasing Bobcat Bucks for your account. The ONECARD serves as a library card, a meal card, a fitness center card, and it is used for admission to athletic and other college-sponsored events. Students are issued the permanent card upon initial enrollment to the College, and this card will be used during all enrollment periods by revalidation. A replacement fee will be charged for each additional replacement card issued throughout a student's enrollment. The ONECARD should be carried at all times and is to be shown for student identification upon the request of any college official. Failure to present the card when requested by authorized personnel is a violation of college regulations and subjects the holder to disciplinary action. Lost or stolen cards should be reported to the ONECARD Office.

## **H. Official Notifications (E-mail)**

JCJC will communicate with housing students through the jcjc.edu email system. Students are expected to check their email accounts regularly for official notifications regarding campus housing information. Failure to check email accounts does not excuse the student from announcements.

## **IV. SERVICES IN RESIDENCE HALLS**

### **A. Private Telephones**

Private telephone connections are no longer available in dorms.

### **B. Cable Television**

Basic cable television service is provided in each residence hall room. Residents must provide their own cable cord.

### **C. Internet**

Internet service is provided through the college network. Students utilizing personal computers through the college network are expected to abide by the College's Electronic Usage Policy. The student is responsible for personal computer and all applicable hardware (ex. ethernet cable, Internet adaptors). These may be purchased at many discount or computer stores, as well as online. The college does not specify or recommend a brand. Once the student arrives on campus, if he/she has any issues they should call the Helpdesk at 477-4160. Technicians can help troubleshoot Internet problems, but cannot handle other software or hardware issues on the personal property of the student.

### **D. Washers and Dryers**

Washers and dryers are provided in all residence halls for the convenience of the residents. Rooms may be locked at closing hour each night. Some washers and dryers allow the use of Bobcat Bucks by using the OneCard.

### **E. Vending**

Vending machines dispensing snacks and drinks are available in the residence halls. To report lost money, a resident should notify the residence hall staff. Vending rooms are locked at closing hour each night. Change is not available in residence halls.

### **F. Computer Lab**

Labs are available for student use in the Student Success Center.

### **G. Mail Service**

A postal fee is included in the housing charges. Students will be assigned a post office box in the student center to receive personal mail. Students must return their keys at the end of each semester. Students not returning keys will be charged \$25.00 and transcripts will be held until the fee is paid.

## **V. RESIDENCE HALL VIOLATIONS & DISCIPLINARY ACTIONS**

Residence life at JCJC is a privilege. Students who refuse to follow housing rules will lose this privilege. Upon move-in, residents agree to conform to the rules and regulations of the housing staff and the college. Any violation of these rules and regulations will result in one of several forms of disciplinary action.

Class "A" offenses will result in immediate dismissal from campus housing. Any combination of two class "B" offenses in one school year will result in immediate dismissal from campus housing. Any two class "C" offenses will equal one class "B" offense.

Upon receiving a discipline action from the Housing Official, the resident may choose to:

- 1) Accept the penalty and abide by all sanctions, or
- 2) Appeal the penalty of the Dean of Student Affairs within 48 hours of the rendered decision. The Dean of Student Affairs may decide sanctions or refer the resident to the Student Affairs Committee. The Student Affairs Committee procedures are available in the *Student Handbook*.

Any offense that is not listed below will be assigned a class rating by College officials.

### **Class “A” – Immediate and possible permanent dismissal**

Theft

Possession/consumption of illicit drugs, possession of paraphernalia, or evidence of consumption

Possession of a firearm of any kind

Possession of explosive devices

Possession of dangerous weapons

Pulling a false fire alarm or tampering with or vandalizing fire safety equipment

Setting of, or adding to, unauthorized fires on college property

Vandalism to or theft from vending machines

Failure to obey a direct order of a school official

Fighting, physical or verbal abuse

Illegal visitation

Sexual activity, sexual misconduct, domestic violence, dating violence, or stalking

Forgery or falsification of official documents, knowingly providing false information to College

Ignoring financial obligations to the College

### **Class “B” - Fine and/or suspension**

Possession or consumption of alcohol (\$75 and possible suspension)

Intoxication (\$75 and possible suspension) and parents called or arrest

Possession of alcoholic containers; full or empty (\$75)

Smoking (\$75)

Use of electronic cigarettes or electronic vapor devices (\$75)

Unauthorized entry of residence halls or other restricted areas (\$75 and possible suspension)

Aiding unauthorized entry by others into residence halls (\$75 and possible suspension)

Propping open an exterior entrance to a dorm (\$75)

Unauthorized overnight guest (\$75)

Using another student’s JCJC ID card or allowing another person to use your card (\$75)

Harassing other students (\$75 and possible suspension)

Threats of physical abuse; verbal or written (including social media) (\$75 and possible suspension)

Vulgar language or vulgar music (\$75)

Vandalism to room furnishings or the building (fine=cost of repair)

Use of candles or incense (\$75)

Possession of ammunition (\$75)

Possession or use of firecrackers or other small explosives (\$75)

Ignoring Fire Alarms (\$75)

Eluding campus officials and/or disrespect for authority (\$75 and possible suspension)

### **Class “C” - Fine and/or suspension**

Failing room inspection (\$25)

Curfew violation (\$25)

- Throwing foreign objects at halls or doors, or from balconies or windows (\$25)
- Excessive noise (\$40)
- Electrical/appliance safety violations (\$25)
- Pets (\$25)
- Displaying pornography (\$25)
- Inappropriate Public display of affection (\$25)
- Failure to attend a mandatory dorm meeting (\$25)

Housing students are expected to abide by the Code of Conduct found in the JCJC Student Handbook. JCJC housing students are required to comply with federal, state and local laws, including laws regarding alcohol. In addition, the College forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization functioning at the College.

- It shall be a violation for any student to publicly disseminate, via social media or other means, any information regarding any violation or alleged violation of Code by any other student, or any facts purported to pertain thereto, or to further publicly disseminate any alleged facts about any student subject to disciplinary proceedings while such proceedings or any appeals therefrom are still pending. It is recognized that a right to fair hearing must be protected and guaranteed to all students.
- **Bulletin board, handbooks, email and official notices** – Students are responsible for reading notices in and/or posted on official bulletin boards. Ignorance of such material or any notices that have been duly posted cannot be accepted as an excuse.
- Students should have their I.D. card in their possession when they desire to use JCJC facilities or to participate in the activities that are sponsored by the College. Failure to show the I.D. to a college official or the use of another student's I.D. may result in disciplinary action.
- JCJC students owe it to themselves, their classmates and instructors and to JCJC to be well-groomed. No manner of dress will be allowed which will disrupt the normal educational process. Proper dress is required in the cafeteria.
- Students having a sanction which includes removal from the residence hall must vacate immediately. If an appeal is made, students must vacate the residence hall while waiting for the appeal date.
- Students removed from campus housing for disciplinary reasons must leave campus at 3:00 p.m. and cannot return until 7:30 a.m. unless they are attending a supervised function of the College. Failure to comply could result in trespassing charges.
- It is impossible to predict all human behaviors, or to write down all rules and regulations for proper conduct; therefore, no code of conduct can be totally comprehensive. Students at JCJC are expected to conduct themselves in a manner, which exhibits exemplary conduct both on and off campus. Fines may be imposed for improper conduct at the discretion of residence hall personnel.

## **VI. RESIDENCE HALL EMERGENCY PROCEDURES**

### **A. Severe Weather Conditions**

(WARNING SIGNAL) Intercom system verbally, email, and emergency text messaging.

**Tornado Watch** A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. Continue normal activities but watch for tornadoes.

### **B. Tornado Warning**

A tornado warning means that a tornado has been detected and is approaching. The local sirens on campus for emergency preparedness will be activated by the Jones County Emergency Operation Center. This signal may be repeated if necessary. Proceed to lowest floor of the building and avoid windows or other structures with wide free span overheads and move into interior corridors.



## C. Fire

(WARNING SIGNAL) Intercom system verbally or the sounding of the fire alarm system. In the event of fire, proceed according to the following plan.

Sound fire alarm nearest the location of the fire and report the fire to campus police.

Evacuate the building. Occupants are to be at least 300 feet from the structure and out of ..... the way of the fire department officials.

No one should return to the building until fire department officials declare the area safe.

## D. Violent or Criminal Behavior

The Campus Police Department provides 24-hour assistance on campus. Immediately contact campus police personnel if hostile or violent behavior, actual or potential, is witnessed. (601-477-4006)

1. Initiate immediate contact with Campus Police officers to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.
4. In the event of a school shooting or other violent threat, immediately notify Campus Police. The campus police will then notify the proper authority and proper campus administrator. Officers in charge will evacuate all persons not directly involved, from the area.

### Assault Prevention

1. Lock the doors to rooms at all times.
2. Refrain from propping doors or entrances open.
3. Refrain from allowing stranger to enter rooms or floors.
4. Call Campus Police or resident hall staff for assistance when needed.
5. Walk with others while on campus.
6. Report suspicious person/activities to residence hall staff or Campus Police immediately
7. Report crimes immediately to Campus Police.
8. Take appropriate steps to secure personal property like jewelry, cell phones, stereos, etc.
9. Read, understand, and abide by the Guide to Residence Life handbook.
10. Provide input to the College about how the campus can be made safer.
11. Report instances of obscene or harassing phone calls or conversations.

**In the event of an assault:** Take the survivor to a safe place, if a severe physical injury does not preclude moving him/her. Call Campus Clinic at 477-4104. The campus nurse can tell you how best to assist the survivor and furnish the appropriate contact number and/or resources he/she can utilize. After hours, call Campus Police at (477-4006).

## E. Bomb Threats

### *Bomb threat call checklist*

Exact location of the bomb? Time set to detonate? What does it look like? What is the explosive (if known)? Why was it placed?

Obtain as much detailed information as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection-request more data by expressing a desire to save lives.

### ***In Case of Bomb Threat Warning, Immediately Call***

The Resident Manager or Campus Police- Police will in turn notify authorities.

The Resident Hall director/Campus Police will make the decision whether or not to evacuate. (IT IS RECOMMENDED THAT EVACUATION BE MADE IN ALL CASES.)

***If Evacuation is Made:*** Do not touch any suspicious objects. Report anything out of the ordinary to the residence hall personnel. Evacuation should be to a minimum of 300 feet.

***Investigator's Report*** - If you receive the call, make yourself available to the investigating officers. Do not discuss the call with other personnel.

## **F. Nuclear Emergency**

The Emergency Preparedness Sirens will sound for emergencies. Monitor local radio and/or TV stations for nature of emergency and instructions.

## **G. Utility Emergencies**

Loss of electrical power, loss of heat, gas leaks, and overflowing water supplies are considered utility emergencies. These should be reported to residence hall personnel.

Loss of air conditioning, cable TV or telephone service is not considered an emergency. These should be turned into residence hall personnel for repair.

## **H. Pandemic Threat**

Upon notification via the Centers for Disease Control and Prevention, the Jones County Health Department, the Jones County Emergency Operation Center, and/or the Mississippi Department of Health that a pandemic event is occurring or expected in the Jones County area, or other areas that affect the College, the Director of the Campus Clinic, the Dean of Student Affairs and/or the VP for Student Affairs will notify the President. Instructions anticipated are to both close the campus and evacuate, or that the campus is to be closed and put under quarantine. The College Pandemic Response Team will take recommendations from the Centers for Disease Control and Prevention, the Mississippi Department of Health and the Jones County Health Department.

### ***Good Hygiene Practices:***

1. Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a wastebasket and clean your hands.
2. Cover your mouth and nose with your upper sleeve (not your hands) if you do not have a tissue and need to cough or sneeze.
3. Clean your hands as soon as possible after coughing, sneezing, or blowing your nose.
4. Use soap and water and wash your hands for 15 -20 seconds; or
5. Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) gel hand sanitizers; rub these on the hands until the liquid or gel dries.
6. Clean your hands often when you or others are sick, especially if you touch your mouth, nose, and eyes.
7. Always wash your hands before eating.
8. Carry alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels with you to clean your hands when you are out in public.
9. Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.
10. Use sanitizer cloths to wipe car door handles, the steering wheel, and gearshift.
11. Avoid contact with blood and body fluids.

12. Do not handle items that may have come in contact with an infected person's blood or body fluids (such as clothes, bedding, needles, and medical equipment).
13. If you have been in any affected geographical area, monitor your health and seek medical care immediately if you develop symptoms.

## **VII. CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE Act)**

### **A. Policy Statement**

In compliance with federal law, specifically the Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), Jones County Junior College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the JCJC community (students, faculty, and staff) as well as contractors and visitors.

Jones County Junior College does not tolerate any form of actual or attempted sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy. Such acts of violence are prohibited by policy, as well as state and federal laws. Violation of this policy would cause individuals to be subject to disciplinary actions, regardless of whether the individual is also facing criminal or civil charges in a court of law. More than one disciplinary action may be taken. Disciplinary actions that may be taken include, but are not limited to, admonitions, probation, suspension, dismissal from the college and/or termination from employment. In addition, the college may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. The College will assist the complainant in changing academic, work, transportation or living situations if requested and if reasonably available. Campus Police will enforce court-ordered no-contact, restraining or protective orders to the fullest extent of the law. The Student Affairs Committee may take action they deem appropriate for any violation of college regulations.

Jones County Junior College encourages any member of the JCJC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking, to report the incident to the college. The incident should be immediately reported to Campus Police (601-477-4006), the Dean of Student Affairs (601-477-4030) or the Title IX Coordinator (601-477-4189). These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

### **B. Reporting an Assault**

JCJC requires all employees, with the exception of licensed mental health counselors in the Student Success Center, licensed medical professionals in the Campus Clinic, and the college's Sexual Assault Prevention and Response Advocate, to share with the college's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator or his designee can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the college may proceed with an investigation through the Campus Police without the survivor's participation if there is a concern for the safety of other members of the community.

## C. Recommended Immediate Action for Victim

### 1. Seek immediate safety

Individuals who have been sexually assaulted or who have been the victim of any type of violence should immediately get to a safe place.

### 2. Seek medical assistance

JCJC encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual assault, domestic violence, dating violence, or stalking. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The college will help any JCJC community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

### 3. Advice on preserving evidence

The preservation of criminal evidence is essential and time sensitive to the successful prosecution of most sex offenses. As soon as possible, go to a hospital to be examined and treated for any injuries. Physical specimens collected soon after the sexual assault can be valuable evidence. (Avoid showering. If you change your clothes, put them in a paper bag). The JCJC Campus Clinic is not a “forensic evidence collection” site. South Central Regional Medical Center should be contacted for sexual assaults that occur in Jones County.

#### OFF-CAMPUS PHONE NUMBERS (From on-campus phone dial 9 for outside line.)

Emergency .....	911
Ellisville Police Department .....	601-477-9352
Jones County Sheriff's Department .....	601-425-3147
South Central Regional Medical Center .....	601-426-4100 - Emergency Room 1220 Jefferson St., Laurel, MS 39440

#### ON-CAMPUS

Campus Police Department .....	601-477-4006
--------------------------------	--------------

## D. List of available services for mental health, victim advocacy, legal assistance, and other available community resources:

- Jones County Sherriff Department - 601-425-3147
- Local Police 9-1-1  
Non-Emergency Number (601) 477-9352
- Mississippi Coalition Against Domestic Violence Hotline (800) 898-3234
- National Domestic Violence Hotline (800) 799-SAFE (7233)
- Domestic Abuse Family Shelter - [www.domesticabusefamilyshelter.org](http://www.domesticabusefamilyshelter.org)
- Mississippi Coalition Against Sexual Assault - Toll-free: 888-987-9011
- National Sexual Assault Hotline (800) 656- HOPE (4673)

#### County Resources for orders of protection, no contact order, or restraining orders:

- Jones County Sherriff Department Victim's Advocate - 601-425-3147

## E. Sexual Misconduct Investigation Team (SMIT)

Jones County Junior College's Sexual Misconduct Investigation Team (SMIT) is designed to provide a coordinated, caring and effective team response to survivors of sexual assault, sexual harassment, stalking, and dating or domestic violence. The purpose of the Sexual Misconduct Investigation Team (SMIT) is to assist all JCJC students in the coordination of support and response to incidents of on-or-off-campus interpersonal violence. SART team members can provide a survivor with many supportive options and choices, including counseling, medical attention, judicial services, advocacy, referrals, and general information regarding

interpersonal violence. Should a survivor choose to file a police report, the JCJC Campus Police Department will assist him/her with the reporting process. For information or to report a sexual assault case, students may contact any member of the team.

**Mark Easley**, Dean of Student Affairs

601-477-4030

[mark.easley@jcmc.edu](mailto:mark.easley@jcmc.edu)

**Stan Livingston**, Chief of Police

(601) 477-4006

[stan.livingston@jcmc.edu](mailto:stan.livingston@jcmc.edu)

**Gwen Magee**, Assistant to the President

(601) 477-4028

[gwen.magee@jcmc.edu](mailto:gwen.magee@jcmc.edu)

**Amanda McLeod**, Sexual Assault Advocate

(601) 477-4083

[amanda.mcleod@jcmc.edu](mailto:amanda.mcleod@jcmc.edu)

**Vicki Hampton**, Nurse Practitioner

(601) 477-4104

[Vicki.hampton@jcmc.edu](mailto:Vicki.hampton@jcmc.edu)

**Julie Atwood**, Title IX Coordinator

(601) 477-4053

[julie.atwood@jcmc.edu](mailto:julie.atwood@jcmc.edu)

The college's complete policy and procedures on sexual assault, domestic violence, dating violence and stalking may be found in the Annual Security Report at [http://www.jcmc.edu/emergency/docs/clery\\_disclosure.pdf](http://www.jcmc.edu/emergency/docs/clery_disclosure.pdf)

## VIII. INJURY/ILLNESS/DISEASE

### A. Serious Injury or Illness

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. In case of illness, call the school clinic (4104), or if clinic does not answer, call 4006. Campus Police will contact the campus nurse. If illness occurs after hours or on a weekend, contact the resident manager. In the case of serious injury, call Campus Police (4006) who will contact the campus nurse or an ambulance if needed.

### B. Infectious Diseases Guidelines

Appropriate college personnel will continue to review information about infectious diseases as it becomes available from The American College Health Association. Any concerns regarding infectious diseases may be addressed through the college clinic. The college clinic's emphasis will be to ensure the rights of the affected individual and members of the campus community.

JONES COUNTY JUNIOR COLLEGE  
CLASS TIME SCHEDULE  
PERIODS

MON	TUES	WED	THURS	FRI
A1 7:30 - 8:20	T1 7:00 - 8:15	A2 7:30 - 8:20	R1 7:00 - 8:15	A3 7:30 - 8:20
B1 8:30 - 9:20	T2 8:30 - 9:45	B2 8:30 - 9:20	R2 8:30 - 9:45	B3 8:30 - 9:20
C1 9:30 - 10:20	T3 10:00 - 11:15	C2 9:30 - 10:20	R3 10:00 - 11:15	C3 9:30 - 10:20
D1 10:30 - 11:20	T4 11:30 - 12:45	D2 10:30 - 11:20	R4 11:30 - 12:45	D2 10:30 - 11:20
E1 11:30 - 12:20	T5 1:00 - 2:15	E2 11:30 - 12:20	R5 1:00 - 2:15	E3 11:30 - 12:20
F1 12:30 - 1:20	T6 2:30 - 3:45	F2 12:30 - 1:20	R6 2:30 - 3:45	F3 12:30 - 1:20
G1 1:30 - 2:20	T7 4:00 - 5:15	G2 1:30 - 2:20	R7 4:00 - 5:15	
H1 2:30 - 3:20		H2 2:30 - 3:20		

## PROBLEM SOLVING AT A GLANCE

Knowing who to contact in certain situations isn't always so clear. This quick reference guide should provide some help. We encourage you to contact your RA before calling or going to an office. Your RA is your primary source for information and usually can help save you a great deal of time and effort. If your RA is not available, contact your Resident Manager or Assistant Hall Director.

<b>PROBLEM</b>	<b>WHO TO SEE</b>
Elevator Repairs.....	Hall Staff Front Desk
Emergency or Safety Problem.....	RA or Campus Police
Hall Activities.....	Hall Staff
Health or Injury.....	Hall Staff/School Nurse
Housing Payments .....	Business Office
ID Card/Meal Card.....	ONECARD Office
Laundry Facilities/Lost Money .....	Residence Hall Office/477-4281, 477-5406
Mail.....	JC Bookstore
Maintenance Repair.....	Hall Front Desk or Housing Office
Noise Problem .....	Front Desk
Parking Decal .....	Housing Office
Pest Control.....	Housing Office
Room Changes .....	Hall Director
Housing Contract.....	Housing Office
Room Key/Lost .....	Front Desk or Housing Office
Roommate Problem.....	Residence Hall Director
Theft.....	Housing Office/Campus Police -477-4006
Vending Services/Lost Money.....	4006

**Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Julie Atwood, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.**

**JONES**  
S I N C E • 1 9 1 1