

Snow Lion
Handbook 2009–10



Community.
Somewhere, there are people
to whom we can speak with passion
without having the words catch in our throats.
Somewhere a circle of hands will open to receive us,
Eyes will light up as we enter, voices will celebrate with us
whenever we come into our own power.
Community means strength that joins our strength
to do the work that needs to be done.
Arms to hold us when we falter.
A circle of healing. A circle of friends.
Someplace where we can be free.
—Starhawk, *Dreaming the Dark*

Individuality, not individualism, is the cornerstone of community. . . . a person and his or her unique gifts are irreplaceable. The community loves to see all of its members flourish and function at optimum potential. In fact, a community can flourish and survive only when each member flourishes, living in the full potential of her or his purpose. To honor and support its members is in the self-interest of any community.
—Malidoma Some

The next Buddha is the Sangha.
—Chögyam Trungpa Rinpoche

CONTENTS

WELCOME TO SNOW LION AND UNIVERSITY HOUSING	1	Extension Cords	12
Mission of University Housing and Diversity Statement.	1	Fire Alarms, Fire Extinguishers and Smoke Detectors	12
What To Do Your First Week	2	Fire Evacuation Procedures	12
Getting Settled.	2	Fireworks, Firearms and Explosives.	12
Check In		Guest Policy.	12
Check Out		Harassment	13
Keys		Health.	13
Room Condition and Damage Form	2	Holiday Decorations.	13
Roommate Assignments.	3	Insurance	13
Residence Life Staff.	3	Internet Service	13
Community Resident Advisors		Laundry Facilities	14
Peer Mentors and Peer Advocates		Light Fixtures	14
Residence Hall Director		Lofts	14
Director of University Housing		Mail Service	14
Rights and Responsibilities as a Resident	4	Meditation Room	14
University Housing Community Standards and Policies.	4	Moving Out and Checking Out.	14
Snow Lion Restorative Justice and Judicial Affairs	5	Musical Instruments.	15
Restorative Community Justice and Social Justice Orientation		Neighborhood.	15
Definitions and General Terms		Painting	15
The Judicial System		Parking	15
The Level System		Pets	15
Level I		Programs	15
Level II		Quiet/Courtesy Hours	15
Impact and Reparative Indexes		Recycling.	15
Additional Outcomes		Room and Apartment Damage.	15
Level III		Room Decorations	15
Your Rights in the Process		Room Entry and Search	16
Appeals		Room Repairs	16
IMPORTANT PHONE NUMBERS	10	Safety and Security	16
THE DETAILS: AN ABC DIRECTORY	10	Screens.	17
Accidents and Illness.	10	Smoking	17
Adhesives, Pins and Tacks	10	Stereos, TVs and Radios.	17
Advertising and Soliciting	10	Telephone Service	17
Alcohol and Other Drugs	10	Theft and Property Damage	17
Altitude	10	Transportation.	17
Appliances	11	Vacation Housing	17
Building, The.	11	Waterbeds.	17
Bulletin Boards and Posters	11	Water Filters	17
Candles and Incense.	11	Window and Door Decorations.	17
Common Area Damage.	11		
Community Meetings.	11	SIGNATURE	18
Community Space.	11		
Credit Hours and Residence	11		
Emergency Procedures.	11		
Energy Conservation.	12		
Conserve Electricity			
Save Water			
Don't Waste Heat			

There are many ideas of how to organize society so that it will fulfill people's needs. These ideas... must be integrated with an individual human being's experience of domestic life. We should respect life on that mundane level because the only way to implement our vision for society is to bring it down to the situation of a single household.

—Chögyam Trungpa Rinpoche, Naropa University's founder

WELCOME TO SNOW LION AND NAROPA UNIVERSITY HOUSING

Welcome to Snow Lion! This community (or *Sangha*) will be your home for the first year of your academic career at Naropa. The word *Sangha* refers to a community in which people come together for spiritual growth and learning. In homes and communities, people who live together influence each other profoundly. You will be spending more of your time in the residence hall than in any other setting; therefore, we encourage you to embrace the challenges that naturally come with a shared environment.

Many opportunities await you as part of the Snow Lion community. Take time to meet your neighbors, get involved and make a difference on campus each day. Your thoughts and ideas matter to us, and we are eager to learn from your experiences. By getting involved in the Residence Hall Association and working with your residence hall staff, your voice can be heard, and you can help university housing improve its service to students. Take advantage of the many opportunities to make friends and be a leader! Ask yourself "How will I choose to impact the community?" Get involved and make a difference. ***You are what makes Naropa a unique experiential university!***

Our staff is prepared to help you make the most of your Naropa experience. Please read about the services, opportunities and expectations, and let us know how we can help you!

Lisa Constantino
Director of University Housing

The Mission of University Housing and Naropa's Diversity Statement

The mission of Naropa University housing is to provide a healthy, sustainable, contemplative and compassionate community where students are supported and holistically engaged. Naropa's residential learning community offers weekly programs and strives to provide academic support through co-curricular activities, creating an intersection between formal instruction, the community and the world. The residence hall is where learning comes alive!

Naropa Residence Life staff is committed to and proactive in providing a safe, comfortable and equitable experience for ALL residents, regardless of race, ethnicity, religion, socioeconomic status, class, (dis)ability, national origin, immigration status, gender, sexual orientation or other social and cultural identifiers that have been socially and historically used to discriminate or treat people unequally. We strive to create an environment in which members of the residence life community can celebrate the richness of our diversity as well as discuss and take action on issues. We also encourage a contemplative approach to diversity in which all members of the community reflect and work on understanding how their perspectives, backgrounds and biases affect the way they function in their roles and relationships in resident life.*

*Inspired by "Stages of Inclusion in Residential Halls"—EdChange Multicultural Pavilion
www.edchange.org/multicultural/resources/residence.html

**All information in this handbook is subject to change at anytime.
Residence Hall students will be notified promptly of any and all changes, as they occur.**

What To Do Your First Week

- Read this guide and others prepared by Naropa University, especially the 2009–2010 Student Handbook (which will be given to you at new student orientation). The Snow Lion Handbook was developed to acquaint you with the basic values and practices that guide us during the adventure of living together. You are responsible for knowing and acting in accordance with the information contained in this handbook, the Snow Lion lease agreement and the Naropa University Student Handbook.
- Meet your resident advisor (RA), peer mentors (PMs), resident hall director (RHD) and director of housing (DH).
- Unpack and get settled in your room.
- Get to know your roommate(s) and fill out the Roommate Agreement given to you by your RA.
- Review your Room Damage Check-in/Check-out Form, Roommate Agreement and schedule an appointment with an RA to perform an inventory of your apartment. (More details will be provided at the Housing Orientation on Sunday, August 16, 2009.)
- Get your Naropa University ID.
- Purchase a parking permit if you need one in the Transportation Office.
- If you decide a bicycle would be useful for transportation, rent one. (See Transportation, Buses and Bicycles).
- Set up bank or credit union accounts.
- Attend the new student orientation for Snow Lion students and special guests on Saturday, August 15, 2009, for students entering for the fall semester, or on Sunday, January 3, 2010, for those entering the spring semester.
- Register for classes.
- On your own, tour campus to locate your classrooms. (See the campus map at www.naropa.edu/about/maps.cfm.)
- Get a phone line installed in your apartment with C-Com by calling 303-938-1417.
- Set up your computer and get your log-in and password from residence life staff.
- Make note of events on the residence life calendars posted on the bulletin boards and on the Naropa website for other important dates and events at www.naropa.edu/calendar/ [www/calendar.cfm](http://www.naropa.edu/calendar.cfm).
- Participate in the programs offered by your hall staff. (See Residence Hall Programs calendars.)
- Attend the first community meeting in the courtyard of Snow Lion (weather permitting; otherwise the meeting will be in the Student Center on the Arapahoe Campus). Watch for postings about future meetings.
- Explore student organizations at www.naropa.edu/studentlife/groups.cfm.
- Make sure you have a trash can and recycling bin in your room, locate the recycling containers on your floor and learn what can and cannot be recycled. (See Recycling.)
- Buy your books.
- Phone home.

Getting Settled

Check In

Please check in at the office. Be sure that you have submitted all your forms (lease agreement, medical form, parking form, meal plan selection form). You will receive keys (FOB) to the building, your apartment and your mailbox. Go to your apartment and review the Room Damage Check-in/Check-out Form supplied by resident advisors. Please go over this form as soon as possible.

Check Out

Check out occurs twice in the academic year. (1) Just before winter break, you will fill out a damage claim/maintenance form with an RA and turn in your keys for the duration of the break. (See Vacation Housing.) (2) At the end of the academic year, as part of the check-out procedure, you return all residence hall keys to the Residence Hall Office, fill out the forwarding address information sheet and do an exit interview. The RAs will assist with your room damage check and the move-out room damage check.

Keys

At check-in, you will be issued a traditional (metal) key, an electronic key (FOB) and a mailbox key. You should keep your keys with you at all times. The security of all residents is at stake when a key is lost; even the temporary loss of a key can cause security problems. Additionally, if you lose your key or access card, the office staff may not be immediately able to respond to the situation or to replace the lost item.

If you lose your keys or FOB, you must notify the office in order to be issued new keys. The loss of a key or FOB will incur a charge of \$30. If you lose your traditional room key, the lock will have to be changed, and you will be charged \$45. If you lose your mailbox key, you will be charged \$35 for changing the lock.

The security doors of all residence halls and student rooms in some residence halls are equipped with electronic locks.

All keys and FOBs are the property of Naropa University, and only a university key is accepted when you check out. Duplication of residence hall keys is prohibited. It is a violation of residence hall policy for you to have residence hall keys or access cards in your possession except those issued at check-in. If you find a university key or access card, turn it in to the hall office as soon as possible.

Room Condition and Damage Form

Shortly after you move in, you and your resident advisor will conduct a review of the condition of your room. Specific notations of preexisting wear or damage will be made on the Room Damage Check-in Form—a record of the condition of the room at the time you move in. Check your room carefully and make sure that all existing damage is noted on the form so that you are not held responsible for damage when checking out. The form must be signed and returned to your resident advisor after a house meeting within the first week of school (orientation). Your RA will check the room at the end of the year, and you are billed for any new damage and for cleaning, if necessary. Normal wear is expected; however, students will be charged for excessive damage and wear or damage

resulting from negligence, carelessness or misconduct. Damage in the room is the joint responsibility of all who occupied the room unless individual responsibility is determined. You are responsible for damage caused by guests.

Evidence of tampering or altering fire safety equipment and smoke detectors will automatically result in a \$100 fine, regardless of the functioning condition of the equipment.

Damage to your room or common areas resulting from misconduct or personalizing the room/apartment contrary to existing policies places your Snow Lion lease agreement in jeopardy. (See Common Area Damage.)

Roommate Assignments

In placing you with roommates and apartment mates, the Snow Lion staff has considered the lifestyle choices you indicated on your application and (when possible) has placed you with people of similar interests. Although transfers can be made within certain guidelines, we recommend that you make an effort to adapt, harmonize and otherwise live in accord with your roommates before asking to be moved. A great deal of learning is possible in cultivating the capacity to live with people whose interests differ from yours. We often find that the "issue" tends to "follow" individuals to the next housing situation. Further, students experience many transitions in adjusting to college and to Naropa culture specifically. We highly recommend building on the situation you are in. Nevertheless, we realize that change may be necessary. Transfers can occur under the following criteria.

1. One transfer per semester is allowed (the week of orientation and the last week of the fall semester).
2. If the requested transfer is the result of an interpersonal conflict, a formal mediation must have first been attempted. (See Conflict Resolution and Mediation in the student handbook.)
3. All parties affected by the transfer must be in agreement—the former and new roommates and apartment mates.
4. The director of housing may mandate a switch in emergency situations.

Those requesting a transfer must follow the established process.

1. Fill out a roommate transfer form (obtained from the Snow Lion office). Forms that are not filled out completely will not be considered.
2. Obtain signatures from all affected parties (former and proposed roommates, the residence hall director or director of housing).
3. Turn in keys to Snow Lion office and get new keys. This must be done through the office and not resident to resident.

Residence Life Staff

The residence life staff includes three community resident advisors, six peer mentors (two peer advocates), the residence hall director and the director of housing. We are here to support you and will help you to develop community-building programs, assist with conflict resolution and restorative justice groups, and in general to lend you a hand as you adjust to life at Naropa. We can also act as resource guides, pointing the way to programs and services that may be of interest.

Like life in general, living in the residence hall can present difficulties and problems. The residence life staff is available to help guide you through these challenges. We also recognize and encourage your responsibility as a student, resident and unique individual. As staff, we are part of the community picture as well. We like to think of ourselves more as guides than "authority." However, it is our job to ensure that community guidelines are respected.

Community Resident Advisors

Community resident advisors are individuals trained in areas of interpersonal communication and policy implementation. They are available to help residents maintain an atmosphere that is conducive to academic pursuits; a healthy environment; nurturing spiritual development; and the building of a community, which is based on individual responsibility and respect for others. A staff member is "on duty" each night by 8 p.m.

What Community Resident Advisors Do

- Plan and facilitate social and education programs
- Provide support if you have interpersonal, personal or academic questions or concerns
- Assist you in filling out and working with roommate agreements
- Check you in and out of your apartment
- Be on duty in the evening in case you get locked out or need assistance
- Ensure that residence life policies and procedures are respected
- Provide access to the vacuum
- Refer you to other resident life, university or community resources, if needed
- Act as an advocate for students on social justice-related issues

Peer Mentors and Peer Advocates

The positions of peer mentor and peer advocate are held by upper-division students who are trained in the areas of interpersonal community and health and wellness. Those in the posts are available to help residents maintain a healthy living environment and provide support for wellness issues.

What Peer Mentors and Peer Advocates Do

- Plan and facilitate wellness campaigns and education programs
- Promote and help develop an atmosphere of healthy living at Snow Lion
- Refer you to residence life, university or community resources, if needed
- Provide a safe space for people to talk about issues related to life skills and transition issues
- Advocate for students on social justice-related issues

Residence Hall Director

The residence hall director can perform all the duties of peer mentors and peer advocates as well as assist and advise residents referred by RAs, peer mentors and peer advocates; meet with or refer residents who have violated housing policies; work with and refer residents who have serious emergency or emotional needs and assist in the overall administration and smooth operation of the residence hall.

Director of University Housing

The director of housing supervises the residence hall director, community resident advisors and the peer mentors and peer advocates and is responsible to the dean of students within the Student Affairs. The director of housing is responsible for the overall operation of residence life at the university and works in concert with other key departments such as Facilities, Student Affairs and the Naropa Core Program. The offices of the director of housing and residence hall director are on the lower level of Snow Lion.

Rights and Responsibilities as a Resident

Snow Lion provides an atmosphere conducive to social interaction and personal growth as well as to study. The residential program endeavors to be enriching socially, culturally and educationally. As a member of the residence hall community, you have the following rights and responsibilities in service of supporting the creation of compassionate community.

1. You have the right to live in a safe, clean, well-maintained facility, and you are responsible to ensure the same.
2. You have the right to a high-quality learning environment conducive to your academic and social pursuits, and you are responsible to maintain such an environment.
3. You have the right to directly formulate or influence policy that affects you through participation in hall council meetings, student government (SUN) and university organizations.
4. You have the right to freedom from discrimination on the basis of race, gender, age, religion, creed, (dis)ability, sexual orientation or national origin. You retain the rights afforded you as a resident of Colorado and a citizen of the United States.
5. You are asked to always consider the rights of fellow residents. Your actions should not interfere with another's rights as stated above, and your actions should not interfere with the university's attempt to manage and maintain the residence hall system.
6. You are expected to directly participate in hall council meetings. Each resident shares responsibility for adhering to and enforcing community policies and guidelines.
7. You are responsible for knowing the policies outlined in the Snow Lion Handbook and the Naropa University Student Handbook.

You are responsible for your own actions and the actions of your guests and for accepting consequences associated with policy violations.

University Housing Community Standards and Policies

You are responsible for reading and complying with community standards and policies found in this housing handbook and in the University Policies section of the Naropa University Student Handbook. The policies found in the Student Handbook cover the use of alcohol and other drugs, prohibited conduct, conflict resolution and mediation and reporting procedures. We ask you to read your Naropa University Student Handbook carefully. The items in the list below apply more directly to housing at Snow Lion. All actions are prohibited and in violation of community standards.

- Obstruction or disruption of disciplinary procedures, residence life administrative procedures or any other residence hall or Naropa University authorized function or event.

- Unauthorized occupation or use of, or unauthorized entry into, any residence hall facility or student room.
- The propping open of locked doorways, fire doors or stairwell entry doors for any purpose, including, but not limited to, creating easy access for friends, parents or visitors. Authorized key use and doorbell systems are the only appropriate means of gaining entry to the residence hall. Residents' security is our primary goal. Policy infractions in this area may be cause for immediate resident eviction.
- Abuse, including but not limited to, physical/verbal, sexual harassment, intimidation or invasion of privacy of any person or the threat of physical abuse against any person in the residence hall or behavior, which threatens or endangers the health and/or safety of any resident or residence life staff member. This includes behavior that is ethnically, sexually or racially harassing. Please refer to the Harassment section for more detail.
- Theft or possession of stolen goods including illegal possession of or damage to property of Naropa University or a resident.
- Interference with the right of access to residence hall facilities or with any right of any person in the residence hall.
- Providing false or misleading information, misrepresentation or misuse of student identification in the residence hall.
- Setting a fire or the use of candles or any type of open flame or open filament device within the residence hall, other than the supervised use of oil lamps within the meditation room.
- Tampering with or the misuse of fire alarms, fire extinguishers, fire hoses or any fire equipment, including smoke detectors.
- Possession or use of firearms. Possession or use of explosives, incendiary devices or other weapons.
- Failure to follow emergency procedures (fire, flood, tornado, etc.).
- Failure to respond to a written or verbal summons by a residence life staff or university official.
- Pets of any kind are prohibited in residences at any time.
- Smoking in apartments or in an undesignated area.
- Violation of respectful noise levels. All residents are responsible for maintaining reasonable studying conditions. Quiet hours begin at 10 p.m. Sundays through Thursdays and 11 p.m. on Fridays and Saturdays. Quiet hours require that noise be reduced so that nothing can be heard from within rooms when doors are closed.
- Possession, sale or use of drugs that are illegal and that may involve substantial physiological or psychological hazards, or lead to interference with the rights and privileges of others. In addition, students who violate university housing policies and procedures while under the influence of these drugs will be subject to disciplinary action on the basis of their offenses.
- Unlawful manufacture, processing or sale of marijuana, LSD or other dangerous drugs or controlled substance on residence hall property.
- Possession or use of alcohol or alcoholic beverage containers in Snow Lion Residence Hall, facilities and/or property. This prohibition includes use for decorative purposes.
- Purchasing alcohol on behalf of a minor.
- Drunken or disorderly conduct that infringes on the safety and general well-being of other residents or on the contemplative environment.

- Failure to respond to a summons (verbal or written) from a residence life staff member or other Naropa staff official.
- Violation of guest policy (including winter, Thanksgiving or spring break vacation housing guest policies).
- Refusing entry to residence life or Naropa University staff authorized to conduct repairs.
- Failure to attend community meetings.
- Violations of the terms and conditions in the housing agreement or policies and procedures prescribed in the Snow Lion Handbook or the Naropa University Student Handbook.

Snow Lion Restorative Justice and Judicial Affairs Restorative Community Justice and Social Justice Orientation

Our philosophy of resolving community violations and conflict is based on the principles of restorative and community justice, with attention to social justice elements and practices. This practice is in alignment with the mission of Student Affairs in managing aspects of community life.

The intention in all circumstances is to assess and repair harm; seek learning and healing; and define justice as a practice of returning to right relationship. Our definition of right relationship includes an awareness of power, privilege and oppression in order to uphold our value of creating a more just and equitable society.—Naropa University Student Handbook

Restorative justice is a community-based model of resolving violations of university policies, including housing. It can also be utilized as a peacemaking process in interpersonal or community conflicts. Restorative justice seeks to repair impact or harm caused by violations of the Naropa Student Code of Conduct, the University Housing Community Standards and the terms of the Snow Lion lease agreement, while attempting to bring members of the community closer and to restore a sense of balance and harmony.

We acknowledge that there are multiple aspects to our behavior: our intentions, which precede action, the action itself and the emotionality of rejoicing or regretting afterward. All these factors contribute to the impact of our actions on ourselves, others and our context in terms of determining what harm has been done and how it can be repaired. "Harm" in this context is defined by the impact one's behavior has on self, other(s) (the community, specific individuals, for example) and the context—Naropa University as an institution, the facility, Snow Lion housing and so on; in creating this precept, we utilized the work of Virginia Satir, who defined congruent behavior as being in harmony with the triad of self, other and context. As such, we also understand that our actions affect others in immediate and wide-reaching ways. How we interact with others in community has an impact on the whole community; therefore, Naropa employs a group accountability policy wherein all students present when a violation occurs are held responsible for the situation. By this practice, we maintain a level of integrity and accountability with and to one another at Snow Lion.

Reparative outcomes are determined in concert with the student through a restorative circle process or by members of the accountability team in situations in which the student

prefers a more traditional process. The outcome is often ratified through a reparative contract, which is designed to be educational and restorative and to repair harm in a specific, relevant and timely way. Outcomes are often determined by asking: What needs to be done in order to restore a sense of integrity and right relationship within the student and between the student, the staff and the community?

Restorative justice principles are based upon indigenous models of justice, used by the Maori people of New Zealand and currently being implemented in justice systems throughout Boulder County and across the country. We have selected this model because it fits with the idea that students should have direct involvement with how situations are handled. It is also congruent with our contemplative philosophy that all situations are opportunities for learning and growth for both the individual and the community.

Definitions and General Terms

1. The terms "university" and "institution" mean Naropa University, Boulder, Colorado.
2. The term "student" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate or continuing education; students who withdraw after allegedly violating the Student Code of Conduct or University Housing Community Standards; those who are not officially enrolled for a particular term but who have a continuing relationship with the university; those who have been notified of their acceptance for admission are considered students; and persons who are living in university-owned or -operated housing although not enrolled in this institution. The Student Code of Conduct applies to all Naropa University students who are enrolled through university programs and who are studying abroad or at other remote locations.
3. The term "faculty member" means any person hired by Naropa University to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
4. The term "staff member" includes any person employed by the university performing assigned administrative or professional responsibilities. University officials may be full- or part-time, or may be student staff members.
5. The term "university premises" includes all land, buildings, facilities and other property in the possession of or owned, used, leased, operated, controlled or supervised by Naropa University (including adjacent streets and sidewalks).
6. The term "University Housing Community Standards" refers to policies that have been established by the university.
7. The "dean of students" (DOS) is the person designated by the president of Naropa University to be responsible for the administration of the Student Code of Conduct.
8. The "director of housing" (DH) oversees the routing of all cases to their specific judicial hearings.
9. The "resident assistant" (RA) is a housing official authorized by the director of housing to enforce University Housing Community Standards and/or to help mediate conflicts between residents.
10. The "resident hall director" (RHD) is the person who oversees the Residence Life Judicial Committee.

11. The term “residence life judicial committee” (RLJC) refers to a pool of university housing staff and students authorized to hear level I violations, decide appropriate sanctions and mediate disputes between residents. The committee is also authorized to refer students and route them correctly through the judicial system when a rules violation has been committed that is outside its jurisdiction.
12. The term “accountability team” (AT) refers to the pool of faculty, staff and students authorized to hear student discipline cases.
13. The term “accountability board” (AB) refers to members of the accountability team who have been selected to hear a specific case related to a violation of University Housing Community Standards.
14. The term “appeals committee” (AC) refers to individual members selected by the dean of students or director of housing to consider the appeal of a particular case.
15. The term “shall” is used in the imperative sense.
16. The term “may” is used in the permissive sense.
17. The term “policy” means the written rules and regulations of the university as found in but not limited to the Student Code of Conduct; residential lease agreement and handbook; academic catalog; and university housing web pages. These include policies related to computer use, solicitation, sexual harassment and other antidiscrimination policies, use of facilities and participation in university-sponsored housing.
18. The term “person(s) of concern” means any person who submits a charge/report alleging that a student violated the Student Code of Conduct and/or any student accused of violating the Student Code of Conduct or University Housing Community Standards, as well as any directly impacted people.
19. The term “judicial graduate assistant” (judicial GA) refers to the graduate student hired by Snow Lion to coordinate and track the judicial process.
20. The term “restorative justice facilitator” (RJ facilitator) refers to a trained facilitator selected by the judicial GA to facilitate preconference meetings, the restorative justice circle and the RJ peacemaking circle, and to meet with the person of concern(s) at the conclusion of the contract process.
21. The term “community conference circle” refers to a process conducted by the restorative community justice circle by which any person of concern(s) sits with the facilitator(s), a member of the faculty, staff and another student from Naropa, as well as specifically impacted people, and support persons, to share the details of the incident in question, examine the impact of the situation to self, others (both specifically impacted people and the community in general) and the institution, and create and ratify a contract designed to repair the harm and restore a sense of wholeness; the terms of the contract should be in proportion to the impact of the situation.
22. The term “peacemaking circle” refers to a process during which impacted parties meet with a facilitator and support people to share their accounts of the event, identify the intentions and impact or harms created, and suggest ways to repair the harm and restore a sense of harmony in the community.
23. The term “reparative contract” refers to the written and ratified agreements made within a circle or by the

accountability board that are designed to repair harm or impact in a specific, measurable, attainable, relevant and timely way.

24. The “group accountability policy” places mutual responsibility with each person present when a violation occurs, resulting in each person present being written up for the same offense.

The Judicial System

The Level System

The idea behind the level system is to simplify and clarify the disciplinary process.

- Each violation is ranked according to the level of harm or impact to the triad of self, other(s) and the institution and/or community.
- Each level has a course of action connected to it, determined by the degree of impact caused and consented path of reparation.
- Group accountability policy: To ensure mutual accountability and to remove the necessity for the RA responsible for creating a written account to act as a detective or police officer or to require drug testing, all community members at Snow Lion are held responsible for the behavior of a group and for choosing to be part of that group—whether one is participating directly or passively in the prohibited behavior. If, for example, alcohol or drugs are found in a room, all the people in the room at the time are held accountable for violating the substance-free aspects of the code of conduct. We acknowledge that you do not have power over others; however, you do have the responsibility of confronting peers about their behaviors and making choices based on their actions. You can always remove yourself from the situation. The purpose of the preconference process is to give all a chance to tell their story and together to determine to what degree each person involved in a write-up is responsible.
- Students are also held responsible for the actions of their guests. Thus, if a guest violates quiet hours, then the resident host is written up for this Level I violation; if a guest is responsible for bringing intoxicating substances to Snow Lion, the host is held responsible and written up with a Level II violation.
- Violations are cumulative within the individual level. For example, if you violate quiet hours, you will be written up for a Level I violation; if you violate the guest policy, you will be written up for your second Level I violation. If you repeatedly violate the same policy or level, commit an infraction while on behavioral probation or fail to complete your restorative contract, you will be referred to the AB and held responsible for a heightened degree of violation.
- If a student is written up for another violation of the same level within the probation period or fails to complete the reparative contract, the process begins again as another offense with an increased amount of harm to repair and an additional \$75 judicial fee.

Level I

Level I violations include but are not limited to the following infractions.

- Violating quiet hours.
- Missing a community meeting without being excused.

- Violating guest policy.
- Possessing a candle.
- Propping open a security door.
- Hopping a security fence.
- Having a pet in a residence.
- Smoking in an undesignated area.
- Violating a Level I contract.

Written documentation of the violation (a write-up) of the University Housing Community Standards will be submitted and recorded in your file in the housing office. This document includes the level of violation, description of violation, date and parties involved.

You will meet with the RLJC in the apartment of one of the persons of concern to participate in a process that will include the following steps.

- Review the incident or issues.
- Review the accounts of all involved.
- Discuss individual roles and responsibility in the violation.
- Determine the intention and impact of each party's behavior.
- Discuss harm and repair.
- Develop a resolution contract. All agreements will be recorded in writing by the RLJC.

Each party will sign the resolution contract and be given a copy of the agreement. Any students who violate the contract within the determined time period will be referred to the second-time violation procedure.

The RHD will have the final say on a resolution contract if the RLJC is unable to arrive at consensus and mutual agreement with the student(s).

- The **first violation** of the Snow Lion lease agreement under a Level I offense results in a meeting with the RA who did the write-up and/or other members of the RLJC to do all of the things listed above, resulting in a behavioral contract.
- The **second violation** of the Snow Lion lease agreement under a Level I offense results in a meeting with the RA who did the write-up and/or other members of the RLJC to do all of the things listed above, resulting in a restorative contract with specific outcomes.
- The **third violation** of the Snow Lion lease agreement under a Level I offense results in a \$75 judicial fee, a preconference meeting with a RJ facilitator and the judicial GA to discuss impact and repair and determine next step, participation in a peacemaking circle, community conferencing circle or an appearance before an accountability board.

Level II

Level II violations include but are not limited to the following infractions.

- Possessing and consuming alcohol and other drugs; alcohol and other drug offenses, including possessing empty containers and paraphernalia; being in the same room when alcohol and other drugs are present.
- Theft.
- Interfering with another's basic human rights; violating fire or safety standards.

- Verbal abuse.
- Defacing property and intentionally damaging property.
- Unauthorized changing of apartments, including switching apartments, furniture, roommate assignments, and so on.
- Graffiti.
- Being noncompliant with a Level II reparative contract.

When a student is written up by an RA for a Level II violation, the write-up goes to the Housing Office where the judicial graduate assistant will send a letter regarding the write-up to the student in a timely manner, explaining the violation and establishing a preconference meeting with a RJ facilitator and the judicial GA.

At the preconference meeting, the student is asked to relate all events leading up to and after the write-up and to begin identifying the impact or harm caused by the situation and possible ways of remedying it.

The judicial GA and the facilitator work with the student to determine whether the incident qualifies as a Level II violation. If a Level II violation seems inappropriate, the group will propose creative reparation options that are suitable for the situation.

If a Level II violation is determined appropriate, the judicial GA and the facilitator will provide the student with educational information regarding the policies, student rights and judicial options, and will answer any questions about the process and will explain the payment and financial assistance options for the \$75 judicial fee. Together, the student, facilitator and GA decide whether to proceed with a community conferencing circle, a peacemaking circle or an accountability board.

If a community conference circle or a peacemaking circle seems most appropriate to everyone involved, then the facilitator and judicial GA will discuss with the student which individuals might be present at the circle (advocates, affected community members, for example). If a community conferencing circle is to be convened, the judicial GA will organize the circle in a timely manner, inviting a member of the student body, staff and faculty from the accountability team to sit as affected community. For a community conference circle or a peacemaking circle, the student of concern and a support person (or people), directly impacted parties and support people and facilitator(s) will be invited, as appropriate.

The process of community conferencing circle or peacemaking circle will include the following steps.

- Review the incident or issues.
- Review the accounts of all involved.
- Discuss individual roles and responsibility in the violation.
- Determine the intention and impact of each involved party's behavior.
- Discuss harm and repair.
- Suggest ways to repair the harm.
- Develop and ratify a reparative contract that is consented to by all present and can realistically be accomplished within one month.

If the facilitator or GA feels that the student is not ready or willing to sit in a restorative circle, or the student does not want a circle, an accountability board is organized wherein the judicial GA asks three members from the accountability team to sit as a board to hear the details of the incident and determine a reparative contract that the student will be beholden to. The accountability board will use guidelines from the impact and reparation indexes (as the members of the circle would), but the student forfeits the right to consent to the contract.

At the conclusion of a circle process or an accountability board process, each party signs the reparative contract and is given a copy of the agreement. The student is on behavioral probation until the contract is complete and the judicial fee is paid. If for some reason the student cannot meet the agreements of the restorative contract within the time frame, including but not limited to paying the judicial fee, it is the student's responsibility to contact the facilitator as soon as possible and well before the end of the contract so a new time frame can be negotiated. Whether a new timeline is appropriate is at the discretion of the facilitator. If the student fails to pay the judicial fee within the contracted agreement, a hold will be put on the student's registration account and the fee will be increased to \$100 and applied to the tuition bill. If the student is written up for another Level II violation within the probation period or fails to complete the contract, the process begins again as another Level II offense and another judicial fee is applied.

The **first violation** of the Snow Lion lease agreement under a Level II offense results in a

- Preconference meeting with the judicial graduate assistant and a facilitator to determine whether to proceed with an accountability board, community conferencing circle or peacemaking circle
- The convening of an accountability board, community conferencing circle or peacemaking circle
- The creation of a reparative contract
- The imposition of a \$75 judicial fee
- The imposition of behavioral probation until the completion of the contract

The **second violation** of the Snow Lion lease agreement under a Level II offense results in a

- Preconference meeting with the judicial graduate assistant and a facilitator to determine the process to be followed
- The convening of an accountability board or community conferencing circle, including one of the deans of students
- The creation of a reparative contract generally including community service hours, a clinical assessment of needs and a holistic treatment plan to be paid by the student
- The imposition of a \$75 judicial fee
- The imposition of behavioral probation until the completion of the contract
- The notification of parent(s)

The **third violation** of the Snow Lion lease agreement under a Level II offense results in a

- Heightened circle of accountability resulting in a preconference meeting with the judicial graduate assistant, a facilitator and

the dean of students to determine the process to be followed

- The convening of an accountability board or community conferencing circle, including the dean of students
- The creation of a reparative contract possibly resulting in suspension from the university restorative justice and peacemaking circles
- The imposition of a \$75 judicial fee
- The imposition of behavioral probation until the completion of the contract
- The notification of parent(s)

Impact and Reparative Indexes

Level II violations cover a wide range of actions, from being present in the same room when someone else has alcohol or other drugs, to hosting a party with illegal substances or even manufacturing them. For restorative justice to work, the person(s) of concern is only asked to repair the harm caused, not more or less. To help determine the impact of a violation, we have created an index with suggested guidelines of how to appropriately repair the impact. Each case is unique as we bring the whole story to the circle including intentions, actions and regret or rejoicing afterward. The purpose of the restorative process is educational as well as reparative, which means there is the opportunity to examine why the policies and codes of conduct are written as they are, including the group accountability policy involving substances at Snow Lion. Each time a Level II violation is repeated or if a reparative contract is not completed, the level of harm increases, as does the reparation; and the circle of accountability widens.

Impact Index: Level II Violation

- 
- Roommate or guest/visitor where/when substances are present
 - Substance-free bystander at a gathering where alcohol or other drugs are present
 - Unauthorized changes to apt./rooms at Snow Lion
 - Possession of alcohol or other drugs, empty containers, paraphernalia, etc.
 - Consumption of alcohol or other drugs
 - Abuse of medical drugs—prescribed or over the counter
 - Attending and participating at a gathering where alcohol or other drugs are present
 - Public intoxication
 - Intentional property damage/defacing property/graffiti
 - Endangering self and/or others, property damage, while intoxicated
 - Theft
 - Hosting a party where alcohol or other drugs are present
 - Verbal abuse
 - Violating fire or safety standards and putting the community at risk
 - Interference with others basic human rights
 - Unlawful manufacture, dispensation or distribution of alcohol or other drugs

Reparative Index: Level II Violation

- Less Impact ↑
- Creative ways to increase self-esteem, communication or assertiveness skills
 - Community-building activities, for example, hosting a dinner or substance-free music night
 - 1–5 hours community service
 - 5–10 hours community service
 - 10–30 hours community service
 - Clinical assessment of needs, for example: substance abuse assessment at the Alcohol Recovery Center or a wellness assessment through the Naropa Counseling Center, to be decided by Circle or IB and paid by student
 - Restitution
 - Creative strategies for harm-reduction and lifestyle management as decided by a Circle
 - Wellness treatment plan, involving a 4–6 week/8-hour educational program or counseling to be decided by Circle or IB and paid by student
 - Specific reparations to victims and community
 - Wellness treatment plan, involving a 10–12 week/16-hour educational program or counseling to be decided by circle or IB and paid by student
 - Suspension from the university
 - Expulsion from the university
- More Impact ↓

Additional Outcomes

Judicial fees: All fees will be used to facilitate the community conference circles, peacemaking circles and the accountability board process, or put toward educational programming.

Transfer rooms: Adjudicating bodies have the right to demand the immediate transfer of a person of concern.

Probation: A trial period is established, during which the student's behavior is monitored. Any additional violations of housing policy during this period may be subject to exceptional disciplinary action.

Suspension: The student is required to leave the university for a specific period of time. A notation will be placed on the student's transcript that will be removed after the time period. The student may return after meeting the conditions, on a case-by-case basis, established by the university. The student may also be barred from college premises and/or college-sponsored events.

Eviction: This is the removal of a resident from housing pending the approval of the director of housing and the dean of students. Residents receiving a recommendation to be evicted may remain in housing during the appeals process if they choose to appeal. Nothing herein is intended to deny the appropriate school official the option of taking immediate action. Individuals presenting imminent danger to self or others, college property and/or the educational process may be immediately suspended and evicted from housing when it is deemed necessary for the safety or well-being of the university community and others.

Please note that eviction from university housing as an outcome of disciplinary proceedings may result in suspension from Naropa University.

Expulsion: The student is required to permanently leave the university. If a student is expelled, a permanent notation will be recorded on the student's transcript. The student may also be barred from college premises and/or college-sponsored events.

Level III

Including but not limited to: Physical or sexual misconduct/abuse/assault, possession of firearms or explosives, stalking, protected class discrimination and harassment, non-compliance with Level III violation contract.

First, Second and Third Offense: Please see full process outlined in the Naropa University Student Handbook.

Your Rights in the Process

All students accused of violating University Housing Community Standards and/or policies will be afforded the following rights.

1. The right to present their position to the Snow Lion Residence Hall community, the RA, RHD and the director of housing.
2. The right to know the nature of the complaints against their behavior and the impact of the behavior on the Snow Lion community.
3. The right to submit an appeal in cases of probation, suspension/eviction and expulsion.
4. The right to participate in a community conferencing circle.
5. The right for clarification of applicable community standards, contractual obligations, and housing and residential life policies when requested.
6. The right to confidential and hospitable treatment from/by residence life staff and judicial committees.
7. Results of the meetings are considered confidential and will be shared with college officials and others only on a need-to-know basis. Housing retains the right to review meeting issues/decisions with parents and relatives only when the resident gives permission to do so, if the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, if the student has done something that has put them in jeopardy of being suspended, or if the university has a release of information form on file (Family Educational Rights and Privacy Act).
8. Residents are due notification and explanation of decisions and outcomes, as well as consequences for not completing outcomes as directed. If you have an objection related to probation, suspension or expulsion you may appeal (see Appeals section below for the process). Appeals are not an opportunity to re-try the case. The dean of students (DOS) will consider an appeal only when there is new information directly related to the case, evidence regarding the fairness of the AB's procedures, or a sanction that appears disproportionate to the violation. The student must request a review in writing within 72 hours after the accountability board delivers its written decision. The DOS may decide the appeal administratively, ask the original hearing board to reconsider the case, or convene an appeals committee to hear the case.

The DOS will generally complete the review within ten business days after receiving formal notice of an appeal. The decision of the DOS or the appeals committee is final. There is no set list of mandatory outcomes attached to Level II violations; however, some examples are given under the outcomes section.

Any decision for suspension or dismissal constitutes a recommendation to the DOS, who will consider whether to accept or modify the recommendation.

Appeals

A request for an appeal to suspension, eviction or expulsion must be submitted to the judicial GA within 72 hours of the sanction. The grounds for appeals are as follows.

1. The person of concern is placed on probation, terminated from Naropa University–sponsored housing, suspended or expelled.
2. Judicial process procedures were not followed.
3. New information relevant to the case becomes available that was not available at the time of the meeting.

Warriorship here does not refer to making war on others. Aggression is the source of our problems, not the solution. Here the word “warrior” is taken from the Tibetan pawo, which literally means “one who is brave.” The key to warriorship... is not being afraid of who you are... we can be heroic and kind at the same time... it is the opposite of selfishness.

—Chögyam Trungpa Rinpoche,
Naropa University’s founder

IMPORTANT PHONE NUMBERS

Emergency: 911

Emergency Cell: 720-841-8008

Naropa Housing Office: 303-447-3846

Residence Hall Director phone: 303-319-9793

Police, Non-emergency: 303-441-3333

Naropa Switchboard: 303-444-0202

C-Com Phone Company: 303- 938-1417

Naropa support line for wireless Internet: 303-731-0272

THE DETAILS: AN ABC DIRECTORY

Accidents and Illness

All accidents and illness should be reported to your RA or the RHD immediately. It’s best not to assume responsibility for treating others who are affected by accidents and illnesses. Securing assistance is the most helpful solution.

If the RA or RHD is unavailable, call for assistance. The emergency cell phone number is 720-841-8008. In the event of suspected fire or medical emergency, dial 911.

Adhesives, Pins and Tacks

Students are encouraged to use good judgment in attaching materials to walls. Tape almost always damages surfaces and makes marks that are difficult to remove. Please use only adhesives that do not cause damage. If there is damage to walls, the student will be responsible for cleaning all marks the adhesive may leave and paying for damages if marks cannot be removed. If nails, hooks and similar devices are used, you are expected to repair the holes created in the wall before you move out; if the damage is not repaired, you will be charged for the damage.

Advertising and Soliciting

Residents may advertise products they wish to sell to other

students on their own doors only or on the Sycamore Hall bulletin boards, which are managed by the Student Affairs Office. Tacks, pins and nails should not be used on doors. Solicitation and distribution of information, services or products are not permitted in the residence hall without proper authorization from the director of housing. No one may sell or distribute items door-to-door.

Alcohol and Other Drugs

Alcohol and drugs can impact the safety of those living in the Naropa community. Possession of alcoholic beverages or alcoholic beverage containers and the sale or consumption of alcoholic beverages is prohibited in the residence hall, the residence hall building and all university property. This policy is enforced regardless of age. Purchasing alcohol on behalf of a minor is both illegal and strictly against University Housing Community Standards.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1985, Naropa University prohibits unlawful manufacture, dispensation, possession, use or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. Please realize that we all have a responsibility to make our environment healthy. Communication about these issues is essential. Please feel free to speak confidentially to your RA or RHD, whether you are in recovery, experiencing difficulties with substance abuse or being affected by another’s use. Naropa University does not condone possession, use, sale or distribution of any illegal drug including marijuana, LSD, other hallucinogens, or narcotics by any of its students on any campus. The university is neither a sanctuary protecting those who violate the law nor a police agency enforcing it. Violations of the university’s alcohol or drug policy will result in disciplinary action. Any student known to possess, use, sell or distribute such drugs and/or paraphernalia is subject to disciplinary action, immediate eviction, possible arrest, imprisonment or fine according to state law. (See Room Entry and Search for more details.)

Altitude

Boulder may be your first experience with the effects of a significant change in altitude. Boulder is “a mile high,” which means that the elevation in the area is a mile above sea level. If you previously resided at a lower altitude, your blood cells will need time to acclimate to the altitude and to create an increased ability to manage oxygen levels. It is common to experience a slight headache or general fatigue for the first few days. You may find that climbing the stairs is more difficult than it normally would be. Take this into account when you move in. Lighter loads and frequent breaks should help. If you plan on being in the mountains in the Boulder vicinity, be alert for altitude-related symptoms as well. Altitude sickness is not a myth and can be dangerous. The best way to cope with the altitude change is to drink plenty of water and go easy on physical exertion.

You should also be prepared for the desert-like climate. It’s very dry in Colorado, and you’ll need to drink a lot of water initially and then regularly closely monitor your hydration levels. Signs of dehydration include chapped lips, dry skin, difficulty making

decisions, irritability, light-headedness and lethargy. Don't wait for these signs to appear. Caffeine, alcohol, inadequate water intake and physical exertion all contribute to dehydration and altitude sickness. DRINK WATER.

Appliances

Residents may have TVs, video games, radios, stereos, shavers, hair dryers and electric clocks in their rooms. Wiring to improve reception may not extend outside rooms. Appliances with an open coil or burner, electric blankets and halogen lamps are not allowed in student accommodations. Students are not to use resistance coils to heat liquids as they present a serious safety hazard. Use of multiple plugs and extension cords without a circuit breaker is prohibited, as these items present extreme fire hazards. All computer wiring must be connected to an appropriate circuit breaker.

Building, The

Snow Lion is located at 1900 Goss Street and is home to the residence hall, a classroom, a shrine room, a laundry facility and the Naropa University Counseling Center. A community space is offered for programs, community events, sitting meditation and any gathering authorized by the residence life staff. Even prior to the purchase of the building by the university, for decades many students lived at Snow Lion and appreciated its role in the creation of a contemplative community. The history of the university and the building makes the location of our residence life program at Snow Lion ideal and auspicious.

Bulletin Boards and Posters

Bulletin boards are to be used primarily for promoting hall programs and for disseminating information about campus events. An RA or the RHD must approve all posters and advertisements on bulletin boards. Because of the limited bulletin board space, off-campus organizations or individuals who wish to advertise an event, service or product may post items in the residence hall only with the permission of the director of housing.

Candles and Incense

Burning candles is not permitted in student apartments because of the danger of fire caused by open flames. The burning of incense will be discussed at community meetings and should also be discussed with your roommates. We should all take into consideration the possible impact of incense on those with allergies, sensitivities or breathing difficulties.

Common Area Damage

Please respect shared space. Students are responsible for loss or damage to furniture, furnishings, equipment, appliances, building facilities or grounds of Snow Lion whether caused by the student or that student's personal guest(s) through careless, accidental or intentional conduct. The loss or damage indicated above includes corridors, courtyard, front lobby, laundry room, community space and so on. Residents are urged to report all damage in the common areas of the buildings to a staff person. We expect the individual responsible for damage to the building to take responsibility for that damage. If no one comes forward to accept responsibility for the damage or loss, all residents will share the cost of the repair or replacement. This policy also applies to common areas of student rooms; if there is damage in these

areas and no individual takes responsibility, all residents of the apartment or room will share the cost of repairing the damage.

Community Meetings

Important information for all hall residents is discussed at community meetings held biweekly (twice per month) in the Student Center (refer to Snow Lion schedule for dates). It is essential that you attend community meetings to remain informed about living in the hall and to have a voice in determining what happens in your community. You may miss one meeting per semester. Please inform a member of the Residence Life staff if you are unable to attend a meeting. Even if you are unable to attend a meeting, you are responsible for the information dispensed at these required meetings.

Community meetings include but are not limited to the following activities in regard to life at Snow Lion.

- Checking the well-being of each resident
- Engaging in community-building activities
- Sharing announcements and information
- Solving problems and making decisions

Community Space

The community space is located on the first floor of the apartment complex. The living room, available for community gatherings, is supplied with thirty zafus and zabutons. Classes, programs and scheduled gatherings may also be held in the space. In order to reserve the community space for personal use, sign your name on the sheet outside the door. You are responsible for leaving the community space as you found it. If the room has to be cleaned by the maintenance staff after an event, the host will be charged \$35 per hour. All furniture and zafus and zabutons must remain in the community space.

Credit Hours and Residence

Generally, students who live in the residence hall are expected to carry a full academic load. We do not believe, however, that students who find it necessary to carry fewer than 6 credit hours in order to deal with personal or academic difficulties, should be penalized for carrying less than a full load.

Students whose course load falls below 6 credit hours need permission to live in the residence hall. Permission may be granted by the director of housing on the basis of an interview with the student, in which expectations for those carrying fewer hours are expressed. Students who do not meet these expectations may be asked to leave the hall. On occasion, students who have more free time may create disturbances in the hall. In those situations, the student may be asked to leave.

Emergency Procedures

CALL 911. For all immediate life-threatening emergencies, students should call 9-1-1. If it is safe to do so, students should then contact the RA or RHD, or call the emergency cell phone. **The emergency cell phone is 720-841-8008.**

In the event of an emergency during the hours in which the RA or RHD are on duty, be sure to contact the RA or RHD immediately. If you cannot reach the RA or RHD, call the

emergency cell phone. We recommend that the number be posted near the phone in your apartment.

Energy Conservation

We have a concern for our planet and an obligation to be as conservative as possible regarding our natural resources in our day-to-day living practices and habits. The following energy conservation ideas will assist us in this effort.

Conserve Electricity

- Turn off stereos and televisions when you are not in the room.
- Turn off lights when they are not needed.

Save Water

- Take shorter showers.
- Turn off faucets completely.
- Immediately report faucets that leak or drip and toilets that run.
- Reduce the water flow from faucets when possible.
- Turn off water when brushing teeth.

*Water, everywhere over
the earth, flows to join
together. A single
natural law controls it.
Each human is a member
of a community and
should work within it.*
—I Ching

Don't Waste Heat

- Report heating problems and drafts.
- If your room is too hot, open the door to heat hallway.
- Don't block the heating fixture in your room.
- Open curtains when room gets direct sunlight.

Extension Cords

Extension cords are prohibited. You can utilize surge protectors that have 15- to 20-foot cords, but "linking" surge protectors is not permitted by order of the Boulder County Fire Department.

Alarms, Fire Extinguisher

A fire extinguisher is placed in a designated location in each apartment. (The location will be pointed out at check-in.) Please leave the extinguisher in its place, so that all apartment residents can find it. Extinguishers will be inspected monthly.

Evidence of tampering with or making alterations to fire safety equipment will automatically result in a \$100 fine, regardless of the functioning condition of the equipment.

Smoke Detectors

Do not tamper with smoke detectors.

If a smoke detector goes off in your apartment:

1. Look for the source of the smoke.
2. If there is a fire that you cannot immediately put out, call 9-1-1. In case of fire, please exit building in an orderly fashion.

If a smoke detector goes off in another apartment:

1. Check for smoke or flames.
2. If there is a fire that you cannot immediately put out or get to, call 9-1-1. In case of fire, exit the building in an orderly fashion.
3. If there is no fire, call the emergency cell phone. 720-841-8008.

Fire Evacuation Procedures

When the fire alarm sounds, you must vacate the building at once. Before you leave your room or apartment, you should:

- Feel the door edges for heat. If the door feels hot, do not open it. Open window(s) and drape a white sheet or towel from the window to signal a call for help in your room.
- If the door does not feel hot, open the door, cautiously standing behind it when you open it.
- If hallway is clear for you to proceed to stairwell, close the door as you leave the room.
- Leave the building by the nearest exit (leave at a brisk pace without running).
- Do not return to the building until the all-clear is given.

If you are not in your apartment when the alarm sounds, proceed directly to nearest exit. **DO NOT RETURN TO YOUR ROOM** or apartment. Failure to leave during a fire alarm or fire drill is considered a serious violation of policy.

Upon hearing a fire alarm, proceed to the parking lot. A roll call will be conducted in the parking lot. The procedure for fire evacuation will be discussed in detail at the housing orientation.

Fireworks, Firearms and Explosives

Fireworks, firearms and explosives are strictly prohibited in Snow Lion.

Guest Policy

A guest is a nonresident in the hall who has a resident host or hostess. Please notify us that you have a guest, so we know who is in the building in case of fire and safety threats.

- A guest may not stay longer than three days per week without permission of the director of housing.
- When a guest stays overnight for more than three nights per week, a \$20 per night fee will be collected by the director of housing.
- Because Snow Lion does not have guest rooms, overnight guests must plan to stay in the apartment or room of the host or hostess as space permits.
- Students may not host a guest in the student's absence.

All guests, including overnight guests, will be expected to follow all policies of Naropa University and the residence hall. It is the responsibility of the host or hostess to inform the guest of these policies and to stress respect for policies such as noise level, safety and security.

Students who are nonresidents are subject to disciplinary action for violation of residence hall policies. Hosts are responsible for their guests and may be subject to

disciplinary action as a result of the behavior of their guests. Guests may be required to leave a hall at the discretion of the residence life staff if policies are violated or behavior is inappropriate.

Harassment

The Naropa Housing Office and Naropa University neither condone nor accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Should the university have evidence that an individual has harassed another student or group of students in the residence hall, the harasser is subject to cancellation of his or her residence hall contract. If you feel you are being harassed, contact an RA, RHD or the director of housing immediately. You can also seek support from the student life diversity advocate in the Student Affairs office in the Administration Building.

Harassment can be

- Verbal, nonverbal or physical
- Exclusion based upon personal or group differences
- Intimidation or humiliation based on personal or group differences
- Abusive language, threats or similar acts of bigotry, racism, sexism or discrimination
- Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices or stereotypes
- Any subtle or direct references, based on race, sex, age, (dis)ability, sexual orientation, national origin or religion, which demean, exclude, intimidate or adversely affect an individual or group
- Unsolicited email or telephone calls containing abusive language and/or threats that cause discomfort and are derogatory or sexual in nature
- Unsolicited, deliberate or repeated sexually derogatory statements, gestures or physical contact that are objectionable to the recipient and that cause discomfort or humiliation
- Pressure from a person of either sex against a person of the opposite or same sex
- Unwelcome sexual behavior or words including demands for sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status
- Conduct that is criminal in nature such as rape, sexual assault, stalking and similar offenses

Health

We strongly urge you to communicate with your residence life staff about health concerns you have, whether they are ongoing or short-term. For example, if you are allergic to bee stings or if you've never been stung, but everyone in your family is allergic, it is important for us to know.

If you are on mood-regulating drugs or any other medication, we strongly encourage you to keep taking your medication as prescribed. Coming to a new school, a new city, meeting new friends and getting oriented to a new life is stressful. Be good to your body, mind and spirit by paying attention to details that influence your health in the short or long term.

Holiday Decorations

Strings of lights may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near strings of lights. Be sure that the lights do not touch any flammable objects or materials. It is suggested that only miniature lights be used as they produce less heat and consume less electricity than the large bulbs. Extension cords without circuit breakers are prohibited. All lights and cords must be UL approved. Do not leave holiday lights unattended. When you leave your room, unplug the lights. You may have an artificial tree in your apartment provided it is flame retardant.

In addition to these provisos, you must follow the guidelines below.

- All materials used (for example, paper, foil) must be flame resistant.
- No painting is allowed directly on walls, floors or ceiling surfaces.
- Fire alarm boxes, smoke detectors, fire extinguishers and cabinets, and exit lights must not be covered and exits must not be blocked.
- All decorations are to be removed before the hall closes for semester break.
- No candles or open-flame devices may be used in floor or room decorations.

Insurance

The university does not carry insurance on the personal property of students. Students should ask their parents if their coverage includes them, and if not, they should contact an insurance agent to obtain renter's insurance on personal property.

Internet Service

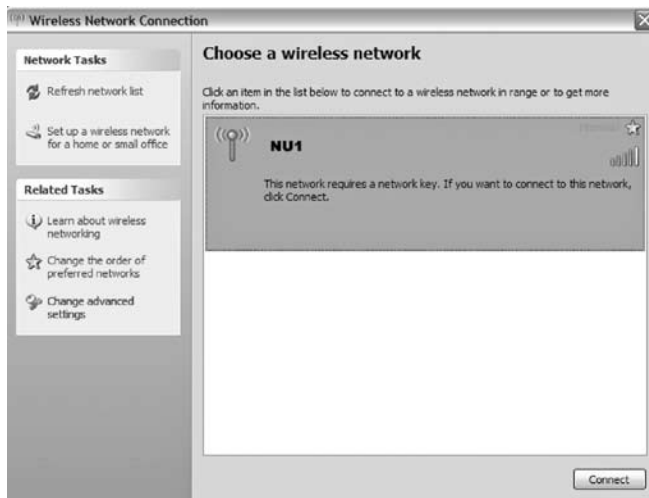
Naropa University has contracted with Terrene Communications to provide wireless internet service for Snow Lion apartments. Below, you will find the steps to connect to the internet. If you have any trouble at all with the connection or signal, Terrene communications is available to support. Please note that Terrene Communication cannot help if there is a malfunction related to your personal computer.

The Naropa Support Line number is: 303-731-0272. Support is available seven days a week from 8 a.m. to 10 p.m.

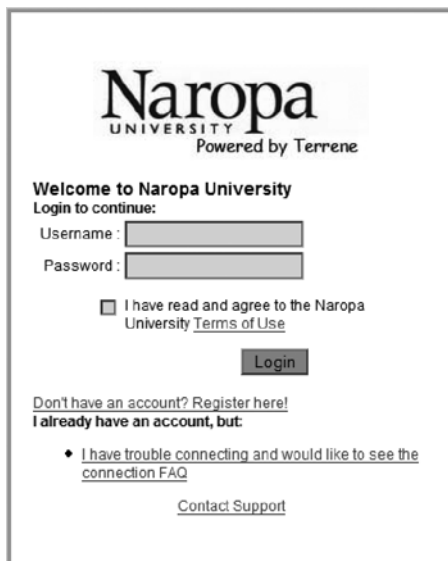
Follow the directions below to use the Hotspot in Windows XP. YOU MUST HAVE UPDATED ANTIVIRUS SOFTWARE TO UTILIZE THIS SYSTEM!

1. Ensure your computer is equipped with a 802.11b/g wireless card (standard on most computers, but can be purchased separately, if you computer does not have wireless).
2. Locate your wireless network utility. If you are using the default Windows XP network utility, look for this icon in the bottom right-hand corner of your taskbar.
3. Double click on the utility and a window like the one below will appear. If you do not see any networks under the box marked "Choose a wireless network," click the refresh button under the network tasks dialog box in the upper left-hand corner.

- Select the wireless network NU1 or NU2, and click connect. The network will show as an “unsecured” network, but the system is secure and allows for no interclient traffic.



- Once connected, open Internet Explorer through your start menu.
- You will automatically be redirected to the following page.



- Enter your username and password. Your username and password are available from the RHD or director of housing. Do not share this information. You are responsible for what happens on your username.
- Select the checkbox that you agree to the terms and conditions.
- Click log-in.

Laundry Facilities

A coin-operated laundry facility is located on the first floor. Please remove your items promptly when the cycle is complete as a number of people share this facility. Do not reveal the security code to the laundry room with individuals who do not live in Snow Lion. The door to the laundry room is also prop-alarmed; it will sound an alarm if left open for more than two minutes.

Light Fixtures

In order to minimize the risk of injury or fire, the use of acetate, cellophane, tissue paper or other combustible materials over or in the light fixtures is forbidden by fire regulations. Aromatic oil rings that surround light bulbs are also restricted.

Lofts

The construction of lofts in resident rooms is not permitted.

Mail Service

Incoming mail should be addressed as illustrated below.

Student's Name
 1900 Goss, Apt Number _____
 Boulder, Colorado 80302

Packages will be left in the front lobby. If a package requires a signature, the deliverer will buzz your room. If you are not home, a note will be left in your mailbox to pick up the package at the post office.

Meditation Room

We are pleased to offer a meditation room in the community space on the first floor. Cushions and a shrine are part of the room. Many classes at Naropa University require meditation practice. The meditation room is a wonderful place to come together in silence. Scheduled times for the use of the space will be announced.

Moving Out and Checking Out

When a resident moves out of a room, the resident must follow the procedure below.

- Schedule a time with all roommates and the RA or RHD to assess the condition of the apartment.
- Properly prepare the apartment for checkout.
 - Place all furniture in its original location.
 - Remove all decorations, posters, markings, tape and so on from all surfaces, including walls, floors, windows and both sides of the door. Remove all trash.
 - Clean all common areas and bedrooms. Cleaning includes vacuuming, wiping down all surfaces and removing all non-Naropa property.
 - Clean refrigerator.
 - No personal items may be left in the apartment. Any item left will be disposed of immediately. There will be a charge for removal.
- Complete a check-out inventory with the RA or RHD after all your belongings have been removed from the room. Sign and date the room inventory sheet.
- Review the completed inventory sheet, and ask about items you do not understand.
- Turn in all keys.
- File forwarding address form.

Residents will be billed for damages found during the apartment inspection including furniture, removal, damage to or discharge of fire and safety equipment and for insufficient cleaning.

Students must follow an official check-out procedure when they vacate for winter break or when they move out permanently.

Improper checkout will result in a \$100 charge, which is subtracted from the deposit. This charge is in addition to damage or cleaning charges that may be applicable.

Musical Instruments

Musical instruments may be played quietly in the student's room except during quiet hours. However, if at any time such activity results in other residents feeling there is a disturbance in the contemplative atmosphere, residents are expected to stop playing.

Neighborhood

The Goss Grove Neighborhood is exactly that: a neighborhood. Although many students live in the area, many families also occupy homes in Goss Grove. Please consider the neighborhood part of our community (because it is). Consideration means not throwing trash on the lawns, respecting neighbors, being friendly and courteous and adhering to city ordinances, including the noise ordinance (no loud noise after 11 p.m.). The Goss Grove Neighborhood Association was created to address issues within the community and to help those of us in the Naropa community with our concerns. Students are invited to participate in the neighborhood association, which is a wonderful way to be involved in the community around us. Please let us know if you are interested.

Painting

Students are not permitted to paint their apartments or rooms; however, there is an art space in the community room for resident use. Please follow the rules and regulations posted in the space.

Parking

All residents who wish to park a vehicle in the Snow Lion lot must have a parking permit. There are a limited number of resident parking spaces (32), and permits are granted on a first-come, first-served basis. Permits are free, but are not valid for use on other Naropa campuses. The parking permit will be valid during the term of your lease agreement. Please park in your assigned space. If another vehicle is parked in your space, notify a staff member immediately so that a towing company can be called.

Some parking spaces are reserved to accommodate staff members who work in the lower-level offices and those attending classes and meetings in the building.

Visitors have two options for parking. There is free parking in the west lot, which has a separate entrance, for the counseling center and for visitors. If that lot is full, off-street parking in the Goss Grove Neighborhood is free for two hours during the day. There is extended parking across Canyon Boulevard as well.

Pets

Pets are not permitted in the residence hall. This prohibition includes fish tanks.

Programs

A wide variety of social, educational, cultural and personal enrichment programs is offered by the residence life staff

throughout the academic year. Residents are encouraged to participate in as many of these programs as their academic schedule permits. Watch bulletin boards for notices, and check with the residence hall staff for information about programs and special events.

Quiet/Courtesy Hours

All residents share the need and responsibility for creating and maintaining a contemplative community. Quiet hours begin at 10 p.m. Sunday and extend through Thursday and 11 p.m. on Friday and Saturday. Quiet hours do not refer to a curfew or a "lights out" situation; however, it does mean that noise must be kept to an absolute minimum. Simply put, people in their apartments should not be able to hear others in the common areas and hallways, and those in the common areas and hallways should not be able to hear people in their apartments. If a group of people are in a common area and the noise is loud enough to be heard in an apartment or an RA or the RHD determines that it is above a respectful level, then all creating the disturbance will be written up—even those not involved.

Residents are responsible for implementing quiet hours by

- Respectfully confronting those who violate the hours
- Regularly honoring requests to discontinue disturbing noise
- Abiding by the established quiet/courtesy hours
- Contacting your RA or RHD if noise disturbances persist

Recycling

Please use appropriate and designated bins for recycling paper, plastic, glass, aluminum and newspaper.

Room and Apartment Damage

Residents are responsible for their apartments and furnishings and are financially accountable for damages beyond normal and reasonable wear and tear.

All residents should be certain that their damage form is completed fully and accurately. Damages are assessed at the end of occupancy on the basis of the form.

Residents are urged to report damage in the common areas of the buildings to a staff person. The individual responsible for the damage is expected to step forward. If no one admits to being the responsible party for the damage, all residents will share the cost of the repair. This policy also applies to common areas in apartments; all residents of the apartment will be charged, if individual responsibility is not taken.

Room Decorations

Room decorations should be nonflammable and nondestructive to walls and furniture. Decorations that hinder proper egress in case of fire are prohibited.

Students who wish to personalize their rooms must follow the guidelines that have been established for the safety of residence hall students.

- Paneling, painting and/or carpeting of walls and ceiling and rewiring lights and sockets are prohibited. Throw rugs are permitted.

- Inordinate amounts of burnable material (for example, piles of newspapers) should not be kept in rooms.
- Construction, decoration or arrangement of furnishings in a manner that hinders easy exit from a room is not permitted. There shall not be any obstacle that prevents a door from being fully opened. The arrangement of the room should not require residents and/or guests to climb over or circumvent an obstacle in order to exit a room.
- Open-flame decorations (for example, candles, oil lamps) and open-coil appliances are prohibited.
- Using multiple-socket plugs without a circuit breaker, running extension cords under carpeting and directly splicing into electrical outlets are prohibited.

Room Entry and Search

The right of students to be secure in their living quarters is assured. There will be no unreasonable entries, searches and seizures; further, a student's papers and possessions cannot be subject to inspection and confiscation without reasonable cause. Residence hall staff may not enter your room without your consent except for reasonable cause in the following cases.

- Routine inspections of rooms for safety, health and general upkeep purposes or maintenance performed upon institutional initiative. Fire safety inspections will occur once a month and will be done by a member of the facilities staff and a member of the residence life staff.
- Imminent danger to safety, health or property of occupant(s) or to institutional property.
- Clear and present indication that a crime is being committed.
- Clear indication that Naropa regulations are being violated.

Maintenance requests by students shall be considered permission to enter. Residence hall students should also be aware that the residence hall staff may occasionally have to enter a student's room on matters relating to the comfort or safety of fellow hall residents (for example, to turn off an alarm clock).

A residence hall staff member will do a security and safety check of each room prior to the holiday vacation period. Violations observed during entry for another purpose may be subject to disciplinary actions.

Search by institutional staff may be conducted pursuant to an administrative search and seizure permit issued by the Office of Student Affairs or the director of housing. The permit must include the following information.

1. The room(s) to be searched.
2. The regulation(s) allegedly being violated.
3. The item(s) being sought (if applicable).
4. The names of those authorized to search.

If, during an authorized search, violations of Naropa policies other than those for which the search is authorized are observed, appropriate disciplinary reports and action will be filed.

Room Repairs

If your room needs repairs, please fill out the maintenance request form on the bulletin board outside the housing office.

Fill out the form completely and slip it in the mail slot of the office door. If after three working days the repairs are not completed, contact your RA or RHD.

Safety and Security

The safety of our residents is a top priority, and many systems have been put in place to secure the building. However, any security plan can easily be compromised by those it is meant to protect. We count on you as a resident and community member to respect the systems. Making security part of the culture in a community can strengthen the community in several ways, such as making individuals more aware of the concerns of their neighbors and supporting them. In our vision, all in the community look out for each other. If you compromise the safety of the building, many people's lives could be profoundly affected. Cultivating this type of awareness and practice is essential to generating a compassionate community.

The Safety and Security System (See also Emergency Procedures)

- The front lobby door is the only access to the building and can only be opened by the electronic key issued at check-in. When you enter the building, please make sure that only you and your guests enter.
- Guests who are to visit a resident must be let in the building by the guest's host. This policy ensures that the host is in the building and that the guest is indeed present to visit the host. If you let someone in the building, you are responsible for that person's actions.
- If you expect a guest, ask the individual to ring your room when they arrive. You need to go to the front door to let your guest in. Please be sure that only your guest enters when you open the door.
- There are four emergency exits in the building, and they are marked by Emergency Exit signs. A piercing alarm will sound when someone uses these doors, which is a quick way to alert everyone that there is an emergency. **Be aware of the location of these exits and be sure you know which one is closest to your apartment.**
- If you lose your electronic key, notify a staff member as soon as possible. We will deactivate the lost key and issue you a new one.
- Please report all nonfunctioning outdoor lighting to a staff member.

A Few Personal Safety Tips

- Lock your apartment when you are sleeping and every time you leave the building.
- Keep your keys in your possession at all times.
- Keep your blinds drawn at night.
- Be sure that your personal property is not accessible to thieves when you are in automobiles, classrooms or study rooms.
- Register your bicycle with the city police department.
- Lock your bicycle to a bicycle rack with a chain and lock.
- Be aware of suspicious behavior by people in and around Naropa buildings and parking lots. Report them immediately to a staff member.
- Travel in pairs or groups, especially after dark.

Screens

Windows screens are not to be removed. Damage to window screens caused by removal or something other than normal wear and tear will be charged as other damages.

Lower-level apartments are equipped with specialized security screens. Removal and damage to these screens will result in a \$250 fine—the cost of replacing one.

Smoking

Smoking is prohibited in Snow Lion and in all Naropa University campus buildings. There are designated smoking areas in the front of the building. Many people can be deeply affected by inhaling smoke, especially those who suffer from asthma, allergies and migraine headaches. If residents or guests are smoking in an area that is not designated for smoking, kindly ask them to move to a smoking area. If the problem persists, alert an RA or the RHD.

Stereos, TVs and Radios

Residents with stereos, TVs and radios should be courteous to their neighbors. The volume level should never be so high that it disturbs members of the community. Speakers must not be placed in windows or doorways at any time as the sound will carry into other areas of the building. To reduce the sound carrying to other apartments, we suggest that speakers be mounted on a stable surface that keeps them off the floor. Outside antennas and aerials are not permitted. (See also Quiet/Courtesy Hours.)

Telephone Service

Telephone service in rooms is provided by C-COM. Phone hookups are arranged through C-COM: 303-938-1417. All residents interested in phone service must contact Qwest in order to hook up service.

If you have a credit history, you will be able to establish an account in your name. However, if you have no credit history, a deposit will be required, or you can have a parent co-sign your account.

Theft and Property Damage

Naropa University does not accept liability for damage, theft, loss of personal property or money suffered by residents. Please be sure that you lock your room door when you leave for even a short time and when you retire for the night. This precaution is the best guard against property loss. If property is lost or stolen, notify residence life staff immediately.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their parents' insurance policy. It is also recommended that students put proper identification on their valuables. Large sums of money and other valuables should not be kept in your room, particularly during vacation periods.

Transportation (Buses and Bicycles)

If you do not have a car, buses and bicycles are transportation options. The Boulder City bus system includes the Hop, the Skip and the Ride—all of which can be used to get around

town. RTD buses can be used to get to surrounding Front Range locations and to Denver International Airport. Schedules are available at the Walnut Street Transit Center. As a Naropa student, you are entitled to a free bus pass.

Bikes are available on loan through the Naropa Bike Shack. There are extensive bike paths throughout the city. Bike and pedestrian maps are available through the Office of Student Affairs.

Vacation Housing

Students may occupy their apartments during Thanksgiving and spring vacations with no additional charge. However, they must register at the office. The building is closed during winter break. Checkout for winter break is Saturday, December 12, 2009, at noon; check-in is Saturday, January 2, 2010, beginning at 9 a.m. Orientation leaders may return the Saturday before orientation begins. The emergency cell phone will be turned off between December 12 and January 2. Residents will not be able to get into the building if they return from winter break before January 2, 2010.

Waterbeds

Waterbeds are not permitted because of their weight and the potential for water damage.

Water Filters

Filtered water is available in the kitchen sinks via separate water filter taps.

Window and Door Decorations

Window and door decorations may be permitted if they are within the boundaries of good taste (respectful). The decorations must be acceptable to the director of housing. Although decorations on windows and doors can add to the appearance of a room or a hall, they are not only a personal expression but also an aspect of the public appearance of Snow Lion and a reflection of Naropa University.

SIGNATURE

I have read this handbook and understand the policies and procedures described within. I also understand that this handbook is included as part of the lease agreement and my adherence to the stated policies is in accordance with my lease agreement, as well as the Naropa University Student Handbook. I know how to obtain answers to go to questions I may have if I do not understand any part of this handbook or the lease.

Student's Printed Name

Apt. Number

Student's Signature

Date

Staff Verification

Date

Naropa
UNIVERSITY
2130 Arapahoe Avenue
Boulder, Colorado 80302
www.naropa.edu