

Fontbonne University

Policy Manual Volume VII

Student Life and Development Policies



August 2011

Volume VII
STUDENT LIFE AND DEVELOPMENT POLICIES

Table of Contents

7.1 Academic Policies.....	1
7.1.1 The Fontbonne University Catalog.....	1
7.1.2 Student Responsibilities.....	1
7.1.3 Academic Integrity/Honesty	1
7.1.4 Students with disabilities	2
7.1.5 Veterans.....	3
7.1.6 Campus Governance and Organization	3
7.2 Student Life Policies	3
7.2.1 Code of Student Character & Conduct.....	3
7.2.1.1 Preamble/Introduction	3
7.2.1.2 Prohibited Conduct	3
7.2.1.3 Complaint Resolution Process	5
7.2.1.4 Appeals.....	8
7.2.2 Students as Citizens	9
7.3 Institutional Policies.....	9
7.3.1 Alcohol and other drugs.....	9
7.3.1.1 Standards of Conduct - Illicit Drugs.....	9
7.3.1.2 Standards of Conduct – Alcohol.....	9
7.3.2 Smoking Policy	10
7.3.3 Student Drug Testing Policy	10
7.3.4 Drug Free Workplace	11
7.3.5 Health insurance	11
7.3.6 Medical forms	12
7.3.7 Nondiscrimination.....	12
7.3.7.1 Policy Prohibiting Harassment	12
7.3.7.2 Sexual Harassment.....	13
7.3.7.2.1 Reporting Procedures	13
7.3.7.2.2 Investigation Procedures	14
7.3.7.2.3 Appeal Procedures	15
7.3.7.2.4 Retaliation Prohibited	15

7.3.7.2.5 Right to Alternative Complaint Procedures	15
7.3.8 Consensual Relations Policy	16
7.3.9 Family Educational Rights and Privacy Act (FERPA)	16
7.3.10 Information Technology Usage	16
7.3.10.1 U.S. and Missouri Law	17
7.3.10.2 Computer use standards of conduct.....	17
7.3.10.2.1 Disciplinary action	18
7.4 Parking Information	18
7.4.1 General Parking Information.....	18
7.4.2 Parking Registration	19
7.4.3 Parking Areas	20
7.4.4 Violations	20
7.4.5 Parking Appeals.....	21
7.4.6 Vehicle Towing	21
7.5 Snow schedule	22
7.5.1 Evening Classes	22
7.5.2 Closures and Online Courses: Best Practices for Managing Planned & Unplanned Campus Closures	23
7.5.2.1 Inclement Weather & Online Courses	23
7.5.2.2 Academic Calendar & Online Courses.....	23
7.6 Miscellaneous Policies	23
7.6.1 Activity periods	23
7.6.2 Bio-Terrorism Pranks.....	23
7.6.3 Bulletin boards	23
7.6.4 Calendar listings	25
7.6.5 Contracts.....	25
7.6.6 Financial Accounts	25
7.6.7 Fire Equipment.....	25
7.6.8 Fund Raising	25
7.6.9 Guests	26
7.6.10 I.D. cards	26
7.6.11 Lost and found	26
7.6.12 Nonliability of the University	26
7.6.13 Phone Services	26
7.6.14 Records.....	26

7.6.15 Theft	27
7.6.16 Vandalism.....	27
7.6.17 Weaponry.....	27
7.7 Residential Life Policies	27
7.7.1 Welcome	27
7.7.2 Residential Life Mission Statement.....	27
7.7.3 The Facts of Residential Life.....	27
7.7.4 Housing Application/Room Selection	28
7.7.4.1 Classification:	28
7.7.4.2 Room Deposit.....	28
7.7.4.3 Roommate/Suitemate Bill of Rights.....	29
7.7.4.4 Housing Contract Cancellation.....	29
7.7.5 Checking In	29
7.7.5.1 Room Changes after Check In	30
7.7.6 Health & Safety Inspections.....	30
7.7.7 Keys	30
7.7.8 Locked out of your Room.....	30
7.7.9 Room Maintenance Requests	31
7.7.10 Room Consolidation.....	31
7.7.11 Vacation	31
7.7.12 Checking Out.....	32
7.7.13 Room Damages	32
7.7.14 Common Area Damages	32
7.7.15 Access to Rooms	33
7.7.16 Good Housekeeping.....	33
7.7.17 Room Cleanliness	33
7.7.18 Decorating and Painting.....	33
7.7.18.1 Medaille and St. Joseph Halls.....	33
7.7.18.2 Cotta and Southwest Hall	33
7.7.19 Things to Remember	34
7.7.20 Residence Hall Lobbies.....	34
7.7.21 Study Lounges	34
7.7.22 Laundry/Vending Machines	34
7.7.23 Health Services.....	35
7.7.24 Public Safety.....	35

7.7.25 Safety Tips	35
7.7.26 Theft in the Residence Halls.....	36
7.8 Higher Education Opportunity Act of 2008: Fire Safety Provision & Missing Student Notification .	36
7.8.1 Fire Emergency Instructions	36
7.8.1.1 Description of student housing fire system and reports for student housing.....	38
7.8.1.2 Fire Safety Training	39
7.8.2 Missing Student Notification Policy and Procedures	39
7.9 Crime on Campus	40
7.9.1 Crime on Campus	40
7.9.1.1 Compiling Crime Statistics	40
7.9.1.2 Daily Crime and Incident Reports	41
7.9.1.3 Annual Crime Statistics	41
7.9.1.4 Reported Criminal Offenses.....	42
7.10 Regulations for on and off campus sponsored housing (unless otherwise specified).....	42
7.10.1 I. Prohibited items and activities	42
7.10.2 Restricted items	43
7.10.3 University Property	43
7.10.4 Student Behavior	43
7.10.4.1 Alcohol Policy.....	43
7.10.4.2 Behavior in student room	44
7.10.4.3 Visitation Policy – for on campus sponsored housing	45
7.10.4.3.1 General rules governing the Visitation Policy.....	45
7.10.4.3.2 Host Responsibility.....	45
7.10.4.3.3 Intervisitation Policy	46
7.10.4.3.4 Social Gathering	46
7.10.4.4 Quiet Hours for on campus sponsored housing	47
7.10.4.5 Student responsibility	48
7.10.4.5.1 Residential Life Disciplinary Policy.....	48
7.10.4.5.2 Residence hall fines.....	49
7.10.4.5.3 Educational programs	49
7.10.4.5.4 Discretionary service.....	49
7.10.4.5.5 Warning.....	49
7.10.4.5.6 Loss of privileges	49
7.10.4.5.7 Restitution.....	49
7.10.4.5.8 Notification of Parent	49

7.10.4.5.9 Disciplinary Probation	49
7.10.4.5.10 Residential life interim suspension	49
7.10.4.5.11 Residential life suspension	50
7.10.4.5.12 Residential life expulsion	50
7.10.4.5.13 University probation	50
7.10.4.5.14 Suspension or dismissal	50
7.11 Emergencies	50
7.11.1 Introduction	50
7.11.1.1 Authorization and Procedural Changes	51
7.11.1.2 Scope	51
7.11.1.3 Responsibilities	51
7.11.1.4 Public Relations	52
7.11.2 Emergency Response	53
7.11.2.1 Reporting an Emergency	53
7.11.2.2 Building Evacuation	53
7.11.2.3 Tornadoes	54
7.11.2.4 Fires	55
7.11.2.5 Earthquakes	56
7.11.2.6 Armed Intruders	57
7.11.2.7 Loss of Utilities	58
7.11.2.8 Medical Emergencies	58
7.11.2.9 Catastrophic Emergencies	60

Volume VII

STUDENT LIFE AND DEVELOPMENT POLICIES

7.1 Academic Policies

Information on all academic policies, procedures and requirements is found in the current Fontbonne University Catalog and in Policy Manual VI.

7.1.1 The Fontbonne University Catalog

Your Fontbonne catalog is your primary source of university and department information related to your academic program. The catalog you begin with as a first-time student identifies the requirements you must meet in order to complete a baccalaureate degree at Fontbonne. Your academic advisor can assist you in understanding and following all of your degree requirements and the requirements for your program of study once you have chosen a major. Fontbonne University expects that you will be responsible for reading the catalog, following the policies and regulations, and seeking clarification about anything you do not understand.

7.1.2 Student Responsibilities

It is the student's responsibility to consult the current Fontbonne University Catalog for details on

- academic policies, procedures, regulations and requirements;
- general education, major, minor, concentration, certification, and degree/graduation requirements including filing deadlines;
- information on various programs such as double majors, dual degrees, certificate programs, cooperative education, online courses, inter-institutional cross registration, foreign language study, 3/2 programs, exchange programs.

Additional student responsibilities are listed in the 2011-2013 Fontbonne University Catalog

7.1.3 Academic Integrity/Honesty

This information is cross referenced from Policy Manual VI, Section 6.1.10.

Fontbonne University is committed to graduating students who are prepared to think critically, to act ethically, and to assume responsibility as citizens and leaders (see Mission Statement). Fontbonne University expects the highest standards of integrity from its students. A violation of academic integrity includes, but is not limited to, any act of cheating, plagiarism, fabrication, and dissimulation and any act of aiding and abetting academic dishonesty. In cases where academic integrity is in question, the following definitions and policies will apply.

Cheating is a purposeful deception in the preparation and/or submission of papers and assignments and the taking of exams, tests or quizzes.

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or

source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

Fabrication is the deliberate falsification or invention of any information or citation in any academic exercise, such as making up a source, giving an incorrect citation, misquoting a source.

Dissimulation is the disguising or altering one's own actions with the intent to deceive another about the real nature of one's actions concerning an academic exercise. Examples include fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested).

Broader incidences of academic integrity include but are not limited to:

Abuse of resources is the damaging or any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested.

Forgery of academic documents is the unauthorized changing or construction of any academic document, such as changing transcripts, changing grade books, changing grades on papers which have been returned, or forging signatures. Other examples include completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes ruining another student's lab work, destroying another student's term paper.

Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

Individual instructors will set specific policies regarding academic integrity. In general students may expect to receive a 0 on any assignment, exam, test, or quiz and perhaps fail a course when a violation of academic integrity has occurred.

Violations of academic integrity have a broad impact on the University and will result in University review and action. Faculty who observe violations of academic integrity are asked to report all violations to the Office of Academic Affairs where records of violations will be maintained for five years. University review and action may include tutorials on the appropriate use of materials, academic probation, or expulsion, depending on the nature of the offense.

7.1.4 Students with disabilities

Fontbonne University offers accommodations to students with documented physical, visual, hearing, learning or psychiatric disabilities. Any Fontbonne student is eligible for special services or accommodations if:

1. The student self-identifies that he or she has a disability and needs accommodation.
2. The student provides appropriate and verifiable documentation of the disability.
3. The student provides notification in a timely fashion.

For accessibility and resident hall needs, contact Student Affairs at 889-4523. For academic accommodations, contact the Kinkel Center for Academic Resources at 889-4571. Academic accommodations must be requested each semester.

7.1.5 Veterans

Particular questions dealing with the educational benefits of veterans should be directed to the financial aid office.

7.1.6 Campus Governance and Organization

Information detailing the organization and judicial structures of Fontbonne University is contained in the Policy Manual. Volume I.

7.2 Student Life Policies

7.2.1 Code of Student Character & Conduct

Fontbonne's tradition has always involved a commitment to facilitating the development of ethical, moral and value awareness in the entire campus community, including students. It is our belief that the campus environment can be a positive influence on students' values. A basic assumption is that students at Fontbonne are motivated, mature and responsible. The following guidelines are meant to support that assumption.

7.2.1.1 Preamble/Introduction

According to its Mission Statement, Fontbonne is dedicated to the discovery, understanding, preservation, and dissemination of truth. The University seeks to educate students to think critically, to act ethically, and to assume responsibility as citizens and leaders. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The Code of Student Character and Conduct is written to clarify those standards of behavior, which Fontbonne considers essential to its educational mission and its community life. These general behavioral expectations and specific regulations are intended to represent a reasonable regulation of student conduct. Fontbonne reserves the right to amend, withdraw or add to these policies and procedures at any time. Fontbonne shall inform students of any such changes on the University website.

7.2.1.2 Prohibited Conduct

Students enrolling at Fontbonne University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Generally, Fontbonne University jurisdiction and discipline shall be limited to conduct which occurs on Fontbonne premises or which adversely affects the University community and/or pursuit of its objectives. Misconduct for which students may be subject to discipline falls into the categories listed below:

A. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Fontbonne activities, including its public-service functions on or off campus, or other authorized non-Fontbonne activities, when the act occurs on Fontbonne premises.

B. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the safety and well-being of any person, including oneself (see Anti-Harrassment Policy).

C. Actual or threatened sexual assault. This includes, but is not limited to, unwelcome sexual touching, making unwelcome sexual advances, or request for sexual favors. See the Sexual Harassment Policy.

D. Hazing. Hazing is any act which endangers the safety or well-being of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

E. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

F. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Fontbonne premises or at functions sponsored by, or participated in by, the University.

G. Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law. The possession or use of drug paraphernalia is also prohibited.

H. Possession or use of explosives, firearms, weapons, or hazardous chemicals is prohibited on property owned, operated or leased by Fontbonne University. This includes the carrying of concealed weapons and the storage of weapons in vehicles.

I. Attempted or actual damage, destruction, or defacement of University property or property of a member of the University community or other personal or public property.

J. Attempted or actual theft of University property or possession of stolen University property or property of any person.

K. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

L. Unauthorized use of the name or insignia of the University by individuals or groups.

M. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

N. Misuse of telephone, including assisting or making unauthorized or harassing calls or making false calls to request emergency services.

O. Misappropriation or misuse of student organization funds or property, including overextension of the budget of a student organization and unauthorized personal use of equipment.

P. Violation of the University policy on computer use.

Q. Providing false, dishonest, distorted or misleading information in any communication with any University representative, official, faculty member or office.

R. False reporting of an emergency, such as a bomb, fire, or other emergency in any building, structure or facility by means of activating an alarm or any other manner.

S. Failure to identify oneself and/or to cooperate with persons in authority who are in the process of discharging their responsibilities.

T. Violation of federal, state or local law on University premises or at University sponsored or supervised activities, such as but not limited to, gambling.

U. Violation of the University policy on drugs and alcohol.

V. Violation of the University policy on smoking.

W. Violation of the Residence Hall application contract, guidelines, and policies, and/or the Off-Campus Residence Handbook

X. Violation of any University policy or procedure not otherwise listed here.

Y. Abuse of the University judicial process including, but not limited to:

1. Failure to respond to communications from a University official or judicial body
2. Falsification, distortion, or misrepresentation of information before a University official or judicial body
3. Disruption or interference with the orderly conduct of a judicial proceeding
4. Interruption of a judicial proceeding knowingly without cause
5. Attempting to discourage an individual's proper participation in, or use of, the judicial system
6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding
7. Harassment (verbal or physical) and or intimidation of a University official or member of a judicial body or prior to, during, and/or after a judicial proceeding
8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct
9. Influencing or attempting to influence another person to commit an abuse of the judicial system

Z. Refusal to cooperate in an investigation conducted by or on behalf of Fontbonne University

AA. Engaging in conduct which Fontbonne University determines is in violation of any policy, mission or value of Fontbonne University.

7.2.1.3 Complaint Resolution Process

The complaint resolution procedure set forth below may be utilized by Fontbonne to resolve issues of student conduct but Fontbonne retains the discretion to take action regarding any reports of student conduct that may violate the Code of Student Conduct, and may initiate an investigation or disciplinary action on its own initiative.

A. Complaint

Any member of the Fontbonne community may file a "Conduct Complaint Form" against any student for violation of the Code of Student Conduct. Forms must be submitted to the Vice

President for Student Affairs or designee. Forms are available electronically. Contact the Student Affairs Office.

B. Investigation.

The Vice President for Student Affairs, or his or her designee, may conduct an investigation to determine if the complaint has merit. The University reserves the right to proceed with its complaint resolution process even if separate criminal or civil charges are pending against the accused student for the same conduct giving rise to the complaint.

The determination against an accused student by either the Vice President for Student Affairs, designee, or hearing committee shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Character and Conduct.

In certain circumstances, the Vice President for Student Affairs or designee may impose a Fontbonne University or residence hall interim suspension prior to the conclusion of any investigation or any other action being taken by the Vice President for Student Affairs, designee, or hearing committee. Interim suspension may be imposed as the Vice President for Student Affairs deems appropriate, and for reasons including, but not limited to: to ensure the safety and well-being of members of the University community or preservation of Fontbonne property and facilities used by Fontbonne; to ensure the student's own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with the normal operations of the University. During an interim suspension, students may be denied access to the residence halls, access to the campus (including classes), and/or access to all other activities or privileges for which the student might otherwise be eligible.

Ordinarily, the accused student and the Vice President for Student Affairs or designee will meet within five business days to discuss the complaint unless the circumstances are such that the Vice President for Student Affairs or designee determines that the meeting is not necessary. The accused will have an opportunity to respond to the complaint. At the conclusion of the investigation, the Vice President for Student Affairs or designee may determine that the accused violated or did not violate the Code of Student Character and Conduct. If the Vice President for Student Affairs or designee determines that the accused has violated the Code of Student Character and Conduct, the Vice President for Student Affairs or designee will determine appropriate sanctions against the accused. Any sanctions or other considerations will be provided to the accused in writing. In most cases, the complainant will not be informed of the outcome. If the Vice President for Student Affairs or designee determines that the accused has not violated the Code of Student Character and Conduct, the Vice President for Student Affairs or designee will so notify the accused.

In some cases, it may be necessary for the Vice President for Student Affairs or designee to seek additional information before rendering a decision. The accused may be asked to be present at any subsequent meetings before a final decision is made. In some cases, the Vice President for Student Affairs or designee may determine to have the complaint against an accused student reviewed by a hearing committee, which shall then have the authority to determine whether or not an accused student has violated the Code of Student Character and Conduct. While the committee may also be asked to make a recommendation regarding sanctions, the Vice President for Student Affairs or designee will make the final decision on sanctions, if appropriate.

The hearing committee shall consist of two students and three faculty or staff members, and alternates, who will be appointed by the Vice President for Student Affairs or designee as needed for a one year term. A chair shall be elected from the faculty or staff members. Hearings shall be conducted as follows:

1. Hearings shall be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the hearing committee chairperson.
3. For charges involving more than one student, the chair of the hearing committee may permit separate hearings for each accused student.
4. The accused student is responsible for presenting the student's own case in a hearing. If the student so desires, an advisor from the faculty or staff, who is not serving on the committee, may be assigned to assist the accused student prepare for the hearing.
5. The complainant, the accused and the hearing committee may present witnesses.
6. The chair shall determine which records, exhibits, and written statements may be considered by the committee.
7. All procedural questions are subject to the final decision by the chairperson.
8. After the hearing, the hearing committee shall determine by majority vote if the student has violated one or more sections of the Code of Student Character and Conduct.
9. The proceedings of the hearing committee will be recorded and transcribed. The record will be the property of Fontbonne University.

C. Sanctions

Any one or more of the following sanctions may be imposed upon any student found to have violated the Code of Student Character and Conduct:

1. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Disciplinary Probation. Probation is for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.
3. Loss of privileges. Denial of specified privileges for designated period of time.
4. Fines. e. Restitution. Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Education. The student may be asked to meet with a University official and/or attend a special program which addresses the behavior which led to the disciplinary action. The program could be sponsored or facilitated by a group off or on campus.
6. Notification of Parent. Alcohol-related violations by an underage student are likely to be referred to the student's parent(s) or guardian, and in some cases if the student is 21 years of age or older.
7. Discretionary: Work assignments, community service, or other assignments related to the specific violation.

8. Suspension. Separation of the student from Fontbonne for a definite period of time, after which the student may apply for readmission, subject to any specified conditions. If a suspended student violates or fails to meet the specified conditions for readmission, regardless of whether the student applies for readmission, the disciplinary suspension may be converted to a non-academic dismissal by the Vice President for Student Affairs.

9. Non-academic dismissal. A student may be dismissed from Fontbonne University for a variety of non-academic offenses. These include, but are not limited to, behavior or attitudes unworthy of a good campus citizen or violation of any University policy.

In addition to the sanctions listed above for individuals, groups found responsible for violating provisions of the Code of Student Character and Conduct may face deactivation and the loss of all privileges, including recognition and funding by Fontbonne permanently or for a specified period of time.

If the Vice President for Student Affairs or designee determines, during the course of an investigation of a complaint, that another student has more likely than not violated the Code of Student Character and Conduct (other than the student against whom a Conduct Complaint Form was originally filed), the Vice President for Student Affairs or designee may proceed with further investigation into the misconduct of that student, if the Vice President for Student Affairs or designee deems it necessary, or with making a determination and determining appropriate sanctions against the student, in accordance with the procedures set forth above.

7.2.1.4 Appeals

Determinations made by the Vice President for Student Affairs' designee or by the hearing committee may be appealed by the accused student or by the complainant, as set forth below, to the Vice President for Student Affairs within five business days of a decision. Such appeals shall be in writing and delivered to the Vice President for Student Affairs.

The Vice President for Student Affairs will review any such appeals by the accused or by the complainant according to the following criteria:

1. To determine whether the original meeting with and/or investigation by the designee or hearing by the hearing committee was conducted fairly and in conformity with prescribed procedures.
2. To consider new evidence, sufficient to alter a decision, not known at the time of the original meeting, investigation or hearing.

In addition, the accused student only may appeal:

1. To determine whether the decision reached regarding the accused student was based on evidence that, more likely than not, was true and accurate.
2. To determine whether the sanctions imposed were appropriate.

Upon review, the Vice President for Student Affairs may either uphold or overturn the original decision in whole or in part. If the original decision is overturned, the matter is then returned to the designee or hearing committee, for reconsideration in accordance with the Vice President of Student Affairs' decision. If sanctions assessed by the designee are overturned, the matter is then returned to the designee for reconsideration of the sanctions, in accordance with the Vice President for Student Affairs' decision. If it is the Vice President for Student Affairs who

rendered the original decision being appealed or assessed sanctions being appealed, the appeal must be made in writing within five business days to the Executive Vice President for Strategy and Operations. The Executive Vice President's decision will be final.

7.2.2 Students as Citizens

Students at Fontbonne have the same rights and responsibilities as citizens in the larger community. If students fail in their obligation to the larger community, Fontbonne will not provide sanctuary. Students in violation of civil law are subject to the penalties prescribed by that authority.

7.3 Institutional Policies

All institutional policies are delineated in Volume II of the Policy Manual.

7.3.1 Alcohol and other drugs

It is the goal of Fontbonne University to promote a drug-free living and learning environment. In accordance with the mandate of federal legislation, the manufacture, distribution, possession or use of illicit drugs, and the unlawful possession, use or distribution of alcohol on Fontbonne University property and off-site campus locations or as a part of any of its activities is prohibited. Violations of the policy will be handled according to procedures covering the conduct of administrators, faculty, students and staff.

7.3.1.1 Standards of Conduct - Illicit Drugs

The unlawful manufacture, possession, distribution or use of illicit drugs on Fontbonne University property and off-site campus locations or as a part of any of its activities by students, employees, or their guests is prohibited.

7.3.1.2 Standards of Conduct – Alcohol

The possession and use of alcohol by persons under the age of 21 years is prohibited. University policies limit the lawful use of alcohol by persons 21 years of age or older to specific occasions and designated locations. Students are responsible for their behavior, and students and organizations will be held accountable for any misconduct related to the use of alcohol. In the event of violations of alcohol policies, students will be subject to disciplinary action. In addition, Fontbonne may notify the student's parents or guardian of the violation if the student is under 21 years of age and in some cases if the student is 21 years of age or older.

- A. During special Caf' events, such as dances or activity nights, beer and wine service may be made available in the Caf' along with a full range of non-alcoholic beverages. Event sponsors must contract with AmeriServe in order for alcohol to be served. Food service and non-alcoholic beverages are required when alcohol is served. Students and other persons 21 years of age or older must provide proof of age, if requested, before being served. Distribution of alcohol to anyone under the age of 21 is prohibited. No alcoholic beverages may be brought in to the Caf' or removed from the Caf'. Alcohol advertising (e.g., "B.Y.O.B") for any on or off-campus event is not permitted. Intoxicated persons will be prohibited from entering school-sponsored events, and intoxicated guests are not allowed to be escorted into the residence halls. Fontbonne's Public Safety Office should be contacted in the event that an intoxicated student or guest needs transportation.

- B. No alcoholic beverages are allowed in unapproved areas. Unapproved areas include but are not limited to lounges, hallways, courtyards, and outside of buildings. In addition, St. Joseph's Residence Hall aspires to be an alcohol-free building: no alcoholic beverages are allowed by residents or guests, even if they are 21 or older. While Fontbonne respects students' right to privacy, it retains its right to enter residence hall rooms if there is sufficient reason to believe that University policies have been violated.
- C. While responsibility for personal patterns of alcohol use is essentially that of the individual, there are ethical and value issues related to the use of alcohol. Alcohol misuse and abuse can lead to academic failure, physical and psychological dependency, organ damage, and threats to student safety and well-being. The Fontbonne community is called upon to be responsible and responsive to those who are in the developmental process of forming their own codes of personal behavior. The Student Affairs Office offers prevention and intervention alcohol awareness programs, literature, personal counseling and off-campus referrals for assistance with alcohol-related concerns.

7.3.2 Smoking Policy

Fontbonne University is a smoke - free campus. Smoking is prohibited on all University property, including all buildings, outdoor spaces and in University-owned vehicles. Smoking is permitted on the sidewalks along Big Bend and Wydown Boulevards and in personal vehicles that are parked on campus. This policy applies to the Clayton campus.

Off-site campus locations shall continue to prohibit all smoking within buildings and shall also comply with any local municipality or county restrictions. No smoking will be permitted within 15 feet of the entrance of any branch location.

Voluntary compliance with the smoke-free campus policy will be emphasized. Anyone who observes that the policy is being violated is encouraged to bring it to the attention of the smoker. Individuals found smoking by Public Safety will be asked for identification and will be given a reminder notice about the University's policy. In the event that any individual is found to regularly violate the University's non-smoking policy, for employees, the issue will be referred by Public Safety to the employee's supervisor or department head, or for students, to the Office of Student Affairs for appropriate action. Violations of this policy will be subject to the rules and sanctions contained in the University Policy Manuals and in the Code of Student Character and Conduct. In the event that a violator is unwilling to show identification upon request to a public safety officer, the Clayton Police will be called to respond to trespassing.

7.3.3 Student Drug Testing Policy

Fontbonne University promotes a safe, drug-free living and learning environment. As stated above, Fontbonne University prohibits the use, possession, manufacture or distribution of illegal drugs or other controlled substances as well as the use or possession of drug paraphernalia.

Fontbonne University believes that drug testing based on a reasonable suspicion of drug use is appropriate to ensure the health, safety and welfare of its students and to assist students before they may harm themselves or others. Accordingly, Fontbonne University may require a student to submit to a drug test if a student has acknowledged substantial drug use or when there is reasonable suspicion that a student is under the influence of illegal drugs or controlled substances. Reasonable suspicion is based on the student's appearance, behavior or conduct that

indicates the student may be under the influence of an illegal drug or controlled substance. When an incident occurs, the Student Affairs Office should immediately be notified to review the facts and circumstances in order to determine if reasonable suspicion exists and the appropriate course of action.

Fontbonne University will engage the services of a qualified laboratory to conduct the drug test. A positive test result for unlawful drugs (or lawful drugs not used in connection with and in conformity with a physician's prescription) or an adulterated or diluted sample as reported by the testing laboratory, may result in the student not being permitted to live on campus, suspension, dismissal or other action that Fontbonne University, in its sole discretion, deems appropriate depending on the circumstances. If a student refuses to take a drug test, such refusal will be treated the same as a positive test result.

Fontbonne University recognizes that substance abuse is an illness and a health problem. Fontbonne University is willing to help students obtain assistance needed in the resolution of a substance abuse problem.

Fontbonne University will make good faith efforts to maintain the confidentiality of all drug test results. Test results may be disclosed to the student, the student's parents or guardians, and to those who have a legitimate need to know, as determined by Fontbonne University, in its sole discretion.

7.3.4 Drug Free Workplace

The unlawful use of a controlled substance in any setting is dangerous. Employees of Fontbonne University, including students in work study positions, who unlawfully use a controlled substance in the workplace not only jeopardize their own employment and safety, they also place other employees, our students and guests of the University at personal risk. All employees of the University serve as role models for students. And, the unlawful use of a controlled substance in the workplace would not only violate laws, but is contrary to the spirit and mission of Fontbonne University.

Fontbonne abides by the provisions of the Higher Education Amendment of 1998 and all employees and students, including those making application for Federal Pell Grants, are required to sign a statement of compliance.

7.3.5 Health insurance

Student accident and sickness insurance information is available in the Student Affairs office on the first floor of Medaille Hall. The plans are voluntary and optional. Each student deals directly with the insurance company and no plan is sponsored or specifically endorsed by the University.

All international students accepted for study at Fontbonne University will be required to carry medical/health insurance by an insurance company selected by Fontbonne University in the U.S. Purchase of such insurance coverage will be completed at the time of registration at the University.

All students participating in inter-collegiate athletics must verify with the Athletic Director that they have adequate medical insurance and are in sound physical condition. This verification needs to be documented with insurance and by physician's certifications. The University does not carry primary medical insurance on any student.

7.3.6 Medical forms

All resident students are required to have an emergency medical form on file in the Student Affairs Office. Resident students and all international students must also provide medical documentation of tuberculin skin tests, and inoculations for mumps and meningitis.

7.3.7 Nondiscrimination

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person's rights under any law that forbids employment discrimination.

The Fontbonne University coordinator for Title IX and Section 504 of the Rehabilitation Act of 1973 and the EEO Coordinator for other laws and regulations prohibiting discrimination is

Vice President for Finance and Administration
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105
Phone: (314) 719-8017
Fax: (314) 719-8023

If the allegations of discrimination or retaliation allege involvement of the Vice President for Finance and Administration, then notification of the complaint shall be made to the Executive Vice President for Strategy and Operations. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate. Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

7.3.7.1 Policy Prohibiting Harassment

Harassment based on an individual's race, color, religion, age, gender, gender orientation, national or ethnic origin, disability or other status protected by law is not tolerated at Fontbonne University. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status. Examples of harassing conduct include: epithets, slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual's protected status.

Any written or graphic material, including any electronically transmitted or displayed material that likewise denigrates or shows hostility toward members of these protected groups is considered harassment. Fontbonne University will not tolerate harassing conduct that:

- creates an intimidating, hostile or offensive working or academic environment.
- affects tangible employment benefits.
- interferes unreasonably with an individual's working or academic environment or performance.

7.3.7.2 Sexual Harassment

Sexual harassment involves any one or more of unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct based on sex when:

1. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or unreasonably interfering with an individual's work or academic performance.
2. Submission to such conduct is an explicit or implicit term or condition of an individual's employment or academic activities.
3. Submission to rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual.

Sexual harassment may include: unwanted sexual advances; explicit sexual propositions; displaying sexually suggestive objects; pictures or materials; sexual innuendo; sexually-oriented verbal abuse; sexually suggestive comments; unwanted contact such as touching, patting, stroking, pinching, or brushing against another's body; sexually oriented kidding, teasing or practical jokes; jokes about gender specific traits; foul or obscene gestures or language. Sexual harassment also involves inappropriate conduct toward an individual which, although not motivated by sexual desire, would not have occurred except for that person's gender.

7.3.7.2.1 Reporting Procedures

All employees and students have the responsibility to assure that Fontbonne University's non-discrimination and anti-harassment policies are effective. Any University employee or student who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify:

Vice President for Finance and Administration
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105
Phone: (314) 719-8017
Fax: (314) 719-8023

If the Vice President for Finance and Administration is the person alleged to be engaged in the harassment, notification shall be made to the Executive Vice President for Strategy and Operations.

No employee or student is required to confront the alleged harasser or report that person's concern to the alleged harasser. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate. Likewise, the University will initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of harassment that come to the University's attention, regardless of whether a formal complaint is made.

Fontbonne University will investigate every harassment and discrimination complaint thoroughly, promptly and impartially. All investigations shall be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The investigation findings will be

documented, and the complaining individual and the alleged harasser will be kept advised of the progress of the investigation and of the University's final determination. If, after investigation, Fontbonne University determines that an employee or student has engaged in illegal discrimination or harassment, appropriate disciplinary action, up to and including discharge or dismissal, will be taken against the offending individual.

In the event that the complaint involves an employee of the University, a complaint of alleged discrimination or harassment may also coincide with a Grievance (see Policy Manual Volume V,). At the discretion of the University Administration, separate investigations may be conducted, or the investigations may be merged. False reports of discrimination or harassment are subject to possible discipline under the University's code of student conduct or the employee handbook.

7.3.7.2.2 Investigation Procedures

Level I - Informal Procedure

Informal procedures are designed to work out a mutually agreeable solution to a problem. At the option of the complainant only, it may be possible to resolve a harassment or discrimination complaint through a voluntary conversation between the complainant and the alleged harasser or discriminator, which conversation is facilitated by a University designee appointed by the Vice President for Finance and Administration. If the complainant, the accused, and the University designee feel that a resolution has been achieved through this informal procedure, then no further action need be taken. The results of any informal resolution shall be reported by the University designee in writing signed by the complainant and the accused, and submitted to the Vice President for Finance and Administration.

If the complainant, the accused, or the University designee, chooses not to participate in the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the complainant may utilize the formal procedure.

Level II - Formal Procedure

The complainant shall submit a written and signed complaint with the Vice President for Finance and Administration which clearly states the particulars concerning each incident of harassment or discrimination, including:

- the name and position of the accused
- the nature of discrimination or harassment
- the date(s) when the alleged harassment or discrimination occurred
- the details of the alleged conduct including any information that would support the complaint
- the redress that is sought

In the absence of a written complaint, the University will investigate any notifications of discrimination or harassment that may come to its attention. This investigation will be considered a formal procedure.

The Vice President for Finance and Administration shall inform the Vice President(s) in whose area the accused and accuser are employed of the complaint, or, in the case of students, shall

inform the Vice President for Student Affairs, or, in the case of OPTIONS students, will inform the Dean of Business and Administration.

The Vice President for Finance and Administration will promptly investigate the complaint or will appoint a University designee to promptly investigate the complaint. The complainant and the accused will each be interviewed. The accused will then be furnished with a copy of the written complaint and will have an opportunity to respond in writing within ten (10) working days.

Within twenty (20) working days after the time the accused has to respond in writing to the written complaint, the Vice President for Finance and Administration (or University designee, if applicable), will prepare investigation findings and, if appropriate, determine any corrective or disciplinary action to be taken. The Vice President for Finance and Administration will inform the appropriate Vice President or Dean of the findings of the investigation. Both the accused and the complainant will be informed of the findings of the investigation by the Vice President for Finance and Administration.

7.3.7.2.3 Appeal Procedures

Individuals requesting an appeal of the findings of an investigation of a harassment or discrimination complaint must appeal in writing to the Vice President for Academic Affairs within ten (10) days of being informed of the findings of the investigation. If an individual requests an appeal, the appeal must be in writing, and, if applicable, it must cite any alleged procedural or substantive error that occurred during the investigation, if applicable, and provide an account of any new information that has become available since the investigation was conducted.

Within ten (10) days after receipt of the written appeal, the Vice President and Dean for Academic Affairs must meet with the complainant and with the alleged harasser or discriminator. The written decision of the Vice President and Dean for Academic Affairs shall be issued within five (5) days of the latter of these two meetings and shall be final and binding. If the underlying allegations involve the Vice President and Dean for Academic Affairs, then written request for appeal shall be made to another member of the Office of the President.

7.3.7.2.4 Retaliation Prohibited

Fontbonne University prohibits retaliation against any person who makes a complaint of discrimination or harassment, opposes discrimination or harassment, or testifies, assists or participates in an investigation proceeding or hearing relating to such discrimination or harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or treatment based upon retaliatory motive that is reasonably likely to deter protected activity.

7.3.7.2.5 Right to Alternative Complaint Procedures

A student's complaints of discrimination on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability, including complaints of racial, sexual or other unlawful harassment, may be filed with the:

U.S. Department of Education
Office for Civil Rights

8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114
Phone: (816) 268-0550;
TDD: 1 (800) 437-0833;
E- mail: ocv.kansascity@ed.gov.

7.3.8 Consensual Relations Policy

When two individuals have consented at the onset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature. The educational mission of the University is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Romantic or sexual relationships between University employees and students in a hierarchical relationship may harm this atmosphere, undermine professionalism, and hinder fulfillment of the University's educational mission. Therefore, the University prohibits romantic or sexual relationships between employees and students who are in a hierarchical or reporting relationship and who are not married to each other (i.e. teacher/student, coach/team member, faculty or staff/work study student, etc.).

7.3.9 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. It applies to all schools that receive funds from the United States Department of Education. Education records are records that contain information directly related to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution. Education records do not include private notes, law enforcement records, medical and counseling records, or alumni records.

In accordance with the Family rights and Privacy Act, certain information designated as "directory information" may be released without the prior consent of the student, unless the student has forbidden its disclosure in writing by completing a Request to Withhold Release of Directly Information form available in the office of the registrar. This form must be turned in to the registrar's office within two weeks of the start of the semester. It will stay in effect until the fall term of the next academic year. The university will assume that a student does not object to the release of directory information unless the student files this written notification.

A complete listing of directory information items is included in the FERPA policy which is posted on the Fontbonne University website at:

<http://www.fontbonne.edu/downloads/FERPA.doc>

Students should read the FERPA policy to know their rights and responsibilities as they pertain to the education records. Questions should be directed to the office of the registrar.

Please see Policy Manual Volume II, section 2.1.4 for further information on FERPA.

7.3.10 Information Technology Usage

Fontbonne University is committed to the ideals of honesty and respect for both the real and intellectual property of others. Demonstrating care and dignity for each member of the community, serving the larger community and preparing competent individuals who bring an

ethical and responsible presence to the world are among items listed in the Fontbonne University Mission Statement. It is the University's hope that what is listed below will serve as a minimal set of guidelines for technology usage on campus.

All users of the University computer facilities must agree to use the facilities legally and ethically and in keeping with their intended use. Computing facilities are recognized as University resources. Each computer user, therefore, is expected to act responsibly so as not to violate the rights of others. Employees and students are reminded that they must abide by the following computer policies. These policies are found in the faculty/staff manuals, in the Fontbonne University Student Handbook and in the Offices of Student Affairs and information technology. Fontbonne University reserves the right to protect the integrity of its computing systems, workstations and academic lab facilities.

7.3.10.1 U.S. and Missouri Law

No person may use Fontbonne University's computing resources for any illegal or unauthorized act. In particular, individuals may not use computing resources to violate any state or federal laws or any regulation of Fontbonne University. These actions include, but are not limited to the following:

- Violating copyright laws and/or software agreements-When in doubt, do not copy.
- Creating, disseminating or possessing legally obscene material or other illegal documents or images.
- Using University resources to harass or threaten others.
- Violating the statutes 569.093-569.099 Cum Supp RSMO 1992
- Tampering with computer data
- Tampering with computer equipment
- Tampering with computer users

Anyone violating these statutes may be criminally charged with a misdemeanor or felony and may also be liable for compensatory damages and attorney's fees in a civil lawsuit. (537.525 RSMO Cum Supp 1992).

7.3.10.2 Computer use standards of conduct

All users of the University's computing equipment and services are expected to observe the rights of other users and behave in an ethical manner. Examples of unacceptable behavior includes:

- Using the University network or other computer facilities for financial gain
- Damaging hardware or software belonging to the University or others
- Sending, displaying, printing, or playing obscene messages or images, including those received through e-mail in a public setting
- Displaying, sending or printing messages that harass an individual or group because of their race, color, religion, age, gender, gender orientation, national or ethnic origin or disability or any other protected status.

- Accessing the private computer files of other users
- Using an account owned by another user or allowing another user to use your account
- Interfering in any way with another's use of the University's equipment or services, including any disruptive use of video or audio media in the labs
- Deleting software, data or communications belonging to the University or others
- Posting anonymous messages
- Posting personal communication without the original author's consent
- Vandalizing the data of another user
- Knowingly introducing a computer virus or other destructive program
- Wasting limited resources, such as unnecessary printing, making electronic mass mailings for non collegiate business, monopolizing machines, disproportionately using CPU, memory, disk space, or network bandwidth.
- Sending personal information, without express approval, about faculty, students, or staff to third parties, including members of chat groups.
- Installing unlicensed software on University work stations
- Removing any equipment or supplies, including paper, toner or ink from University labs or offices

7.3.10.2.1 Disciplinary action

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action may be pursued for violation of these codes and statutes through appropriate University procedures.

7.4 Parking Information

This information is cross referenced from Policy Manual II, Section 2.9.3.

7.4.1 General Parking Information

The Fontbonne University parking areas are for use by students, faculty, staff, registered visitors and other individuals conducting business for or authorized by the University. Fontbonne University assumes no liability for loss or damage to any vehicle or its contents while parked or operated on University property.

All parking regulations are strictly enforced 24 hours a day. It is assumed that individuals parking on campus are familiar with and agree to adhere to all parking regulations. The Fontbonne University Public Safety Department has been charged with the duty of enforcing parking regulations. Parking citations will be issued for all observed violations.

During peak periods, parking on campus is difficult. If you choose to park off campus on Wydown Blvd. or other close locations, please observe the City of Clayton's parking regulations. The police enforce these regulations rigorously.

The campus speed limit is 15 m.p.h.

7.4.2 Parking Registration

All vehicles operated and parked on Fontbonne University property are required to be registered and display either a current parking tag or a valid visitor's pass. A parking tag is not required for vehicles parked off campus.

Visitors conducting business with Fontbonne University from 8 a.m. to 4:30 p.m., Monday through Friday, are required to register in the Information Office, Room 101 in Ryan Hall. After normal working hours, visitors should register in the Public Safety Building across from St. Joseph's Hall. Visitors seeing students are required to register in the Public Safety Building. A parking "GUEST" pass will be issued to each visitor during the registration process. It is your responsibility to insure that your visitors are properly registered and aware of our parking regulations. Your guest may not use your hang tag.

Parking hang tags are required to be displayed on all vehicles operated and parked on campus by members of the Fontbonne community. This includes all faculty, staff, and students working, attending class, or using the facilities on campus. Food Service, Bookstore, and other contract employees assigned to the Fontbonne campus are also required to obtain a parking hang tag for their vehicle. Parking hang tags are sold in the Business Office, Room 215 in Ryan Hall.

Hang tags are sold for your personal use. Your tags may not be given away, resold, or used by other people. Misused tags will be forfeited. Citations will also be issued for the misuse of tags and violators will lose their campus parking privileges for 12 months.

Students living in the residence halls are required to purchase a resident tag. This authorizes overnight parking. Residents may not have more than one registered vehicle on campus at any given time.

Commuter students on campus after 12 a.m., Sunday through Thursday or after 2 a.m. on Friday and Saturday should register for the evening with Public Safety.

Students attending classes at an off-campus site who are either required or choose to come to the main campus must purchase a parking permit or a daily parking pass if they wish to park on campus. The cost for an annual or term parking tag is discounted for off-site students.

Your parking tag is designed to hang on the rear view mirror of your vehicle. The tag number must be facing towards the front of the vehicle. It is your responsibility to insure the complete tag is visible. If your tag is blocked by tinting or otherwise not clearly visible, your vehicle is subject to ticketing.

Tags may be purchased

Parking hang tags may not be returned for a refund and Fontbonne does not replace lost or stolen tags.

If you wish to park on campus and you do not have a regular parking tag or your tag is not available, a daily parking tag may be purchased. Daily parking passes are sold in the Business Office. The passes may also be purchased after hours at the Public Safety Office.

Faculty, staff, students, and contract employees may not use "GUEST" hang tags. A \$50 fine will be assessed for misuse of a "GUEST" hang tag.

The purpose of a parking hang tag is to identify vehicles that have been authorized to park on University property. The tag is used to help identify unauthorized parkers and does not guarantee the availability of a parking space.

7.4.3 Parking Areas

Parking lots on campus are open to all Fontbonne parkers unless restricted by signage. The parking of a vehicle is prohibited in any portion of a parking area that does not have a “lined” parking space. Improperly parked vehicles are subject to ticketing, booting, and towing.

The Horseshoe is reserved for employee parking Monday through Friday from 8 a.m. to 5 p.m. Students may park in the Horseshoe after 5 p.m. Reserved spaces are marked by signs. The visitor spaces in the Horseshoe are reserved strictly for visitors from 8 a.m. to 10 p.m., Monday through Friday.

You may choose to park at our off-site lot and ride the shuttle bus to Fontbonne. Fontbonne has an off-site parking area at the old CBC high school (6501 Clayton Rd.). It is open on school days from 8 a.m. to 11 p.m., Monday through Thursday and 8 a.m. to 7 p.m. on Friday. A free shuttle bus runs from this lot to the main campus every 10 to 15 minutes. The last shuttle will leave Fontbonne 10 minutes prior to the lot closing time. The shuttle service will stop earlier each night if the parking area empties prior to the closing time of the lot. A parking hang tag is required for parking at this location.

7.4.4 Violations

Fines will be assessed for violating provisions of these regulations as outlined below:

Parking Without Authorized Tag:	\$25	Fire Lane:	\$25
Unauthorized Overnight Parking:	\$25	Tag Misuse:	\$50
Careless/Imprudent Operation:	\$50	Visitor’s Space:	\$25
Improperly Displayed Tag:	\$25	15-Minute Zone:	\$50
Moving/Violating Traffic Cone:	\$50	No Parking Area:	\$25
Unauthorized Parking Area:	\$25	Reserved Area:	\$50
Occupying 2 Spaces:	\$25	Faculty/Staff Zone:	\$25
Handicapped Zone:	\$50	Wheel Locking Fee:	\$50

Parking fines will be reduced by \$10 if paid within 2 working days from the date of the ticket. The wheel lock fee may not be reduced. Tickets paid at the reduced rate may not be appealed.

Using an altered or forged hang tag is a crime. Violators will be ticketed, lose their campus parking privileges for 12 months, and are subject to criminal prosecution.

If you are a student, all assessed fines will be applied to your account. No grades or transcripts will be issued until outstanding fines are paid. Registration for the next term cannot be completed until fines are paid.

Individuals not having a student account with Fontbonne must pay outstanding fines within 7 days from the date the ticket is issued. Individuals not paying assessed fines within this grace period will lose their privilege to park on campus. Vehicles owned or operated by these individuals will be placed on the wheel lock list. A charge of \$50 plus the amount of the outstanding fines must be paid before a locked vehicle is released. Employees are encouraged to apply for payroll deduction in the Business Office to pay for outstanding parking fines before being placed on the wheel lock list.

An individual receiving 4 or more tickets in a 30-day period or 8 tickets within one academic term will be classified as a habitual violator. With each subsequent parking violation, vehicles owned or operated by habitual violators will be wheel locked until the assessed fine is paid.

All fines should be paid at the Business Office, Room 215 Ryan Hall, between 8:30 a.m. and 4:30 p.m., Monday through Friday. If you wish to pay by mail, please include your name, telephone number, and the parking ticket number with your payment. Your payment should be mailed to: *Fontbonne University, Business Office, 6800 Wydown Blvd., St. Louis, Missouri, 63105-3098.*

7.4.5 Parking Appeals

Parking tickets may be appealed. Appeal forms are available from the Department of Public Safety or the Mailroom. You may also appeal on-line at www.fontbonne.edu in the Public Safety section. Appeals must be filed with the Public Safety Department within 7 working days from the date of the ticket you are appealing. Appeals not received within this time period will not be considered. Fines will not be payroll deducted or applied to an account until the initial appeal process has been completed. Forgetting to hang your tag, not knowing the parking regulations, running late, and the lack of a parking space are not considered acceptable reasons to appeal a parking ticket.

A second appeal may be made to the Parking Appeal Board if you feel your first appeal was not fairly considered. Appeals to the Board must be submitted in writing only on the Board appeal form. Second appeals must be received within 21 days from the date of the ticket that you are appealing. Forms for this appeal may be obtained from the Public Safety Director's office, Room 101-B in Ryan Hall.

7.4.6 Vehicle Towing

Individuals violating our parking regulations are subject to having their vehicles immobilized by the use of a wheel lock. This is done in lieu of towing vehicles from our property. However, vehicles are subject to immediate towing if they are parked or left unattended in a location that impedes traffic, blocks an unloading zone, fire lane, or otherwise creates a safety hazard.

Vehicles not properly licensed, not in operating condition or that have been or appear to have been abandoned are subject to towing. If your vehicle becomes disabled, please notify the Department of Public Safety.

An immobilized vehicle is subject to towing after 48 hours if it remains unclaimed or if outstanding fines remain unpaid.

Vehicles are towed at the expense of the owner. Fontbonne is not responsible for damage to towed vehicles or to vehicles that have been immobilized using a wheel lock. Contact the Department of Public Safety at extension (314) 719-4357 (HELP) for information regarding towed vehicles.

If you have visitors on campus to see you, please have your guests register at the Public Safety Office across from St. Joseph's Hall. Visitors will be issued a guest pass for their vehicles. Unregistered vehicles are subject to ticketing, booting, and towing. If no one is available at the Public Safety Office please go the Information Office located on 2nd floor of Ryan Hall.

7.5 Snow schedule

In the event of severe weather, the University may reschedule class times. **The snow schedule is published in the fall and spring course schedules and on the Fontbonne web site.**

Announcement of the snow schedule or cancellation of classes will be made **ONLY** on: KTVI TV (Channel 2), KMOV TV (Channel 4), KSDK TV (Channel 5), KMOX 1120 AM radio, MAJIC 104.9 FM radio, WSIE 88.7 FM radio, Z107.7 radio, 93.7 The Bull, 103.3 KLOU, 100.3 The Beat and Hallelujah AM 1600.

The University Switchboard will carry the tape recording announcing snow delay or cancellation.

For morning or Saturday classes, the message will be there by 6 a.m.; for evening classes, the message will be there by 2:30 p.m. OPTIONS students and faculty are to call 314-719-3682 after 3 p.m. for notification of cancellation of OPTIONS courses. OPTIONS classes do not operate on a snow schedule.

Please try not to call the switchboard when we are in session. Listen to the stations listed above. Information may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text.

7.5.1 Evening Classes

Cancellation of day classes will not necessarily mean the cancellation of night classes. The decision on night classes will be made by 2:30 p.m. and heard on the stations listed previously, and may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text. OPTIONS students and faculty are to call 314.719.3682 after 3 p.m. for notification of cancellation of OPTIONS courses.

Snow schedule for day classes will not necessarily mean there will be snow schedule in force for that evening's classes. The decision on use of the snow schedule for evening classes will be made by 2:30 p.m. and heard on the stations listed on page 44, and may be communicated by e-mail and text message alert. Sign up at www.fontbonne.edu/text. OPTIONS classes do not operate on a snow schedule.

Evening Snow Schedule:

From 4:30 p.m. onward: Classes start ½ hour late and end ½ hour early. Cancellation of, or snow schedule for, night classes will be announced via local news media after 2:30 p.m. The University switchboard will also carry a tape recording (314-862-3456). It is the instructor's responsibility to dismiss class if the weather becomes inclement during evening classes.

7.5.2 Closures and Online Courses: Best Practices for Managing Planned & Unplanned Campus Closures

7.5.2.1 Inclement Weather & Online Courses

Online courses and online sessions of blended courses at Fontbonne University will not be cancelled for inclement weather, even when all campus locations are closed. Students and faculty are expected to access their courses just as they would if Fontbonne were open.

In cases when a weather emergency creates a network or power outage, students should refer to the network outage policies established by faculty in the course syllabus.

If students regularly use the computer or Internet resources of a location other than their home/dorm (work, library, etc.), and inclement weather makes travel to that location impossible, students should contact their instructor to discuss options for completing work in a timely manner. In such cases, instructors will decide what is an appropriate course of action.

Students working in geographical areas other than St. Louis, Missouri, and experiencing inclement weather not occurring in St. Louis that prohibits participation in online courses and online sessions of blended courses, should make every effort to communicate their situation to the instructor of their course.

Faculty members working in geographical areas other than St. Louis, Missouri, and experiencing inclement weather not occurring in St. Louis that prohibits participation in online courses and online sessions of blended courses, should make every effort to communicate their situation to the department chair/dean and the Registrar.

7.5.2.2 Academic Calendar & Online Courses

Assignment due dates for online courses and online sessions of blended courses might not coincide with the Academic Calendar for on-campus events and planned closures (Spring Break, Thanksgiving, etc.). Students should reference the course syllabus/course calendar or contact their instructor.

7.6 Miscellaneous Policies

7.6.1 Activity periods

There are three activity periods each week: Monday, Wednesday and Friday, 12:00 p.m. to 12:50 p.m. No classes are scheduled during this period. The time is available for scheduling campus activities such as meetings for student government, departmental organizations/associations, all campus meetings, guest lecturers, and celebration of liturgy.

7.6.2 Bio-Terrorism Pranks

Fontbonne prohibits any type of bio-terrorism prank, including but not limited to, signs, letters, or suspicious substances imitating anthrax or other chemicals. The University will not tolerate such actions and will deal quickly and legally with anyone involved.

7.6.3 Bulletin boards

This information is cross-listed from Policy Manual Volume II, Section 2.9.5.

Bulletin boards are located in all campus buildings. Some boards are identified for use and are used by specific departments or campus organizations. Others are open for posting of notices. Below are guidelines for posting notices:

- I. All signs must have the stamp of approval from the Student Affairs office. Signs without this stamp will be removed. The Director of Student Development or designated representative within the Student Affairs office are the only people who can approve signs to be posted. Departments and student organizations that have their own bulletin board do not need approval to hang signs on their own board.
- II. Only registered student organizations, departments, and offices may post signs on community bulletin boards.
- III. Job listings outside of the Fontbonne community are to be posted only on the Fontbonne Career Services website.
- IV. Any signs selling materials, goods, or services can be posted only on the community bulletin boards, which are located in Medaille Hall and in the DSAC Caf'. Only one copy may be posted at each location.
- V. Any individual member of the Fontbonne community who wishes to post a sign (other than on the Community Board) must have the sponsorship of a department, office, or registered student organization. For example: If Joe Student wants to post a sign about cutting down all trees in the world he would need to get sponsorship from a student organization like "Pave-the-World Organization" or a department like Student Activities. The sponsoring body must have its name on the sign.
- VI. Any non-Fontbonne organizations wishing to advertise events on campus must be sponsored by a Fontbonne student organization, office, or department. The sponsoring Fontbonne body must have its name on the sign.
- VII. All signs will be dated when approved and must be taken down by the sponsor two weeks after the date on the sign. The Director of Leadership Education and Student Activities will give special consideration to longer postings on a case by case basis.
- VIII. Signs may not be hung on any type of glass, i.e. doors or windows.
- IX. The Office of Residential Life reserves the right to hang signs on the doors and windows of the residence halls in order to get necessary information to the students on campus. It is up to individual departments or offices to decide to post signs on their own glass doors or windows.
- X. Lawn signs are permissible but must be approved by the Director of Leadership Education and Student Activities.
- XI. If student organizations fail to follow this posting policy, they will lose their rights to hang signs.
- XII. No sign will be approved that advertises anything that violates the campus alcohol policy. The fact that a flyer/notice is posted on a campus bulletin board does not mean that the University endorses the message.
- XIII. Internal postings may be hung in the following locations:

Ryan Hall: student dining hall, back entrance to right of wood walls (this is Student Organization space only); front main doors entering or exiting the dining hall; stairwells, first floor stairwells next to door; arcade entrance to building right wall.

East/Anheuser Busch Hall Buildings: arcade entrance to the right on wall; horseshoe entrance to the right on wall; bulletin boards by stairwells.

Library: ask someone at desk to post.

St. Joseph's Hall: bulletin board next to elevator; first floor fire doors.

Medaille Hall: second floor doors; bulletin boards, walls to right of main entrance.

XIV. Any signs displayed in unapproved areas will be removed.

7.6.4 Calendar listings

Listings in the student handbook have priority over non-published events. Notices of upcoming events are published on the calendar on the website.

7.6.5 Contracts

Contracts which students or student organizations make with outside agencies must be signed or co-signed by the Director of Leadership Education and Student Activities.

7.6.6 Financial Accounts

Accounts are due in advance each semester. Payment in full less any financial assistance must be received by the due date in order to avoid late fees. An "IMPORTANT INFORMATION" insert will be included with your billing statement indicating the due date. Students may not begin a new semester until all financial obligations to the University have been settled. No final adjustment or refund is made for late entrance, for absence after entrance or for dismissal. Tuition adjustments involved in withdrawal from the University will be computed according to the published refund policies.

7.6.7 Fire Equipment

For reasons of community safety, any tampering with equipment designed for fire safety (fire alarms, extinguishers, emergency lights, hoses, etc.) is a serious offense punishable by suspension from the University. Anything pertaining to the fire equipment should be reported immediately to Public Safety Office or Physical Plant.

7.6.8 Fund Raising

To ensure proper use of the University's name, to minimize inconvenience to donors, and to assure proper adherence to local laws, all off-campus fund raising by students must be approved by the Vice President for Student Affairs and the Vice President for Institutional Advancement. On-campus funds raised by students for public service cannot be used for personal gain. To protect the privacy of students, no soliciting or selling is permitted in the residence halls. These activities can be conducted only in areas designated by the Department of Residential Life. For reasons of privacy and the public good, the University does not permit salespeople, canvassers, agents or distributors on campus. Anyone attempting to sell anything on campus is trespassing. On occasion, the Vice President for Finance and Administration may give written authorization

to sell or solicit on campus at a given location or a given time. In this case, the seller should show authorization; request it!

7.6.9 Guests

Guests and visitors are expected to follow University procedures and policies. Those who refuse shall be asked to leave by University personnel. Fontbonne students are liable for the behavior of their guests.

48 49

7.6.10 I.D. cards

The Student Affairs office issues picture I.D.s during regular office hours. There is no charge for the first I.D. If the I.D. is lost or damaged, a replacement card can be purchased for \$10. The I.D. identifies the holder as a Fontbonne student and is issued for campus security, use of facilities in the Dunham Student Activity Center, library borrowing privileges, cashing checks, and using Griffin Bucks. A valid I.D. may be used throughout the city for discounts to selected movies, sporting events, plays, museums and cultural events. To get an I.D., one should have proof of semester registration and a receipt for paid fees.

7.6.11 Lost and found

This information is cross listed with Policy Manual II, Section 2.9.10.

All lost articles found on campus should be given to the Public Safety officer on duty. You are encouraged to put your name in your books and notebooks and have some identification on other personal articles. Call extension HELP (4357) for assistance.

7.6.12 Nonliability of the University

Fontbonne accepts no liability for the debts of its students, nor will the University act as an agent for outside organizations in collecting student debts. The University is not responsible for off-campus injuries or losses of property.

7.6.13 Phone Services

This information is cross listed with Policy Manual II, Section 2.9.15.

To report trouble with a phone line, or if you have questions regarding telephone services, please contact the Information Technology Office. Between the hours of 4:30 p.m. and 8 a.m. call ext. 8095 and leave a voice mail message that includes your name, room number, extension and description of the trouble you are experiencing.

7.6.14 Records

Information given on official University forms must be correct and complete. Providing false or misleading information may result in disciplinary action or cancellation of registration. Anyone who removes, alters, destroys or reveals the contents of records or files of a student, faculty or administrative member of Fontbonne University without authorization may be subject to prosecution under civil law and dismissal from the University.

Changes in a student's name or address must be recorded in the registrar's office. Failure to receive information from the University will not be an acceptable excuse if a student has failed to notify the registrar of such changes.

7.6.15 Theft

This information is cross listed with Policy Manual II, Section 2.9.12.

Fontbonne is not responsible for replacement, reimbursement or investigation of lost or stolen personal property. Missing items should be reported to Public Safety and Student Affairs.

7.6.16 Vandalism

Fontbonne University holds students responsible for any actions that may cause damage to University property. The University is not responsible for personal property damage caused by vandals. Students should take precautions to secure their belongings.

7.6.17 Weaponry

Possession or use of explosives, firearms or weapons is prohibited on property owned, operated or leased by Fontbonne University. This includes the carrying of concealed weapons and the storage of weapons in vehicles.

7.7 Residential Life Policies

7.7.1 Welcome

Welcome (or welcome back) to your residence hall at Fontbonne University. We are glad you have chosen to be a part of our community. Living in the residence halls is an experience unlike any other. The residential life guideline and policies have been prepared by the Department of Residential Life to give you information about policies governing the buildings, services found within the facilities and the expectations for your behavior which can bring about meaningful coexistence with the rest of the community. The halls are more than buildings — each is a community of people living together and sharing experiences. Interacting with other people in the halls will give you opportunities to learn and grow.

7.7.2 Residential Life Mission Statement

The Fontbonne University residential life program is dedicated to the growth of the whole person. Through this program, Fontbonne provides opportunities for leadership, dialogue in a diverse community, the fostering of values and skills important to the development of relationships and mature decision-making. The staff offers programs that enhance student life and help students create an atmosphere that fosters interdependent living and learning, open communication and respect for school policies. This program is committed to maintaining standards to ensure the quality of residential living through well-maintained and sanitary facilities, quality contract services, effective management and support services.

7.7.3 The Facts of Residential Life

The residence hall program objectives are:

- To provide convenient housing facilities for students of Fontbonne University.
- To create and maintain an environment conducive to academic, social, physical and

- interpersonal growth and development.
- To ensure that our facilities are regularly maintained and serviced.
- To provide the best possible service and supervision in the halls by the careful selection and training of each staff member.

The community behavior objectives are:

- Respect the physical and emotional rights of fellow residents. Verbal assault or abuse of students or staff will not be tolerated.
- Recognize and respect the mission of the university — to provide you with an education.
- Work with other students to achieve and maintain an environment which supports this mission.
- Exercise care and consideration when using university facilities.
- Be concerned with your own personal development and purpose for residing in the community.
- Respect others' rights, whatever their race, color, religion, age, gender, sexual preference, national or ethnic origin or disability.
- Accept responsibility for your behavior and that of your guests at all times.

7.7.4 Housing Application/Room Selection

For prospective residents, a room assignment is assigned based upon the date in which the housing application contract and deposit are received. A room assignment is for a space in the residence halls, reasonable consideration will be given to the prospective resident's room, building, and roommate preference.

For returning residents, a priority number is assigned each semester based on the residents number of semesters lived on campus, cumulative grade point average, and classification (number of completed credit hours). A resident has the right to stay in his or her current housing assignment from semester to semester (otherwise known as squatting). If you squat, you may pull in a roommate, suitemate, or an apartment mate(s). In Southwest, if you pull in an apartment mate(s), you must stay in that apartment for the entire academic year and will not be allowed to move during the year. A renewal housing application contract must be signed each new academic year.

Spring Room Selection- mid November

Fall Room Selection- mid March

7.7.4.1 Classification:

A *sophomore* is defined as a student who has completed 30 or more credit hours.

A *junior* is defined as a student who has completed 60 or more credit hours.

A *senior* is defined as a student who has completed 90 or more credit hours

7.7.4.2 Room Deposit

The deposit turned in to the Department of Residential Life with your on or off campus sponsored housing application contract shall be held by the university as long as you reside in a residential living space provided by the University. Once you move permanently from the residential space, the room deposit shall be refunded within six to eight weeks, provided you

comply with the terms of the contract. Any unpaid costs for damages to your room or outstanding debts to the University shall be deducted from the deposit prior to refund. Application contracts are not terminated if desired space is unavailable.

7.7.4.3 Roommate/Suitemate Bill of Rights

Each roommate has:

- The right to read and study without interference, unreasonable noise and other disturbances.
- The right to sleep without undue disturbances.
- The right to have personal privacy in one's room.
- The right to live in a clean environment.
- The right to host guests, with the understanding that the guests will honor the other resident's rights.
- The right to have free access to one's room and hall facilities.
- The right to be free from intimidation, physical and emotional harm.
- The right to expect respect for one's belongings and personal property.

7.7.4.4 Housing Contract Cancellation

When a signed housing application contract has been received for an academic school year, first time applicants' cancellations can be made before the specified deadline with no penalty. However, cancellation after *June 1* for the fall semester, and after *December 1* for the spring semester, will result in the forfeiture of the deposit for Medaille, St. Joseph, and Southwest halls. Off-campus sponsored sites by the university (11 month contracts) cancellations received after *June 1* will result in forfeiture of deposit.

During the contracted period, the student can be released from the contract only for the following reasons:

- Official withdrawal from the University.
- Graduation.
- Dismissal from the residence hall or University.
- Failure to make payments to the University when due.
- If fire or other casualty makes the room uninhabitable.
- Marriage.

If, during the contracted period, the student vacates the on or off campus sponsored housing site without the written permission of the Associate Vice President for Student Affairs, he or she is liable for the full payment of the application contract. Anytime a student has the key to a room or has belongings in the room, he or she is also responsible for the rent of that space.

7.7.5 Checking In

When you check into your residential living space, be sure to read the information carefully. Signing the room condition form or accepting a room key and/or moving personal belongings into your room constitutes acceptance of the "Residence Hall Application Contract" and obligates you, the resident, for the full amount of the year's room rent.

Complete the Room Condition Form accurately to protect yourself from any possible mistake in room or apartment damage charges when you move out. This form is used to assess damages to the room you have been assigned to for the academic year. Failure to complete and submit this form within the specified time shall constitute conclusive proof of acceptance by the student of the room and its fixtures and furnishings as being in good condition. The student will be held financially accountable for any differences.

7.7.5.1 Room Changes after Check In

Each student shall be allowed one opportunity to make a room change per semester.

Roommate or room changes will take place after the first two weeks of a semester. Check for deadlines.

To make a room change or request a new roommate, you must go to the Department of Residential Life. If there is a student now living in the room where you would like to move, they must also go by the Department of Residential Life and request you as a new roommate. If space is available, double rooms may be assigned as single rooms in St. Joseph Hall. However, the university reserves the right to put someone in that space if all the double rooms have been filled and space is still needed. The student who is granted the single room has 24 hours to present to the Department of Residential Life a receipt of payment for the single room from the Business Office.

If you feel you need a room change due to roommate problems, you need to discuss the situation with your Resident Assistant. They will work with you in an attempt to resolve the differences. A move will be considered only after you have made an honest attempt to resolve personal difficulties.

7.7.6 Health & Safety Inspections

Health & Safety inspections are conducted once a semester. The Residential Life staff will check rooms for overall room cleanliness, electrical hazards, and safety violations. Residents will be notified at least 48 hours in advance of the inspection. Residents are encouraged to be present during the inspection but the Department of Residential Life will key in if the resident is not present. Fines or sanctions may be assessed if the student fails the semester inspection or is found in violation of the University policies.

7.7.7 Keys

Each on campus resident is issued a room key and building access card. To prevent theft, keep your door locked at all times. Lost room keys should be reported immediately to the Department of Residential Life. Replacement cost for lost keys are: room key - \$30 and building access card - \$30. In addition if the room key or building access card has been abused the student assumes responsibility for the replacement cost.

*For off campus sponsored housing residents refer to the Off-Campus Residence Handbook for key replacement.

7.7.8 Locked out of your Room

If you are an on campus resident and accidentally lock your room key in your room, check with your RA or the Department of Residential Life to be let into your room. If issued a temporary

room key or building access card, you have 48 hours to return it to the Department of Residential Life. Locks are automatically changed after 48 hours and your account will be charged \$30 for a room key or \$30 for a building access card. Lock out keys are issued by the Student Affairs Office, M-F 8:00 a.m. - 4:30 p.m. For lockouts between 10:00 p.m. – 8:00 a.m. there will be a \$10 fee. Student will receive a 2 week grace period for the first two weeks each semester prior to being assessed this fee.

*For off campus sponsored housing residents refer to the Off-Campus Residence Handbook for information on apartment and room lock outs.

7.7.9 Room Maintenance Requests

The room maintenance request forms are available in the Student Affairs Office or on the Fontbonne web site under Residential Life. The written request form is to be returned to Student Affairs. We recommend that you are specific on the location and description of the repairs requested. Emergency maintenance repairs are given priority do not submit an emergency repair on the web site. Please call the Student Affairs Office at 889-1411. For emergency maintenance repairs after offices close or on weekends please call Public Safety and notify the resident assistant on duty. Residents are financially responsible for repairs resulting from misuse of the facilities.

Do not call Physical Plant requesting help with room repair. All repairs should be first submitted to the Student Affairs Office.

*Students living in off campus sponsored housing please refer to the Off-Campus Residence Handbook on submitting an work order.

7.7.10 Room Consolidation

Should you be left without a roommate, you will need to consolidate. Students' who are paying for a double occupancy, but for some reason find themselves without a roommate, are required to move in with another student or have another student move in with them. Residents involved in consolidation do not have to move to another floor (unless they choose to do so), but they must consolidate on that floor if there is another student paying for a double occupancy in a single room. Each resident will be notified in writing when consolidations begin and who is available to consolidate. Residents then have an opportunity to make plans to consolidate with someone on their list.

If a resident fails to consolidate on his or her own, a lottery will determine who must move. Should a resident lose a roommate after October 1 for the fall semester or February 16 for the spring semester, no consolidation will take place until the beginning of the next semester. The university always reserves the right to move someone into that space at any time. If space permits, each resident may have the option of selecting a private room.

7.7.11 Vacation

Medaille and St. Joseph's halls residents are prohibited from being in the residence halls during Thanksgiving, Christmas, and Spring vacations, as designated by the University. However, in the University's sole discretion, residents may be granted an interim contract for housing during such breaks. Residents may be asked to change rooms and be temporarily housed in another hall during such breaks. Room rent does not include these vacation periods;

therefore the resident must pay a daily rate to stay. Southwest Hall students living in the apartments have the right to stay in their apartments during the break periods. However, they must register with the Department of Residential Life.

The university reserves the right to deny a student housing during Thanksgiving, Christmas, and Spring vacations if the student would pose a problem to the interest of order, health, discipline or general well-being of other members of the residential community.

*If living at an off campus housing location sponsored by the University please refer to your housing application contract.

7.7.12 Checking Out

Each student must check out of the residence hall at the specified time. To check out of your room, take the following steps:

- Remove all personal property. Unless special arrangements are made with the Department of Residential Life prior to check-out, any remaining personal property will be removed by University personnel and disposed of appropriately. A fee will be assessed.
- Remove all trash and dispose of it in designated trash facilities. Failure to remove trash will result in a fee being assessed.
- Clean apartment / bedroom / bathroom if applicable in Southwest or Medaille Hall. Have a staff member inspect room and sign the Room Condition Form.
- Leave your forwarding address with the staff member completing your checkout. Please allow six to eight weeks after checkout to receive your deposit. We also recommend filling out a forwarding address card with your local United States Postal Service office.
- Turn in room key and building access card.

Failure to complete the checkout process by the published deadline will result in the resident being assessed a late checkout fine. Neglecting to checkout of your room with residence hall staff will result in forfeiture of your housing deposit and the imposing of late checkout fines.

7.7.13 Room Damages

You will be held responsible for any damages (including those arising from the use of tape, adhesive putty, nails, etc.) that occur in the residence hall room. You will also be held responsible for damages caused by you or your guests in areas other than your room.

7.7.14 Common Area Damages

At the end of the semester, each student will be assessed for unclaimed vandalism that occurs on his/her floor. The repair or replacement cost of the vandalism will be divided among each floor resident. If vandalism occurs in a common lounge area, all students residing in that hall will be assessed a portion of the repair or replacement cost. To avoid having to pay this cost at the end of the semester, students will need to take pride in the appearance of his/her floor and develop a watchful eye. Reports of vandalism should be made promptly to the Department of Residential Life.

7.7.15 Access to Rooms

The Residential Life staff respects your right to privacy and unreasonable room entry. Staff rarely must enter a room and do so only as outlined in the housing contract.

The University reserves the right to designate a representative to enter a residence hall room for purposes including, but not limited to: maintenance; health and safety inspections; to ensure personal health, safety and security of hall residents; or to enforce residence hall rules when there is reasonable cause to believe that rules are being violated. An attempt will be made to notify the resident in advance of all inspections except routine maintenance. Residents are advised that, as a routine procedure, student rooms are entered over vacation periods for maintenance, safety and health inspection(s).

The University reserves the right to remove and hold in storage any nuisance or items hazardous to the building or its occupants (i.e. firearms, chemicals, unsafe appliances, etc.). Friends and relatives are not allowed to enter your room without being personally escorted by you, unless they have your written or verbal permission.

7.7.16 Good Housekeeping

Keeping the residence halls clean and pleasant is up to each individual resident. The kitchens are there for your use. Environmental Services is not responsible for the maintenance of these facilities. If you use the kitchen, please clean up your mess.

The floors, bathrooms and lounges should also be kept uncluttered and neat. The Environmental Services staff does the general cleaning however the day-to-day care is up to the residents. It must be a joint effort by all.

7.7.17 Room Cleanliness

The responsibility for the cleanliness of your room is your own. A vacuum cleaner and brooms are available in the Student Affairs Office for checkout with an ID card. Pest control in each hall is directly related to the cleanliness of each resident. Never leave open food or crumbs in your room and remember to empty your trash regularly. Environmental Services has been instructed not to give personal cleaning services to residents.

7.7.18 Decorating and Painting

7.7.18.1 Medaille and St. Joseph Halls

You might like to decorate your room to reflect your personality. Many students hang posters and pictures of their friends and family. Use your imagination and make your room a home. In the process of decorating your room, be sure you keep in mind that any damages made to walls, ceilings, floors or furniture will be taken out of your room deposit. Rooms may not be painted by residents. Do not use nails or screws in the walls of Medaille or St. Joseph's halls. No university furniture may be moved out of your room.

7.7.18.2 Cotta and Southwest Hall

In Southwest Hall, residents are NOT allowed to paint their apartment walls. Wall papering, paneling, contact paper (including adhesive shelf liners), or any other type of adhesive materials (such as wallpaper borders) are not permitted on any wall or other surface within the apartment.

If you want to hang anything on the walls, use tacks, push pins, or small nails. Do not use large nails, screws, tape or adhesives, since they cause serious damage. Residents will be charged for these repairs, including removal of adhesives from surfaces. University furniture may not be removed from the apartment.

Constructions such as panels, dividers, lofts, wall-mounted shelves, and bunks are not permitted. There should be no decorations hanging from the ceiling such as nets or paper.

7.7.19 Things to Remember

If you paint your room or apartment without approval you will be billed for the complete repainting of the room or apartment. The minimum repair for painting starts at \$400.

7.7.20 Residence Hall Lobbies

Residents may entertain guests in the lobby areas on a one-to-one basis at any time. Discretion is requested to keep lobby areas clean and comfortable for all residents. Excessive public display of affection is deemed inappropriate. The RA on duty will check the floors and lobby areas periodically. Guests are not allowed to spend the night in these areas.

- Medaille Hall, *mezzanine* – expanded quiet hours
- Medaille lobby, *second floor* – expanded quiet hours
- Medaille lobby, *third floor* – no visitors or blatant noise after 10p.m. weekdays, and after midnight during the weekends
- Medaille Hall, *fourth floor*- open 24 hours, contains a kitchen with a stove, sink, and refrigerator. There are couches for residents to study and have meetings. A lounge is available for commuter students and it has couches with a television and gaming system.
- St. Joseph's Hall, *first floor lobby and recreation room*—open 24-hours
- Southwest Hall, *third floor lobby* – open 24-hours, no blatant noise after 10 p.m. weekdays, after midnight during the weekend

Residents are not permitted to remove furniture from the lobbies or study lounges. If furniture is found in the resident room, the resident will be charged the replacement value of the furniture.

7.7.21 Study Lounges

Lounges are to have minimal noise. Students using facilities are responsible for maintaining a quiet atmosphere. Study lounges are not to be used for student organization meetings.

St. Joseph's Hall, first floor – lobby. The lounge is non-smoking and has computer access.

Southwest Hall, third floor – study lounge has computer access and is non-smoking.

Cotta Hall, first floor – Community room has no computer access and is non-smoking

7.7.22 Laundry/Vending Machines

Coin operated washing machines and dryers are available for residents to use. The use of these facilities is restricted to the residents of each hall. The laundry areas must be kept clean. Report money lost in washer and dryers to the Student Affairs Office. Do not overstuff the washers and

dryers. Report any money lost in the vending machines to General Services in Ryan Hall, Room 111, 8:30a.m. –4:30pm.

7.7.23 Health Services

Please refer to the following website for the most current information about health services:
www.fontbonne.edu/studentlife/studentservices/healthservices

7.7.24 Public Safety

The campus is within the jurisdiction of, and is regularly patrolled by, the City of Clayton Police Department. In emergencies, you may contact the Clayton Police Department by dialing 911, or by calling 314-727-4130. In addition, 911 may be used to contact Clayton Fire Department if the need arises. If you make a 911 call and it is a non-emergency, the caller will be assessed a charge for the equipment run.

During normal business hours, Monday-Friday, please report any unsafe conditions, situations and/or suspicious people on campus to a Public Safety Officer (889– 4596), the Director of Public Safety (719-8024) or to Student Affairs (889-1411).

Uniformed Public Safety Officers patrol the campus and are on duty 24 hours a day, seven days a week. You may contact the Public Safety Officer by calling 314- 889-4596, or by transmitting a brief message (10 seconds) via a voice page to the officer on duty. Dial 314-318-4357 (HELP) and when you hear a loud beep, simply speak into the telephone and the officer will be able to hear your message.

Entrances to the residence halls and/or stairwells are locked at all times. Residents have building access cards to gain entrance to the buildings. Phones are provided on the outside of each residence hall for visitors to call the resident they wish to see. Residents must escort their visitors at all times once they enter the residence halls.

If suspicious person(s) is/are found in the building, report them to Public Safety or R.A.. To help protect yourself and others, please use common safety precautions. Help the RA on duty secure the building by closing open doors and reporting suspicious or unusual incidents you may observe.

*If living in off campus sponsored housing refer to the Off-Campus Residence Handbook on who to contact if strangers are in your building.

7.7.25 Safety Tips

1. Lock your door at all times.
2. Do not leave your valuables in plain sight.
3. Record the serial numbers of all appliances (computer, stereo, television, IPOD, gaming system etc.) and other valuables so you have positive identification of your belongings. If possible, take a photograph of your valuables.
4. Engrave your personal items with your driver's license number.
5. Use the "buddy system" after dark. It provides good company and is a good policy.
6. Inform your roommate of your whereabouts and expected time of return if you are going to be gone from your room for any length of time.

7. Do not prop interior or exterior doors. Opening doors after it has been secured constitutes disregard for the security of your fellow residents.
8. If a theft or security question arises, contact Public Safety Officer, your RA or Department of Residential Life.
9. Follow all fire or security regulations and tornado procedures.
10. Do not let non-residents into the building unless you are willing to be responsible for their actions and behavior.

7.7.26 Theft in the Residence Halls

Should you discover an item has been stolen, immediately report all information in detail to Public Safety, your Resident Assistant or Apartment Coordinator.

The University cannot purchase insurance to cover the theft or loss of personal property and cannot accept responsibility for missing articles. Check to be sure your parents' homeowner's insurance policy covers your personal belongings. Residents may also purchase renter's insurance. The University is not responsible for any personal property loss of residents, regardless of reason, including damage caused by employees in the performance of their work.

Remember to lock your room door at all times and keep your keys with you. Many residence hall thefts occur because of unlocked doors. Never leave unattended valuables in plain sight and do not leave jewelry in the bathroom or clothing in the laundry room. Always lock your bicycle.

7.8 Higher Education Opportunity Act of 2008: Fire Safety Provision & Missing Student Notification

7.8.1 Fire Emergency Instructions

1. Reporting a Fire:

- Remain calm and act quickly.
- Pull the fire alarm.
- Call 911 to report the fire.
- Close the door as you leave to contain the fire.
- If possible wear protective clothing such as a coat and shoes. Carry a damp towel for use in heavy smoke when exiting the building.
- Walk in an orderly manner to the nearest exit. **NEVER USE THE ELEVATOR.**
- Call Public Safety (314-889-4596).
- Remain outside until you are told you can re-enter the building.

2. When the fire alarm sounds:

Do not panic. Remain calm and orderly. Do not use the elevator. Exit the building immediately. If you are not in your room, do not attempt to return there before you vacate.

If the room door is cool to the touch:

- Open it slightly, holding your head away and bracing the door with your foot.
- Put your hand across the opening to test heat of air.
- When leaving your room, turn the lights on, open the blinds, close the door and remember room key.

- If the hallway is safe, walk in an orderly manner to nearest exit.
- Remain outside until told you can re-enter the building.

If the room door is hot to the touch:

- Keep door closed! Block off any cracks, through which smoke may enter with towels, sheets, blankets, etc.
- If smoke does enter your room, open windows for ventilation.
- Do Not Jump! Make your presence known. Wait for rescue.

If there is smoke in the hallway:

- Drop to your hands and knees.
- Crawl on the floor, exit to the nearest stairwell.
- Remain outside until you are told you can re-enter the building.

3. In case of a minor fire:

- Pull the fire alarm.
- Call Public Safety (314-889-4596).
- Use a wastebasket full of water, an ABC fire extinguisher, or a blanket to smother the fire. (Fire hoses are used only at major fires; water may damage your personal belongings. Do not use water on electrical or grease fires.)
- NEVER RISK YOUR PERSONAL SAFETY.

Remember: Be cautious of potential fire hazards! DO NOT burn candles in your room.

Always keep fire doors closed. Please refer to Regulations for on and off campus sponsored housing for clarification of cooking guidelines and refer to the smoking policy earlier in this manual. Always unplug your iron.

It is your life in jeopardy when fire safety rules are violated in your hall. DO NOT MISUSE FIRE EQUIPMENT; you may need it for a serious emergency. Never activate a false alarm or tamper with a smoke detector. This is a violation of state law and will be dealt with as such.

4. Vacating the building

Do Not Use the elevator

Remain outside the building until you are told to re-enter. Keep a safe distance away from the building.

Medaille Hall

- Residents on the fourth floor, in rooms 30, 300-318, 320, 322, 324, 20, 200-218, 220, 222, 224 and on the mezzanine, use the main stairs next to the elevator and exit the building at the south stairwell landing. Do not exit the building through the Arnold Memorial Center (AMC). Go to the parking lot between Southwest Hall and St. Joseph Hall.
- Residents in rooms 219, 221, 223, 225-250 and 319, 321, 323, 325-350 use the stairs at the northwest end of the hall and exit the building at the first floor. Go to the west end of the campus near Big Bend Boulevard.
- Students in Arnold Memorial Center (AMC) use the patio door to exit the building and go to the west end of the campus near Big Bend Boulevard.

St. Joseph's Hall

- Residents in rooms 201-211, 301-311, and 401-411 go down the north stairwell to the exit at the bottom of the stairs. Exit out the west stairwell door to the parking lot between Southwest Hall and St. Joseph Hall.
- Residents in rooms 213-225, 313-325, and 413-425 go down the south stairwell to the exit door at the bottom of the stairs. Do not go through the lounges. Go to the east end of the parking lot by the fence.
- Students in the front lobby exit out the front door. Students in back lobby exit out of north stairwell door. Go to the east end of the parking lot by the fence.

Southwest Hall

- Residents in apartments 316-318, and 321-323 go down the northwest stairwell to the exit doors at the bottom of the stairs. Go to the brick wall in the main parking lot.
- Residents in apartments 315 and 325-327 exit the building through the main stairwell. Go to the brick wall in the main parking lot.

Cotta Hall

Residents in the apartments are to exit the buildings through the stairwells. Go to the east side of the building and stand across the street from Cotta Hall.

7.8.1.1 Description of student housing fire system and reports for student housing

Building	Cotta Apartments	Medaille Hall	St. Joseph Hall	Southwest/ Fine Arts
Fire Alarm Monitored Off Site	X	X	X	X
Partial Sprinkler*		X		
Full Sprinkler**				X
Smoke Detection	X	X	X	X
Stand Alone Smoke Detectors***	X			
Fire Extinguisher Devices	X	X	X	X

*Partial Sprinkler system is defined as having a sprinkler in the common area

**Full sprinkler system is defined as having sprinklers in common areas and individual rooms.

***Stand alone smoke detector in Cotta Apartments

Fire statistics and fire logs are available from Public Safety. For additional information please visit the Public Safety web site.

7.8.1.2 Fire Safety Training

Resident Assistants and the Apartment Coordinator receive training each fall semester on how to evacuate the residence halls in case of fire, properly discharge a fire extinguisher, use the emergency evacuation chair, and learn protocol on reporting emergencies.

Procedures for building evacuations for fire are covered at the first floor meeting for each semester. All students new to the residence halls in the fall semester are required to attend a fire safety program held during the first two weeks of school.

7.8.2 Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j), Fontbonne University has implemented this policy and notification procedures to be followed when a student who resides in on-campus housing is determined to be missing for more than 24 hours. For purposes of this policy, “on-campus housing” means a residence hall or other residential housing facility for students that is located on Fontbonne University’s campus or in a University-leased building that serves as a residential housing facility for students. Students who live in on-campus housing are referred to in this policy as “resident students.”

Resident students will have the option to identify an emergency contact person whom Fontbonne University will notify if the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours. Resident students may register the information for their emergency contact person online through the Public Safety Department website. The emergency contact information is considered confidential and may be accessed only by authorized campus officials and law enforcement officers in furtherance of a missing student investigation.

All members of the Fontbonne University Community (current faculty, staff and students) have a responsibility to immediately make a report to the Public Safety Department when a student has been missing for more than 24 hours. The Public Safety Department will notify the Department of Residential Life to determine if the student is a resident student. If so, the Public Safety Department will work with the Department of Residential Life to conduct an investigation to verify that the student has been missing for more than 24 hours and to identify any circumstances that may be related to the student’s absence. If a staff member of the Public Safety Department or the Department of Residential Life is able to make contact with the resident student, the staff member will attempt to verify the student’s whereabouts and safety. If the staff member is unable to make contact with the resident student, the Public Safety Department will make a determination based on the available facts and information as to whether the student is missing. Once a determination has been made that the student has been missing for more than 24 hours and has not returned to campus, the Public Safety Department will notify the Vice President for Student Affairs who, in turn, will notify the resident student’s emergency contact person.

Regardless of whether a resident student names an emergency contact person, Fontbonne University will notify the local law enforcement agency that the student is missing (unless the local law enforcement agency was the entity that made the determination that the resident student was missing).

For resident students who are under 18 years of age and not emancipated, Fontbonne University will also notify a custodial parent or guardian of the student in addition to any emergency contact person designated by the student.

Notifications made under this policy to emergency contact persons, the local law enforcement agency, and custodial parents or guardians (when applicable) shall be made no later than 24 hours after the time that the student is determined to be missing.

The Public Safety Department will notify the University Community of this policy via campus e-mail at the beginning of each term: fall, spring, and summer. In addition, the Department of Residential Life will notify resident students of this policy via resident student campus e-mail and during mandatory floor meetings held at the beginning of each term: fall, spring, and summer.

7.9 Crime on Campus

This information is cross referenced from Policy Manual II, Section 2.3.3.1.

7.9.1 Crime on Campus

7.9.1.1 Compiling Crime Statistics

Certain Fontbonne administrators and department offices have been designated to complete a Campus Crime Report form when an incident involving alleged criminal activity is reported to them. The completed Campus Crime Reports are forwarded to the Public Safety Office. The Public Safety Office uses these reports to compile campus crime statistics.

Fontbonne University administrators and offices that are in the position to receive and complete reports of criminal activity include:

1. Senior Administrators and their offices: This includes the Vice President for Finance and Administration, Vice President for Institutional Advancement, Vice President for Enrollment Management, Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Information Technology.
2. Public Safety officers and the Director of Public Safety.
3. Director of International Affairs.
4. Director of Service, Diversity, and Social Justice
5. Director of Athletics.
6. Associate Vice President of Student Affairs; Assistant Director of Residential Life, Residence hall Director, and Resident Assistants.
7. Director of the South County and North County locations.
8. Director of the Brentwood location.
9. Faculty members teaching an off campus course.
10. The offices of Campus Ministry and Counseling and Wellness may also receive reports of criminal activity. These offices are not required to report criminal activity encountered as a result of their professional services. Confidentiality of their offices is maintained. These offices do ensure that victims and witnesses know the proper procedures for reporting crime.

The Campus Crime Report form is found in Appendix 2.3.3.1.1.

Fontbonne University encourages victims and witnesses to report all criminal activity. The University responds to all reported incidents and investigates each incident to the fullest extent possible. When appropriate, the Director of Public Safety coordinates investigations with other University officials and/or the Clayton Police Department.

7.9.1.2 Daily Crime and Incident Reports

The Public Safety Department prepares and maintains a brief report summarizing incidents and crimes that are reported to the department. Entries are posted to this log within two working days from the date a report is received. Entries to this log may be delayed if releasing information adversely affects an investigation or jeopardizes the safety of the people involved, or for other reasons. The log for the prior 60 days is displayed in Ryan Hall, Room 101. Anyone wishing to review entries older than 60 days should contact the Director of Public Safety at (314) 719-8024.

<http://www.fontbonne.edu/campusdirectory/publicsafety/departmentactivitylog.htm>

7.9.1.3 Annual Crime Statistics

In accordance with the Clery Act, 20 U.S.C. § 1092(f), crime statistics for the following offenses must be compiled and disseminated annually:

1. Murder and Non-negligent Manslaughter: The willful (non negligent) killing of one human being by another.
2. Manslaughter by Negligence: The killing of another person through gross negligence.
3. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).
5. Forcible Sex Offenses: Any sexual act directed at another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her physical or mental incapacity.
6. Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.
7. Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
8. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

9. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – include joyriding.)
10. Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
11. Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and marking of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non narcotic drugs (barbiturates, benzedrine).
12. Weapons Law Violation: Violations of law or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
13. Violations of Fontbonne University's Alcohol policy.
14. Violations of Fontbonne University's Drug policy.
15. Violations of Fontbonne University's Weapons Possession policy.

Of these crimes and other crimes in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, this data shall be collected and reported according to category of prejudice.

7.9.1.4 Reported Criminal Offenses

The number of these reported criminal offenses has been summarized and is available for review on Fontbonne University's website [Most Recent Crime Report](http://www.fontbonne.edu/csa) at www.fontbonne.edu/csa.

7.10 Regulations for on and off campus sponsored housing (unless otherwise specified)

7.10.1 I. Prohibited items and activities

- Open flame such as candles and incense The use of candles and incense is prohibited
- in the residence halls as they constitute a serious fire hazard.
- Dartboards are not allowed on any wall or door in the living units or hallway.
- Smoking is not permitted in the residence halls. The buildings are smoke free. Fines will be assessed for violation of this policy. The base fine for a first violation is \$50.
- Each subsequent smoking fine is increased by \$10 per smoking violation.
- Waterbeds are not permitted in the residence hall rooms due to the risk of damage in the event of an accident and the excessive weight of the unit.
- Hallway sports

7.10.2 Restricted items

Cooking in Medaille and St. Joseph's rooms: Closed coil or enclosed cooking elements such as popcorn poppers, coffee pots, hotpots, and toasters, are some examples of acceptable cooking appliances. Microwaves no larger than 1.4 cubic feet are allowed to be used in student rooms. Refrigerators should be no bigger than 2.5 cubic feet. For questions about the size of an appliance being acceptable please contact the Department of Residential Life.

Extension cords: All extension cords that are used must have the label UL or ETL approval. This will be on the packaging and the cord itself. Products with this certification label meet current industry safety standards. If the cords do not have this approval they cannot be used in the campus sponsored housing.

Guidelines to follow when using an extension cord are:

- Never keep an extension cord plugged in when not in use. The cord will still conduct electricity until it is unplugged from the outlet.
- Do not use extension cords that are cut or damaged.
- Never cover any part of an extension cord with rugs or other objects while it is in use.
- Do not overload cords with too many appliances.

Pets: Only fish in a 10-gallon aquarium or smaller are allowed in the residence halls. Considering public health, safety and the comfort of other residents, all other pets will be removed at the expense of the resident.

7.10.3 University Property

A. Commercial purposes: The student's room shall not be used for commercial purposes.

B. Key usage: Keys are not to be loaned to a non-resident. A \$100 fee will be assessed to the resident assigned that key if this occurs.

C. Locks: The student will not install new locks nor tamper with any lock of the residence halls or alter or duplicate university keys. Residents found with illegal keys will be charged a fine of \$100 and the cost of a lock change.

D. Misuse of university property: Misuse of university property, including, but not limited to elevators, fire alarms, smoke detectors, fire equipment, furniture and cable, is subject to civil court action as well as university sanctions. University furniture is not to be moved from public areas, such as lounges into resident rooms. Window screens must not be removed and are to remain securely in place at all times.

E. Propping doors open: A fine of \$100 will be assessed if you are found propping open exterior and interior hallway doors to the residence halls.

F. Subleasing: The student's room shall not be sublet or assigned to anyone else by the student.

G. Door tampering

7.10.4 Student Behavior

7.10.4.1 Alcohol Policy

The Missouri law concerning liquor will be upheld at all times.

1. Beer kegs are not allowed in on or off campus sponsored housing.
2. St. Joseph Hall aspires to be an alcohol free building. No alcohol is permitted in the building.
3. Students who are not of legal drinking age (21 years) are not permitted to possess or consume alcohol in the residence halls or to be under the influence of alcohol in on or off campus sponsored housing.
4. No alcoholic beverages may be sold or furnished to persons under the legal age of 21.
5. The display of alcohol containers, empty or full, for the purpose of decoration or exhibition is prohibited in any campus sponsored housing where underage students reside.
6. Those students who are of legal drinking age may bring alcoholic beverages into Cotta, Medaille and Southwest Halls only in covered, non-transparent packages.
7. Residents who are of legal drinking age may consume alcohol only in their rooms/apartments, with the door closed and not with underage persons present.
8. No alcohol, whether in open or unopened containers, is permitted in the lounges, hallways, or other public areas in on or off campus sponsored housing.
9. Irresponsible use of alcohol resulting in public intoxication, disorderly conduct or vandalism may result in disciplinary action being taken.
10. Intoxicated residents may be prohibited from escorting guests into on or off campus sponsored housing. Additionally, intoxicated visitors may not be permitted in on or off campus sponsored housing.
11. Should you be found in a room where the University's policy on alcohol is being violated, you will be subject to disciplinary action regardless of age.
12. It is an expectation that the R.A., staff and public safety personnel will enforce these guidelines.
13. Residents 21 years old living in Southwest or Cotta Hall have the responsibility to keep alcohol containers in their bedrooms when sharing the apartment with a student under the age of 21.
14. Guests are expected to follow the University's alcohol policy when visiting on or off campus sponsored housing facilities

Failure to comply with these guidelines could result in one or more of the following disciplinary actions: Education program, discretionary service, minimum monetary fine of \$50.00, loss of privilege, restitution, notification of parent, social probation, residential life probation, and/or residential life dismissal.

7.10.4.2 Behavior in student room

The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room.

7.10.4.3 Visitation Policy – for on campus sponsored housing

**For policies governing visitation for off campus sponsored housing refer to the Off Campus Residence Handbook.*

The policy regarding residents having guests is designed to emphasize that the residence hall is a living and learning environment. Residents' desire to entertain guests in their living area must be balanced with provisions for an environment conducive to study, sleep, security, and a reasonable amount of privacy. The right of privacy in a room or apartment supersedes a roommate's / apartment mate's privileges to have guests. This policy covers intervisitation, host responsibility for guests, and social gatherings. It is the expectation from the University that any resident sharing a common living space will discuss the visitation policy and develop mutually agreed upon guidelines for the shared space.

A guest as defined by the Department of Residential Life is anyone who does not live in the room or building that he/she is visiting.

7.10.4.3.1 General rules governing the Visitation Policy

- a. Guest(s) is held to the same standards for following policies and regulations of the institution as the resident host.
- b. The host is allowed the maximum number of three (3) non-building guests at the same time.
- c. Opposite-sex guest(s) may not use the communal restroom on his/her host's floor.
- d. A non-resident guest is permitted a maximum of five (5) hours occupancy in residence halls per day during weekdays and seven (7) hours per day on weekends. It is the host's responsibility to notify the Resident Assistant if a special circumstance exists and hours need to be extended.
- e. A non-resident guest must be escorted at all times upon entrance into the residence halls. Failure to escort the non-resident guest will result in the guest being asked to leave the building.
- f. A non-resident overnight guest(s) may stay for two (2) consecutive or non – consecutive nights per week. This amount is not to exceed 6 nightly stays per month. It is the responsibility of the host to notify the Resident Assistant if a guest(s) of the same sex spends the night in your room or apartment. Overnight guest(s) of the opposite sex are not permitted and violate the intervisitation policy.
- g. Guest(s) must register his/her car with Public Safety.
- h. St. Joseph Hall residents must register any guests entering the building and those currently visiting in the building when the lobby desk is staffed at night.
- i. Residents should not give his/her room key or access key card to non residents to gain access to a student's room or building. A \$100 fee will be assessed to the resident assigned that key if this occurs.

7.10.4.3.2 Host Responsibility

A resident host with guest(s) in his/her living space has the responsibility to ensure that the behavior of the guest will honor the other resident(s) right's who share the space. The host is responsible for his/her guest(s) behavior while he/she visit in the on and off campus sponsored

housing. It is the responsibility of the host to make his/ her guest aware of university and on and off campus sponsored housing policies.

The host will be held accountable if the guest(s) violates the Student Code of Character and Conduct. In addition, the host is required to report violations by their guest(s) of the Student Code of Character and Conduct and residence hall policies to the appropriate university staff member. All policies governing alcohol must be followed by student's guests.

Non-resident guests' who violate the university and residence hall policies may be asked to leave and not return.

7.10.4.3.3 Intervisitation Policy

The intervisitation policy is based on three cornerstones: personal privacy, the rights of the individual as they relate to the common good and the security of residents. Intervisitation pertains to persons of the opposite sex being in a resident's room, including both residents as well as non-residents.

The following rules and conditions apply to all such visitation:

Sunday -Thursday.....noon-midnight

Friday-Saturday.....noon-2 a.m.

- a. All students are responsible for the actions of their guests (male or female).
- b. This intervisitation policy also applies to members of the family who are of the opposite sex.
- c. Guests are to use gender designated restrooms in St. Joseph's Hall.
- d. The intervisitation hours are not an open invitation to the public nor a time for groups to use the residence halls for meetings or parties.
- e. Guests of the opposite sex are not permitted to stay all night in a resident's room.
- f. Men and women are not permitted to visit members of the opposite sex's rooms at anytime other than the designated hours.
- g. Residents or guests of the opposite sex are not allowed on corridors of single sex floors during non-visitation hours.
- h. Non-resident guests of the opposite sex must be escorted at all times while visiting in the residence halls. Failure to escort the guest will result in the guest being asked to leave the building.
- i. St. Joseph Hall residents must register any guests of the opposite sex entering the building and those currently visiting in the building when the lobby desk is staffed at night.
- j. All of Southwest Hall's third floor residents will vote to determine the intervisitation hours for the apartments. The maximum hours for intervisitation are 11 a.m.-2 a.m. The hours can be decreased, but not increased.

7.10.4.3.4 Social Gathering

In St. Joseph and Medaille Halls, a social gathering may occur within the following guidelines:

- a. A maximum of eight persons may occupy a room.

b. A gathering may not disturb other rooms or floors. The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room.

c. All policies governing alcohol must be followed.

d. In Southwest Hall, a social gathering may occur within the following guidelines:

- A maximum of 16 persons may occupy a third floor apartment.
- The gathering may not disturb other apartments or the classroom community.
- The apartment having the social gathering will be held responsible for the behavior of the apartment guests.

Alcohol is not allowed in the common areas of the floor. All policies governing alcohol must be followed.

Failure to comply with these guidelines could result in one or more of the following disciplinary actions: Educational program, discretionary service, monetary fine, loss of privilege, restitution, social probation, residential life probation, and/or residential life dismissal.

7.10.4.4 Quiet Hours for on campus sponsored housing

**For policies governing quiet hours for off campus sponsored housing refer to the Off Campus Residence Handbook.*

Residents are expected to cooperate in maintaining a positive floor environment at all times. Noise levels in and around residence hall space are expected to be moderate and conducive to a positive study environment. The right to study is greater than the right to make noise.

Quiet hours are:

Sunday-Thursday.....10 p.m.-10 a.m.

Friday-Saturday.....midnight-10 a.m.

During quiet hours, stereos, TVs and voices are not to be audible outside the rooms. Conversations in the hallways, breezeways, stairwells, restrooms or lounges must be conducted quietly.

Conduct at all times other than quiet hours should be governed by common sense and respect for the privacy of others. Courtesy quiet hours should be observed 24-hours.

Excessive noise by a resident may result in disciplinary action. (Quiet hours are extended prior to and during examination weeks.)

Loud musical instruments that may disturb other residents are not allowed.

If you are having difficulty with a neighbor's noise level, please attempt to talk to this person

The Mezzanine and 2nd floor Medaille have extended quiet hours. These hours will be determined at the first floor meeting of each semester. You may request a room in this area by specifying your preference on the room reservation form. Visitors on these floors are expected to follow the quiet floor guidelines, which are posted on the floor. Failure to do so could result in that visitor being banned from the floor.

Southwest Hall's third floor residents will vote to determine quiet hours for the apartments at the first floor meeting for each semester. The minimum quiet hours are from midnight-10 a.m. The quiet hours can be increased, but not decreased.

Violations of quiet hours policy could result in:

- Verbal warning
- \$20 fine for each resident involved and then an increase of \$10 for each subsequent violation
- Possibility of being placed on residence hall probation
- Discretionary service

7.10.4.5 Student responsibility

The student is responsible for abiding by all the policies outlined in the Residential Life Guidelines and Policies, the Off Campus Residence Handbook, the Griffin Scratch, and residence hall application contract.

7.10.4.5.1 Residential Life Disciplinary Policy

It is difficult for a campus community to function properly without a few well meant rules or disciplinary measures regarding student behavior.

Furthermore, the university presents this code in full recognition of the fact that most students need no code imposed upon them. However, the complexity of university regulations frequently perplexes the student during the first few weeks of school, primarily because of unfamiliarity with the existing policies of the institution and residing in campus sponsored housing. All violations of residential life rules are reported by the Resident Assistants and campus safety on weekly reports and daily logs. If policies are violated or are detrimental to the community, the student will be issued a written warning. Notification of this warning is sent to the Department of Residential Life. The resident will either receive a letter of warning or a request to meet with Residential Life staff. Continued minor or serious violations will result in disciplinary action by the Department of Residential Life, or the Vice President for Student Affairs. The disciplinary action taken will depend upon the severity of the situation. Each situation will be weighed carefully before one or more of the disciplinary sanctions are considered. Every effort is made to help the student adjust to university life and community living through the residence hall program. This program includes Resident Assistants, the Department of Residential Life, the Associate Vice President for Student Affairs, and the Department of Counseling and Wellness.

One of the primary responsibilities of an RA is to provide support to the student. If the Department of Residential Life receives evidence that a resident has placed themselves at risk physically or mentally, we require that the resident set up an appointment to see the university counselor. If that student is currently receiving professional assistance we also ask that the student's health care provider furnish the counselor with written verification of the same. If the student fails to respond to this request, the situation will be evaluated and may be processed as a disciplinary action.

This disciplinary policy is explained in an effort to create a definite understanding of disciplinary procedures which will be enforced in the residence halls of Fontbonne University. Several types of disciplinary action will be considered:

7.10.4.5.2 Residence hall fines

Students will be assessed fines for infractions.

7.10.4.5.3 Educational programs

The student, if receiving the educational program sanction, would be expected to attend programs that dealt with the behavior or behaviors that were being disciplined. The program attended could be sponsored by a group from on or off campus; student may be responsible for costs associated with the program. The student's failure to complete the specified educational program could lead to additional fines and sanctions.

7.10.4.5.4 Discretionary service

Work assignments, community service, or other assignments related to the specific violation. The student's failure to complete his / her discretionary service could lead to additional fines and sanctions.

7.10.4.5.5 Warning

A notice in writing to the student that he/she is violating or has violated institutional regulations.

7.10.4.5.6 Loss of privileges

Denial of specified privileges for designated period of time; examples include but are not limited to the following: attendance at social and athletic events sponsored by the institution.

7.10.4.5.7 Restitution

Compensation for loss, damage or injury. This may take the form of appropriate service and/ or monetary or material replacement.

7.10.4.5.8 Notification of Parent

Serious alcohol or drug use related violations by an underage student or in some cases if the student is over 21 are likely to be referred to the resident's guardian(s).

7.10.4.5.9 Disciplinary Probation

Probation is for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period. Included under disciplinary probation is residence hall probation and social probation.

7.10.4.5.10 Residential life interim suspension

In certain circumstances, the Vice President for Student Affairs or designee may impose a Fontbonne University or residence hall interim suspension prior to the conclusion of any investigation or any other action being taken by the Vice President for Student Affairs, designee, or hearing committee. Interim suspension may be imposed as the Vice President for Student Affairs deems appropriate, and for reasons including, but not limited to: to ensure the safety and well-being of members of the University community or preservation of Fontbonne property and facilities used by Fontbonne; to ensure the student's own physical or emotional safety and well-being; if the student poses a direct threat to himself/herself or others; or if the

student poses a threat of disruption of or interference with the normal operations of the University. During an interim suspension, residents may be denied access to the residence halls, access to the campus (including classes), and/or access to all other activities or privileges for which the resident might otherwise be eligible.

7.10.4.5.11 Residential life suspension

Separation of the student from the campus sponsored housing for a definite period of time, after which the student is eligible to return, conditions for readmission may be specified.

7.10.4.5.12 Residential life expulsion

Continued or serious violation of university residential living policies may result in the student being dismissed from the campus sponsored housing. If a student is dismissed from the community, he or she is entitled to a refund of board charges for the remainder of the semester, but will forfeit all room charges and the housing deposit. Expulsion is a permanent separation of the student from campus sponsored housing.

7.10.4.5.13 University probation

School probation is a severe form of discipline which will be enforced only after careful consideration and review of the student's case.

7.10.4.5.14 Suspension or dismissal

In the case of a serious violation, or when a student persists in disregarding policies and regulations, it may become necessary to recommend that the student be suspended or dismissed from school or from the residence halls. When suspended or dismissed from school or the campus sponsored housing, the student will vacate his or her room within 24 hours of the date of notice.

7.11 Emergencies

This information is cross- referenced in Policy Manual II, Section 2.3.4, and stand alone copies of the policy are found in key offices, residence halls, and classrooms/learning spaces around campus.

7.11.1 Introduction

Fontbonne's emergency response manual outlines activities to enhance the protection of lives and property through the effective use of our resources. Activities included in this document are responses to emergencies that cannot be handled by routine measures and preventive measures to help reduce exposure to unsafe conditions.

This manual was developed specifically for the use by Fontbonne administrators in response to emergencies. It should be used as a guideline in training faculty, staff, and students to respond properly during an emergency.

It should be noted that the guidelines describing the response to emergency situations are general in nature. This is to allow flexibility in dealing with the unpredictable and unique circumstances surrounding each emergency. While this manual does not cover every conceivable situation, it

does supply the basic administrative guidelines necessary to cope with any emergency occurring at Fontbonne.

Section 2.3.4.2 is a summary of emergency response procedures. The complete Emergency Response Manual is also available on the Public Safety Website. [Emergency Response Manual](#).

7.11.1.1 Authorization and Procedural Changes

This manual has been authorized and approved by the Office of the President for Fontbonne University. The Public Safety Department has the responsibility of maintaining this manual. All requests for procedural changes, suggestions or recommendations should be submitted in writing to the Public Safety Department for review. All changes to this manual will be approved by the Office of the President.

7.11.1.2 Scope

These procedures apply to all people who frequent property owned or operated by Fontbonne University. This includes faculty, staff, student, and visitors. For the purposes of this manual, contract employees permanently assigned to Fontbonne University will be held to the same expectations as Fontbonne University employees in regards to preparing and training their employees in accordance to this manual.

7.11.1.3 Responsibilities

It is the responsibility of all vice presidents to:

- Ensure each department under their supervision is furnished a copy of this manual. Additional copies may be downloaded from the Public Safety section of the Fontbonne web site.
- Ensure changes in this manual are disseminated to those holding copies of this manual. Vice presidents will have changes submitted to them.
- Issue an annual statement to their departments reminding supervisors, directors, and faculty members of their responsibility as outlined in the Emergency Response Manual.

Each director, supervisor, and faculty member should read and be familiar with the contents of this manual. All directors and supervisors are responsible for people under their supervision. Faculty members are responsible for the students in their classes. Responsibilities of directors, supervisors, and faculty members in regard to this manual are outlined below:

During Normal Conditions

- Ensure their faculty/staff/students are aware of the appropriate response to emergencies as well as the evacuation procedures for their specific building and/or work area. The guidelines in Addendum A of the stand-alone manuals may be reproduced, circulated, and used as training aid in fulfilling this responsibility. See section 4.2 of the manual for further details regarding training.

- All unsafe practices and conditions observed should be stopped or reported to either the Physical Plant Office at extension 4564 or the Public Safety Office at extension 4357 (HELP).
- All suspicious activities and illegal acts you observe should be reported immediately to the Public Safety Office at extension (719-) 4357 (help).

During Emergency Conditions

- Report all emergencies to either the Public Safety Office (extension 4596) or the Fontbonne operator (dial 0). If no one can be reached, dial 911.
- If evacuation is necessary, activate the building alarm and/or alert others of the emergency.
- Help move people to safety.
- Request emergency assistance.
- Assist emergency response personnel if assistance is requested.
- Fulfill recovery responsibilities as detailed in section 3 of the manual.

7.11.1.4 Public Relations

Fontbonne University has basic guidelines to observe during a crisis situation in regard to releasing information:

1. Only authorized persons from the Communications & Marketing Department will release information to or talk with the media or other persons concerning emergencies involving Fontbonne University. Authorization to release information or make statements will be channeled through the crisis team.
2. Only factual information will be released. Information will be openly and honestly released. The media will be given as much information as possible, both the good and bad news.
3. The campus community will be kept informed through one-on-one meetings and voice mail.

All requests for information concerning campus emergencies will be directed to the Communications & Marketing Office at extensions 314-889-1402, 314-889-1483, or 314-889-1467.

Timely reports will be made to Communications & Marketing in order to keep them informed with up-to-date information.

Communications & Marketing will notify the switchboard operator when an emergency occurs. Instructions will be given concerning the appropriate response to questions. A voice or email message will be distributed to the campus community with the same information.

If individuals from the media appear on campus, the Communications & Marketing Office should be notified immediately. An area away from the emergency will be established for the media where a member from the Communications & Marketing Department will release information regarding the situation. Members of the media are restricted to this area. Only

authorized people from the Communications & Marketing Department will release information or talk to the media.

7.11.2 Emergency Response

7.11.2.1 Reporting an Emergency

All emergencies should be reported to the Public Safety Office by dialing extension:

4357 (HELP) or 0

(719-)

(Fontbonne University operator, 8 a.m. – 4:30 p.m., Monday through Friday).

Should you need the police, fire department, or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

When you call to report an emergency, stay calm and speak slowly. Give the following information:

- State, “This is an emergency call.”
- Describe the exact location.
- Carefully explain the problem.
- Identify yourself and your phone number.
- DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.
- You may be asked to stay by the phone or be given other instructions.

If anyone is available, dispatch one individual to a location near the emergency to meet and escort responding personnel to the site of the emergency. Ask witnesses to remain at the emergency site and help keep non-participants away. Emergency personnel will take control of the situation when they arrive. Neither you nor the witnesses should leave until you have been told that you are no longer needed.

7.11.2.2 Building Evacuation

The guidelines below should be followed when evacuating any building:

1. All building evacuations will occur when an alarm sounds and/or upon verbal instructions. Building fire alarms are activated by the directions listed on the pull stations. Pull stations are located by the fire stairwell doors on every floor of every building. If a building alarm system is inoperable, individuals will need to be verbally alerted. In the event of a gas leak, do not activate the building alarm system. Alert people verbally to evacuate the building.

2. Leave by the nearest marked exit and alert others to do the same. Do not enter any area marked by a hazardous material warning sign. If time permits, secure or take your personal purse, wallet, etc. with you.
3. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, fire lanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.
6. During periods of inclement weather, you will be directed to go to another building.

7.11.2.3 Tornadoes

You should know and understand the following terms:

- **TORNADO WATCH:** A tornado watch is issued by the National Weather Service when conditions are favorable for a tornado to occur. You should be prepared to take immediate action if a tornado warning is issued.
- **TORNADO WARNING:** A tornado warning is issued by the National Weather Service when a tornado has been sighted and moving towards your area. You should take immediate action if the tornado warning sirens sound.
- **TORNADO DRILL:** A tornado drill is an exercise for practicing our response for a tornado warning.

Individuals on University property will move to emergency reporting areas for tornadoes when the St. Louis County emergency sirens sound. You will stay in the reporting areas until the all clear has been issued by the National Weather Service. Public Safety will monitor the Weather Service broadcasts and announce the all clear on a voice message. The message may be heard by calling extension **8091**. If the weather sirens sound again after the all clear has been given, individuals will move back to the emergency reporting areas until a new all clear announcement is released.

The procedures below will be followed when the tornado sirens sound:

1. You should move to the tornado emergency reporting area for your building. See table 2.1. You should sit with your head against the wall with your head down if the storm strikes. Faculty members should account for their students by taking a head count.
2. As you leave your office or room, close all windows and doors. If time permits, secure or take your personal purse, wallet, etc. with you.
3. All people should remain in the emergency reporting areas until the all clear has been given.

4. All damage and injuries resulting from the storm should be reported to the Department of Public Safety by dialing extension 4596 or 0. Public Safety will call for emergency assistance and make the proper notifications.

If damage from the storm creates an emergency which requires evacuation of the building:

1. Activate the building alarm and walk to the nearest marked exit. Alert others to do the same. Do not enter any area marked by a hazardous material warning sign.
2. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

Table 2.1 Tornado Reporting Areas

Dunham Student Activity Center	Training room, northwest stairwell, walkway to weight room
East Building	1 st floor hallways
Fine Arts Building	1 st floor restrooms and lower level hallways
Library	Basement
Medaille Hall	Basement, Mezzanine Lounge and bathrooms between suites
Physical Plant	Tunnel and basement
Ryan Hall	1 st floor hallway near room 105, hallway near book store
Anheuser-Busch Hall	1 st floor hallway, men's bathroom on 1 st floor and 1 st floor stairwells
St. Joseph's Hall	Hallway between lounges

7.11.2.4 *Fires*

All emergencies should be reported to the Public Safety Office by dialing extension:

4357 (HELP) or 0

(719-4357)

(Fontbonne University operator, 8 a.m. – 4:30 p.m., Monday through Friday).

Should you need the police, fire department, or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

Do not attempt to extinguish a fire unless:

- You first report the fire to the Public Safety Department.
- You have been trained and know how to properly use a fire extinguisher.
- You can safely extinguish the fire with the type and size of fire extinguisher on hand.

DO NOT ATTEMPT TO PUT THE FIRE OUT IF THERE IS ANY DOUBT IN YOUR MIND AS TO WHETHER YOU CAN SAFELY DO IT.

The procedure below should be followed in case of fire:

1. Activate the building fire alarm and/or alert people verbally. All people should exit by the nearest marked exit. Do not enter any area marked by a hazardous material warning sign. Close all room doors as you exit. **DO NOT LOCK DOORS IF SMOKE OR THE SMELL OF SMOKE IS PRESENT.** If time permits, secure or take your personal purse, wallet, etc. with you.
2. Assist people with disabilities in exiting the building. Do not use the elevators. Smoke is the greatest danger in a fire. If it is necessary, stay near the floor where the air is less toxic.
3. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
4. Dispatch one individual to a location near the emergency to meet and lead emergency responders to the site of the emergency.
5. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

NOTE: If you become trapped in a room or building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency rescue crews. If a window is not present, stay near the floor where the air is less toxic. If you are in a room, place a wet towel or jacket at the base of the door. Shout at regular intervals to alert emergency crews of your location.

7.11.2.5 Earthquakes

During an earthquake, remain calm and quickly follow the steps below:

1. **IF INDOORS:** Take cover under heavy furniture, in interior doorways, or against an interior wall. Stay away from windows, glass and exterior doorways. Avoid bookcases, cabinets or other structures that may fall. Do not attempt to leave the building.

2. **IF OUTDOORS:** Move quickly to an open area away from buildings, trees, utility poles and electrical lines. Do not attempt to enter a structure or building.
3. **IF IN A VEHICLE:** Stop as quickly as safety permits away from buildings, trees, utility poles and overhead lines. Stay in the vehicle for the protection it provides.
4. After the initial shock, evaluate the situation. If the facilities are damaged or medical help is needed, contact the Public Safety Office giving them all relevant information. Protect yourself at all times and prepare for after shocks.
5. If an emergency exists which requires emergency evacuation, activate the building alarm and walk to the nearest marked exit. Alert others verbally to do the same. Do not enter any area marked by a hazardous material warning sign.
6. Assist people with disabilities in exiting the building. Remember that elevators are reserved for people with disabilities. **DO NOT USE THE ELEVATORS IF THE BUILDING IS BEING EVACUATED DUE TO FIRE.**
7. Once outside, move to a clear area that is at least 500 feet away from the affected area. Keep streets, firelanes, hydrant areas and walkways clear for emergency personnel. Faculty members should account for their students by conducting a head count.
8. Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

7.11.2.6 Armed Intruders

If you observe an armed individual on campus, you should report the situation immediately to Public Safety by dialing extension:

4357 (HELP)

or 0

(719-4357)

(Fontbonne University operator, 8 a.m. – 4:30 p.m., Monday through Friday).

Should you need the police, fire department, or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

Public Safety will insure 911 is called and keep people away from the affected area until the police arrive.

If you are in the affected area, you should alert others in the immediate vicinity and:

Response to Intruder Shooting At Your Building

Turn out the room lights and lay on the floor. Consider crawling to a hallway away from the intruder.

Response to Armed Intruder in Your Building

Turn out the room lights, shut and lock the room door and move to a point in the room where you can not be seen from the hallway.

Response to Armed Intruder If You Are Outdoors

Run to the closest structure that will shield you from the sight of the intruder. If nothing is close, run perpendicular from the intruder until you reach safety.

Unless you are in immediate danger, all people in the affected area should remain in place until instructions are received from emergency responders.

7.11.2.7 Loss of Utilities

During normal working hours, utility failures should be reported to the Physical Plant Office at extension (889-) 1404 or (889-) 4564. After normal working hours, utility failures should be reported to the Public Safety Office at extension (719-) 4358 (HELP). In the event there is an electrical failure that affects Ryan Hall, the campus telephone system may be inoperable and notification should be made in person.

If an emergency exists which requires evacuation of a building, follow the guidelines in section 2.2 of the stand-alone manual, Building Evacuation.

Special consideration is needed for a gas leak. If a gas leak is detected, cease all activity and begin building evacuation. Do not switch on or off lights or other electrical equipment and do not activate the building alarm system. Verbally alert people to evacuate. The operation of any electrical items may cause arcing and can trigger an explosion.

7.11.2.8 Medical Emergencies

All medical emergencies should be reported to the Public Safety Office by dialing extension:

4357 (HELP)

or 0

(719-)

(Fontbonne University operator, 8 a.m. – 4:30 p.m., Monday through Friday).

Should you need the police, fire department, or an ambulance and no one listed above can be reached,

Dial: **911** (9-911)

Emergency Medical Situations

Emergency medical situations include:

- Unconsciousness
- Convulsions
- Inability to breathe or breathing with severe difficulty
- Severe chest pain

- Severe bleeding
- Possible fractures of the spine or major bones

For these situations, you should:

1. Report the situation stating, "This is a medical emergency." Give the exact location of the victim, your name and describe the nature and severity of the medical problem. Do not hang up until you are told to do so. This procedure applies to all serious injuries and illnesses occurring on campus including those in the athletic areas, work areas, classrooms, residence halls, etc.
2. If available, send someone to a location near the emergency to meet and lead emergency responders to the scene.
3. Do not move the victim unless there is imminent threat of further injury.
4. After calling for help, administer first aid. Never provide or attempt to provide first aid beyond the scope of your training. No medication of any type may be given.
5. Ask all witnesses to remain until emergency responders arrive. Do not leave until you are told to do so.
6. Assist emergency responders on request.

If you are aware of an individual on campus that is seriously sick, injured, or appears to be having an unknown problem, you should report the situation to Public Safety by dialing (719-) 4357 (HELP). A Public Safety officer will respond to evaluate the situation.

NOTE: An ambulance will be called at the request of the victim regardless of the extent of the injuries or illness.

Non-Emergency Medical Situations

Non-emergency medical situations include:

- Minor illnesses like colds, sore throat, flu, fever, etc.
- Minor injuries such as sprains, bruises, cuts, scratches, etc.
- Health related concerns.

If a person has a non-emergency medical problem, the individual's supervisor, faculty member, coach, or sponsor has the responsibility to ensure proper attention is received. Proper attention may include referring resident students to their R.A., helping to arrange transportation to the hospital, making a telephone call for the sick/injured individual, advising individuals to seek medical treatment from their personal physician, etc.

An ambulance will be called at the request of the victim even if the illness or injury is not considered to be an emergency.

Remember that no medication of any type will be given and you will not administer first aid beyond the scope of your training.

7.11.2.9 Catastrophic Emergencies

If an emergency occurs in our community where there is widespread injury to people or damage to property and immediate assistance from the police, fire department, and ambulance service is unavailable, everyone should:

- Evacuate damaged buildings and/or areas where danger exists
- Help with the evacuation of handicap and injured people
- Note location of trapped or unconscious people
- Administer first aid
- Follow the instructions given by University officials

Individuals on campus at the time of the emergency will be asked to register at the Information Center which will be located in the Interfaith Chapel in Medaille Hall. All hazardous conditions and the location of trapped, injured, or unconscious people should be reported at the time of registration. After registering, individuals should go to the Assembly Area in DSAC and wait for further instructions. If you have first aid training, you should go to the First Aid Station in DSAC. If needed, Fontbonne officials will seek volunteers from this Assembly Area to help with emergency efforts.

All students and visitors wishing to leave campus may do so after informing the Information Center of their decision.

All faculty and staff members are asked to remain on campus until the situation can be evaluated. All employees not needed for the emergency response will be released. All released employees choosing to leave Fontbonne should inform the Information Center of their decision to leave prior to departing campus.

Individuals choosing to leave campus should carefully evaluate the chances of reaching their destination before beginning their journey.