EMMANUEL COLLEGE COMMUNITY STANDARDS AND STUDENT CODE OF CONDUCT

Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, for values-based education and for a caring, friendly environment. Members of the Emmanuel College community are expected to demonstrate respect and show sensitivity to differences in others. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. With this in mind, the Student Government Association approved the following set of guidelines, which a representative group of students developed on behalf of the student body. These guidelines delineate the expectations that they and their peers have of themselves and one another.

Community Standards for Emmanuel College Students

- We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary will communicate with those in a position to make changes.

- We expect that members of the Emmanuel Community will take pride in their environment and take personal responsibility for keeping it clean.

- We expect that as an educated community we will have a tolerance for others’ opinions and openness to their perspectives.

- We expect that every member of the Emmanuel Community will respect personal and public property.

- We will not tolerate the destruction or theft of personal or public property.

- We will not tolerate graffiti.

- We expect that every member of the Emmanuel Community will accept diversity and be civil in dealings with each other.

- We will not tolerate racism, sexism, classism, or heterosexism.

- We hope that all students will model and teach respect.

- We hope that every member will reach out to one another with care and concern in a friendly manner, strengthening the sense of a campus community.

Student Code of Conduct

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the Student Handbook, in the Academic Catalog and on the website. The following actions are considered violations of the Emmanuel College Student Code of Conduct and are punishable by sanctions imposed in accordance with the conduct procedures of Emmanuel College.
Conduct Code Violations:

1. Injury or threat of injury to self or others.

2. Physical or verbal altercations or abuse.

3. Intimidation, threats, or harassment of any kind of another person or group of persons, or action which threatens or endangers the health, well being or safety of self or another person.

4. Use, sale, distribution, possession or being in the presence of paraphernalia or stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student’s own use, or over-the-counter drugs. Suspicion of drug use due to smell, paraphernalia, etc.

5. Intoxication, use, sale, distribution, possession or being in the presence of alcoholic beverages or related paraphernalia on campus, regardless of age. Being attended to for over-intoxication.

6. Deliberate or careless endangerment of self or others including but not limited to: creating a fire risk; tampering with and/or falsely activating fire or other safety alarms or equipment; climbing on building roofs, hanging out windows; throwing items out windows; not evacuating building when alarm sounds or when asked to leave.

7. Gaining or assisting in unauthorized entrance into College facilities.

8. Initiation or circulation of a report or warning of an impending crime, emergency or catastrophe, knowing that the report is false.

9. Possession or use of firearms, guns, knives, other weapons, mace, explosives, dangerous chemicals, fireworks or other items with potential to cause harm.

10. All forms of sexual misconduct, including any form of unwanted sexual advances or contact. “Unwanted” means against a person’s wishes or without consent and includes those instances in which the individual is unable to give consent because of sleep, unconsciousness, impairment or intoxication due to alcohol, other substances or drugs.

11. Behavior or conduct that is disorderly, lewd, or indecent. Disregarding the privacy of self or others, including indecent or inconsiderate behavior and exposure of others to highly offensive conditions. Such inappropriate behavior or conduct may include but is not limited to touching or patting, written or verbal comments or suggestions, obscene or offensive pictures or “jokes,” hostile or threatening gestures.

12. Behavior or conduct that serves to degrade the status of self or others.

13. Damage to, vandalism of, or alteration of College property, the property of a member of the College community or other personal or public property.

14. Attempted or actual theft of, or unauthorized possession or use of College property, the property of a member of the College community or other personal or public property.

15. Smoking or tobacco use.
16. Behavior or conduct, including but not limited to hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization. Consent of the student or participant is not a defense against the inappropriate behavior or conduct.

17. Acts of dishonesty, including those applicable to the classroom. Furnishing false information.

18. Violation of guest or visitation policies.

19. Violation of the Computing and Communication Acceptable Use Policy including but not limited to illegal downloading and file sharing of music or video and unauthorized access to College information systems.

20. Gambling.

21. Obstruction or disruption of College activities, including but not limited to teaching, research, administration, campus services, campus meetings, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.

22. Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official. Failure to render reasonable cooperation when requested by others.

23. Use of the College name, seal, or other forms of College identity without written permission from the Vice President for Student Affairs or designee.

24. Solicitation, without the written permission of the Dean of Students, Associate Dean/Director of Student Activities, Director of Residence Life or designee.

25. Noise disturbances, violation of residence hall quiet hours, disruptive activities and/or activities which can cause damage or risk.

26. Refusal to identify oneself and/or to conspicuously display student identification card.

27. Failure to provide an accurate local address to the Office of the Registrar.

28. Playing sports in academic or residential buildings or in restricted areas.

29. Violation of rules and regulations published by College offices and departments, including but not limited to parking and traffic rules, residence hall regulations, food service rules, fitness center rules, and health regulations.

30. Conduct that is a state or federal crime.

31. Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for one’s guest(s); assisting or encouraging others to engage in violations; staying with violator when there is enough time and opportunity to leave.

32. Actions committed off College property that are related to the security of the College community, the integrity of the educational process or the reputation of the College.
**Student Conduct System**

The College expects all students to take responsibility for their actions and be willing to accept the consequences of their behavior. College regulations have been designed to protect the rights of all members of the community and to ensure the integrity of the institution. The Emmanuel College Student Conduct System is intended to aid the individual student in developing self-discipline and a sense of responsibility and community membership. Collective work and responsibility are possible only as long as students, faculty and administrators feel confident that rules will be enforced for the benefit of the entire Emmanuel community. When infractions of specific academic or social regulations occur, the cases will be heard at the appropriate level, either by a College official, an Ad Hoc Hearing Board, the Academic Review Board, or the Academic Integrity Committee.

**Disciplinary Procedures**

The Vice President for Student Affairs is responsible for enforcing College regulations and maintaining good order on campus. Commensurate with this responsibility, the Vice President and the Vice President’s designees have the authority to investigate and to take action on all student misconduct cases in accordance with the procedures described in this section. When a student is alleged to have violated the Student Code of Conduct, typically the following procedures are followed:

- An incident report is written which documents the alleged violation and the student alleged to be in violation.
- The incident report is submitted to a College office, typically, the Office of the Dean of Students.
- The Dean of Students or the Assistant Dean for Community Standards assigns the case to either a staff member or to a board for a conference or a hearing.
- The student alleged to be in violation of the student code receives communication informing him/her of the date and time of the conference or hearing. The student is expected to attend this meeting.
- The student meets with the staff member or board holding the conference or hearing the case. The student is given the opportunity to respond to the charges against him/her. If the student neglects to attend the conference or hearing, the case may be heard in the student’s absence without the benefit of the student’s input.
- A decision is made by the staff member or the board as to whether or not the student is responsible for the alleged violations, and the outcome is communicated to the student. If the student is found responsible, sanctions are rendered and communicated.
- The student may choose to have the decision reviewed according to the appeal procedures outlined in the outcome letter.

**Incident Reports**

In cases of alleged violations of the Student Code of Conduct, an incident report is typically filed by a Security Officer, a Resident Assistant or another member of the College community. Reports may be submitted by those outside the College such as local law enforcement agencies, other college’s officials, etc. Community members who wish to file anonymous complaints and do not want their names released need to know that their complaint may be used for information purposes only. The alleged violator may not be referred for student conduct action.

After reviewing the incident report, the Dean of Students or the Dean’s designee contacts the student in writing typically to schedule an Administrative Conference or a Hearing. An Administrative Conference involves review of the case by an administrator, typically an Assistant Director/Resident Director, the Assistant Dean for Community Standards or the Dean of Students. A Hearing involves review of the case by a group of peers or faculty/staff. The Board is advised by an administrator appointed by the Dean of
Students. The Vice President for Student Affairs, the Dean of Students, or the Assistant Dean for Community Standards reserves the right to convene an Ad Hoc Hearing Board to hear cases that are serious, sensitive or complex.

Procedures

At the Administrative Conference or Hearing, the student has the following rights:
- To respond to the charge or accusation and is given opportunity to offer any additional information which might be helpful in resolving the case
- To refrain from answering any question which may be asked
- To present witnesses on his/her behalf
- To be accompanied by an Emmanuel faculty, staff or student advisor of his/her choice, who is not a party to the case
- To be informed of the appeal procedures

Sanctions

The range of disciplinary sanctions that may be imposed on students includes but is not limited to: warning; educational project; community service; loss of privileges; fines; parental notification; restitution; residence hall re-assignment; residence hall probation; residence hall suspension; residence hall dismissal; counseling or health assessment; no trespass order; stay away order; interim suspension; suspension; dismissal. Sanctions are handled on a case-by-case basis and all sanctions are at the discretion of the administrator or board conducting the conference or hearing.

Emmanuel College reserves the right to suspend or dismiss a student from the College for violation of College policy. In cases where the presence of the student at the College would constitute a danger to themselves or other persons, to property, or to the normal conduct of College activities, a student may be suspended immediately and restricted from all or part of the campus until a disciplinary hearing is held. The student is entitled to discuss the basis for the decision with the College official rendering the interim suspension decision. Final authority over suspension or expulsion rests with the Vice President for Student Affairs.

Any one or more of the sanctions listed below may be imposed upon any student or student organization responsible for violating the Student Code of Conduct. Additionally the administrator or board may render a sanction not listed but one which would be consistent with the violation.

Warning: A written notification that the conduct engaged in is inconsistent with College policy and that a future violation may result in a more severe sanction being imposed.

Educational Project: The development of an activity or event designed to help the student become more aware of College policies, to educate the community about a critical issue and/or to assist the student to understand the inappropriateness of the behavior.

Community Service: Participation in a specified service activity at the College or in the community for a designated number of hours.

Loss of privileges: Denial of specific privileges for a period of time including but not limited to: residence hall visitation, guest privileges, overnight visitation, housing lottery, participation on an athletic team and/or in a student club or organization, at programs, activities, and ceremonies, etc.
Probation: A written notification that the behavior or action violated the Student Code of Conduct and that any further action is likely to result in suspension from the residence halls or the College. A specific time period is required when probation is sanctioned.

Fines: Monetary payment for policy violation.

Family Notification: Written communication with the parent/guardian that the student was found responsible for a violation of the Student Code of Conduct.

Restitution: The student or student organization is required to replace or restore damaged, stolen or misappropriated property or otherwise make amends for the behavior that led to the sanction.

Residence Hall Re-assignment: Re-assignment to another area and/or residence hall for a specific time period or for the remainder of enrollment.

Residence Hall Suspension: Separation of the student from the residence halls for a defined period of time, after which the student is eligible to apply for residency. During the time of suspension, it may be specified that the student may not enter the campus residence halls.

Residence Hall Dismissal: The student is permanently separated from the residence halls and it may be specified that the student may not enter any residence hall during the remainder of the student’s tenure at Emmanuel.

Counseling or Health Assessment: There are times when the behavior a student has exhibited may be a response to some deeper issues or when there may be indications of emotional distress, an eating disorder, substance abuse or other problem that could affect his/her functioning as a member of the Emmanuel College community. The student may be referred to a professional for a series of meetings and/or a general psychological, health and/or substance abuse evaluation. If indicated, the student may be required to follow a treatment plan recommended and/or adhere to a set of behavioral expectations, outlined in a Behavioral Contract, in order to remain a member of the Emmanuel community. Ongoing information may be shared with the Vice President for Student Affairs or Dean of Students or other professionals as needed within the bounds of confidentiality.

Family Meeting: A meeting to discuss student behavior may include administrators, staff, family members and students.

No Trespass: A person may be prohibited from entering a building, residence hall or the campus. Failure to comply with this sanction may result in arrest for trespassing.

Stay away order: The student is prohibited from having any contact - direct, indirect, or third party on his/her behalf—with a particular person(s). Contact includes, but is not limited to mail, e-mail, telephone, text, social media, etc.

Suspension Held in Abeyance: Separation of the student from the residence halls or from the College that is delayed at the time of the sanctioning and invoked with any subsequent violation of the Student Code of Conduct.
Interim Suspension: When an individual is considered an imminent threat to either persons and/or property, the Dean of Students or the Vice President for Student Affairs may invoke an immediate interim suspension from housing and/or the College. A student may be temporarily suspended from the residence halls but may be permitted to attend class. In the case of an interim suspension imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both off and on campus.

Suspension: Separation of the student from the College for a defined period of time after which the student is eligible to apply for readmission.

Dismissal: Permanent separation of the student from the College, noted on the student’s academic transcript.

Decision Review + Appeal Process

By follow-up written notification, the student is informed of the decision. The student, by such notice, shall be offered the choice either of consenting to the determination and proposed penalty, or by directing a written request for review of the decision. Letters requesting review must be directed to the person named in the decision letter within five business days. Substantial reasons for requesting review usually demonstrate one of the following conditions:

- The student was denied rights, or process was not followed.
- Relevant evidence became available after the conference.
- The sanction is believed to be inconsistent with the circumstances of the charge.

Upon review of the request for decision review, the appeal officer will either deny or consider the appeal. The appeal officer may schedule a meeting with the student to review the incident and incident reports and the reasons for the appeal. Following the review, the appeal officer will either uphold the decision and the sanctions, uphold the decision but change the sanctions or overturn the decisions and the sanctions.
ALCOHOL POLICY

The Drug-Free Schools and Communities Act Of 1989
The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act.

Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on alcohol use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of alcohol. Along with substantial health and safety risks are potentially significant legal consequences. Students, staff and faculty are urged to familiarize themselves with the information contained within this policy.

Prohibitions
Emmanuel College is a dry campus and prohibits the possession, use, or distribution of alcohol by any student or guest on campus or at off-campus Emmanuel sponsored events. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol. No alcohol beverage containers including but not limited to shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled or leased by the College regardless of the owner’s age. Students who are over the age of twenty-one years of age may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Vice President for Student Affairs.

Sanctions for Non-Compliance
Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of alcohol may subject a student to criminal penalties.

Enforcement
Persons suspected of bringing alcohol on their person or in their belongings on property owned or leased by the College will be subject to search by residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation and all students involved may be subject to disciplinary action.

Residence hall staff will address any persons suspected of using or keeping alcohol in a residence hall. In such an instance, residence hall staff will conduct a visual inspection of the location and require the person(s) to gather and, in the presence of the responding staff member, discard all alcohol. Residence hall staff in conjunction with Campus Safety and/or other authorized personnel will assess the condition of any intoxicated persons involved and provide appropriate care. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.
Alcohol and the Laws of The Commonwealth Of Massachusetts
The legal age in Massachusetts is defined by M.G.L. 138 12 which makes it unlawful for licensed vendors to sell to anyone under twenty-one years of age. Minors are not permitted to purchase or even make arrangements to purchase alcoholic beverages (M.G.L. 138 34A). It is also unlawful for minors to transport in any way any alcoholic beverages (M.G.L. 13834B). Anyone who procures any alcoholic beverages for a minor violates M.G.L. 138 34. The sale of alcoholic beverages by a licensed vendor to a minor is illegal under M.G.L. 138 34 which also makes it unlawful for a patron to procure such beverages for a minor at any licensed establishment. The penalty for violating this law is a $1000 fine or six months imprisonment or both. Minors may not misrepresent their age in order to purchase or attempt to purchase any alcoholic beverages (M.G.L. 148 34A).

The same law makes it illegal to deface, alter or otherwise falsify an identification card to obtain alcoholic beverages. The penalty for violating this statute is a $300 fine. Those of legal age are precluded by the same law from making a false statement about a minor’s age in order to effectuate a sale to a minor or from inducing a minor to make a false statement in order to obtain alcoholic beverages. Persons under 21 years of age may not transport alcoholic beverages and those who do so while operating an automobile are subject to revocation of their driver’s license for a maximum of three months (M.G.L. 138 34C).

Alcohol and the Laws of the City of Boston (From the Boston Police Department District 14 Newsletter)

Open Containers: It shall be unlawful for a person to drink from or possess an open container of alcoholic beverages, in or upon any public way, in any park, or playground, or on the private property of another without consent of the owner. Penalty: Any person in violation of this ordinance shall be punished by a fine and may be placed under arrest.

Procuring alcohol for underage persons: No person shall agree to procure for or deliver to an individual under the age of 21, any alcoholic beverage, sealed or open. The burden of ascertaining whether the recipient is a minor is at least 21 years of age is on the person delivering the beverages. Penalty: Any person in violation of this ordinance shall be punished by a fine not exceeding $50. Any person convicted of violating this statute shall be punished by a fine not exceeding $2,000 or by imprisonment for up to six months or both.

Procurement by Intimidation: No person under the age of 21 shall persuade, intimidate or otherwise cause another to purchase or obtain alcoholic beverages intended for consumption. Penalty: Any person convicted of violating this statute shall be punished by a fine not exceeding $300 for each conviction. A conviction for a violation of this section will be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend for ninety days the defendant’s license or right to operate a motor vehicle.

Fake ID: No person shall willfully misrepresent his or her age or in any way alter, deface or otherwise falsify his identification offered as proof of age with the intent of purchasing alcoholic beverages.

Penalty: Any person who violates this statute shall be punished by a fine of $300. A conviction of a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend the defendant’s license or right to operate a motor vehicle for ninety days.

Transportation of Alcohol: No person under the age of 21 and who is not in the company of a parent or legal guardian shall knowingly possess or transport any alcohol. This section does not apply to a person between the ages of 18 to 21 acting in the scope of his or her employment. A police officer may arrest without a warrant any person who violates this statute. Penalty: Any person who violates this statute shall be punished by a fine of not more than $50 for the first offense and not more than $150 for each
subsequent offense. A conviction for a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. If the defendant was operating a motor vehicle at the time of the violation, the registrar shall suspend the defendant’s license to operate a motor vehicle for not more than three months. Please note that the Boston Police Department is notified of the sale of all Keg Beer. If you have a party or purchase a keg for a party you could be charged for procurement if officers discover underage guests at the party.

Education
The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

HEALTH RISKS ASSOCIATED WITH THE USE AND ABUSE OF ALCOHOL
Alcohol affects every organ in the drinker’s body. Intoxication can impair brain function and motor skills and heavy use can increase risk of certain cancers, stroke, and liver disease. Alcohol interferes with the brain’s communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination. Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including the following: cardiomyopathy, arrhythmias, stroke, and high blood pressure. Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including: steatosis, or fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis. Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion. Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the: mouth, esophagus, throat, liver, and breast. Alcohol can also weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body’s ability to ward off infections – even up to 24 hours after getting drunk.

Emergency Assistance
Students are encouraged to contact Campus Safety at 617.735.9710 for assistance when persons who are suspected to be under the influence of alcohol may pose a danger to themselves or the community.

Rehabilitation
A student who has been determined by the College to have used or to have been under the influence of alcohol in violation of this policy may, at the College’s discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of discharge. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual’s health insurance, depending on the terms of the policy. The College strongly encourages students to seek assistance for problems with alcohol abuse before the individual’s relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Office of Counseling, room 151 Administration Building.
COMPUTER DOWNLOADING/FILE SHARING
Emmanuel College does not permit the unauthorized downloading and/or sharing of copyrighted material. Installing file sharing and/or P2P software puts your data and the college’s network at risk. If found downloading or sharing unauthorized copyrighted material, an individual may be found liable by the college, local, state or federal government. Please review the acceptable use policy available at the MySaints portal for additional details regarding the use of Emmanuel College technology services.

CONSENSUAL RELATIONSHIPS
Because of the unique environment of a college campus and the special relationships between students and faculty members, in particular, with the faculty member serving as educator, counselor, and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the College views it as unacceptable for faculty members to engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the College, if charges of sexual harassment are made against a faculty member, it shall not be a defense to allege that the relationship was consensual. Such relations may result in disciplinary action up to and including dismissal of the faculty member. This policy applies also to amorous relationships between students and members of the administration and staff where those administrators and staff have supervisory responsibility for the student.

DEATH IN THE FAMILY
In the event of a death in the family of a student the College Chaplain should be notified immediately and notice will be given to the Vice President for Student Affairs and the Director of Academic Advising. Students are encouraged to contact the College Chaplain with the names of family members and friends who have died for inclusion in the general intercessions at Mass.

DINING SERVICE POLICY
Cooperation on the following items helps provide better service for all students:
1. Meal cards and College ID cards must be presented at each meal and are not transferable.
2. Trays and dishes must be returned to the dish room window.
3. Silverware and dishes are the property of the College and may not be taken from the Dining Hall.
4. Students may not remove food from the Dining Hall unless they have made arrangements with the food service staff.
5. Students are required to dress appropriately in the Dining Hall in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items are unlimited (except at special events).
7. Box lunches are available if Board Plan members are unable to be present for a meal. A 24-hour notice to the Dining Service is required.
8. Disorderly conduct in the Dining Hall will be subject to disciplinary action.
9. Students with concerns about the College dining service should direct their questions to the Director of Food Service.

DRUG POLICY

The Drug-Free Schools and Communities Act of 1989
The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act.
Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on drug use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of drugs. Along with substantial health and safety risks are potentially significant legal consequences and students are urged to familiarize themselves with the information contained within this policy.

Prohibitions
Emmanuel College supports all laws governing the possession, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. The College strictly forbids the use, possession of distribution of illegal drugs, or use, possession or distribution of illegal drug paraphernalia. The College also strictly forbids the use of illegal drugs at College sponsored events off campus. In addition, all students present at the time of a drug violation may be subject to disciplinary action.

Sanctions for Non-Compliance
Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of illicit drugs may subject a student to criminal penalties. Any student determined to be manufacturing, dealing, selling, or distributing illegal drugs on or off campus faces dismissal from the College. Such students may be subject to arrest and further legal action. The College will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The College will assume a student is dealing drugs if the student possesses a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of illegal drugs.

Enforcement
Persons suspected of bringing illicit drug on their person or in their belongings on property owned or leased by the College will be subject to search by the residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation. All students involved may be subject to disciplinary action. Residence hall staff members will address any persons suspected of using or keeping illicit drugs or paraphernalia in a residence hall. In such an instance, residence hall and/or Campus Safety staff will conduct a visual inspection of the location and require the resident(s) to gather and surrender any illicit drugs or paraphernalia. Campus Safety will confiscate all found/surrendered illicit drugs or paraphernalia. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

Federal Drug Offenses
The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with intent to distribute or dispense a “counterfeit substance.” Simple possession without necessarily the intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law. Specific drug crimes carry greater penalties, including:

- The distribution of narcotics to persons under 21
- The distribution or manufacturing of narcotics near schools and colleges
- The employment of juveniles under the age of 18 in drug trafficking operations
• The distribution of controlled substances to pregnant women
• The penalties for violating federal narcotics statutes vary considerably and may be more harsh based on two principal factors:
  o The type of drug involved (heroin, cocaine, marijuana, LSD, etc.)
  o The quantity of the drug involved

With the exception of simple possession charges which result in up to one year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also harsher. Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a $250,000 fine. Questions sometimes arise as to what amount of narcotics found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with the intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating the intent to distribute. In other words, the greater quantity possessed, the more likely it is that an individual in possession has the intent to distribute.

Education
The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

Health Risks Associated With the Use of Illicit Drugs
For additional information on these and other drugs, please visit the National Institute on Drug Abuse website at www.nida.nih.gov

Cannabis (marijuana)
Marijuana use can have a variety of adverse, short- and long-term effects, especially on cardiopulmonary and mental health. Heart rate can increase anywhere from 20-100 percent and it was estimate that users have an almost 5-fold increase in heart attack risk in the first hour after smoking marijuana. Smoking can have an effect on heart rhythms and cause palpitations and arrhythmias. Marijuana smoke is also an irritant to the lungs, and frequent marijuana smokers often suffer from chronic coughing and phlegm production, more frequent acute chest illness, and a heightened risk of lung infections. A number of studies have shown an association between chronic marijuana use and mental illness. High doses of marijuana can produce a temporary psychotic reaction (involving hallucinations and paranoia) in some users, and using marijuana can worsen the course of illness in patients with schizophrenia. A series of large prospective studies also showed a link between marijuana use and later development of psychosis. Associations have also been found between marijuana use and other mental health problems, such as depression, anxiety, suicidal thoughts among adolescents, and personality disturbances, including a lack of motivation to engage in typically rewarding activities.

Cocaine/Crack
Cocaine is a strong central nervous system stimulant that increases levels of the neurotransmitter dopamine and ultimately disrupts normal brain communication. With repeated use, cocaine can cause long-term changes in the brain’s reward system as well as other brain systems, which may lead to addiction. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death. Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea. Cocaine use can lead to loss of the
sense of smell, nosebleeds, problems with swallowing, hoarseness, and a chronically runny nose. Users can also experience irritability, restlessness, and anxiety and severe paranoia, in which they lose touch with reality and experience auditory hallucinations.

Heroin
Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin’s effects on breathing. Chronic use of heroin leads to physical dependence, a state in which the body has adapted to the presence of the drug. If a dependent user reduces or stops use of the drug abruptly, he or she may experience severe symptoms of withdrawal.

Narcotic Analgesics
Narcotic analgesic drugs may cause constipation, lightheadedness, dizziness, drowsiness, stomach upset, nausea, and flushing. When taken by routes other than as prescribed, there is an increased risk of depressed respiration, which can lead to coma and even death. In combination with alcohol there is a risk of dangerous slowing of heart rate and respiration, coma, and death. These drugs also possess addictive properties with long-term usage.

Hallucinogens
Hallucinogenic drugs can have a wide range on side effects which can be dependent upon the drug taken. These effects can include the following: depression, paranoia/panic, emotional instability, impulsive behavior, and distortions in perception. Other effects include increased body temperature, heart rate, blood pressure; nausea; numbness; dizziness; weakness; tremors; sleeplessness; blurred vision. High doses of these drugs can cause the following: seizures, coma, hyperthermia, memory problems, feelings of invulnerability and exaggerated strength, and fear of insanity and death. Long-term use of these drugs can cause the following: addiction, flashbacks, cognitive impairment, loss of coordination, as well as other potential problems.

Emergency Assistance
Students are encouraged to contact Campus Safety at 617-735-9710 for assistance when persons who are suspected to be under the influence of drugs and who may pose a danger to themselves or the community.

Rehabilitation
A student who has been determined by the College to have used or to have been under the influence of drugs in violation of this policy may, at the College’s discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of discharge. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual’s health insurance, depending on the policy. The College strongly encourages students to seek assistance for problems with drug use and abuse before the individual’s relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Office of Counseling, Room 151 Administration Building.
FACILITY RESERVATION FOR STUDENT GROUPS
Facilities are scheduled according to a ‘best use’ policy for the space. Any approved College student organization or group may use a College facility, provided that the facility is deemed appropriate for the use designated. Any approved College student organization or group must go through the Office of Student Activities and Multicultural Programs to reserve space on campus. The Office of the Registrar is responsible for the reservation of all classrooms, the Janet M. Daley Library Lecture Hall, Modular Space and the Auditorium. The Office of Residence Life and The Jean Yawkey Center reserve their space respectively. Arrangements for special set-up requirements are made at the time of the reservation.

Expenses
There is no rental fee for the reservation of college facilities by Emmanuel college student organizations. The sponsoring party is responsible for all expenses incurred by the event. This would include rental of special equipment, security detail, etc.

Security
The sponsoring party of any event requiring Campus Safety must notify Campus Safety at least ten days before the date of the event. Arrangements/ payment for hiring security are coordinated by the organizing group through the Office of Student Activities.

Food Service
Arrangements for food service, including catered functions, must be made through the College dining service.

Equipment
Media equipment can be arranged by contacting the Library Media Coordinator. Available equipment includes overhead projectors, movie or slide projectors, tape recorders, and record players. Video camera equipment can also be borrowed by inquiring at the Library.

FIRE ARMS/WEAPONS
Only Emmanuel College Campus Police/Security Officers are authorized to carry weapons. Any item of a questionable nature should be checked with the Dean of Students (located in the lower level of St. Ann Hall).

FIRE SAFETY REGULATIONS
1. If a student discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
2. Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
3. Each student is responsible for knowing the fire exits throughout the building.
4. Elevators should never be used when the fire alarm rings.
5. Emergency exits may be used in case of emergency only.
6. It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
7. Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
8. Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.
HAZING LAW
The Commonwealth of Massachusetts, in response to incidents involving personal injury and death, has prohibited the act of hazing. The term “hazing” shall mean any conduct or method of initiation into any student organization, athletic team or other student group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include (but is not limited to) whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such students or other persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions, consent shall not be available as a defense to any prosecution under this action.

MISSING PERSONS POLICY
The missing student policy has been developed in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing their routine without informing their roommate(s) and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or to Residence Life and Housing. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours or sooner if the situation dictates. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call. Attempts will be made to contact the student, using any confidential contact information that the student may have provided to the college, and an external law enforcement agency will be contacted if appropriate. Others at the college will be contacted, as appropriate.

At the beginning of each academic year, resident students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Emmanuel. This emergency information will be kept in the Residence Director’s office in each of the four residence halls and will be updated annually.

PARKING REGULATIONS
A limited number of parking spaces are available for commuter students. A parking application must be submitted to the Vice President for Student Affairs each semester for approval. We strongly encourage the use of public transportation. The MBTA Green Line Fenway station is a short walk from the campus. Please contact the Office of Student Financial Services to purchase a monthly MBTA pass.

Student Parking
Commuter students who wish to park on campus must submit an application to the Office of the Vice President for Student Affairs. Resident students who move off campus to locations in or surrounding the City of Boston are not considered for parking permits. The Parking Committee reviews applications and notifies applicants prior to the start of class. Fees for the 2015-2016 academic year are $375.00 (classes scheduled four days or more); $225.00 (classes scheduled three days or less). The parking fee is added to the student’s account which must be paid in full before any permit is issued.

Day Passes
Resident students with temporary extenuating circumstances may request a one-day parking permit in advance of bringing a car to campus. These one-day permits may be purchased at the Office of Campus Safety for a fee of $10.00 per day. At no time should a student show up to campus with a car and expect to receive a parking permit. In the event that a student brings a car to campus without prior approval, and the student is permitted to park, the charge for a one-day parking permit is $20.00.
Handicapped Parking
Handicapped parking spaces are located at the south entrance to the Administration Building, on the south side of St. Ann Residence Hall, and in front of the Cardinal Cushing Library. Handicapped parking is provided for officially marked vehicles with an Emmanuel parking permit. Motor vehicles that are not properly marked and are parked in handicapped or reserved spaces will be towed.

Safe Driving
Campus Safety will not condone the operation of motor vehicles in an unsafe or threatening manner. The following conditions will not be allowed on campus:

• Driving an unregistered vehicle
• Driving without a proper license or with a revoked license
• Speeding
• Driving under the influence of alcohol or drugs
• Driving on walkways or unpaved areas

Snow Removal
During the winter months, a snow emergency may be declared. Failure to move cars to facilitate snow removal will result in immediate towing. Declaration of snow emergency and parking restrictions will be posted on Emmanuel’s e-mail and conferencing system.

Towing
Vehicles may not park on the Emmanuel campus without a properly displayed permit or pass. Unauthorized vehicles parked on campus will be towed at the owner’s expense. Tow payments are made directly to the tow company for release of the motor vehicle and are the responsibility of the owner. Please note that these enforcement procedures are designed to ensure that parking is available for eligible faculty, staff and students.

Visitor Parking
Permission for visitor parking may be obtained through the Office of Campus Safety. Fees are set at the beginning of each academic year. Any visitor’s car that remains on campus without a valid parking permit for that day will be towed at the owner’s expense.

PEACEFUL DEMONSTRATIONS, PROTESTS AND EXPRESSIONS OF DISSENT
Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, values-based education and a strong community. Consistent with the Statement of Community Standards, found in the Student Handbook, “We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary will communicate with those in a position to make changes.” Communication is expected to be civil and free from disparagement, intimidation, harassment and violence of any kind. All Emmanuel students may participate in peaceful demonstrations, protests and expressions of dissent where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campus, including Emmanuel property located off the main campus. While the campus is open to the free exchange of ideas, the College may limit the time, place, and manner of demonstration. Such restrictions shall be applied without discrimination toward the content of the view being expressed by the speaker as long as the expression is not indecent, grossly obscene or grossly offensive on matters including but not limited to race, gender, ethnicity, religion, or sexual orientation.
All student demonstrations must be registered two business days in advance with the Office of the Vice President for Student Affairs (334 Administration) and may be organized and led only by members of the Emmanuel community. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than 2 business days in advance, students may request an expedited registration by contacting the Vice President for Student Affairs or designee available after business hours via Campus Safety.

Students directly involved in or observing of any campus demonstrations must maintain responsibility for their academic requirements including but not limited to class attendance, examinations, papers and/or oral presentations and class projects.

All Emmanuel students are expected to conduct dialogues with dignity and courtesy. In the interest of safety and the maintenance of routine educational and institutional activities, demonstrations and expression of dissent on Emmanuel property shall not:

1. Endanger the safety of any person on the Emmanuel campus.
2. Result in the defacement or destruction of property owned or leased by Emmanuel
3. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Emmanuel community;
4. Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of written message) with College activities including but not limited to teaching, research, administration, resident students right to sleep and study, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
5. Obstruct pedestrian movement or vehicular traffic on the campus or Emmanuel property owned or leased off campus.
6. Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.

Any violation of this policy will be considered a violation of the Student Code of Conduct and will be actionable to sanctions imposed in accordance with the judicial procedures of Emmanuel College which can be found on the College website. Please refer to the Student Demonstrations Registration Form below.
Emmanuel College Student Demonstrations Registration Form
To register, this form must be submitted to the Office of the Vice President for Student Affairs (334 Administration) two business days in advance of the demonstration date.

Student Leader Name: ____________________________ Student Identification # ____________
Email: _________________________________________ Phone # _________________________
Group Name: ____________________________________ Number expected: ____________
Description of Demonstration:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date of Demonstration: ___________ Start Time: ________ End Time: __________
Location: ________________________________________________________________

I, _____________________________, representing _________________________________
acknowledge and agree, in the interest of safety and the maintenance of routine
educational and institutional activities, demonstrations and expression of dissent on
Emmanuel property shall not:
1. Endanger the safety of any person on the Emmanuel campus.
2. Result in the defacement or destruction of property owned or leased by Emmanuel
3. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of
   the Emmanuel community;
4. Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of
   written message) with College activities including but not limited to teaching, research, administration,
   resident students right to sleep and study, campus services, discipline, organized and/or sponsored
   events, and operation and maintenance of any property owned or controlled by Emmanuel.
5. Obstruct pedestrian movement or vehicular traffic on the campus or
   Emmanuel property owned or leased off campus.
6. Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.

Only members of the Emmanuel community are permitted to organize and lead a demonstration. Any
violation of this policy will be considered a violation of the Student Code of Conduct and will be
actionable to sanctions imposed in accordance with the judicial procedures of Emmanuel College.

Signature: _____________________________ Date: ______________________

Office Use Only:
Received by: _____________________________ Date: ______________________

In the event that a protest or demonstration is denied, the student or student group may appeal
to the Steering Committee on Supporting a Diverse and Inclusive Community.
POLICY ON SECTS AND CULTS
The Vatican Report on Sects, Cults and New Religion Movements defines a cult or sect as “any religious group with a distinctive world view of its own derived from but not identical with the teachings of a major world religion.” Emmanuel College is concerned with those sects or cults that pose a threat to students’ personal freedom and their objectives as college students to concentrate on their academics. As part of its religious identity, Emmanuel College encourages students of all religious backgrounds to learn in an environment that encourages reflection and action on intellectual and moral issues.

The College reflects the religious and ethical principles of Catholicism, and as a result students often reflect on their personal religious experience. At times students explore alternative religions. The College affirms the right of an individual to take the initial step to seek information or dialogue with various religious groups. Therefore:

• Unapproved religious activities should be reported to the Office of Mission + Ministry. People who are not members of the College community may not proselytize, lead Bible Studies, Bible Talks, or in any way attempt to do religious or spiritual education without an invitation from the Office of Mission + Ministry.

• Any student who feels s/he is being induced or pressured in any way to participate in religious activities is encouraged to report this to the Residence Life and Housing staff, Office of Mission + Ministry, the Vice President for Student Affairs or the Dean of Students.

• Any student who continues to extend invitations to events after a student has specifically said “no” will be subject to disciplinary actions.

The College encourages students of all faiths to develop and participate in programs through the Campus Ministry Office that affirm religious diversity and a spirit of Ecumenism. Any student who identifies him/herself as a member of a Campus Ministry team, or who distributes material labeled “Campus Ministry” or “Campus Ministries” but is not affiliated with the Emmanuel Office of Mission + Ministry, will be subject to disciplinary action.

POSTING POLICY
Signs, notices and announcements may be posted on designated bulletin boards located on the first floor of the Administration Building and the first and second levels of the Jean Yawkey Center. No outside organizations may post notices without permission from the Office of Student Activities and Multicultural Programs. All posted information must be stamped by the Office of Student Activities and Multicultural Programs. No signs may be hung in elevators, on walls or on windows. All posted information for the residence halls will be posted by the staff. All copies should be left with the administrative assistant for Residence Life and Housing.

STUDENT COMPLAINT, GRIEVANCE + APPEAL PROCEDURES
Students with complaints about any aspect of their experience are encouraged to utilize the complaint, grievance and appeal processes described in the academic catalog and student guide. The following provides a summary of these procedures:

1. Grade grievances: A student who wishes to challenge a grade or other information in the academic record must consult with the faculty member or other officer involved. If not satisfied, then the student holds an informal discussion with the chairperson and then with the Academic Dean or designee. A rendering of the written decision is made in reasonable time with both parties notified. A record can only be changed with the faculty member’s consent. If the record remains unchanged, an insertion of the opposite stance is made in the student’s folder. Changes in any assigned grade will not be made beyond one semester.
2. **Student conduct appeals**: A student who wishes to request a review of a student conduct decision must direct a written request to the appeal officer named in the decision letter within five working days. Upon review of the request for decision review, the appeal officer will either deny or consider the appeal. The appeal officer may schedule a conference with the student to review the incident, incident reports and the reason for the appeal. Following the review, the appeal officer will uphold the decision and sanction, uphold the decision but change the sanction or overturn the decision and sanction.

3. **Disability support services grievances**: A student who believes that appropriate accommodations have not been provided or that discrimination has occurred based on disability is encouraged to file a grievance with the Director of Disability Support Services. The grievance must be submitted in writing within thirty (30) days of the alleged incident. The Director of Disability Support Services will conduct an investigation, as appropriate, and provide the finding of the investigation in writing to the complainant within the thirty (30) workdays of receipt of the complaint. The complainant may appeal the finding in writing to the Vice President of Academic Affairs (VPAA) or designee. The VPAA or designee has the final authority.

4. **Sexual misconduct complaints (sexual assault, sexual harassment, sexual exploitation, relationship violence or stalking)**: A student who believes that s/he has been a victim of sexual misconduct may report it to the campus professionals listed on the website. The investigation is undertaken immediately and conducted in an expeditious manner consistent with principles of due process and fundamental fairness. As appropriate, both parties will be notified of the outcome of the complaint.

5. **Bias related incident and hate crimes reports**: A student who believes that s/he has been a victim of behavior motivated in whole or part by the offender's bias toward the victim's race, gender, sexual orientation, ability, religion, veteran's status, nationality or ethnicity is directed to report the incident in writing to the campus professionals listed on the website. Any alleged criminal act motivated by bigotry and bias will be investigated as a potential hate crime in violation of Massachusetts General Laws, Chapter 22c, section 32. All incidents will be investigated promptly and in a manner that maintains confidentiality to the extent practicable under the circumstances.

6. **Other grievances**: As stated in the Statement on Community Standards contained in the student handbook, students who are dissatisfied with any aspect of their Emmanuel experience are encouraged to “communicate with those in a position to make changes” beginning with the professional responsible for the area of dissatisfaction. If the grievance is unresolved, the student has the right to take the issue to the next level. The Dean of Students, Dean of Arts and Sciences or designee, Vice President of Academic Affairs and Vice President for Student Affairs have an open door policy and are available and equipped to handle student grievances not successfully resolved at a lower level.
RESIDENCE HALL POLICIES

Residence Hall General Policies

Introduction
By choosing to live in the residence halls, Emmanuel College students accept the responsibilities that accompany this decision. While students self-determine many aspects of their living environment, they recognize that common rules establish a foundation for a positive community. This atmosphere affords students the opportunity for individual growth and maturity. Students are responsible for knowing, understanding, and abiding by the following guidelines. Any violations will result in disciplinary action determined by the Director of Residence Life and Housing, Associate Director of Residence Life, an Assistant Director of Residence Life, the Dean of Students, or other College official. The College reserves the right to relocate a student to another room and/or building. The College reserves the right to decide who may or may not stay in the residence halls. Students must be in good financial standing in order to move in to the residence halls.

All students must enter and exit the residence hall through the main entrance. Side doors are alarmed 24 hours a day and may be used only as emergency exits. The front doors of the residence hall are locked at all times except when the College deems it appropriate for doors to remain open. Residents of the building must use their Emmanuel College ID to gain access to the residence hall. Guests of the building must follow appropriate sign in procedures and will be buzzed in by the front desk staff. A student who does not live in a particular residence hall is considered a visitor and must follow the Visitation Policy as outlined below. Emmanuel students who wish to visit the public space in St. Ann, Julie, Loretto or St. Joseph Halls (the Foyer Lounge, the Recreation Room, the Kitchen, the Fitness Center, the Health Center, or the offices in the basement of St. Joseph) may be asked to show or surrender their identification card and to follow the procedures established for monitoring the particular facility they are interested in using.

PETS
Students are not allowed to have pets in the residence hall. Small fish are permitted.

EMMANUEL COLLEGE RESIDENCE HALL GUEST VISITATION POLICY
The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. Regular visitation hours establish regular parameters within which students can visit with friends and family while maintaining a living environment conducive to privacy, sleep and study. After hours/overnight visitation hours recognize that late-night socializing is an important part of developing community, and that students frequently study into the early morning hours in groups in the residence halls. Finally, the College recognizes that hosting family and friends strengthens long-distance relationships.

It is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and strives to endow students with the tools, knowledge and resources to behave in a moral, ethical and respectful manner at all times. Further, Emmanuel is committed to supporting resident student rights to privacy, sleep and study. When roommates cannot agree, the right of the roommate to occupy her/his room has priority over the right of the roommate to have an afterhours/overnight guest. Students are expected to bring any problems or concerns to the Residence Life staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed and potentially revoked.
In an effort to support first year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Department of Residence Life and Housing engages first year students in conversations, workshops and on-line education on topics relevant to student safety, residence hall living, and academic success. Prior to hosting after hours/overnight guests, resident students must complete this training. Students who complete this training may begin to host guests the Friday night after the first full week of classes.

EMMANUEL COLLEGE RESIDENT AND COMMUTER STUDENT VISITATION REQUIREMENTS

REGULAR VISITATION
Regular visitation is defined as: 8:00-Midnight, Sunday-Thursday
8:00 a.m.-2:00 a.m., Friday and Saturday.

During Regular Visitation Hours Emmanuel students:

* May travel without escort on all floors in a building in which they live during the hours stated above.
* In buildings in which they do not live, must leave an Emmanuel College ID at the desk but do not need to be escorted.

AFTER HOURS/OVERNIGHT VISITATION
After hours/overnight visitation is defined as: Midnight-8:00 a.m. Sunday-Thursday
2:00 a.m.-8:00 a.m. Friday and Saturday.

Emmanuel students who wish to stay after hours or as an overnight guest of another Emmanuel student:

* Must be signed in by their host on the After-Hours/Overnight List online. Names must be on the list by midnight.
* All roommates must consent to the guest staying.

Resident requirements for hosting non-Emmanuel guests
* All residents are responsible for the actions of their guests and must ensure that they are familiar with applicable college rules and regulations.
* All guests are required to sign in, leave a picture ID and be escorted by his/her host at all times.
* Hosts must sign in and sign out guest(s) from the building every time they enter and exit.
* All residents can sign in no more than three (3) guests per visit.
* Guests may not be left alone in any room without their host. Should the host need to separate from their guest for a brief period of time, they can name a resident escort to take their place by signing the guest in under the new host’s name at the front desk.
* All guests are required to leave by midnight during the week and 2 a.m. on Friday and Saturday unless they are signed in as after-hours/overnight guests.
* Any Emmanuel resident expecting a guest to arrive and stay after hours/overnight is required to have the guest’s name on the After-Hours/Overnight List online. Names must be on the list by midnight.
* All roommates must consent to the guest staying.
* No guests may stay more than three consecutive nights or three nights in a seven day period.
* No Non-Emmanuel guests may stay after hours or overnight during the final examination, 24-hour quiet period.
* Residents and/or guests are not permitted to sleep in any public lounges, including the floor lounges and the Foyer Lounge.
* The College reserves the right to remove and/or ban guests.
Family Guests
*Parents must be signed in and escorted by a resident, but need not leave an identification card.
*Siblings/Friends without photo IDs must be signed in using a No ID form. The form can be completed by making an appointment to talk to the Dean of Students Monday through Friday between 8:30 a.m. and 4:30 p.m.
*Guests under the age of 17 and parents may not stay overnight. In unusual circumstances, the Dean of Students may grant special permission (three-day notice required).

Residence Hall
• Gatherings on a floor in the residence halls are restricted to individual student rooms and must conclude by the start of Quiet Hours as described in the Quiet Hours Policy.
• Maximum room capacity will be double the room’s designed occupancy plus 2 (i.e. a double room can have 6 people in it at a time). Any gathering greater than maximum capacity will be dispersed immediately by members of the residence hall staff.
• Music must be kept at a reasonable level at all times and turned down if complaints are made.
• Residents wishing to entertain more than the maximum capacity allowed for their room should get approval from a professional staff member and then reserve a lounge or other common area room through the Office of Residence Life and Housing. Pre-registration of all guests is required.
• In accordance with the College alcohol policy, no alcoholic beverages may be served.
• Violations of social gatherings regulations will result in disciplinary action.

QUIET HOURS
Quiet Hours begin at 11:00 p.m. on every floor on nights when there are classes the following day and are in effect until 8:00 a.m. the following morning. Quiet hours begin at 1:00 a.m. on every floor on nights when there are no classes scheduled the following day and are in effect until 9:00 a.m. the next morning. Quiet hours are strictly enforced. Courtesy Hours are in effect throughout the building 24 hours a day. Courtesy Hours entail the expectation that residents will lower their volume or that of their music or television at the request of another resident. During final examinations, 24-Hour Quiet Hours are in effect and remain so until the close of the residence halls. Specifics for the start of 24-Hour Quiet Hours will be publicized by the Office of Residence Life and Housing prior to the end of classes.

SALES/SOLICITATION
Businesses of any kind are not allowed to be operated out of the residence halls including such ventures as babysitting/child care services, sales, haircutting, etc. Residence hall room numbers should not be included in any advertisement for sales/solicitation. Bulletin boards should not be used. Advertisement and related materials of any kind should not be slipped under resident doors or left in common areas. Outside businesses are not allowed to hold promotional events or hand out samples and/or advertisements on campus without the permission of the Dean of Students.

Residence Hall Administrative Policies

CANCELLATION OF HOUSING ASSIGNMENT
Students may cancel their housing assignment prior to the scheduled fall semester move in. Students who wish to cancel must complete and submit a cancellation form to the Office of Residence Life and Housing. The cancellation form should be submitted no later than the appropriate deadline provided at the time of selection. Housing deposits may be partially refunded to students who submit a cancellation form by the stated deadline. Students who submit a cancellation form after the deadline will forfeit their housing deposit.
Students who remain fully registered and wish to cancel their housing assignment after move-in must request special exception from the Office of Residence Life and Housing. Students are required to submit a petition to break their housing lease through the MySaints Room Selection team site and bring their petition before a Board comprised of various departments on campus. The Board will review the petition and any appropriate accompanying documentation. If the appeal is granted, students are responsible for the cost of housing according to the College withdrawal policy. Please contact the Office of Residence Life and Housing for more details. Students who are approved to cancel are required to check out of their rooms properly as stated above.

HALL VACATIONS
Emmanuel College residence halls are closed during Thanksgiving, Christmas and Spring breaks. Summer housing is available at additional cost. When leaving the residence hall for a break, all residents must follow the Hall Closing Procedures as instructed by staff.

LOCKOUTS
Between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, residents who lock themselves out of their rooms must go to the front desk of their building where an Office Assistant will be available for assistance. When the Office of Residence Life is closed, the Resident Assistant (RA) on duty will be available to assist locked out residents. This RA may be contacted by calling the RA on Duty phone or asking the front desk for assistance. Students who are negligently locked out of their room will be written down on a list. If a student is negligently locked out of a room three times in an academic year, then the student will be charged $25.00 for that lockout and each subsequent lockout for the remainder of the academic year. The numbers do not reset during spring semester. Lockouts due to mechanical error (i.e. lock malfunction, ID card intact and present with the student at the time of the lockout but not functioning) will be listed, but will not count towards the three lockouts resulting in a charge.

LOFTING
Most beds in residence halls are designed to be lofted with no additional material. Additional material is defined as cinder blocks, other building materials, or other pieces of furniture to raise your bed off the floor. For reasons of safety, no furniture, other than bunked beds, are allowed to be stacked on top of each other. You will be fined $50 for lofting or stacking furniture and be asked to disassemble the loft or stack immediately.

RESIDENCE HALL DAMAGE RESPONSIBILITIES
• Each student is responsible for the care and appearance of his/her room. Students are not allowed to paint their rooms. Borders are allowed but must be taken down at the end of the year. If they are not removed, a fine will be assessed. No items may be affixed to student room doors as adhesive damages the surface.
• Students must sign a Physical Inventory Form that indicates the amount and condition of furniture in the room as well as the room’s general condition. A Resident Assistant indicates the condition of the room and the room’s general condition. An RA must inspect each student’s room before check-out. The RA indicates the condition of the room on the Physical Inventory Form. After review of the forms and the physical space, the Residence Director will determine appropriate damage billing. These forms are the basis for damage assessments with final assessment occurring after students leave. Students are held accountable for the cost of replacement, repair or damage. Residents are not permitted to use nails, glue, thumbtacks, etc. If any damage occurs (holes, paint chips, etc.), residents will be responsible for the repair of the damage.
• Residents will be held liable for the cost of any damage to their assigned rooms and to common areas. If staff cannot determine clear responsibility for damage to common areas, the College will divide the cost of damages among all residents in the area. The cost of the damage will be added to the student’s account and a financial hold will be placed on the account until the damage fees are paid.
• Whenever a student moves out of a room, that student must officially check out of that space. This can be done by:
  1. Traditional Check Out: The student is escorted by an RA as the room is inspected. The student must know that this may not be the final damage assessment.
  2. Express Check Out: The student waives the right to escort the RA during the inspection and to appeal any damages to the room by completing an Express Check Out Form. The room condition is then inspected after the student leaves.
  3. Students checking out within 30 minutes of closing must complete an Express Check Out Form.
  4. Students who do not check out by Express or Traditional methods will be considered an Improper Check Out and subject to an Improper Check Out Fine. Students who move out after 30 minutes past closing will automatically be considered an Improper Check Out. All Improper Check Outs automatically waive their right to appeal damage costs.

**RESIDENCE HALL MAINTENANCE**
Damage or defects in resident rooms should be reported to the Resident Assistant and/or an Assistant Director/Resident Hall Director. Reports should also be made when equipment or College property is damaged. Furniture must be kept clear of the technology outlets.

**RIGHT OF ROOM ENTRY**
College staff members may enter student rooms for reasons of health and safety inspections, emergencies, suspicion of illegal activities/policy infractions, or maintenance concerns. By submitting a work order, you are giving permission for your room to be entered for repairs, etc. Notice of coming health and safety inspections will be posted throughout the entire residence hall prior to the actual inspection. College personnel will not intrude into your personal effects or otherwise search your room except with your permission or by appropriate legal authority with a search warrant. Prohibited items such as pets, firearms, incense, candles, and unauthorized appliances will be removed and you will be notified of such removals.

**ROOM CHANGES**
Residents must discuss possible changes with their roommates. The residence hall staff is available to assist roommates resolve issues should they arise. If you do need to change roommates, you may request assistance from any member of the professional Residence Life and Housing staff.

**ROOM REGULATIONS**
• The College assumes no responsibility for losses suffered on campus due to fire, theft, water damage or other causes. Students are encouraged to make certain their belongings are insured, either under their parents’ homeowners policy or by purchasing renter’s insurance.
• Boston Police Department regulations indicate that window shades in rooms, corridors, lavatories, and study rooms must be drawn when lights are on.
• Windows must be closed when residents leave the building during vacations. Residents are not permitted to lean out and call out of windows.
• No resident may use an unoccupied room nor may she/he use the room of another resident without requesting permission from the Dean of Students. No furniture may be removed from any room, lounge or storage room. Students who are in possession of lounge furniture will be fined $50 and subjected to disciplinary action. Students who move furniture will also be assessed a $50 fine per piece of furniture.
• Students who possess College property (such as furniture, keys, books, signs, cafeteria dishes, exams, files, papers, etc.) or property belonging to another student without permission from the owner will face disciplinary action.
• Storage during the academic year and summer is not available.
• No student is permitted on the roof of the residence hall. Any student found on the roof will be subject to disciplinary action.