Resident Assistant Staff Addendum 2019-2020

Protect Student Health, Privacy, Safety, and Well-being

Alcohol and Other Drugs
- Maintain records of students who engage in high-risk behavior and situations that meet state or federal reporting obligations.
- Share information about students or situations of concern with appropriate resource(s) (such as Resident Fellows, Residence Deans, and other campus partners).

Emergency Response (earthquake, fire, active threat, medical)
- Understand evacuation and shelter-in-place procedures.
- Understand and educate residents about University emergency response protocols and procedures.
- Serve in an on-call capacity to connect residents to appropriate after-hours resources in case of an emergency.

Hazing
- Ensure that any actions that cause, or are reasonably likely to cause, another student to suffer bodily danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical harm, or significant degradation or humiliation in fact results are reported via stophazing.stanford.edu and communicated to the appropriate resource (such as Resident Fellows, Residence Deans, or other campus partners).

House Security
- Understand and adhere to the University’s policy for securing and utilizing a master key.
- Intervene if residents bring prohibited items into the residence or tamper with safety equipment.
- Maintain clear path of egress in common areas, corridors, and stairwells for evacuation purposes.
- Maintain security of roofs and support restriction of roof access where applicable.

Mental Health and Wellbeing
- Consult with Resident Fellows (where applicable), Residence Dean (RD), and on-call professionals about students of concern.
- Ensure that students in distress or need are aware of and able to connect with resources to support their health, well-being, and success.

Title IX and Sexual Harassment
- Refer circumstances related to sexual misconduct to the university Title IX Office and consult the On-Call Dean.
- Understand and promote resources available to students through the Office of Sexual Assault & Relationship Abuse Education & Response (SARA), Title IX, and the Confidential Support Team (CST).
Resident Assistant Staff Addendum 2019-2020

**Foster Community and Belonging**

**Establish and Maintain Community Norms**
- Report and/or assist residents in reporting any Acts of Intolerance.
- Mediate conflict and help residents take responsibility for their residential community.
- Welcome and integrate residents who move into a residence mid-year.

**Presence, Participation, and Availability**
- Share responsibility for providing on-call coverage during Thanksgiving Break and Spring Break.

**Residential Policies**
- Know, abide by, and communicate policies contained in the Residence Agreement including but not limited to policies on:
  - Animals
  - Guests
  - Noise
  - Posters/Flyering
  - Prohibited Items
  - Smoke Free Environment
- Report possible violations of residential policies to your Residence Dean (RD) or the On-Call Dean after hours.

**Advance Integrative Learning**

**Promote intellectual life in the residence**
- Plan and promote educational opportunities and programs in the residence.
- Promote opportunities for students to explore and engage in artistic expression.
- Invite faculty into the residences and create opportunities for them to have informal interaction with students.

**Training and Education**
- Co-facilitate programs such as Crossing The Line (CTL) & Beyond The Line (BTL).
- Assist in the training and mentoring of peers when called upon and available.

**Create a residential environment that enhances academic progress and success**
- Be able to direct residents to academic resources, advising, and support services (e.g., tutoring, academic skills coaching, academic advising).
Resident Assistant Staff Addendum 2019-2020

Maintain a House In Order

Student Record Privacy (FERPA)
- Maintain privacy of student information and records in accordance with FERPA and privacy policies.

Record Keeping
- Create, maintain, and appropriately share on-call notes in a timely and secure manner that maintains student privacy.
- Maintain privacy of student information and records in accordance with FERPA and privacy policies.

Communication
- Share relevant information about residents, the community, and the residential facility with Residential Education and other offices.
- Communicate to Housing Front Desk staff when a resident moves out mid-year.