

# AIM HIGH Flight Academy

## Housing Handbook



# *Table of Contents*

<b>Welcome.....</b>	<b>3</b>
<b>General Information .....</b>	<b>4</b>
The Student Life Team .....	4
Housing Office.....	4
About Your Room.....	5
Room and Laundry Provisions .....	5
Campus Access and Room Keys .....	5
Lockouts .....	6
Maintenance Procedures.....	6
Move-Out Procedures.....	6
Campus Safety .....	7
Computer and Network Information .....	7
<b>Common Areas .....</b>	<b>8</b>
Floor Lounge and Study Rooms .....	8
Recreation Center .....	8
Skyway Café .....	8
Dining Room Behavior and Dress .....	9
<b>Health and Safety.....</b>	<b>10</b>
Emergency Procedures .....	10
Fire Safety Procedures .....	10
Fire Equipment.....	11
Earthquake Safety Procedures.....	12
Room Inspections.....	12
Prohibited Items .....	13
Room Cleanliness .....	13
Garbage.....	14
Drains and Toilets .....	14
Curfew .....	15
<b>Residence Hall Policies .....</b>	<b>16</b>
Noise and Quiet Hours.....	16
Anti-Harassment and Discrimination Policy .....	16

Alcohol and Drug Use..... 17

Weapons and Explosives..... 18

Recording Devices and Social Media ..... 18

Disorderly Conduct ..... 19

Theft and Misuse of Property ..... 19

Vandalism..... 19

Open Flame and Burning Substances ..... 19

Smoking and Vaping..... 19

Windows and Screens..... 20

Roof Tops and Restricted Areas..... 20

Sports in Student Housing..... 20

# *Welcome*

---

Welcome to the AIM HIGH Flight Academy (AHFA) program hosted by California Aeronautical University (CAU). It is the goal of our team to make your residence life experience an unforgettable living and learning experience. While you're here, you will have many chances to engage in aviation-related events, activities, people, and ideas. We hope that you will take advantage of these new experiences and the opportunity to create lasting connections.

This Housing Handbook has been developed to ease the stress of move-in, provide some helpful hints to campus living, and serve as a source of information for any policy and procedural questions you may have. Please read through this information carefully, as you are responsible for abiding by these guidelines. If you have any questions, please do not hesitate to ask any member of the Student Life Team.

We look forward to seeing you on campus soon!

# *General Information*

---

## **The Student Life Team**

The CAU Student Life Team is made up of professional staff and Resident Assistants (RAs). Resident Assistants are students currently attending the University. They are mentors who live on your floor and are available to provide support and guidance during your stay in the Residence Hall. They have been trained to assist with problems you might encounter, help identify resources, and assist with activities to ensure a positive experience while living in the Residence Hall. The RAs are available on-call after hours. In the unlikely event of an emergency, the RAs are available as first responders and can call in professional staff as needed.

In addition to Resident Assistants, there is a Director of Student Affairs, Student Life Manager, and a Student Life Coordinator. All three staff members are skilled in community building, advising, and problem-solving.

The Student Life Manager is responsible for the day-to-day operations of the Residence Hall and is also available to students who need additional support and guidance.

The Student Life Coordinator is responsible for Housing Office operations, such as keys, room check-in and check-out, and lockouts.

## **Housing Office**

The Housing Office is located on the first-floor lobby, next to the entrance of the Residence Hall. The hours of operation are 8:00 AM to 4:00 PM and 7:00 PM to 11:00 PM, Monday through Friday.

Professional staff are available in the housing office from 8:00 AM to 4:00 PM, Monday through Friday. The Resident Assistants are available in the housing office from 7:00 PM to 11:00 PM and on call from 4:00 PM to 7:00 PM and 11:00 PM to 8:00 AM, Monday through Friday. Resident Assistants are also on call 24/7 on Saturday and Sunday.

The Housing Office is where you can check out game and sporting equipment, cleaning supplies, and ask questions.

**Phone:** (661) 615-5915

**RA Duty Phone:** (661) 440-6348

## About Your Room

The Residence Hall is located on the California Aeronautical University campus between Skyway Café and the Recreation Center. Residence Hall rooms are spread out over three floors with a centralized common area on two of the floors. All students will be assigned to a double-occupancy room with a private bathroom. Students will be paired with roommates of the same gender, although floors and housing wings are co-ed and not separated by gender.

Your assigned space will include a twin-sized bed with mattress, desk with chair, dresser, and built-in closet or free-standing wardrobe space. The University also provides one (1) small refrigerator, no more than 3.2 cubic feet in size, in each student room. All windows have curtains and rooms are carpeted. Upon arrival, your room will be clean and properly organized with appropriate furnishings. It is the student's responsibility to maintain a reasonable level of cleanliness in their room, bathroom, and common areas.

### *Room and Laundry Provisions*

California Aeronautical University will provide each student with the following items:

- 1 pillow
- 1 set of sheets
- 1 comforter
- 2 toiletry kits to include conditioning shampoo, bar soap, and hand/body lotion
- Toilet paper
- Towel set to include 1 bath towel, 1 hand towel, and 1 wash cloth
- Laundry supplies to include Tide Pods and dryer sheets
- 1 cleaning kit to include 1 trash can, paper towels, sponges, and multi-purpose cleaner

The University provides washing machines and dryers at no cost to students. Laundry facilities are located on each wing and each floor and are available for students to use 24/7. Students are responsible for laundry while staying in CAU housing. The University assumes no responsibility for items left in the laundry rooms, nor is it responsible for items damaged, stolen, or removed. Therefore, it is recommended that students do not leave machines or laundry unattended. Students are responsible for removing their laundry from washers and dryers in a timely manner, so be sure to set a timer.

## Campus Access and Room Keys

California Aeronautical University uses an electronic access control system to secure the front gates and Residence Hall. All students are given access to the campus through a key card provided by the Student Life Team. Students are responsible for their room key and access card, and ***under no circumstances should loan either out to another individual***. In addition, all room keys are property of the University and may not be duplicated. If you experience difficulty with Residence Hall/gate access or your room key, the Housing Office is available to provide assistance.

Any lost or stolen room keys or access cards should be reported immediately to the Housing Office. Appropriate replacement costs may apply.

## **Lockouts**

It is the responsibility of all students to always carry their room key and access card with them. If the occasion arises where a student is locked out of their student room or Residence Hall, the Student Life staff is available to provide assistance. Students are expected to adhere to the following procedures:

- All students should notify the Housing Office immediately of the lockout. If the lockout happens after hours, please call the RA Duty number at (661) 440-6348 for assistance.
- If the student's key is locked in their room, the Student Life staff can open the door once the student's identification has been validated.
- Should any student lose their key, they will be expected to pay for a replacement key.

## **Maintenance Procedures**

General maintenance and routine repairs such as, a clogged toilet or drain, leaky faucet, blown fuse, water leak, or furniture maintenance are performed by the University's maintenance staff. It is expected that students will report problems or damage upon discovery to the staff in the Housing Office. Neglecting to report a problem (leaky faucet, water damage, etc.) could lead to further, more complicated problems later.

Any situation that can be a potential safety concern should also be reported immediately to the staff in the Housing Office or Resident Assistant (RA). Potential safety concerns include inoperative door locks, broken window locks, low smoke detector batteries, flooding, loss of heat, or any other problem that endangers safety or personal property. If the safety concern happens after hours, please call the RA Duty number at (661) 440-6348 for assistance.

## **Move-Out Procedures**

AIM HIGH students are required to complete a checkout with the Housing Office by 10:00AM on the final day of the session. Students must remove all personal items and ensure the room is sufficiently cleaned. Students are expected to complete the following checklist:

- Wipe down all surfaces with the provided cleaning kit
- Strip bed sheets and comforter and place on the bottom bunk
- Remove and dispose of all trash, including food and drink items, to the designated dumpsters and/or bins outside of the Residence Hall
- Return room key and access card to the Student Life staff

Once the student has removed all personal items and completed the above checklist, he/she must check out with a Student Life staff member in the Housing Office. Check out is complete once the student has returned the room key and access card.

## **Campus Safety**

The Student Life Team ensures the well-being of all University students, employees, and approved visitors. As the “eyes and ears” of the campus, the team continually addresses community safety by reporting unsafe situations and assisting students, employees, and visitors as much as possible.

Video surveillance cameras are in and around the CAU campus and student housing building. These cameras are used to monitor University property and students for safety and to aid law enforcement as required. All recording in the Residence Hall is done with the reasonable expectation of privacy among members of the residential housing community.

For student safety, all building entrance doors are locked 24 hours a day. Students should not bypass or disable community security by damaging locks, blocking latches, or propping open exterior/emergency doors. Emergency exits are for emergency use only. Students must keep exterior doors locked at all times and should not allow building access to anyone who is not currently living in the Residence Hall or a visitor without their host.

### ***General Residential Community Safety Precautions***

- Always keep your screen secured and lock your window and room door, even when you are just leaving briefly or while asleep. If you are unable to lock and secure your room door and/or window, report it immediately to the staff at the Housing Office.
- Never prop open exterior doors.
- Don't allow building access to anyone who is not living in the Residence Hall or to visitors without their host.
- Do not lend your key or access card to anyone. If you lose your key or access card, report it immediately to the staff at the Housing Office.
- Leave valuables at home or keep them on your person.
- Whenever possible, stay on the lighted pathways.
- Let a roommate or a friend know where you are going and when you plan on returning.
- Get to know your neighbors so that you can help each other.
- Trust your instincts - if it doesn't feel right, get to safety, and immediately notify a staff member in the Housing Office and/or University.

## **Computer and Network Information**

Wireless connectivity (Wi-Fi) is available throughout the Residence Hall, Recreation Center, and Skyway Café. To connect, a wireless enabled laptop or device is required. The Wi-Fi passcode and instructions will be given to students upon check-in. While connecting to the Internet at CAU, students are expected to follow all federal and state laws. Accessing, downloading, or otherwise interacting with pirated or illegal materials is not permitted at CAU.

Students are not allowed to install a personal Wi-Fi router or any other device that creates a Wi-Fi network. Any student found tampering with or altering the network, cabling, or Wi-Fi system will be subject to disciplinary action and will be responsible for paying any repair costs incurred by these modifications.



# Common Areas

---

## Floor Lounge and Study Rooms

The Residence Hall has designated common space for relaxation and designated common space for study. The floor lounge is designed for student comfort as an alternative space to the student rooms. They contain couches, tables and chairs, power outlets, and televisions with cable service for true lounging. The wing study rooms are quiet spaces designed to encourage individual and group academic pursuits.

Furniture in the lounges and study rooms are for the use of all Resident Hall students and may not be used in student rooms, placed in hallways, or taken outdoors.

## Recreation Center

Located across from the Residence Hall is a 24-hour fully equipped recreation and fitness center. The Recreation Center is open to Residence Hall students only and includes tennis courts, basketball court, sand volleyball court, 6-lane pool, game tables, weight room, and gym with a variety of cardio machines. ***Shirt, shoes, and headphones (for music) are required to use the weight room and gym.***

The Recreation Center also provides options for fun and games, including billiards, table tennis, or Foosball. Sports and game table equipment is available for check out at the Housing Office.

The Recreation Center is open to Residence Hall students 24/7, with exception of the pool. Pool hours are 5:00am to 11:00pm on weekdays and open to midnight on weekends (hours are subject to change).

The Recreation Center is available to Residence Hall students as a self-serve campus amenity. It is everyone's responsibility to help maintain a clean and safe gym environment. Please treat the equipment as if it is your own. After completing an exercise, use a towel to wipe down the equipment and/or put the equipment back in the proper place (i.e. bars, weights, dumbbells, etc.). Please abide by all signage posted throughout the Recreation Center.

## Skyway Café

Skyway Café is the University's on-campus dining facility. The Café is conveniently located next to the Residence Hall. During your stay at CAU, you will be provided with twenty-one (21) meals per week. The Café Manager and food service team bring a variety of food options and high-quality service to our students, faculty, and staff. A rotating menu is prepared for the serving line each day.

The dining room provides students both indoor and outdoor seating spaces to gather with friends and classmates. Service hours are designed to meet the needs of the campus community seven days a week. However, the Café will be closed on designated holidays to the general campus community but will continue to provide meals for AIM HIGH students on these days.

Skyway Café reserves the right to adjust service hours and/or service protocols due to significant events as deemed necessary to protect the health, safety, and security of the campus community (i.e. COVID-19 Pandemic).

### ***Dining Room Behavior and Dress***

Skyway Café is frequented by aviation professionals, visitors, and employers in the local community. It is expected that all students behave and dress in a professional manner while in the dining facility. Although the Café is a more relaxed environment, loud or inappropriate conversation or language will not be tolerated. On scheduled training days, AIM HIGH students are expected to wear the required uniform. On non-training days, AIM HIGH students are expected to wear proper clothing that is clean and appropriate to the environment. Therefore, short-shorts, halter-tops, excessively short skirts, tattered jeans, gang-affiliated wear, gym attire, spandex, pajamas, or excessively baggy clothing are not permitted.

It is also everyone's responsibility to help maintain a clean and safe dining environment. Below are the expectations for all students, faculty and staff while dining at Skyway Café:

### ***Expectations for Cleanliness***

- Clean up after yourself. Wipe off your table, push in your chair, and pick up any spilled food or drink from the floor.
- Self-bus your table before leaving the dining facility. Take your tray, plates, flatware, and cups to the scullery. Scrape the plates of all food and debris into the trash receptacle and place your plates, flatware, and cups into the appropriately labeled bin.
- Do not take any trays, plates, flatware, or cups from the Café at any time. If any of these items are found in your room, they will be confiscated, and disciplinary action will be taken.
- Due to health concerns and rodent and insect control, students are not permitted to take food from Skyway Café to their rooms in the Residence Hall.

# *Health and Safety*

---

## **Emergency Procedures**

In case of any medical or police-related emergency, call 911. After calling 911, contact the Housing Office so they are aware of the situation and can help locate the appropriate staff member to assist in the emergency. When the Housing Office is closed, please contact the Resident Assistant (RA) Duty number at (661) 440-6348. Please note that the RA on duty will not give out internal emergency contact phone numbers, however, they will contact the appropriate Student Life staff member or university official in the event of an emergency.

## **Fire Safety Procedures**

The Residence Hall at California Aeronautical University is equipped with a full sprinkle system, smoke detectors, fire extinguishers, and fire-rated doors and walls. A fire alarm sound system with strobe lighting is also located in and outside of the building. Floor plans and diagrams that illustrate evacuation routes and fire alarm equipment locations are posted in all common areas and hallways. Students should familiarize themselves with these maps to be able to exit promptly during a fire drill or actual emergency.

Every fire alarm is to be treated as a genuine emergency. Each student is responsible to immediately leave the building whenever a fire alarm sounds. In the event of a fire, all students are expected to evacuate the building and proceed to their designated assembly area for attendance and further staff instruction. Students failing to evacuate properly will be subject to disciplinary action.

In the event of a fire or other emergency, remain calm and take action to get students out of the building. If you see fire or smoke, or smell smoke, do not hesitate to pull the nearest fire alarm. When the fire alarm sounds, please follow the University's evacuation procedures below:

- If possible, close the door to the room where the fire is located and sound the building fire alarm.
- When the fire alarm sounds, everyone in the building must immediately evacuate. No one may remain in or be allowed to reenter the building until permission is given by the Fire Department and/or University official.
- For a small fire and if safe to do so, use a fire extinguisher only if you have been trained to do so. Never use water on an electrical fire.
- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Close doors as you go. Do not open any door which is hot to the touch. Do not enter any space that there is not a clear, breathable path (unless you have no choice.) This path may be low on the floor.
- Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Do NOT use the elevators. Use the stairs. An elevator may become inoperative and a trap.

- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform emergency personnel of the individual's location.
- When safe to do so, notify Emergency Services by dialing 911. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- Evacuate to the assigned assembly area (at least 500 feet from the building) and stay out of the way of emergency personnel.
- Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.
- Once evacuated, University officials will take attendance of the housing facility students to ensure all are accounted for.
- Do not return to the building until instructed that it is safe to do so by the Fire Department and/or University official.

Fires don't just threaten one person, they affect the entire residential community and surrounding buildings. Therefore, students are expected to take reasonable care to prevent damage to the premises by fire or other causes.

### ***Residential Hall Fire Safety Steps***

- Do not remove the batteries or disable the smoke alarm in your room.
- Never cover lamps with clothing, paper, curtains, or other items that might ignite and/or burn.
- Do not run electrical cords under rugs, through doorways, or against furniture where they can be pinched or walked on. This can result in fraying of cords and can lead to exposed wires and fires.
- Keep furniture spaced away from electrical plugs at a sufficient distance so that cords are not sharply bent or pressed tightly between furniture and the outlet.
- Do not overload power strips or electrical outlets.
- Unplug hair dryers, curling irons, and hair-straighteners when they are not in use. Never leave these items unattended while plugged in.
- Leave prohibited items at home, such as toaster ovens, air fryers, rice cookers, and space heaters. These items pose a significant fire risk.
- Keep a working flashlight in your room for power outages as candles, oil lamps, and other open flames are not permitted in the Residence Hall.
- Keep hallways and stairwells clear of all personal items at all times in case of an emergency.

## **Fire Equipment**

Tampering with fire equipment such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and smoke detectors is prohibited. Violations include, but are not limited to:

- Removing smoke alarms from rooms (student rooms or common areas). This includes removing batteries or removing the smoke alarms from the hard wire.
- Removing the fire extinguisher from its prescribed location.
- Discharging a fire extinguisher for any purpose other than putting out a fire.
- Pulling a fire alarm without cause (false alarm).

- Tampering with the covers on fire alarm pull stations.
- Tampering with student room or common area sprinkler systems.

False alarms waste time and resources and endanger the lives of firefighters and people needing their assistance. Any action by a student that places the community at risk, including false alarms, will result in disciplinary action.

## **Earthquake Safety Procedures**

A severe earthquake in California will produce strong shaking that lasts anywhere from 5 to 60 seconds. Students should be prepared for aftershocks which could be as strong as the initial earthquake. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most injuries or casualties are a result of falling objects. Therefore, students should locate beds, desks, and tables away from windows. Any heavy objects (refrigerators, laptops, etc.) should be as close to the floor as possible and loose objects (books, etc.) should be secured. Students should also keep space under their desks clear so they can seek shelter in an earthquake.

### ***Earthquake Evacuation Steps***

- If you are inside a building during an earthquake, stay inside until the shaking stops.
- Drop, cover, and hold on. Sit or crouch against an interior hallway or take cover under a desk or table.
- Stay away from all glass areas, such as windows and mirrors.
- Do not use matches, candles, or open flames as there may be a gas leak.
- Do not operate electrical switches or appliances.
- Do not use your phone except for emergency calls.
- After the earthquake, check for injuries. Do not attempt to move a seriously injured person unless they are in danger of further injury. If you know first aid, use it.
- Once it is safe to do so, immediately evacuate the building to the designated assembly area for attendance and further staff instruction.

## **Room Inspections**

California Aeronautical University is obligated to maintain a certain level of safety, sanitation, and general building maintenance. The Student Life staff reserves the right to inspect student rooms at any time to examine the room condition, to check for potential hazards, and to ensure students are in their room after curfew.

Students are responsible for maintaining a reasonable level of cleanliness in their room and common areas to support health and safety standards. In addition to general cleanliness, inspections may include, but are not limited to, visual examination of electrical cords and outlets, sprinkler heads, smoke detectors, and other potential hazards. Each room will also be examined for the presence of prohibited items (outlined in the next section) and prohibited activity, such as smoking in the room, possession of pets, and tampering with fire safety equipment. Any prohibited items will be immediately confiscated and may be discarded without reimbursement.

The Student Life staff will knock prior to entering a room but reserves the right to enter the room should the student(s) not be present.

## Prohibited Items

To help ensure the safety of all students, the University prohibits the following items in the Residence Hall. If any of these items are found in your room during a Room Inspection, they will be confiscated, and disciplinary action will be taken.

- Electrical cooking appliances or appliances with an open burner. Examples include, but are not limited to, rice cookers/steamers, electric skillets, electric grills, toasters and toaster ovens, drip coffee makers, electric water kettles, hotplates, popcorn makers, air fryers, slow cookers, and hot pots.
- Electric space heaters or air conditioners.
- Halogen lighting equipment of any kind.
- Candles, oil lamps, incense, and other items containing open flames.
- Wax melts or Scentsy pots.
- Alcohol and drinking paraphernalia.
- Illegal drugs and drug paraphernalia (i.e. pipes, water pipes/bongs, hookahs, etc.)
- Weapons, martial art implements, paintball or airsoft markers including guns, pellets, flare guns, and other paraphernalia.
- Darts or dart boards.
- Dangerous substances and chemicals (i.e. automobile batteries, gasoline, acids, etc.)
- Fireworks or explosives of any kind.
- Aerials, masts, and short-wave radio transmitting equipment.
- Pets.

## Room Cleanliness

Due to the close nature of living in student housing, students must be conscious of their personal living habits. The University expects that a reasonable level of cleanliness will be maintained in student rooms, bathrooms, and common areas. Therefore, it is the responsibility of each student to maintain a clean and healthy environment within their assigned room and bathroom, as well as supporting the community by keeping common areas clean when in use. Keeping food in appropriate storage containers, regularly cleaning your room and bathroom, and proper disposal of trash will help you keep the unit clean and free of pests. As stated earlier in this handbook, the University reserves the right to inspect student rooms for reasons of health and safety, including sanitization concerns.

Students are encouraged to regularly vacuum, scrub, and use other cleaning supplies to maintain their room. Cleaning equipment, such as vacuum cleaners, brooms, and mops are available at the Housing Office and can be checked out by a Student Life staff member. Additionally, AIM HIGH students will be provided with a small cleaning kit in each room. Students are required to immediately report any damage to their unit, including spills on the carpet so they can be shampooed.

### **Room Cleaning Requirements**

- Vacuum your room and sweep your bathroom floor **weekly**. You would be surprised by how much dirt you bring in from the outside each day.
- Take out the trash **weekly**. This will help to avoid an unpleasant odor or unwelcomed pests in your room.
- Clean your bathroom **weekly**. Take the time to scrub the three major hotspots (shower, toilet, and sink) with household cleaners.
- Disinfect all commonly touched surfaces like your door handles, light switches, etc. on a regular basis.
- Clean out your fridge regularly. Remove everything from your fridge and toss out anything that has expired or that you won't eat. Use a disinfectant to wipe down the inside of the fridge.

### **Garbage**

Students are responsible for removing garbage and trash from their student room. The University will provide a wastebasket and liners in each room. Please empty your room trash and recyclables into the designated dumpsters and/or bins outside of the Residence Hall. Students are not to dispose of personal trash in any common area trash can, including floor lounges, study rooms, laundry rooms, or Recreation Center. The trash containers in common areas are only for incidental trash while using those spaces. At no time should personal trash be left in hallways, common areas, or thrown outside from a window. Additionally, disposal of hazardous materials (i.e. automotive products, paint, electronics, batteries, etc.) in any trash receptacles, dumpsters, or similar containers on university property is strictly prohibited.

### **Drains and Toilets**

The University expects students to dispose of food and waste products appropriately to avoid inconvenient and costly repairs of clogged pipes. Unfortunately, it is a common misconception that drains and toilets can be safely treated as waste disposal units. The following items can be major causes for clogged pipes and should **never** be put down a drain or flushed down a toilet:

- Food waste
- Coffee grounds and tea packets
- Wet wipes, baby wipes, facial wipes, or “flushable” wipes
- Cleaning products
- Feminine sanitary products (i.e. tampons, applicators, wraps, pads, etc.)
- Condoms
- Cotton balls and swabs
- Dental floss
- Bandages and band-aids
- Wax, grease, or oils
- Paint
- Car fluids

These items do not disintegrate and will ultimately create blockages that will need to be manually cleaned out. Many of these items easily wash down the drain or flush down the toilet creating a false sense of security, but eventually end up creating a blockage further down the pipes requiring significant repairs. Pipes are designed to cope with only a small handful of substances. The following substances can safely be washed down the drain or flushed down the toilet, where they will be broken down and processed in a sustainable manner.

- Wastewater (water from sinks, showers, toilets, washing machines and dishwashers)
- Toilet paper
- Excrement (solid and liquid)

Students should not attempt repairs themselves or use products such as Drano to unclog a drain. Students should notify the Student Life staff if a clog exists. If an urgent situation occurs, such as flooding, notify the Housing Office immediately or call the RA Duty number at (661) 440-6348 after hours.

## **Curfew**

To increase the safety and security of AIM HIGH students, a curfew is set for 11:00 PM. Students are required to return to their rooms by 11:00 PM each night unless otherwise given prior approval by a professional staff member. If necessary, periodic room checks after 11:00 PM may be conducted to ensure students are abiding by the curfew policy.



# *Residence Hall Policies*

---

## **Noise and Quiet Hours**

Community living requires that individuals and groups always monitor their sound levels out of courtesy and respect for other students. During times not designated as quiet hours, students must limit noise to reasonably avoid disturbing other students regardless of the time of day. Each student is responsible for keeping noise levels in hallways, floor lounges, stairwells, and student rooms at a level conducive to maintaining an educational environment. In addition, students are expected to be cooperative when a reasonable request to lower noise levels is made by another student.

Quiet hours are defined as times when all students must keep the volume of noise to a minimum. The primary responsibility for the enforcement of quiet hours belongs to the students. During quiet hours, it is the student's responsibility to be certain that no noise can be heard from outside of their student room. The volume of digital devices (iPad, phone, laptop, etc.) and voices should be limited to a level that will not disturb the nearest neighbor's attempt to study or sleep. Repeat violations of quiet hours will result in disciplinary action. There are specified quiet hours for evenings and weekends.

- Quiet Hours are in effect
  - Sunday – Thursday from 10:00pm to 9:00am
  - Friday – Saturday from 12:00am (midnight) to 9:00am
- Courtesy hours are in effect 24 hours a day, seven days a week.

## **Anti-Harassment and Discrimination Policy**

California Aeronautical University is committed to providing an environment free of unlawful harassment or discrimination. University policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state, or local law.

The University's anti-harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment by any employee of the University, as well as students, vendors or anyone who does business with the University. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor, or other person with whom the University does business engages in unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University's commitment to providing a harassment-free environment, this policy shall be disseminated widely to the University community through publications, the University website, new employee orientations, student orientations, and other appropriate channels of communication. The University provides training to all staff members to enable the University to handle any allegations of discrimination, sexual harassment, or sexual violence promptly and effectively. The University will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

This policy strictly prohibits sexual or other unlawful harassment or discrimination. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- I. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- II. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- III. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

The University and Student Life Team is committed to ensuring a safe and inclusive environment for all students. If a student has experienced or witnessed harassment or discrimination of any kind, report it to a Student Life staff member immediately. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with the University is exempt from the prohibitions in this policy.

## **Alcohol and Drug Use**

California Aeronautical University is a drug and alcohol-free campus. Students are prohibited from consuming alcohol on campus and in the Residence Hall, even if they are of legal drinking age. The use, sale, or possession of illegal drugs on campus is also prohibited. Any student found in violation of this policy will be subject to disciplinary action, up to and including dismissal from the University and the AHFA program.

### ***Intoxication***

Any student suspected of consuming alcohol or using drugs (because of odor, sound, disruptive behavior, or by information brought to staff) will not be tolerated and disciplinary action will be taken. If a Student Life staff member is alerted of a student who has become incapacitated as a result of drinking or drug use, 911 will be called. The student will be financially responsible for the costs of medical care, including ambulance and/or hospitalization.

### ***Drugs***

Students are required to abide by all federal, state, and local laws and regulations, as well as the University's policies, regarding the use, sale, and distribution of controlled substances. Although California voters passed the Adult Use of Marijuana Act in 2016, which amended state law to legalize recreational marijuana use, the drug is currently considered illegal at the federal level. Therefore, marijuana is still considered an illegal substance by the University and is strictly prohibited on campus and in the Residence Hall. The University does not recognize medical cannabis cards. If any student is found in possession of, using, selling, or distributing marijuana, cannabis-based products (edibles, teas, elixirs, etc.), or other controlled substances, the local law enforcement agency will be contacted.

## **Weapons and Explosives**

Weapons and explosives of any kind are strictly prohibited on the campus and in the Residence Hall. No one may possess or discharge any type of weapon, including, but not limited to, firearms, paintball/airsoft guns, explosives, fireworks, or any other dangerous instrument or material that can be used to inflict bodily harm or damage to a building or the grounds of the campus. In addition, any permitted items used to threaten, intimidate, or harm others will also be considered weapons. Students are encouraged to immediately report weapons violations to the any University official. It is important to provide a description and location of the individual possessing the weapon. The University will investigate any threat to the safety of its students or employees. Anyone found in violation of this policy will be subject to disciplinary action, up to and including dismissal from the University and AHFA program.

## **Recording Devices and Social Media**

The use of electronic devices to record/photograph someone using the following, but not limited to, cameras, camera phones, digital recording devices, and/or video equipment, without the specific consent of the individual(s) being recorded/photographed, constitutes a serious breach of a student's right to privacy.

Violation of one's privacy includes the attempt to transmit, transmitting, or posting to social media of audio or video of any individual(s) in student rooms, bathrooms, showers, or other grounds, where there is an implied expectation of privacy. Students are not permitted to make or attempt to make an audio or video recording of private, nonpublic conversations and/or meetings in or around the Residence Hall, without the knowledge and consent of all individuals involved. Failure to respect a student's privacy will result in disciplinary action.

## **Disorderly Conduct**

Students are expected to behave in an orderly and responsible manner. Therefore, any behaviors (whether through conduct or expression) which are not civil or respectful and disrupts the peace or interferes with the normal operation of the Residence Hall or Residence Hall activities are not permitted. Disorderly conduct includes, but is not limited to, the use of abusive or obscene language or gestures, fighting or threatening behavior, reckless driving, interrupting or interfering with the carrying out of duties by a university or public official, vomiting and/or urinating in public, and indecent exposure. Any act of disorderly conduct by a student that places the campus community at risk will result in disciplinary action.

## **Theft and Misuse of Property**

Theft, tampering with, and misuse of personal property or University property in and around the Residence Hall, including, but not limited to, vending machines, furniture, walls, and laundry machines, is prohibited. Possession of stolen property or property obtained without the direct and expressed permission of the owner is prohibited. Any violation of this policy will result in disciplinary action.

## **Vandalism**

Any individual(s) who defaces University property, private property, or any area in or around the Residence Hall will be subject to disciplinary action. Students are expected to report vandalism and, if known, to report the individual(s) responsible. Reports should be made to the Housing Office.

## **Open Flame and Burning Substances**

The California Fire Code prohibits the use of any open flame including, but not limited to, candles, incense, and “Sterno” devices. Lighting or attempting to light any material or substance on fire and the use of matches or lighters within the Residence Hall is strictly prohibited.

## **Smoking and Vaping**

To protect the health and safety of the residential community, smoking and/or vaping is not permitted inside the student rooms, floor lounges or study rooms, hallways, stairwells, entryways, Recreation Center, Skyway Café, or any other public spaces. The vaping age in California is 21 years old, meaning that this is the minimum age at which you can legally purchase and use a vape. The same age restriction is applied to all tobacco-related products, whether that be e-cigarettes, traditional cigarettes, or vapes. Therefore, if you are 21 years or older and wish to smoke or vape, please do so in the designated smoking area only. The designated smoking area is located at the northwest corner of the Administration Building.

## **Windows and Screens**

Students may not hang signs, flags, clothing, banners, etc. from any exterior window. Dropping, tossing, or throwing any object out of windows is strictly prohibited. Window coverings installed in each student room are not to be tampered with or modified. Window coverings, windows, and window screens must be kept in place at all times. Any violation of this policy will lead to disciplinary action.

## **Roof Tops and Restricted Areas**

Students are strictly forbidden to be on the roof at any time for any reason. In addition, students are prohibited from going into certain restricted areas, including but not limited to, electrical/mechanical rooms and custodial closets. Entering or exiting student housing through unauthorized entry/exit points is not allowed. Any violation of this policy will lead to disciplinary action.

## **Sports in Student Housing**

Due to the potential for personal injury and property damage, the following is prohibited in the Residence Hall:

- The use of sports equipment including Frisbees, sports balls, rackets, etc.
- Climbing, repelling on walls, parkour, slacklining, or other similar activities.
- Behaviors that are disruptive and potentially dangerous including, but not limited to, wrestling, boxing, jumping, or running in hallways, and acrobatics.
- Water fights, including the use of water balloons and water guns.

The intended use of billiards, basketball, volleyball, tennis, table tennis, and “Foosball” equipment is only allowed in designated areas of the Recreation Center.