

Policies

You do not have to memorize policy numbers. Just know what the basic policies are—most of them are common sense. It is not your responsibility to determine whether a student will be found responsible or not responsible for a policy violation—you are the person who documents what you see—the details of what took place—just the facts!

Here is a paraphrased list of the most common policies. For a complete list, please see the Student Handbook which can be found on the Student Development Website.

- 1.1 Possession and/or consumption of alcohol
- 1.4 Alcohol containers (full or empty) (if it was sold with alcohol in it, it's a container) (This also includes dispensing paraphernalia—kegs, bong, shakers, etc.)
- 2.1 No harassing, assaulting, hazing, or abusing
- 2.2 Actions that demonstrate a lack of dignity or respect of others
- 5.1 Failure to comply with the request of a college official or residential life staff member
- 5.3 No food fights
- 5.4 Using someone else's ID to get into Phelps or Cook
- 6.1 Illegal Drugs—possession, sale, make, or dispensing
- 6.2 Drug paraphernalia—it is prohibited (includes non-tobacco pipes, hookahs, or any other item that is used as a drug use or dispensing tool)
- 7.1 Lying, failure to present identification to any college official or at a college event
- 7.2 Cheating, falsification, forgery, providing false information to a college official
- 8.1 Activating a fire alarm without a fire emergency present
- 8.2 Tampering with or discharging fire extinguishers
- 8.3 Open flames—candles (lit or unlit), incense, smoking inside buildings
- 8.4 Covering or blocking smoke detectors
- 8.9 Blocking any means of egress (exits)
- 9.0 Firearms, fireworks, weapons
- 11.0 Visitation hours (10:00 AM-12:00 AM Sunday-Thursday, 10:00 AM-2:00 AM Friday-Saturday)
In cottages and apartments, visitation hours apply only to sleeping areas. Guests of the opposite gender may be in living rooms, dining rooms, and kitchens after visitation hours.
- 13.1 Quiet hours (noise). Quiet hours begin at 11:00 PM and end at 10:00 AM everyday
- 13.15 Residents are responsible for their guests
- 13.5 Sports in the hallway
- 13.6 Endangering self or others
- 13.7 Pets
- 13.9 In the presence of a person violating a policy
- 14.1 Misuse of keys, access codes, cards, etc.
- 15.1 Malicious destruction of property
- 16.0 Theft
- 17.1 Unauthorized entry (includes roofs, decks, etc.)
- 18.0 Violations of the law



Hope College Residential Life Search Policy

Residential Life staff may enter a room/apartment/cottage at any time for the investigation of possible violations of College policies, rules, regulations or violations of federal, state and local laws and regulations, or to respond to possible emergencies. The investigation of possible violations may include, but is not limited to, asking questions, looking around in both shared and private areas, and possibly seeking assistance of police agencies.

If a Residential Life staff member enters a room and has reason to believe items that violate College policy have been concealed therein, follow the attached guidelines.

Upon arrival Campus Safety and the Resident Director will identify themselves to the residents of the room. If present before the search begins, the residents of the room will be asked to reveal any contraband that may be hidden. If the officer and RD still feel that more items exist a full room search will be conducted. The resident of the room (if present) will stand by the door to observe and may be asked to assist with the search. If a resident is not present, a student staff member will serve as witness.

If a female residence is being searched, all efforts will be made to have a female staff member assist. Likewise, if a male residence is being searched, all efforts will be made to have a male staff member assist. If same gender staff member is not available, the RD/RLC/Campus Safety will closely supervise the resident in searching personal items.

Any contraband items, which constitute a violation of College policy/procedure, will be confiscated and may be used in judicial proceedings. Confiscated items may be shared with police agencies.

Room Entry at Breaks

During College designated breaks, room safety inspection will take place. Inspection is defined as the entry into a room to ascertain the health and safety conditions in the room. During the inspection, there will be no search of personal belongings, closets or drawers. However, if violations are in plain site (i.e. alcohol container sitting on desk) and a further search is desired, the Resident Director must gain permission of his or her supervisor.

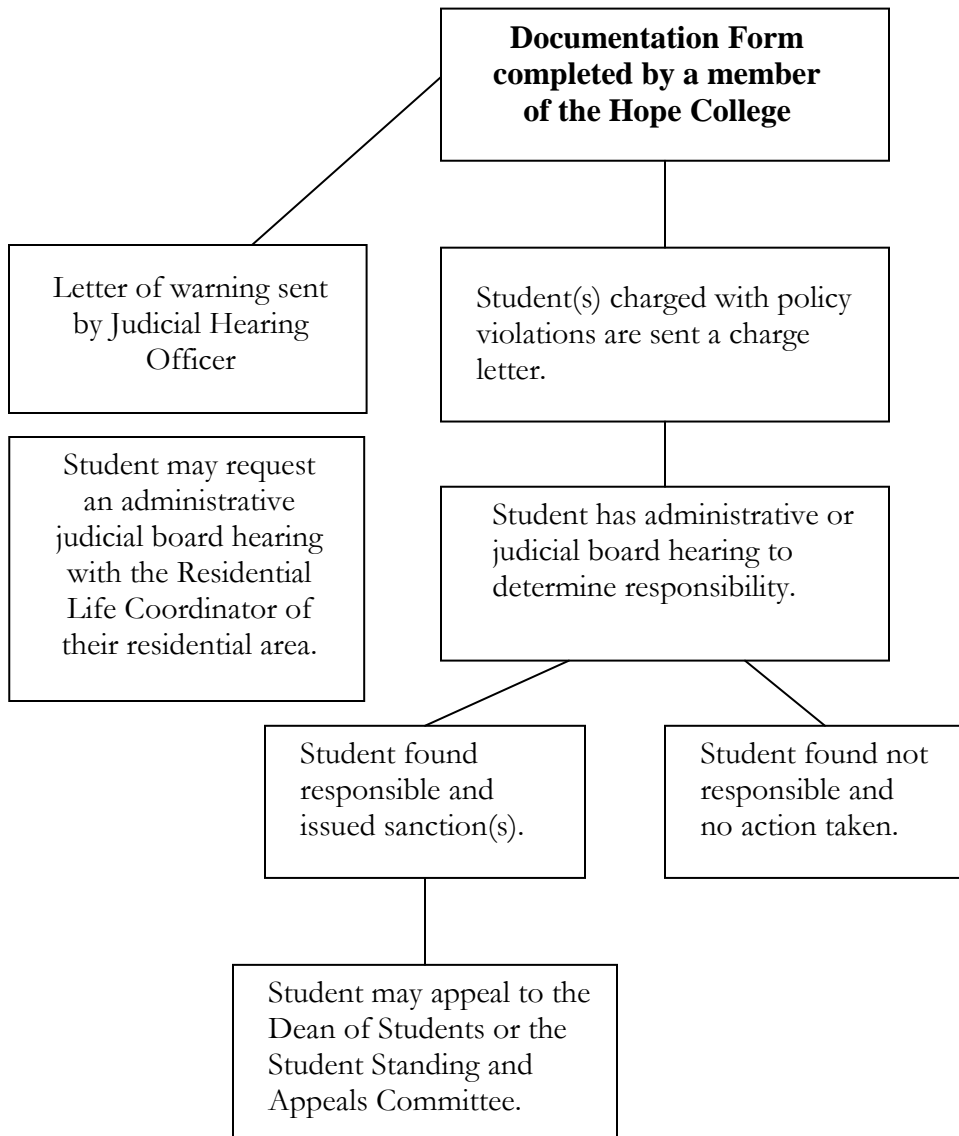
Search Guidelines

If a student or professional staff member confronts a situation and a further search must be performed, the following guidelines are to be followed:

1. Two staff members, clarified below, must be present for any search.
 - If an RA/SLT does the initial confrontation, than at least one of the following must be called to perform the search with the RA/SLT serving as the witness: RD/RLC/Campus Safety Officer
 - If an RD/RLC/Campus Safety Officer confronts the situation, than any other residential life staff member or Campus Safety Officer can be the witness.
2. Every effort should be made to have same gender staff member available to search personal space. If no same gender staff member is available, the resident may be closely supervised in searching.
3. If the resident is present during a search, he or she should remain at the door for questions, etc.
4. Student staff should not handle any item related to drugs and alcohol.



Judicial Process Flowchart



Student Rights

1. The right to a written statement of the charges in order for him/her to prepare a defense.
2. The right to have a Hope College faculty, staff, or student body member present to serve as an advisor during the hearing. The advisor may only speak with the accused student, and may be asked to leave by the Board or Administrative Hearing Officer if his/her presence is perceived as one of interference.
3. The right to know who brought the charges and knowledge of evidence against oneself.
4. The right to provide witnesses and evidence in one's own behalf.
5. The right to decline to make self-incriminating statements or appear at a hearing. Silence or non-presence is not to be interpreted as evidence of responsibility.
6. The right to a timely decision. This decision will be given to the student in person (or telephone) if possible, and always in writing.
7. The right to not be tried twice for the same offense in the same judicial system.
8. The right to appeal the decision based on any of the following reasons:
 - a. The evidence of responsibility did not warrant a finding of responsibility.
 - b. The sanction was too severe.
 - c. Due process was not followed.
9. The right to have access to the record of the hearing in order to present a case in the appeal. The record will remain in the custody of the College. In the case of Student/Faculty Judicial Board the hearing will be taped. A review of the tape of a hearing, with an Administrative Hearing Officer present, can occur at the student's request.
10. The right of disclosure. Decisions in judicial hearings are based on "preponderance of evidence." Information regarding a student's past conduct may be presented at the hearing for the determination of appropriate sanctions should he/she be found responsible for the present complaint. His/her past conduct may not be used, however, in determining violations. All proceedings are confidential.



ACUHO-I Statement of Resident's Rights and Responsibilities

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

