



## **Introductory Materials**

### **Important Notice about the Griffin Scratch Handbook**

We have provided this handbook as a resource for your educational journey here at Fontbonne University. This handbook states proudly and boldly the rights and expectations of members of our community. It is every student's responsibility to read and to understand the policies and procedures contained within this handbook. These items, along with the academic policies in the Fontbonne University Undergraduate and Graduate Catalog, will help you to understand who we are and how we have agreed to interact with one another.

There are some occasions during the course of the year when there are modifications to the policies contained within; normally, these occur after discussion and approval through the appropriate channels, many of which contain student input. At times, this is not possible, and therefore policies stated in the Griffin Scratch and on the Fontbonne University website are subject to modifications at any time, as deemed appropriate by the University. Changes may be implemented without prior notice. Furthermore, unless otherwise specified, such changes will be considered effective immediately. For the most updated versions of policies, visit the Fontbonne University website at [www.fontbonne.edu/griffinscratch](http://www.fontbonne.edu/griffinscratch)

### **About Fontbonne University**

Fontbonne University takes its name from Mother St. John Fontbonne, who in 1808 after the French Revolution refounded the Congregation of the Sisters of St. Joseph. More than a century and one-half before, in 1650, the Sisters of St. Joseph had been founded in Le Puy, France. During the French Revolution, the sisters were forced to return to their homes, and the community was dispersed.

Fewer than 28 years after the refounding, six Sisters of St. Joseph came to the United States in 1836 and established American roots at Carondelet, a small community in south St. Louis, Missouri. Five years later, in 1841, they opened St. Joseph's Academy for Girls.

The CSJ heritage of strength and stability stems from values found in the order's original documents and repeated in other records through the succeeding centuries. At least eight values can be identified throughout

this long CSJ history – quality, respect, diversity, community, justice, service, faith, and Catholic presence.

It is on the tradition of service and of change, based on the values of the Congregation of St. Joseph, that Fontbonne College was founded in 1923. Fontbonne realized a change in status in 2002 when it became a university. A devotion to the tradition continues to move Fontbonne forward into the 21st century.

### *Mission Statement*

Fontbonne University, a Catholic institution founded by the Sisters of St. Joseph of Carondelet, provides transformative education committed to the common good, inspiring students to become global citizens who think critically and act ethically to create a more just world.

### *Vision Statement*

Fontbonne University will develop leaders to serve a world in need.

### *Values*

Fontbonne University promotes Catholic identity and honors the heritage of the Sisters of St. Joseph of Carondelet by fostering respect, integrity, community, excellence, service, justice, and faith.

### *Commitment*

Fontbonne University is committed to:

Achieving academic and educational excellence

Advancing historical remembrance, critical reflection and moral resolve

Promoting dialogue among diverse communities

Demonstrating care and respect for each member of the community

Serving the larger community

Preparing individuals to be an ethical and responsible presence to the world.

### *Catholic Identity Statement*

Fontbonne University is a Catholic university founded by the Sisters of St. Joseph of Carondelet. Our core values are grounded in and inspired by our faith tradition including contemporary Catholic Social Teaching. We share a commitment to the common good for all, regardless of creed.

The word “catholic” means “universal” and “throughout the whole.” At Fontbonne, we commit to know, love, and serve the truth that unites faith and reason, nature and grace, the human and the divine. What makes us truly human helps unite us with the divine as we seek to serve God and neighbor without distinction.

The universal nature of Catholicism gives rise to our mission and vision. Because Fontbonne is Catholic, we embrace openness, inclusiveness, and diversity. Because Fontbonne is Catholic, we work for solidarity and justice. Because Fontbonne is Catholic, we recognize the presence of God in all creation and participate in the continuing transformation of ourselves and a world in need.

### *Diversity Statement*

Fontbonne University maintains a strong commitment to diversity to increase the number of faculty, staff and students from all backgrounds. Every person, regardless of race, color, creed, national origin, gender, sexual orientation, age or disability shall be treated with respect and dignity.

Therefore, Fontbonne University will strive to:

- Create a learning environment that promotes nurtures and supports the understanding, recognition and appreciation of contributions to society made by diverse individuals and groups.

- Increase recruitment and retention of diverse students, faculty and staff.

- Promote and foster effective communication and interaction among diverse populations.

# Code of Student Character & Conduct

## **Purpose of the Code**

Per its Mission Statement, Fontbonne University (“Fontbonne” or “University”) is committed to the common good through the daily pursuit of transformative education, inspiring students to become global citizens who think critically and act ethically to create a more just world. It is the purpose of this Code of Student Character and Conduct (the “Code”) to create a living/learning environment in which students have the best chance to learn, to study, and to grow as members of this community and the world community. This Code allows members of our diverse community to live in harmony, to interact effectively, and to learn from each other.

The University operates from a value system in which caring, sharing, and respect are paramount. While we value diversity and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals with higher values and higher standards. 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 in light of our mission and our heritage

Fontbonne reserves the right to amend, withdraw or add to these policies and procedures at any time.

## **Application of the Code**

Students enrolled at Fontbonne University automatically place themselves under the purview of the Code and should familiarize themselves with the policies and procedures contained within this document. Participation in the Fontbonne community entails responsibilities as well as privileges. Acceptance and adherence to these policies are necessary for the protection of the rights of others and the community. Violation of the policies and procedures contained with the student handbook may limit your privileges and jeopardize your membership in the Fontbonne community. The stated policies and standards of conduct apply both to individual students, student organizations, and any other student groups.

Attendance at a private educational institution is not compulsory. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution relevant to its purposes and functions. These obligations are generally higher than those imposed on citizens by civil and criminal laws. The Code applies to conduct occurring on all University premises and at all University activities, whether on or off-campus. The Code may also apply to student behavior even when it is off-campus and unconnected to a school activity since the University has a vital interest in the character of its students, and, inappropriate behavior can be detrimental to the student and/or the institution. Information reflecting misconduct may be obtained through multiple sources, including, but not limited to, activity listed or displayed via social media, email, or through any other sources.

As a private educational institution, Fontbonne University explicitly retains the right to refuse initial admission or readmission to any person whose attendance it deems to be either in conflict with the values espoused by the University or against the best interests of the University. Further, the University reserves the right to suspend, dismiss or expel at any time a student whose conduct it deems to be in violation of the University's principles, rules, regulations, or decisions, or whose attendance it considers to be against the best interests of the University.

### **Prohibited Conduct**

Contained within this student handbook is a listing of policies and procedures designed to help achieve the overall purpose of the Code, as stated above. While not intended to be all-inclusive, the items contained in this handbook should offer guidance and example for anyone trying to live by the values and mission of this institution. The policies set forth basic standards of behavior and conduct. Students are expected to adhere to the letter and the spirit of these standards.

It is impossible to list every type of violation of policy or inappropriate behavior under the Code. Even if a type of behavior isn't covered under the Code, all of us should be guided by the Mission and Values of the University and the items stated above regarding the purpose/application of the Code. Although the following list is not intended to be all-inclusive, normally violations of the following University policies and standards are subject to disciplinary action.

- 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. Implied or specific physical altercations or abuse, verbal altercations or abuse, threats, intimidation, bullying, harassment, coercion and/or other conduct which threatens or endangers the safety or well-being of any person, including oneself. This includes, but is not limited to, face-to face, written, printed, and social media instances of these items (see the Nondiscrimination Policy in the student handbook for further detail on certain types of prohibited discrimination and/or harassment).
- 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 section of the Nondiscrimination Policy and the Sexual Misconduct Policy, both in the student handbook).
- 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 demonstration on or near campus 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 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 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.
- m. Unauthorized possession, duplication or use of keys or access cards to any University premises or unauthorized entry to or use of University premises.
- n. Misuse of digital communication devices or other forms of communication, including, but not limited to, assisting or making unauthorized or harassing calls or texts, 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 funds or equipment.
- p. Violation of the University policy on computer use (see Information Technology Usage policy in the student handbook).
- q. Dishonesty, in general, including cheating and plagiarism, and 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 provide identification or otherwise identify oneself when requested by a University public safety officer or other official, and/or failure to cooperate with a University representative who is in the process of discharging his or her duties and 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 and tobacco (see Tobacco Free Campus Policy).
- w. Violation of the Residence Hall application contract, guidelines, and policies.



- 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 prior to, during, and/or after a judicial proceeding.
  - 8. Failure to comply with the sanction(s) imposed under the Student Code of Character & 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 or providing false information during 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 values of Fontbonne University.

The aforementioned behaviors are intended to be illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification of these statements or definitions, interpretations or clarifications will be determined by the Student Conduct Administrator or her/his designee(s).

### **Student Conduct 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 Character and Conduct, and may initiate an investigation or disciplinary action on its own initiative. Ultimately, it is the duty of the Student Conduct Administrator to enforce the Code of Student Character & Conduct. She/he may designate other department(s) and/or other campus official(s) in monitoring and regulating the Code as she/he deems appropriate.

At times, the Student Conduct Administrator may immediately intervene and administer the student conduct process directly through her/his office or her/his designee. This may include, per the discretion of the Student Conduct Administrator, a choice of various disciplinary or non-disciplinary processes or procedures best suited to meet the educational needs of the student(s) involved and the interests of the University community. For example, in the appropriate circumstances, a restorative justice model may be utilized to allow students to experience taking personal responsibility for harm that has been caused to an individual and/or community. Also, at times, the Student Conduct Administrator may, in his/her judgment, determine that the situation is better resolved via a wellness or direct threat assessment model. Under such a model, Fontbonne will employ a team approach to determine the nature of the risk and any measures that can be taken to manage the risk. The University will make these determinations as the result of an individualized assessment. The University will first seek voluntary cooperation of an affected student, but, if necessary, will take involuntary action. Regardless of the method used, the student conduct system is to be considered a process, rather than a "right" of any student or a contractual obligation on the part of Fontbonne University.

### **Student Conduct Investigation**

The Student Conduct Administrator, or his or her designee, (either of whom being referred to hereafter as the "Hearing Officer" when speaking generally of the investigative or discipline hearing process) may conduct an investigation to determine if the complaint has merit. Ordinarily, complaints that a student has violated the academic regulations of the University are received and heard by the Academic Affairs Office. 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 student being accused of inappropriate behavior, in addition to others who may possess needed information, may be required to attend any investigative or other type of meeting/hearing deemed necessary to

resolve the manner. Failure to attend or to cooperate with the Hearing Officer or other appropriate officials of the University would be a separate violation of policy.

### **Standard of Proof**

The determination against an accused student by the Hearing Officer 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. This is often referred to as a preponderance of evidence standard.

### **Temporary Suspension**

In certain circumstances, the Student Conduct Administrator or designee may impose a Fontbonne University or residence hall temporary suspension prior to the completion of any investigation or any other action being taken by the Hearing Officer. A temporary suspension may be imposed as the Student Conduct Administrator or designee deems appropriate, and for reasons including but not limited to: the safety and well-being of members of the University community; preservation of Fontbonne property and facilities used by Fontbonne; or if the student poses a threat of disruption of or interference with the normal operations of the residence hall or University. During a temporary 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.

### **Investigatory and Disciplinary Hearings**

Ordinarily, the accused student and the Hearing Officer will meet within five business days of the University's receipt of the complaint. They will ordinarily meet to discuss the complaint as part of an investigation process and/or as part of a disciplinary hearing where ultimately the Hearing Officer determines the responsibility of the parties for any possible violations of the Code. The accused student will have an opportunity to respond to the complaint during these meetings. At the conclusion of the investigation and subsequent discipline hearings, the Hearing Officer may determine that the accused violated or did not violate the Code. If the Hearing Officer determines that the student has violated the Code, the Hearing Officer will hold the student responsible and determine appropriate sanctions. Ordinarily, any sanctions or other considerations will be provided to the accused in writing or possibly through the use of electronic communications. In most cases, the complainant will not be informed of the outcome.

## **Proceedings and Representation at Hearings**

The proceedings conducted pursuant to this Code shall be fair and expeditious. Except where expressly adopted by the Code, the procedures of criminal and civil courts shall not govern disciplinary proceedings. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision unless significant prejudice to an accused student or to the University may result.

The student does not have a right to representation by legal counsel at any hearing, with the following limited exceptions. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during their disciplinary hearing, although the role of counsel is limited to consultation only. The complainant in such a case may also be permitted to have legal counsel present at the hearing. Other advisors, such as parents, faculty mentors, or other associates of the student, are allowed in the investigatory and discipline proceedings ONLY at the sole discretion of the University. If allowed, the guest's role will be one of consultation, not of advocacy.

## **Recording of Proceedings**

The Hearing Officer will decide whether to record any investigatory or disciplinary proceedings and/or hearings as he/she deems necessary. If such a decision is made to record, only the Hearing Officer shall be allowed to record such proceedings and/or hearings, and such recordings will remain the property of the University. Deliberations will not be recorded. Recording of the proceedings and or hearing without the knowledge and permission of the Hearing Officer is not permissible. Unauthorized recordings will be considered an invalid record of the proceeding/hearing and the recording party will be in violation of the Code and face disciplinary sanctions.

## **Appeals**

Determinations made by the Hearing Officer may be appealed by the accused student or by the complainant by submitting a written appeal, via hard copy or email, to a designated Appeals Hearing Officer within forty-eight (48) hours of receipt of the original decision. The Appeals Hearing Officer will be a different University official than the original Hearing Officer, often someone at a higher administrative level. Appeals

will not be allowed for Level One cases due to the minor violations involved and the lack of severity of Level One sanctions.

Upon review of a decision on appeal, the designated Appeals Hearing Officer may either uphold or overturn the original decision in whole or in part, or return the case to a lower level for corrections to be made or for further consideration or clarification. The Appeals Hearing Officer's decision will be final.

**\*Appeals Criteria: Grounds for appeals are limited. Should the accused student or the complainant choose to appeal, appeals must be requested in accordance with the following criteria:**

- To determine whether the original meeting and/or investigation was conducted fairly and in conformity with prescribed procedures.
- To consider new information, sufficient to alter a decision, not known at the time of the original hearing
- To determine whether the sanctions imposed were appropriate for the violation of the Code for which the student was found responsible.

## **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. Often, sanctions will be for a designated period of time, if appropriate, and a record of the student conduct decision/sanctions will be kept within a student's disciplinary file:

- i. Warning. A notice, oral or in writing, to the student that the student is violating or has violated institutional regulations.
- ii. Mediation. Professional staff facilitated conversations and/or intervention with the parties involved.
- iii. Disciplinary Probation. Probation includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional policy, regulation, Code of Conduct or other rule during the probationary period.
- iv. Loss of privileges.
- v. Fines.
- vi. Restitution. Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- vii. 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.

- viii. Notification of Parent. Alcohol-related violations by an underage student are likely to be referred to the student's parent(s) or guardian, and, at times, even if the student is 21 years of age or older.
- ix. Discretionary. Work assignments, community restitution, or other assignments related to the specific violation.
- x. Campus Restriction. 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.
- xi. Suspension in Abeyance: Suspension in Abeyance is a notice to the student that his/her behavior is of such a nature as to place that student in jeopardy of immediate removal from the University. The student is placed on suspension in abeyance for a specified period of time, a behavioral contract is created, and specific obligations of the student are outlined. Dependent students may be required to notify their parents of this status and have their parents verify their knowledge of the suspension with the Hearing Officer. Notification is also sent to the student's academic advisor. Any violation of the behavioral contract or of other University policies by the student may result in the student's immediate removal from the University. While suspension in abeyance is usually reserved for repeated infractions, it may be imposed for ANY serious violation. When a student is placed on suspension in abeyance, the following restrictions may be imposed:
  - II. Restriction from representing the University in any public performance, athletic event, social event, committee, organization, or from holding any office in any recognized student organization, or participating in any organized University function.
  - III. Any other sanction designed to help the student learn and be held accountable for his/her actions.
    - i. Suspension from residence: Serious infractions of residence regulations or patterns of misconduct may lead to the suspension of a student from the residence hall. This sanction requires the immediate removal of the student from the residence hall, cancellation of the housing contract, and forfeiture of residence fees, up to the entire value of the housing contract for the period the student would have been required to live in the residence halls notwithstanding the disciplinary matter.

- ii. Non-Academic/Misconduct 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 non-academic/misconduct suspension may be converted to a non-academic/misconduct dismissal by the Dean of Students.
- iii. Non-academic/Misconduct Dismissal. Permanent separation of a student from Fontbonne. The student is not eligible for readmission.

In addition to the sanctions listed above for individuals, student organizations or other student 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 Hearing Officer determines, during the course of an investigation of a complaint, that another student other than the accused student has more likely than not violated the Code of Student Character and Conduct, the Hearing Officer may proceed with further investigation into the misconduct of that student and, if necessary, hold that student responsible, in accordance with the procedures set forth above.

### **The Level System**

The disciplinary process at Fontbonne University involves the use of certain levels of responsibility and disciplinary sanctions. Since no two incidents are identical, campus officials will use their discretion in issuing appropriate sanctions that best fit the policy violation and the circumstances involved. The list of sanctions is not all-inclusive. It is important to remember that the levels need not be progressive or sequential in order. In other words, a student may be immediately placed on a higher level of sanctions without progressing sequentially through the lower levels.

Also, the following is meant to be a guideline of possible sanction levels resulting from policy violations. It is not meant to supplant the professional judgment of the University officials involved in the discipline process. If there is a monetary cost associated with an element of a student's sanction, the cost will be the responsibility of that student.

## **Level 1: Warning Status**

### **Typical Violations:**

Minor violations – quiet hours, visitation, first-time minor alcohol offense, etc.

### **Typical Consequences:**

**Warnings:** A notice, oral or in writing, to the student that the student is violating or has violated institutional regulations. The warning will include a caution that the continuation or repetition of the violation involved or other misconduct will result in a more serious penalty.

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

**Mediation:** Professional staff facilitated conversations and/or intervention with the parties involved.

**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.

**Fines:** In addition to any other sanction that may be imposed, a reasonable monetary fine may be assessed against a student as a future deterrent of violating any parts of this Code. Fines may be imposed concurrently or independently of other sanctions. Monies collected are used to finance educational programs intended to enhance campus life and learning. Fontbonne University reserves the right to impose fines of various amounts depending upon:

- The violation involved;
- The disciplinary history of the responsible party;
- The degree to which the student cooperates with the investigation; and
- The degree to which the fine will be effective as a deterrent.

## **Level 2: Probationary Status**

Conduct or behavior of a more serious nature.



**Typical Violations:** Continued violations(s) after being on Level 1, more serious alcohol offense, harassment, disorderly behavior, and failure to complete prior disciplinary process requirements.

**Typical Consequences** (includes the range of sanctions available in a Level 1 violation and the possible implementation of the following additional sanctions):

**Loss of Privileges:** Denial of specified privileges  
Loss of special residence hall and/or other campus privileges or the addition of special conditions that need to be fulfilled.  
Loss of participation in a College sponsored activities and functions, such as athletics, student government, etc.

**Discretionary.** Work assignments, community restitution, or other assignments related to the specific violation.

**Campus Restriction.** 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.

### **Level 3: Final Warning Status**

This level means that your behavior severely calls into question your suitability as a Fontbonne University student. Any further violations will result in a recommendation for your suspension and/or dismissal.

**Typical Violations:** Repeated violations and/or serious violation(s) of University policies. Depending on the circumstances and the severity of the following infractions, the student may immediately be recommended for suspension or dismissal. Level 3 will often be the minimal sanction for the following infractions: harassment, infliction of physical harm, destruction of property, theft, violation of drug policy, possession of firearms, explosives or weapons, physical or verbal abuse of any Fontbonne University staff member, etc.

**Typical Consequences** (includes the range of sanctions available in a Level 2 violation and the possible implementation of the following additional sanctions):

**Suspension in Abeyance:** Suspension in Abeyance is defined above in Section IV(H)(11).

**Suspension from Residence:** Suspension from residence is defined above in Section IV(H)(12).

#### **Level 4: Suspension**

Non-Academic/Misconduct Suspension. Non-Academic/Misconduct Suspension is defined above in Section IV(H)(13). Suspension from the University involves the following:

- a. The action of suspension will be noted on the student's disciplinary record;
- b. The student will be withdrawn from all courses carried that semester;
- c. The student must immediately move out of the residence hall, the housing contract will be cancelled, and the student will forfeit all residence hall fees, up to the entire value of the housing contract;
- d. The student shall forfeit tuition and related fees according to the normal refund schedule of the University;
- e. The student must refrain from visiting the University premises or attending any University event except when engaged in official business approved in writing by the Student Conduct Administrator.
- f. The suspension may include any other disciplinary action that is judged to be of value to the student.

**Reinstatement from Suspension:** When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Student Conduct Administrator or his/her designee requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The student may return to the University only after the Student Conduct Administrator or designee has made an affirmative decision.

### **Level 5: Non-academic /Misconduct Dismissal**

Non-academic / Misconduct Dismissal is defined above in Section IV(H)(14). It may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition and other contractual amounts, the student suffers all the other losses and restrictions imposed upon suspended students, and is not eligible for re-admission at any time. The student must leave the campus immediately if the dismissal sanction is not appealed.

### **Other Possible Actions, regardless of Level.**

**Postponement of Participation or Reception of Honors or Degrees:** The University reserves the right to delay or postpone the involved student in any University-related activity or delay or postpone the conferring of any honor or degree while any of the student's conduct investigations, procedures or actions are pending.

**Notice to Parents:** The University may as its option, where it considers such action to be appropriate, communicate with parents or send notice and/or copies of investigation findings and/or disciplinary sanctions to the parents of students involved in such action. Usually, the University, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, will only send reports to the parents of a dependent student as defined in Internal Revenue Code. As a condition of remaining at Fontbonne University, a student may be required, however, to notify his/her parent of his/her disciplinary standing with the University.

## Resources, Policies, and Procedures

### *Academic Policies*

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

The 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.

### *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.

### *Academic Integrity/Honesty*

Fontbonne University is committed to graduating students who are prepared to think critically and act ethically to create a more just world (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 of 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.

### *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:

- Students must self-identify their disability, impairment or medical condition.
- Complete and submit a Request for Academic Accommodations form to the Academic Support and Accommodations Coordinator.
- Submit current verifiable documentation from a licensed professional on business letterhead (via email, mail, fax or in person).
- Schedule an appointment with the Academic Support and Accommodations Coordinator to review and determine eligibility of services in a timely manner. For information regarding these services, please contact the Academic Support and Accommodations Coordinator, in Ryan 318 or [academicaccommodations@fontbonne.edu](mailto:academicaccommodations@fontbonne.edu).

For accessibility and residence hall needs, contact Student Affairs at 314.889.4523. For academic accommodations, contact the Kinkel Center for Student Success, Undergraduate Academic Advising and Engagement at 314-889-4682. Academic accommodations must be requested each semester.

## ***Veterans***

Particular questions dealing with the educational benefits of veterans should be directed to the Office of Financial Aid.

## **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.

### **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.

### **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.

No alcoholic beverages are allowed in unapproved areas without special permission. Unapproved areas include but are not limited to lounges, hallways, courtyards, and outside of buildings.

While Fontbonne respects students' right to privacy, it retains its right to enter any residence hall rooms if there is sufficient reason to believe that University policies have been violated.

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.

### **Alcohol Serving Policies and Procedures:**

*Alcohol Serving Policy* – Due to safety/health concerns for all involved and due to liquor license restrictions from the State of Missouri, St. Louis County, and the City of Clayton, any “Event Sponsor” (defined as any Fontbonne University individual, organization, or department, or any non-affiliated campus individual or group that plans to serve alcohol at an on-campus Fontbonne event, including at any satellite campus or at a Fontbonne leased property location) must make arrangements through our Vice President for Operations and must provide 20 business days advance notification in requesting to have and/or serve alcohol at any such event.

#### *Alcohol Serving Procedures -*

1. Bartenders/servers must be used to serve alcohol at any event/gathering and should have proof of completion of the TIPS bartending training. Event sponsors should plan to have at minimum of one (1) bartender per seventy-five (75) people. Event sponsors will be responsible to cover the labor fees for all bartending expenses.
2. Sponsors may request the Vice President for Operations to make an exception to the above bartender/server requirements in cases where the event/gathering will comprise of 15 people or less and the event will be closely monitored by the Event Sponsor personnel in attendance. The Vice President for Operations can waive the bartender/server requirement per their discretion following a careful review of the requested event.



3. Event Sponsors wishing to use an outside caterer ("Caterer") other than Aladdin to serve alcohol must follow these guidelines:
  - a. Event Sponsors must request initial permission from the appropriate ELT member;
  - b. Event Sponsors, at least ten days prior to the event, must obtain and send a copy of the caterer's insurance certificate and liquor license to Aladdin in order for them to review and potentially approve the outside Caterer.
    - i. If approved, the Vice President for Operations will send approval with a copy of the alcohol serving policies to both the Event Sponsor and Caterer. Both the Event Sponsor and the Caterer must comply with all provisions of this policy.
    - ii. If the Caterer is not approved, Event Sponsors must either use Aladdin or not serve alcohol at their event.
  - c. Event Sponsors will be held accountable if failing to comply with these policies and may be denied permission to serve alcohol at future events.
4. Bartenders/servers must be 21 years of age and be knowledgeable about the drinks being mixed and/or served. Bartenders/servers will successfully complete TIPS training prior to working a Fontbonne event.
5. Alcoholic beverages will only be served by the individual glass, bottle, or can. No kegs or pitchers of beer will be served. Aladdin Bartender/servers will determine and monitor the number of drinks served to individuals and has the right to deny service to anyone.
6. Depending upon the nature of the event, bartenders/servers may require proof of age from individuals requesting an alcoholic beverage. Bartender/servers may also decide it is necessary to use some form of visible identification process (e.g. stamps, wristbands, etc.) with individuals who are 21 years or older. Event Sponsors may be required to assist with this process and provide the necessary supplies.
7. Event Sponsors must not take unused and/or unopened alcohol from an event. The caterer or bartenders will be responsible for the disposal of unused and/or unopened alcohol from an event. If

- they are unavailable to remove the unused or unopened alcohol at the end of an event, the Event Sponsors are responsible for collecting and retaining it until it can be retrieved.
8. If alcohol is donated to Fontbonne for an event, it must be given to caterer of choice per their policy. The caterer will then serve the alcohol at no charge for the beverage. Event sponsor cannot serve alcohol from donated kegs or any other large containers.
  9. Alcohol advertising (e.g., "B.Y.O.B") for any on or off-campus event is not permitted.
  10. All events must have a specified beginning and end time. Serving of alcoholic beverages will cease one-half hour prior to the end of the event. Sufficient and appropriate food must be served at events that have alcohol available.
  11. Student organizations requesting to serve alcohol at an event must request approval from the Executive Director for Student Affairs and, if approval is given, may include additional procedures to follow.
  12. Event Sponsors are responsible for:
    - a. Notifying Public Safety for events where the attendance is anticipated at 100+ participants. Public Safety should be contacted a minimum of 10 business days prior to the event. Public Safety may request that a Public Safety officer or off-duty police officer be hired for the duration of the event. Additional fees will apply at the expense of the Event Sponsor.
    - b. Introducing themselves and other Event Sponsors to the bartenders/servers and Public Safety or Off-Duty Officers, if present, at the beginning of the event.
    - c. Monitoring that individuals do not bring alcohol into an event or take alcohol away from an event.
    - d. Creating signage stating individuals cannot bring alcohol into an event or take alcohol away from an event. (Signage should be removed by the Event Sponsors once the program is over.)
  13. Generally, if the event is hosted in the Dunham Student Activity Center Alumni Cafe, alcohol may only be served if the snack bar is closed.
  14. Bartenders/servers are responsible for reporting any disruptions in the serving area to Event Sponsors and Public Safety.

## **Tobacco-Free Campus Policy**

Fontbonne University is a tobacco-free campus. Smoking or other use of tobacco products or smoking related products, including the use of smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, is prohibited on all University property, including all buildings, outdoor spaces and in University-owned vehicles. Such items include, and are not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco. Future reference to tobacco use or smoking includes the above referenced items, such as e-cigarettes. Tobacco use 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 tobacco use 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 tobacco -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 tobacco-free 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.

## **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.

### **Medical and Recreational Use Marijuana**

A number of states, including Missouri, have passed laws that make the use of marijuana for some medical conditions and recreational use legitimate under the law of the state. However, the possession or use of marijuana remains an offense under the Controlled Substances Act, a federal law. Fontbonne University is obligated to comply with all federal laws and regulations. In order to remain in compliance, Fontbonne will not permit the possession or use of marijuana in any on-campus housing, any Fontbonne building or other property, or at educational or other activities sponsored, conducted, or authorized by Fontbonne or its student organizations, whether on or off campus. In accordance with the Drug Free Schools and Communities Act, the University annually communicates to students and employees information that includes the University Alcohol and Drug Policies, counseling and assistance programs, University and legal outcomes, health risks, and uses and effects of controlled substances.

### **Student Drug Testing Policy**

Fontbonne University promotes a safe, drug-free living and learning environment. As stated in the Student Life Policies and Code of Student Character and Conduct, 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.

## **Legal Sanctions**

### *Drugs*

The manufacture, possession, sale, distribution, and use of illicit drugs is prohibited by city and county ordinance, state law, and federal statute. Punishments range from fines of \$50 to life

imprisonment. The statutes and ordinances define the drugs deemed “illicit.”

### ***Drug Trafficking Penalties***

<b>Drug Schedule with Examples</b>	<b>Minimum Federal Sanction for Offense by Individual</b>	<b>Missouri Sanctions</b>
Schedule I – Mescaline, LSD, Heroin, Peyote	5 – 40 years or life in prison - \$2 to \$4 million fine	5 – 30 years or life in prison
Schedule II - Methamphetamine, Cocaine, Opium, PCP	5 - 40 years or life in prison; \$2 - \$8 million fine	5 – 30 years in prison
Schedule III Drugs	10 years in prison; \$150,000 - \$500,000 fine	5 – 15 years in prison
Schedule IV Drugs – Flunitrazepam	3 – 6 years; \$200,000 - \$500,000 fine	5 – 10 years in prison
Schedule V Drugs	1 – 2 years; \$100,000 - \$200,000 fine	5 – 10 years in prison
Marijuana	5 – 40 years or life in prison; \$250,000 - \$8 million fine	Up to 7 years, up to \$5,000 fine (5 gms. or less); 5 – 15 years (more than 5 gms.)

### **Alcohol**

Missouri’s Liquor Control Law makes it illegal for a person under the age of twenty-one years to purchase or possess any intoxicating liquor. R.S.Mo. §311.325(1). Violation of this provision can subject one to a fine of up to \$1,000 and/or imprisonment for a maximum term of one (1) year. County and municipality ordinances contain similar prohibitions and sanctions.

### **Health Risks**

#### **Drugs**

Physical and psychological effects of both short and long-term drug use vary with the type and amount of drug used. Marijuana

use can lead to heartbeat acceleration, impairment in mental perception, memory loss, impulsive behavior, anxiety attacks, respiratory problems, infertility, and lung disease. Cocaine use can lead to high blood pressure, sweating, vomiting, irritation and inflammation of nasal tissue, loss of appetite, delusions, altered perceptions, and death from respiratory failure.

Use of hallucinogens can lead to dizziness, increase in heart rate, nausea, perceptual changes, delusions, hallucinations, and flashbacks. Use of stimulants can lead to diarrhea, heart palpitations, increased blood pressure, kidney failure, weight loss, irritability, and hallucinations. Use of depressants can lead to slurred speech, staggering gait, altered perception, slowing down of reflexes and reaction time, increased anxiety and depression, and death from lack of oxygen.

Use of drugs during pregnancy may lead to premature births and/or mental or physical handicaps in the infant. Use may also cause infant to acquire a drug dependency at birth

## Alcohol

Abuse of alcohol can produce severe health risks, including death. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, even lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-

term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

### ***Drug or Alcohol Counseling, Treatment or Rehabilitation***

The Student Affairs Office provides the following resources for students:

- literature about alcohol and other drugs
- professional counseling and off-campus referrals
- registration for a designation health and counseling service
- educational programs for students who violate University alcohol and drug policies

The provisions of health insurance for Fontbonne employees cover, with limitations, treatment for alcohol and drug dependency.

The provisions of the Employee Assistance Program include counseling for substance abuse.

### ***Disciplinary Sanctions***

Different disciplinary procedures are applicable to faculty, staff, and students. Violations of the standards of conduct will be addressed on a case-by-case basis with the imposition of discipline being appropriate to the severity of the violation. For each group comprising the University community, there are certain common sanctions that may be applied. These include letters of reprimand, probation, and severance of ties with the University through expulsion or termination. Opportunity for referral to an appropriate rehabilitation or counseling program may be associated with a first offense. Referral for prosecution will usually occur only for the most serious violations.

Faculty: Faculty discipline is administered according to the process outlined in the Faculty Handbook.



**Staff:** The University staff is subject to disciplinary procedures that are outlined in the Employee Handbook.

**Students:** The alcohol and drug-related guidelines for student conduct are contained in the Student Handbook. Sanctions for students generally will follow from the severity of the infraction and can include probation, residence hall dismissal, required participation in counseling or educational programs, and expulsion. The University may notify the parents of dependent-aged students for alcohol and drug-related infractions.

### **Bias Incident Response Policy**

The Bias Incident Response Policy provided below supplements and does not supersede the provisions of Volume II of the Fontbonne Policy Manuals that govern complaints, investigation, hearings and discipline for discrimination or harassment (the “Volume II Discrimination Procedures”). Conduct within the scope of the Volume II Discrimination Procedures will be processed under those procedures which take precedence over the Bias Incident Response Policy. Anyone making a report under the Bias Incident Response Policy should consider making a complaint under the Volume II Discrimination Procedures. Further, members of the Bias Incident Response Team who learn of conduct that should be processed under the Volume II Discrimination Procedures may be obligated to make such a referral. The Bias Incident Response Policy is intended to supplement the Volume II Discrimination Procedures which should be consulted in the first instance.

### **Bias Incident Response Policy**

Fontbonne University embraces the Sisters of Saint Joseph of Carondelet’s charism of unifying love and living in right relationship as the foundation for diversity, equity, inclusion, and belonging. It is in alignment with our values to address bias incidents and to make efforts to repair harm to relationships caused by bias. Additionally, part of Fontbonne’s mission is being committed to the Common Good. To this end, Fontbonne University is committed to providing a diverse and inclusive learning and working environment free from discrimination, harassment and bias.

As indicated above, the Bias Incident Reporting process does not supersede the university’s discrimination policies and procedures set

forth in Volume II of the Fontbonne Policy Manuals, or academic freedom. Complaints falling within the scope of the Volume II Discrimination Procedures should be processed under those procedures and members of the Bias Incident Response Team may be required to refer such matters for consideration under the Volume II Discrimination Procedures on their own initiative.

### **Purpose**

The purpose of the Bias Incident Response Policy is to receive reports of bias incidents, ensure that affected individuals receive resources and support, and coordinate an appropriate response to promote accountability, learning, healing and growth. Rather than seeking a punitive outcome, this process is grounded in restorative practice meant to repair harm and restore relationships.

### **How do we define bias?**

Bias is prejudice in favor of or against someone or something that is harmful to the university's commitment to diversity, equity, inclusion and belonging. Biases can be conscious or unconscious – explicit or implicit. Biased behaviors or actions can be intentionally or unintentionally directed towards individuals or groups. In addition, bias can be institutionalized into policies, practices, and structures.

### **Restorative Practice**

Fontbonne University believes that restorative practice is consistent with its mission to provide transformative education committed to the common good, inspiring students to become global citizens who think critically and act ethically to create a more just world. Restorative practice allows a way for individuals harmed and responding parties to repair harm to relationships and provide for personal learning and growth. A restorative practice may also include taking appropriate accountability measures to protect those harmed and/or the broader community. The BIRT will recommend, provide or assist with restorative interventions and measures to managers, department heads and student conduct administrators for responding to such cases to promote individual and community healing, learning and growth.

### **Coordination:**

This policy is not intended to replace existing policies, reporting structures or procedures. The purpose of the BIRT is to serve as a supporting body with expertise to develop and coordinate strategies to

respond to incidents and address issues that may impact members of the campus community.

Upon receipt of a report:

An initial screening is conducted by the BIRT to determine if the matter requires processing under the Volume II Discrimination Procedures and, regardless of that decision, any complainant will also be advised of the availability of the Volume II Discrimination Policy, and that the matter may be referred by the members of BIRT on their own initiative. If the matter is to be processed under the Volume II Discrimination Procedures, BIRT will typically defer action until the matter is resolved under the Volume II Discrimination Procedures.

If the report does not appear to be a discrimination or harassment claim to be processed under the Volume II Discrimination Procedures then the matter is evaluated by the BIRT for further action.

If the incident could be resolved at the BIRT level (e.g. unconscious bias/micro-aggressions), the BIRT will work with the reporting and responding parties to address through a restorative process. Some incidents of bias can be resolved directly with representatives of the BIRT, the reporting party and the responding party without convening a full BIRT meeting.

If the incident requires convening a full BIRT meeting, the BIRT will work with the appropriate administrators to investigate the incident, make recommendations to administrators for impacted individuals to receive adequate support and access to resources, and to ensure that applicable policies for adjudication are followed. The BIRT chair will promptly notify the University President of any bias incidents that rise to this level. The person submitting the form will be invited to have a meeting with member(s) of BIRT.

The person will be advised of the availability of the Volume II Discrimination Procedures.

The BIRT member asks the reporting party about the experience, filling in details or context as necessary, and may refer the matter if warranted for processing under the Volume II Discrimination Procedures. The BIRT member works with the reporting party to discern if they would like help identifying strategies to address the issue or situation

themselves, if they would like general social and emotional support, or if the reporting party would like the university to engage them and the responding party in a restorative process. (The BIRT member will record this type of response for tracking and evaluation purposes.) If the person needs or requests social and emotional support, the matter will be referred to be processed under the Volume II Discrimination Procedures.

The BIRT member provides an overview of the restorative process that may take place and comes to an agreement about how to move forward. If the reporting party would like the restorative process to be initiated, the BIRT member asks for their involvement to the extent that they are comfortable. If they request not to be directly involved and/or named to the responding party, the BIRT member cautions them that, even if efforts are made to protect confidentiality, sometimes identities can be inferred based on circumstances

**Confidentiality:**

The confidentiality of people submitting reports will be protected to the greatest extent possible. However, confidentiality cannot be guaranteed and disclosure may be necessary to ensure that the university complies with its legal obligations. The university may be obligated to follow up on reports of incidents that violate university policies. As particular events or incidents are investigated, identities may become discernible by the people involved.

The confidentiality of employees named in reports will be respected in the following ways:

Incidents that are reported directly to the Title IX Coordinator or through the University's Volume II Discrimination Procedures will not reach the Bias Incident Response Team pending the outcome if a violation is identified. Confidentiality of these investigative procedures therefore remains in place.

The Bias Incident Response Team will maintain the confidentiality of people named in reports that it receives subject to the prior provisions and the obligations of the Volume II Discrimination Procedures.

A person who makes a report will be informed of the process that will be followed. They will also be informed that it is not possible to share the details of conversations or actions that take place with particular

employees. Disclosures required under the Volume II Discrimination Procedures will be governed by those procedures.

The supervisor will maintain confidentiality of personnel matters, including the coaching and development of their employees.

The Bias Incident Response Team will track general data that is not associated with identities. Data reported will include the number of reports made, the type of report made, topics addressed in coaching, the type of actions taken (e.g., reading, attending workshops, accessing online training materials), and other general information that would be helpful in identifying organizational training, development, processes, policies, or other needs that would improve the university's climate of diversity, inclusion, and equity. This general data will be shared with university leadership and the campus community on a periodic basis.

### **Retaliation**

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.

### **Bicycle Policy**

Bicycles are welcomed and encouraged on campus. There are bike racks south of the arcade between Ryan Hall and AB Hall, in front of Medaille Hall and along the side of the Library. All bikes should have some form of owner identification. If you bring your bike to the security building an officer can assist you in registering your bike. Unattended bikes should be locked and secured. All bicycles must be removed at the end of the spring semester term. Any bicycles left after the end of spring term will be removed and disposed.

### **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.

## Bulletin Boards

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

### **Below are guidelines for posting notices:**

In most cases, all signs must have the stamp of approval from the Executive Director for Student Affairs office. Signs without this stamp will be removed. The Executive Director for Student Affairs 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.

Only registered student organizations, departments, and offices may post signs on community bulletin boards.

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.

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.

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.

All signs will be dated when approved and must be taken down by the sponsor two weeks after the date on the sign. The Executive Director for Student Affairs will give special consideration to longer postings on a case-by-case basis.

Signs may not be hung on any type of glass, i.e. doors or windows. The Department of Residence 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.

Lawn signs are permissible but must be approved by the Executive Director of Student Affairs.

If student organizations fail to follow this posting policy, they will lose their rights to hang signs.

No sign will be approved that advertises anything that violates the campus alcohol policy. No poster will be approved that advertises the use, sales, or consumption of alcohol at the designated event.

The fact that a flyer/notice is posted on a campus bulletin board does not mean that the University endorses the message.

### **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/AB 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.

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

Any signs displayed in unapproved areas will be removed.

### **Calendar Listings**

Student events and activities can be found online. All events listed on this calendar will be given priority over requested events.

## **Campus Late Start Class Schedule**

In the event of severe weather, power outage, or other scenario, that adversely affects the normal class schedule; the university may need to go on a “late start” class schedule. In the absence of any announcement, students should assume the college is operating on its normal schedule. This schedule is published in the Griffin Scratch, fall and spring course schedules, and on the Fontbonne website.

Please sign up for text message alerts. To do so, go to <https://www.fontbonne.edu/text> and click the “Register” button.

### ***Day Classes***

Day classes are defined as those classes that normally begin between 7 a.m. and 4 p.m. If a late start is announced, the university will delay opening until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day. Classes beginning at 9:30 a.m. or later will meet as scheduled with the rest of the day following the normal schedule. In this situation, offices and the library will open at 9:30 a.m. Dining services will remain available.

### ***Evening Classes***

Evening classes are defined as those classes that begin at 4:30 p.m. or later. The decision on a late start or cancellation of evening classes will be communicated by 3 p.m.

It is the instructor’s responsibility to dismiss class if weather becomes inclement during evening classes

### ***Saturday Classes***

Saturday Late Start Schedule is as follows:

Saturday morning – Classes begin 45 minutes late

Saturday afternoon (after-noon) – Classes begin at regular time

It is the instructor’s responsibility to dismiss class if weather becomes inclement during Saturday classes.

### ***Online Classes***

Online courses and online session of blended courses at Fontbonne University will not be cancelled when a late start schedule is in effect or even when all campus locations are closed. Students and faculty are expected to access their courses as usual.



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 home/residence hall (work, library, etc.), and inclement weather makes travel to that location impossible, students should contact their instructor to discuss completing work in a timely manner. In such cases, instructors will decide an appropriate course of action.

Students working in geographical areas other than St. Louis, and who experience 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.

#### *University Communication Regarding Late Start or Campus Closure*

For weekday or Saturday classes, notification will be made by 6 a.m.; for evening classes, notification will be made by 3 p.m.

Information will be communicated by email, text message alert, and on the university website. The university will also provide a voice recording of late start or closure at 314-719-3500. Please do not call the switchboard for this information.

As possible, announcement of a late start or cancellation of classes may appear on these outlets (subject to media):

KTVI TV (Channel 2)

KMOV TV (Channel 4)

KSDK TV (Channel 5)

KMOX 1120 radio

### **Children on Campus Policy**

Children (ages sixteen or younger) are welcome to Fontbonne as visitors, although appropriate precautions and limits on visitation are necessary to protect the health and safety of all members of the community and to maintain productivity and regulatory compliance. Safety is a primary concern and the majority of our facilities are not designed for occupancy by children. The university workplace, including classrooms and laboratories, is not an appropriate place for minor children (except university registered students and children participating

in officially sanctioned university activities) to be present on a frequent or continuing basis. Students and employees should not bring their children to class or to work except under the limited exceptions and guidelines listed below.

While adhering to the above policy, it is also understood that family needs and responsibilities may, in isolated and emergency situations, require the presence of a minor child in the workplace for a brief amount of time. The following guidelines will apply when children visit our campus.

- Employees must receive the approval of a supervisor to bring a child to work.
- Students must receive the approval of a faculty member to bring a child to class. Professors of students with children are asked to be reasonably flexible should there be an unforeseen occurrence that might influence class attendance.
- Children are not allowed on campus as an alternative to regular childcare or when the child is too ill to attend regular childcare or school.
- All children must be in the presence of and under direct supervision of a parent, legal guardian, or other responsible adult at all times. Any employee or student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.
- Children are never allowed in high-risk areas, including: laboratories, workshops, studios, mechanical rooms, power plants, garages, food preparation areas, other areas with exposed machinery or moving parts, weight room, and elevated running track.
- University employees are not permitted to supervise a child of another employee, student or visitor during the employee's normal working hours.
- Children may not use the technology resources intended for use by faculty, staff or students.
- Minor children (ages sixteen or younger) are only allowed in residence life areas during daylight hours and under the guidelines of this policy. Children are normally not allowed to stay overnight in the residence halls except for specific sibs weekend programming and/or with the permission of the Director of Residence Life.

- Students are not permitted to provide childcare for children in the residence halls.
- Outside of public events which are open to the public, children are allowed for short periods of time on campus, including lunch in the dining hall, visitation in a residence hall, or in public areas, per the guidelines of this policy.

## Communications Policy for Students

Appropriate communication with various members of the Fontbonne University community is critical in keeping all members of the campus community well informed and in allowing them the ability to respond as needed. In order to fulfill this goal in regards to students, the policy requires all students to *regularly* check their campus e-mail account, their student griffinnet portal account, the FBU website, and their personal mail. Any one of these various means of communication may be used by the University for official communication to the student. These means of communication are further defined below:

Fontbonne University has four means of official communication with students:

- Fontbonne University provides each student with an e-mail account. Students who use another account bear the responsibility of checking their university account on a regular basis or forwarding that account to their alternative email system.
- A student's FBU griffinnet portal account allows them access to their own website portal for instant information about their own interaction with the University where important notices and school information may be communicated.
- A student's on-campus post office box or their own personal mail destination site. Students residing off campus should make sure the University has their current mailing address.
- The University maintains a website regularly with updated information.

Any one or all four methods may be used at any time to communicate official University business and time-sensitive information. Official communications might include, but are not limited to, faculty/student communication, administration/student communication, course registration information, storm related delays or closings or other emergency announcements. Students will be expected to check all four

means of communication on a regular basis and will be responsible for their timely response to the information provided.

In addition, the RAVE emergency alert system used by the University is utilized for emergency communications. Rave Alert allows multi-modal broadcast messaging through email, voice, text messaging (SMS), and other mechanisms.

### **Consensual Relations Policy**

When two parties have consented at the onset to 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 (ie. Teacher/student, coach/team member, faculty or staff/work study student, etc).

### **Contracts**

Contracts which students or student organizations make with outside agencies must be signed or co-signed by the Executive Director of Residence Life.

### **Drone Policy**

For purposes of this policy, the term "Drone" means:

Any unmanned aircraft or unmanned vehicle, unmanned remote control and free-flight drones, helicopters, airplanes, mechanically propelled or propellant guided balloons, and rockets, of any size or weight, along with all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate any of the foregoing objects.

The use of drones on or in University owned, rented or leased property or buildings by individuals for recreational purposes is strictly prohibited.

The use of drones for non-recreational purposes, including research, teaching, business operations and third-party operations is also prohibited, but, may be allowed on a case by case basis with the written consent of Fontbonne University via the President of the University or his/her designee.

### **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 Directory 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:

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 online Policy Manual Volume II for further information on FERPA.

## **Financial Accounts**

Accounts are due in advance each semester. Summer semester, May 15, fall semester, July 15 and spring semester, December 15. For students who register after the due date, payment is due upon registration. Online, semester-based payment plans are available through Cashnet.

Payment in full less any financial assistance must be received by the due date to avoid late fees. Students with a balance due at the end of a semester may have a hold on their account prohibiting enrollment in future semesters and/or the ability to obtain a transcript until all financial obligations to the University have been settled or paid down to below the balance threshold for registration. For questions about your balance, please contact the Business Office at 314-889-1414.

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.

## **Fire Equipment**

For reasons of community safety, any tampering with equipment designed for fire safety (fire alarms, extinguishers, smoke detectors, emergency lights, hoses, etc.) is a serious offense punishable by suspension from the University. Please report missing or damaged fire safety equipment immediately to Public Safety or Physical Plant.

## **Fundraising**

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 Executive Director for Student Affairs and the office of 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 Residence 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!

## **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.

## **I.D. Cards**

The Library Circulation Desk, located on the first floor of the Jack C. Taylor Library, issues picture I.D.s during regular office hours.

The I.D. identifies the holder as a Fontbonne student and is issued for campus security reasons, 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., students need to provide proper identification, such as a driver's license, and have proof of semester registration. There is no charge for the first I.D. If the I.D. is lost or damaged, there is a \$10 replacement fee.

## **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 Executive Director for Student Affairs office and Information Technology.

Fontbonne University reserves the right to protect the integrity of its computing systems, workstations and academic lab facilities.

### *U.S. and Missouri State Laws*

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 or damaging computer data.
- Tampering or damaging 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).

### *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 belonging to the University or others.



- Sending, displaying, printing, or displaying 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, sex, sexual 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 is a direct violation of both Computer and Ethical standards.
- 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 workstations.
- Removing any equipment or supplies, including paper, toner or ink from University labs or offices.
- All electronic mail sent through Fontbonne servers must contain the proper identification of Addressee and cannot be altered (Spoofing)

### *Disciplinary Action*

Access to computing resources is a privilege and 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.

### **Lost and Found**

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 (314-599-2947) for assistance.

### **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.

### **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 residence housing facility for students that are located on Fontbonne University’s campus or in a University-leased building that serves as a residence 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 Residence Life to determine if the student is a resident student. If so, the Public Safety Department will work with the Department of Residence 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 Residence 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 Dean of Students 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 Residence 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.

## **Nondiscrimination and Title IX**

### *Institutional Policy on Discrimination and Harassment*

*\*Please note the numbering in this policy refers to the relevant policy as noted in Policy Manual II.*

### **Notice of Non-Discrimination**

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender identity, sexual orientation, national origin, disability, genetic information, or any other characteristic protected by applicable law in employment or in the administration of its educational policies, admission policies, educational programs, scholarship and loan programs, or athletic and other programs and activities. 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 discrimination.

The Fontbonne University coordinator for Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination is:

Director of Human Resources  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone: (314) 889- 1493  
Email: rkarasek@fontbonne.edu

The Fontbonne University Title IX Coordinator and Deputy Coordinator for Title IX of the Education Amendments of 1972 are:

#### **Title IX Coordinator**

Janelle Julian, Ph.D.  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone (314) 719-8057  
Email: [jjulian@fontbonne.edu](mailto:jjulian@fontbonne.edu)

#### **Deputy Title IX Coordinator**

Danielle Doerfler  
Athletic Director

Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone (314) 889-4540  
Email: [ddoerfler@fontbonne.edu](mailto:ddoerfler@fontbonne.edu)

Questions about this non-discrimination policy and any complaints of discrimination shall be directed to the appropriate coordinator.

Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

## ***Accommodations***

### ***Religious Accommodations***

Consistent with its commitment to providing equal employment opportunities to all individuals, Fontbonne University will reasonably accommodate an employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious belief or practices and a work requirement, unless doing so would create an undue hardship for the University. Requests for religious accommodations should be directed to the Director of Human Resources.

Fontbonne University prohibits any form of retaliation against an individual for requesting a religious accommodation in good faith.

### ***Policy Prohibiting Harassment***

Harassment based on an individual's race, color, religion, age, sex, gender identity, sexual orientation, national origin, disability, genetic information, or any other characteristic protected by applicable 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 may include epithets, slurs, jokes, teasing, kidding, negative stereotyping, and threatening or hostile acts that relate to an individual's protected status, and physical acts of aggression, assault, or violence, regardless of whether these acts are being, or have been, investigated as criminal offenses by a law enforcement agency.

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.

This policy applies to complaints alleging harassment carried out by 1) University employees, 2) University students, and 3) third parties.

Subsections 2.1.2.4 to 2.1.2.7 apply to all claims of discrimination except those for sex or gender discrimination protected under Title IX of the Education Amendments of 1972 ("Title IX"). Provisions governing the processing and complaints of sexual or gender discrimination are prescribed by the Department of Education regulations effective August 14, 2020, and are separately set forth in Subsection 2.2.1.8.

#### **2.1.2.4 REPORTING PROCEDURES - Generally (excluding sex and gender)<sup>1</sup>**

All employees and students have the responsibility to ensure 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 discrimination or harassment based on a person's protected characteristic as described in Sections 2.1.2.1 and 2.1.2.3, or who receives a report of such unlawful discrimination or harassment of which one or both is carried out by 1) University employees, 2) University students, or 3) third parties must immediately notify the appropriate compliance coordinator ("Coordinator") identified above.

If a report of discrimination or harassment alleges involvement of the Coordinators identified above, then the report of discrimination or harassment may be made to the Provost.

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<sup>1</sup> Procedures for the processing of complaints of sex or gender discrimination are set forth in Section 2.1.2.8.

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 discrimination or harassment that come to the University's attention in compliance with this process.

Fontbonne University will investigate every harassment and discrimination complaint thoroughly, promptly and impartially and the parties will be given an opportunity to present witnesses and provide evidence as provided by the process prescribed below. Fontbonne University will evaluate all relevant information and documentation relating to a complaint of discrimination or harassment. 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. Fontbonne University will take prompt steps to prevent recurrence of any harassment or discrimination and correct its discriminatory effects on the complainant and others, as appropriate. In addition, the University will take immediate steps to stop any retaliation and prevent its recurrence against the alleged victim and any person(s) associated with the alleged victim.

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 online policy manuals, Volume V, paragraph 5.8). At the discretion of the University Administration, separate investigations may be conducted, or the investigations may be merged. **Where allegations of sexual misconduct, discrimination and/or harassment are brought against a student or student group, they will be handled via the policies and procedures in Subsection 2.1.2.8.** The University will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure.

### **2.1.2.5 INVESTIGATION PROCEDURES – Generally (excluding sex and gender)**

Fontbonne University will provide a prompt, equitable resolution of complaints of discrimination.

#### **2.1.2.5.1 Level I - Informal Procedure**

Informal procedures are designed to work out a mutually agreeable solution to a problem and are completely optional and voluntary. Any informal resolution activities will not delay the prompt, adequate, reliable and impartial investigation of the complaint of discrimination or harassment or interfere with the provision of immediate or interim actions, if necessary. Informal procedures are not appropriate for cases involving sexual misconduct and will therefore move immediately to a formal procedure as defined in the below paragraph 2.1.2.5.2.

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 is facilitated by a University designee appointed by the Director of Human Resources. 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. Fontbonne University recognizes that a voluntary conversation between the complainant and the alleged harasser may not be appropriate for harassment complaints. 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 Director of Human Resources for employee situation and Executive Director for Student Affairs for student situations.

#### **2.1.2.5.2 Level II - Formal Procedure**

The complainant shall submit a written and signed complaint with the Coordinator 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

The University will conduct a prompt, thorough and unbiased investigation into the matters described in the written complaint. In the absence of a written complaint, the University will investigate any discrimination or harassment that may come to its attention through an oral report or other method. Such investigation will be considered a formal procedure.

The Coordinator 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 Executive Director of Student Affairs.

As noted above, the Coordinator 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, as will witnesses identified by the complainant, accused, or other witnesses, as the University deems appropriate.

Within twenty (20) working days after the conclusions of the final investigation interview, the Coordinator (or University designee, if applicable), will prepare investigation findings and, if appropriate, determine any corrective or disciplinary action to be taken. The Coordinator will inform the appropriate Vice President or Dean of the findings of the investigation. Both the accused and the complainant will be informed in writing of the findings of the investigation by the Coordinator within three (3) working days of the preparation of findings and, if appropriate, determination of corrective or disciplinary action.

#### **2.1.2.6 APPEAL PROCEDURES –Generally (excluding sex and gender)**

Individuals requesting an appeal of the findings of an investigation of a harassment or discrimination complaint must appeal in writing to the Provost within ten (10) working 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) working days after receipt of the written appeal, the Provost must meet with the complainant and with the alleged harasser or discriminator. The written decision of the Provost shall be issued within five (5) working days of the latter of these two meetings and shall be final and binding. If the underlying allegations involve the Provost, then written request for appeal shall be made to another member of the Office of the President.

### **2.1.2.7 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.

### **2.1.2.8 Procedures FOR CLAIMS OF SEX/GENDER DISCRIMINATION**

Below is the procedure for processing claims of sex and gender discrimination:

#### **2.1.2.8.1 Sexual Harassment Defined**

Sexual harassment is unwelcome conduct on the basis of sex that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education programs or activities. Sexual harassment consists of quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking.

Sexual harassment may be verbal, physical, visual or electronic and include but not be limited to: unwanted sexual advances; explicit sexual propositions; displaying sexually suggestive objects, pictures or materials; sending sexually suggestive text messages, pictures or other content; 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; derogatory statements or sexually suggestive postings online or in any social media platform; foul or obscene gestures or language; and

physical acts of aggression, assault, or violence, regardless of whether these acts are being, or have been, investigated as criminal offenses by a law enforcement agency (such as rape, sexual assault or battery, and stalking) made against a person's will or where a person is incapable of giving consent due to victim's age, intellectual disability, or use of drugs or alcohol. 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 sex or gender.

#### **2.1.2.8.2 Reporting Procedures**

Any person who believes that he or she was the subject of harassment (the "Complainant"), may report sexual harassment to the University's designated Title IX Coordinator. Any person who believes that he or she is aware of others being subject to sexual harassment may report the facts to the Title IX Coordinator. Reports can be made in person, by mail, telephone, e-mail, or any other method approved by the University. Upon receiving actual knowledge of sexual harassment, the University will respond promptly and impartially. The Title IX Coordinator will immediately contact the Complainant to discuss the availability of supportive measures, with or without the filing of a formal complaint, and how the Complainant can file a formal complaint against the alleged harasser ("Respondent"), if he or she so chooses.

The University will not tolerate any retaliatory actions taken by a party after reports of sexual harassment have been made. Retaliatory actions could be intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory actions include, but are not limited to, threats of civil litigation against the Complainant for defamation, or spreading rumors intended to intimidate the Complainant from filing a complaint. Disciplinary action will be taken as necessary.

#### **2.1.2.8.3 Supportive Measures**

Upon receiving actual knowledge of sexual harassment, and without the necessity of filing a formal Complaint, the University will immediately contact the Complainant to offer supportive measures at no cost. If a formal complaint is filed, supportive measures will be offered to both the Complainant and the Respondent, without cost. Such measures are not disciplinary in nature and are designed to restore or preserve equal access to education programs. Supportive measures may include, counseling, extensions of deadlines or other course-related adjustments,

modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The University will keep confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

On an emergency basis, the University may remove a Respondent provided that the University first determines, through an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of harassment. If such order is issued, the University will promptly provide Respondent with notice of the opportunity to challenge and appeal the decision immediately after removal.

The University may also choose to place a non-student employee Respondent on administrative leave during the entire grievance process.

#### **2.1.2.8.4 Formal Complaints**

An investigation or proceeding will commence upon the filing of a formal written complaint either 1) prepared and executed by the Complainant or 2) prepared and executed by the Title IX Coordinator or Deputy Coordinator that the report of harassment is not “clearly unreasonable based on the consideration of all relevant factors.” A formal complaint will only be accepted if, at the time of filing, the Complainant is participating in or is attempting to participate in the school’s education programs or activities and the incident is alleged to have occurred at a location where the University exercises substantial control over the event and/or the site. The University will take measures to ensure that no conflicts of interest exist between the Title IX Coordinator, investigators, the decision-maker, or other University officials and any party participating in the grievance process.

If the University receives new allegations at any point during a grievance process, the University will send a detailed written notice to both parties informing them of the new allegations.

#### **2.1.2.8.5 Notice of Commencement of Proceeding**

On receipt of a formal complaint, a notice of commencement of proceedings shall be issued to the Complainant and Respondent. The notice of commencement shall include the following:

- Notice of the allegations, including sufficient details known at the time and with sufficient time to prepare a response before an initial interview. Details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The investigation and hearing process should be described. Absent highly unusual circumstances, the formal complaint should be provided to the Respondent.
- A presumption that the Respondent is not responsible for the alleged conduct until a final determination is made at the conclusion of the grievance process.
- A request that the Complainant and the Respondent identify any witnesses to be interviewed for purposes of the investigation.
- A notice to the parties that they have a right to an advisor of their choice, who may be an attorney.
- A warning that any false statements are prohibited and will be subject to disciplinary action.
- That confidentiality is requested, but not to be applied so as to restrict the ability of either party to discuss the allegations or gather and present relevant evidence.
- Each party is entitled to advance notice of any interviews with sufficient time to prepare for participation in the interview.
- Each party has an equal opportunity to inspect and review any evidence gathered during the investigation, including inculpatory and exculpatory evidence, including evidence to be relied upon at a hearing. Each party will have at least ten days to submit a written response to the evidence which the investigator must consider before finalizing the investigation. The decision will be based on an objective view of the evidence and the University participants will have previously had Title IX training and will disclose their training to the parties.
- The investigation will result in a written investigative report that fairly summarizes the investigation. This report is to be issued at least ten days prior to any hearing.

- The standard of review for the hearing will be the preponderance of the evidence, meaning more likely than not.
- Notification that sanctions for a final determination may range from counseling and education to suspension and expulsion.
  - The grievance process will comply with the above requirements.

#### **2.1.2.8.6 Dismissal of the Proceeding**

At any point in the investigation, if the University determines that the conduct alleged in a formal complaint, if assumed true, either 1) does not constitute sexual harassment; 2) did not occur in the University's education programs or activities; or 3) did not occur against a person in the United States, then the University must dismiss the complaint. The University may dismiss the complaint at any time if 1) a Complainant requests, in writing, to withdraw the complaint; 2) the Respondent is no longer enrolled or employed by the University; 3) specific circumstances prevent the University from gathering evidence sufficient to reach a determination.

#### **2.1.2.8.7 Investigation**

The filing of a formal complaint will initiate an investigation. This investigation will ultimately result in the production of an investigative report, and subsequently, a proposed determination of responsibility. During the investigation, the University will provide an equal opportunity for the parties to present witnesses, gather evidence, and discuss the allegations under investigation. Both parties will be provided sufficient time to prepare before an interview is conducted as well as provided advance notice of the date and time of the interview, the location, the identity of participants and the purpose of the interview. Both parties will have the opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. Both parties will have at least ten days to submit a written response to the evidence prior to the issuance of an investigative report, and the investigator must consider anything submitted by the parties in issuing the investigative report.

Throughout the investigation, the University will evaluate all relevant information and documentation relating to a complaint of discrimination or harassment. All investigations shall be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored.

The burden of proof on gathering evidence and finding harassment is on the University. The University may not access a party's health, psychiatric or counseling records without written consent.

A party may elect to be accompanied by an advisor to interviews and meetings. The University may limit the participation of an advisor in any meetings or interviews provided the limitation is imposed on both parties.

The University will fully and impartially investigate all formal complaints until they are either dismissed or the decision-maker or parties arrive at a final resolution.

#### **2.1.2.8.8 Hearings**

The University will provide for a live hearing during the process. Written notices will be sent to the parties allowing them sufficient time to prepare for such hearings. All hearings will be live hearings with the University's decision-maker presiding over the process, and each party is entitled to be present with their advisor. If a party does not have an advisor at a hearing, the University must provide an advisor, who may be an attorney, at no cost to that party.

Each party's advisor will be entitled to ask the other party and any witnesses all relevant questions and follow-up questions. Any cross-examination at a hearing must be conducted directly, orally (allowing for appropriate accommodations), and in real time. The decision-maker will determine whether a question is relevant before a complainant, respondent, or witness answers a cross-examination or other question. If the decision-maker finds a question irrelevant, he or she will explain any decision to exclude that question in real time. If a party or witness refuses to submit to cross examination (including failure to appear at the hearing in person or remotely), the testimony or any evidence provided by that person is to be disregarded and no inference is to be drawn from the failure to appear.

At the request of either party, the University will provide technology to allow for examinations to be done while the parties are in separate rooms. If the parties are in separate rooms, both parties must be able to see and hear the other party through the use of technology. Regardless of the form the hearing takes, a video or audio recording, or a transcript will be created and made available to both parties for inspection and review.

The decision-maker presiding over the grievance process will issue a written document containing the determination of responsibility. The decision-maker will be someone other than the Title IX Coordinator. This final written determination will be distributed to the parties simultaneously and will include the allegations potentially constituting sexual harassment, a description of the procedural steps that occurred throughout the grievance process, findings of fact supporting the determination, conclusions derived from those findings of fact, a statement of, and rationale for, the result of each allegation, and directions as to the procedures and permissible bases for either party to appeal. The Title IX Coordinator is responsible for effective implementation of any remedies.

If the University determines that an employee or student has engaged in harassment, appropriate disciplinary action, up to and including discharge or dismissal, will be taken against the offending individual. The University will take prompt steps to prevent recurrence of any harassment or discrimination and correct its discriminatory effects on the Complainant and others, as appropriate. In addition, the University will take immediate steps to stop any retaliation and prevent its recurrence against the alleged victim and any person(s) associated with the alleged victim.

#### **2.1.2.8.9 Consolidation of Formal Complaints**

Where allegations arise from the same facts or circumstances, the University may choose to consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against the other party.

#### **2.1.2.8.10 Informal Resolution**

Upon the filing of a formal written complaint, if the parties agree, the University may attempt to informally resolve the matter, but only with the written consent of the parties and only after the initial notice to all parties has been issued. The University will provide the parties with different informal processes available to resolve the allegations. This may include mediation with the Title IX Coordinator or another person trained in Title IX acceptable to the parties. Prior to any conclusion of an informal resolution process, any party has the right to withdraw from that process and resume the formal grievance process.



An informal resolution process will not be permitted to resolve allegations that an employee sexually harassed a student.

#### **2.1.2.8.11 Appeal Process**

Upon a determination of responsibility or dismissal of the complaint, the University will promptly notify both parties of their right to appeal the decision on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter.

Notice of the appeal will be provided to both parties and the Title IX coordinator. The President of the University or a delegate with Title IX training will be appointed to resolve the appeal but the person may not have been involved in the underlying proceedings or have a conflict of interest with any of the parties. The party filing the appeal must submit a statement of the grounds for the appeal with any supporting evidence within fifteen days of the filing of the appeal. The non-appealing party may submit a response within fifteen days. The appealing party may then respond to the filing of the non-appealing party within 10 days. The resolution of the appeal will require the issuance of a written statement to be provided concurrently to the parties.

The University may also grant an appeal on additional bases at its own discretion. If an appeal is granted on a bases not listed above, it will be granted equally to both parties.

#### **2.1.2.8.12 Retaliation**

Retaliation against a party or witness in the proceeding is proscribed. Retaliation is taking adverse action due to a person's participation in the process although the making of any false statement can be subject to discipline. Retaliatory actions could be intimidation, threats, coercion, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory actions include, but are not limited to, threats of civil litigation against the Complainant for

defamation, or spreading rumors intended to intimidate the Complainant from filing a complaint. Disciplinary action will be taken as necessary. Complaints of retaliation under this process will be addressed in the same manner as if the complaint alleged sexual harassment.

#### **2.1.2.8.13 Reporting and Training**

The University will maintain records of proceedings under this process for seven years. The Title IX Coordinator will be responsible for such record keeping.

Records of supportive measures taken in response to a report or formal complaint of sexual harassment will also be kept. In each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education programs or activities. If the University does not provide a Complainant with supportive measures, then the University will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

All participants for the University will ensure that they have Title IX training before commencing to fulfill any responsibility under this process. The participants should be prepared to disclose their training if asked by a party in a proceeding.

### **Non-Liability 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.

### **Nursing Mothers**

Students who are nursing mothers may use the nursing room in Library L11A. Keys are available at the Library front desk. If a student expects to leave a class in order to express milk, she should notify the instructor in advance. This time will be considered an excused temporary absence from class. The student will be expected to make up any missed work during this absence.

### **Parking Policies**

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.

### *Parking Registration*

All vehicles operated and parked on Fontbonne University property are required to be registered and display either a current parking permit or a valid visitor's pass. A parking permit is not required for vehicles parked off campus. 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 ensure that your visitors are properly registered and aware of our parking regulations. Your guest may not use your parking permit.

Parking permits 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, and other contract employees assigned to the Fontbonne campus are also required to obtain a parking permit for their vehicle. Once Classes start, you can also pick up completed parking permits in Ryan 101. Permits are sold for your personal use only. Your registered permit may not be given away, resold, or used by other people.

Misused permits will be forfeited. Citations will also be issued for the misuse of parking permits and violators will lose their campus parking privileges for 12 months.

*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 or 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.

**Violations**

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

Parking Without Authorized Tag:	\$50	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 parking permit 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, Office, 6800 Wydown Blvd., St. Louis, Missouri, 63105-3098.

### *Parking Appeals*

Parking tickets may be appealed. Appeal forms are available from the Department of Public Safety.. Appeals may also be submitted online at <https://www.fontbonne.edu/campus-life/public-safety/parking-on-campus/parking-violations-and-ticket-appeals/>. 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 permit, not knowing the parking regulations, running late, and the lack of a parking space are not considered acceptable reasons to appeal a parking ticket.

### *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) 599-2947 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 call (314) 599-2947.

### **Permission to Use Student Photo/Video**

While you are a student at Fontbonne University, we may, at times, promote your achievements to the news media, or via social media, the Fontbonne website and other communication platforms. We may also photograph you or shoot video of you for Fontbonne University use in marketing and recruiting materials, both digital and print. All photography and video projects directed by or approved by the university will be used only for promotion of the university and not by any for-profit organizations or businesses. Students who do NOT wish to be included in any university photography or video projects should voice their preference at the time of photography/videography and by registering their names with the communications and marketing office. Otherwise, it is assumed that we have your permission to use images of you in the above described manner.

### **Printing Policy for Students**

Fontbonne University recognizes the need to address issues related to the preservation of natural resources and the ability to control costs associated with printing. In order to work towards these objectives, the university will be implementing limits on the amount of free printing that can be done. The university will continue to provide a base level of prepaid printing to all students but after the allotment has been used, students cannot print until they purchase additional printing allocations for their account. To manage this process; the university employs a print

management software on all public access computers. When you print, there will be a display of how much in printing charges will be deducted from your account.

*The details of the print management software are as follows:*

### **How much of a free paper allocation will I receive per semester?**

Students with 1-11 credits: 34 pages per credit (at a value of \$0.06 per page; for a total of \$2.04 per credit)

Students with 12 credits and greater: 400 pages (at a value of \$0.06 per page for a total of \$24.00)

Unused paper allocations will carry over within the same academic year on an

August 1 to July 31 basis. Unused allocations, including purchased amounts, will be cleared and zeroed out on July 31 of each year.

There are no adjustments based on your major; class level; or the types of courses you are taking

### **How much will it cost each time I print?**

(\$0.06 per page) for black and white laser printing.

(\$0.24 per page) for color laser printing on 8.5 in X 11 in. paper (Library – Info Commons only).

If printing from a duplex printer, back-to-back printing (which uses less paper) will be \$0.02 less per two-pages. So rather than \$0.12 for two separate black and white copies; it would cost \$0.10.

### **What if I run out of page units when I need to print?**

The print management software will not allow you to print a partial job if you do not have enough remaining funds to complete the job. Each time you attempt to print; the system will indicate how many pages you will use and how much it will cost you. You should always be able to know your available balance by clicking on the desktop icon “Printing Account Balance”.

### **How do I buy more page units?**

Additional page units may be purchased securely in amounts of \$3.00 or more using a credit or debit card through the Paper Cut software icon on

the computer desktop and are available for immediate use on any of the networked lab computers across campus.

### **How do I obtain credit for pages with poor printing quality?**

You may obtain a credit for up to ten pages per occurrence for printed pages with poor print quality. You are responsible for watching the printing process and mitigating any losses due to poor printing; so poor printing in increments larger than 10 paper units will not be reimbursed. When you are seeking to obtain credit for poor quality printing, you are required to bring along the specific pages that did not print properly to the IT office in Ryan 322 during regular business hours.

### **What if I change the number of credits I am registered for?**

The number of free pages you are allocated will be determined based on the credit load you are registered for at the beginning of the semester (or each sub-session). If you change your credit load at a later point in time, there are no changes to your paper allocation.

### **How do I report problems or ask questions about the print management software that are not addressed in this document?**

Please contact the IT Help Desk at 719-8095 or submit a support ticket at <https://askus.fontbonne.edu>.

## **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.

## **Service Animal Policy and Procedures**

### **Rationale**



Fontbonne University (the University) complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and other applicable state and local laws. Section 504, the ADA, and the ADAAA requires Fontbonne to make reasonable modifications to its policies, practices, or procedures to permit the use of a service animal by a student, faculty, staff, or visitor with a disability.

### **Definitions**

The ADA defines a Service Animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability.” Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of ADA. However, under certain conditions, Fontbonne will make reasonable modifications for a miniature horse that has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

When assessing whether a dog is a Service Animal individually trained to do work or perform tasks for the benefit of an individual with a disability, the dog must be trained to do work or perform tasks that are directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, the following:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- reminding an individual with depression to take his or her medication;
- pulling a wheelchair;
- detecting the onset of a seizure and then helping the individual to remain safe during a seizure;
- alerting an individual to the presence of allergens;

- alerting an individual with diabetes when his or her blood sugar reaches high or low levels;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Emotional support, therapy, comfort, and companion animals are not considered Service Animals because they have not been trained to perform a specific job or task.

## **DETAILED POLICY STATEMENT**

### **Verification of Service Animals**

Fontbonne will not ask about the nature or extent of an individual's disability. However, when it is not readily apparent that the dog identified by the individual with a disability is a Service Animal, the Kinkel Center may ask the individual (1) whether the dog is required because of a disability and (2) what work or task the dog has been trained to perform. Students, faculty, staff, and visitors with a disability are not required to register a Service Animal with the Kinkel Center as a precondition to the University allowing the Service Animal on campus or allowing the Service Animal to attend a University program or activity.

### **Care and Supervision of Service Animals**

The handler is responsible for the care and supervision of a Service Animal. The handler may be the individual with a disability or a third party who accompanies the individual with a disability. The Service Animal must be under the control of the handler at all times and must have a harness, leash, or other tether. If the use of a harness, leash, or other tether would interfere with the performance of the work or tasks performed by the Service Animal or is impractical because of an individual's disability, a harness, leash, or other tether may not be required. However, in that case, the individual must be able to control the Service Animal by other effective means, such as voice controls or signals.

A Service Animal is generally permitted to accompany the individual with a disability to Fontbonne facilities where members of the public, students, staff, and faculty are allowed to go. However, Fontbonne may ask the handler to remove a Service Animal from any of its facilities if the Service Animal is out of control and the handler does not take effective action to control it. For example, a Service Animal should not be allowed to bark repeatedly in a lecture hall, theater, library or other quiet place. However, if the dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control. The University may also ask the handler to remove a Service Animal from any of its facilities if the Service Animal is not housebroken, or if the use or presence of the Service Animal poses a direct threat to the health or safety of others, or if the Service Animal has a history of such behavior.

Fontbonne may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There are some facilities that are not safe for use or presence of Service Animals and from which Fontbonne may exclude Service Animals on a case-by-case basis based on actual risks.

The individual with a disability must abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The handler is responsible for cleaning up after and properly disposing of the animal's feces in a safe and sanitary manner.

### **Requesting a Reasonable Accommodation**

Students, faculty, staff, or visitors wishing to use a Service Animal on campus should contact the Kinkel Center for Student Success, Undergraduate Academic Advising and Engagement at 314-889-4682. The Kinkel Center will consult and collaborate with Human Resources for cases involving faculty, staff, or visitors.

### **Sexual Misconduct (including sexual assault, relationship violence, domestic violence, sexual harassment, stalking and retaliation)**

## Introduction

Fontbonne University is committed to promoting an environment that supports its educational mission and preserves the safety and dignity of its members. All members of the University share responsibility for fostering this environment by adhering to standards of conduct. Sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking, is a serious violation of these standards. Sexual misconduct is also a form of sexual harassment as prohibited by Title IX of the Education Amendments of 1972 and the University's Policy on Discrimination and Harassment as found in the Student Handbook. The University will, as with any form of sexual harassment, take appropriate steps to prevent the recurrence of any sexual misconduct, and to correct its discriminatory effects on the complainant and others. The University will not tolerate any form of sexual misconduct or relationship violence as covered in this policy.

This Sexual Misconduct Policy is directed toward the following goals:

- To provide prompt, compassionate support for survivors or anyone adversely affected by sexual misconduct
- To foster a climate on campus in which reports of sexual misconduct are encouraged and supported
- To educate members of the campus community to recognize and report sexual misconduct
- To provide a framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance and where reports of sexual misconduct are promptly, thoroughly, and fairly investigated.
- To protect the rights of the reporting party, the accused party, and other parties involved in or affected by the situation.

Retaliation against a party or witness in the proceeding is proscribed. Retaliation is taking adverse action due to a person's participation in the process although the making of any false statement can be subject to discipline. Retaliatory actions could be intimidation, threats, coercion, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory actions include, but are not limited to, threats of civil litigation against the Complainant for defamation, or spreading rumors intended to intimidate the Complainant from filing a complaint. Disciplinary action will be taken as necessary.

Complaints of retaliation under this process will be addressed in the same manner as if the complaint alleged sexual harassment.

### **Scope of the Policy**

This policy applies to all behavior in which the accused party is a student, faculty, staff, or non-university affiliated party. Trained University staff will conduct the investigation and resolution per the procedures contained within the Institutional Policy section 2.1.2.8. University Procedures for Claims of Sex / Gender Discrimination. In the event that the accused party is a third party or other non-university affiliated party, Fontbonne will take appropriate corrective action and determine the appropriate manner of response consistent with the goals of this policy. Law enforcement will be contacted if and when appropriate.

This policy also applies to all acts where the conduct occurs on campus, occurs in the context of university programs or employment; or occurs off campus in a space rented or leased by the University.

The requirements of this policy are without regard to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

All inquiries regarding the application of policies for the prevention of sexual harassment or sexual violence under Title IX should be referred to Fontbonne's Title IX Coordinator or Deputy Coordinators, as listed below:

#### **Title IX Coordinator**

Janelle Julian, Ph.D.  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone (314) 719-8057  
Email: [jjulian@fontbonne.edu](mailto:jjulian@fontbonne.edu)

#### **Deputy Title IX Coordinator**

Danielle Doerfler  
Athletic Director

Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105  
Phone (314) 889-4540  
Email: [ddoerfler@fontbonne.edu](mailto:ddoerfler@fontbonne.edu)

## Options for Assistance

**If you are a victim of sexual misconduct, consider the steps below:**

**Find a safe location away from the perpetrator.** Ask a trusted friend to be with you for moral support.

If relationship violence or a sexual assault has occurred, **preserve all evidence of the attack.**

Do not bathe, wash your hands, brush your teeth, eat, or smoke.

If you are still in the location at which the crime occurred, do not clean or straighten up or remove anything.

Write down all the details you can recall about the attack and the perpetrator.

**Report the attack to law enforcement immediately.** Local authorities can be reached by calling 911 in most areas throughout the U.S.

If you want more information, contact the National Sexual Assault Hotlines at (800) 656-HOPE or by visiting [www.online.rainn.org](http://www.online.rainn.org). A counselor can help you understand the reporting process.

You may also report the attack to Fontbonne's [Department of Public Safety \("DPS"\)](#). For immediate assistance, call (314) 599-2947

**Seek medical care as soon as possible.** Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy).

To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (800.656.HOPE). The hotline will connect you to your local crisis center, which can provide information on the nearest medical facility, and in some instances, may send an advocate to accompany you through the evidence collection process.

Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).

If you suspect you have been drugged, request that a urine sample be collected to preserve evidence.

**Speak to a confidential, licensed counselor.**

The only University resource that affords complete confidentiality is speaking with a licensed counselor through the university partnership with Provident Health.

**Report the incident to one of Fontbonne University's Reporting Contacts, which include:**

Any Fontbonne University Public Safety Officer.  
Fontbonne Title IX Coordinator or Deputy Coordinator

**Know that what happened is not your fault.**

**Recognize that healing from an attack takes time.** Give yourself the time you need and know that it is never too late to get help.

**Consider the interim measures and offers of accommodation that the university will provide as discussed in the "Supportive Measures" section of the Sexual Misconduct Policy.**

### **Supportive Measures**

Upon receiving actual knowledge of sexual harassment, and without the necessity of filing a formal Complaint, the University will immediately contact the Complainant to offer supportive measures at no cost. If a formal complaint is filed, supportive measures will be offered to both the Complainant and the Respondent, without cost. Such measures are not disciplinary in nature and are designed to restore or preserve equal access to education programs. Supportive measures may include, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The University will keep confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such

confidentiality would not impair the ability of the University to provide the supportive measures.

On an emergency basis, the University may remove a Respondent provided that the University first determines, through an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of harassment. If such order is issued, the University will promptly provide Respondent with notice of the opportunity to challenge and appeal the decision immediately after removal.

The University may also choose to place a non-student employee Respondent on administrative leave during the entire grievance process.

## **Definitions**

### **Consent**

Consent is a clear and freely given agreement for sexual contact, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.

Consent is an ongoing process – consent to kissing does not necessarily mean consent to other sexual activity.

Consent may be withdrawn at any time. Once an individual has communicated withdrawal of consent, all sexual activity must end. Also, consent to sexual activity on one occasion does not necessarily mean continual consent – everyone involved must give and receive consent to sexual activity every time, even when involved in a long-term relationship or marriage.

Saying nothing is not the same thing as consent, and non-resistance is not the same thing as consent.

In order for consent to exist, everyone involved must be fully conscious, aware of the situation and free of any coercion.

Consent cannot be given by someone who is incapacitated. This includes individuals who are impaired by alcohol or drugs to the extent that it results in incapacitation.



In general, the age of consent in Missouri for sexual intercourse is 17 years old. This is the age at which a person can consent to have sex with another person who is also that age or older.

### **Coercion**

Coercion is any kind of pressure or persuasion used to influence a person's decision to engage in sexual activity. Coercion can be physical, verbal, or emotional.

Physical coercion is the most recognizable kind of pressure and includes actions such as holding someone down or continued kissing or sexual activity even when being told "no" or being pushed away.

Verbal coercion includes behaviors like threats of physical violence, blackmailing, lying, name-calling, or asking repeatedly for sexual involvement even after being told "no."

Emotional coercion is the most subtle type of pressure and includes actions like making someone feel obligated or guilty for not wanting to engage in sexual activity using peer pressure, threatening to break up, etc.

### **Dating Violence or Relationship Violence**

Assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

### **Domestic Violence**

Violent acts committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### **Sexual Assault**

Sexual assault is any sexual contact, including but not limited to intercourse (rape) that occurs without consent and/or through intimidation, force or coercion. Sexual assault is not about sex or an assailant's sexual desires. It's about exerting power and control over

another person. This means that regardless of how someone dresses or acts, or where, or how, they choose to spend their time, **a person who is sexually assaulted is never to blame for the assault.** The only person responsible for the assault is the assailant.

Sexual assault can happen to both men and women, and both men and women can be sexual assailants. It also can happen between people of the same sex.

Sexual assault can occur between strangers or people who know each other, even those who are in a long-term relationship or married.

### **Sexual Violence**

Sexual violence is a non-consensual conduct of a sexual nature. Anyone can be a victim or a perpetrator. Sexual violence can be committed by strangers or a person familiar to you, including an intimate partner.

### **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:  
fear for his or her safety, or the safety of others; or  
suffer substantial emotional distress

### **Reporting**

The University encourages all University members to promptly report all incidents of sexual misconduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. Different employees on campus have different abilities to maintain a victim's confidentiality. The only University resource that affords complete confidentiality is speaking with a licensed counselor through our partnership with Provident Behavioral Health.

While a student may report an incident to a person of his or her choice, the University has designated the following Reporting Contacts to receive reports of sexual assault or relationship violence. All other University employees, if made aware of an incident of sexual misconduct, are required to report the information to a Reporting Contact designated by the University. These Reporting Contacts are individuals

at the University who have been designated to receive a report of sexual assault or relationship violence. The designated Reporting Contacts are: Any Fontbonne University Public Safety Officer  
Title IX Coordinator or Deputy Coordinator

A reporting party may choose to make a report to the University and may choose to make a report to law enforcement. The reporting party may pursue either or both of these options at the same time.

### **Confidentiality and Requests for Anonymity**

The University will treat information that it receives in a manner that respects both the reporting party and the accused party. Recognizing that sexual assault can include criminal acts that violate the security of the entire campus community, there may be instances where the University has a responsibility to investigate or disclose information regarding the circumstances related to a specific incident. Campus and reporting party safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

The University's ability to act to protect the interests of the reporting party and other students is limited by the information provided to it. The University's ability to respond to a report of sexual assault may be limited if the reporting party insists that his or her name, or other identifiable information, not be disclosed. \*(Reports that are made anonymously or by third parties may not initiate the formal complaint system.) The University will evaluate a request for anonymity in the context of its responsibility to provide a safe and non-discriminatory environment for the campus community. Additionally, while the reporting party is under no obligation to reveal the identity of the accused party, the reporting party will be encouraged to do so in the interest of protecting all members of the University community and preventing future incidents of sexual assault.

### **Amnesty for Individuals Reporting Violations of this Policy**

The University strongly encourages students to report incidents that may violate this policy. Therefore, an individual student who in good faith reports alleged incidents of sexual misconduct, participates as a witness in sexual misconduct investigations, or seeks medical assistance for himself, herself, or another will not be subject to disciplinary sanctions by

the University for their own personal consumption or possession of alcohol or drugs at or near the time of the reported incident, provided that such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an education discussion or pursue other educational remedies regarding the use of alcohol or other drugs.

### **Anonymous Reporting**

If you would like to make an anonymous report to the Department of Public Safety of an incident related to sexual assault, please see the Anonymous Report Form which is available via the Fontbonne website under Public Safety. \*(Reports that are made anonymously or by third parties may not initiate the formal complaint system.)

### **Campus Resources**

#### **Counseling**

To schedule an appointment with Provident Health call:  
314-533-8200

**For after-hours support, please contact the Department of Public Safety (information below).**

#### **Public Safety**

Resources regarding campus safety may be found by visiting the [Department of Public Safety \(DPS\) online](#). For immediate assistance, call (314) 599-2947.

#### **Student Affairs**

Further information regarding student services and resources may be found by contacting the Department of Student Affairs as well:

Joel Hermann

Executive Director for Student Affairs

Email: [jhermann@fontbonne.edu](mailto:jhermann@fontbonne.edu)

Location: Medaille Hall, 4<sup>th</sup> Floor

Hours: 8:30am – 4:30pm (Mon-Fri)

#### **Residence Life**

Students may always approach situations of concern with a Resident Assistant (RA); however, both the Graduate Assistants (GA) for Residence Life and Director of Residence Life are also available for appointment.

**Director of Residence Life:** (314) 889-1429

### **Off-Campus Resources**

[St. Mary's Hospital](#): call (314) 768-8000

Sexual assault nurse examiner will be available.

[YWCA St. Louis Regional Sexual Assault Center](#): call (314) 726-6665

Rape Hotline: call (314) 531-7273

*A 24-hour hotline providing support on the phone or in person, information, resource, and survivor support services.*

[Alternative to Living in Violent Environments \(ALIVE\)](#): call (314) 993-2777

[Crime Victim Advocacy Center of St. Louis](#): call (314) 652-3623

[Legal Advocates for Abused Women \(LAAW\)](#): call (314) 664-6699 or 1-800-527-1460. <https://www.supportvictims.org/legal-advocates-for-abused-women>

[Safe Connections](#): call (314) 531-2003

*A 24-hour crisis hotline available to assess safety needs and provide emotional support. Interpreters in over 140 languages are available. Counseling and support services are also available.*

[St. Louis County Local Domestic Violence Resources](#)

[St. Louis Domestic and Family Violence Council Resources For Domestic Violence Victims](#)

UMSL Center for Trauma Recovery: call (314) 516-6737

[United Way Information and Referral Service](#): call 2-1-1 or 1-800-427-4626

Victim Service Division, St. Louis County: call (314) 615-4872

[Women's Safe House](#): call (314) 772-4535

### **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  
Email: [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### **Victims' Bill of Rights**

The Federal Campus Sexual Assault Victims' Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

### **Social Media Policy**

When participating in social media or on social networking sites, employees should be respectful to Fontbonne, other employees, students, co-workers and competitors. Employees should be aware that actions captured via images, posts or other online comments can reflect that of Fontbonne. When participating in social media or on social networking sites, do not reference faculty, staff or students without their express consent. Anyone posting inappropriate content on Fontbonne's social networking sites may be subject to discipline.

Only employees and students specifically designated by the Marketing & Communications Department, are authorized to make statements on behalf of or as a representative of the Fontbonne University in any format – verbal, written, or electronic – on any Fontbonne University website or social media site. This includes but is not limited to creating social media accounts or groups on behalf of Fontbonne departments, programs, or organizations.

### **PROCESS FOR REQUESTING A NEW SOCIAL MEDIA ACCOUNT**

Should a Fontbonne group or organization see the need for a new social media account, a representative should send a formal request to [marketing@fontbonne.edu](mailto:marketing@fontbonne.edu). The Marketing & Communications department will follow up to obtain additional details necessary to determine if a new social media account can be created.

### **Student Complaint Policy**

Fontbonne University is dedicated to providing an excellent educational experience for all students. The university recognizes the importance of resolving student concerns and grievances in a timely and effective manner. In registering concerns and filing appeals, Fontbonne students must follow the policies and procedures that have been established by the university or within the unit about which the concern is being filed. Generally, these policies and procedures require that students begin by discussing the matter with the staff, faculty, or department in which the issue originated. Notable exceptions include complaints alleging discrimination or harassment.

If a student believes that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint does not fall within a specific policy, and efforts to resolve the concern have not been successful, the student may file a formal complaint.

A formal complaint is defined as any nontrivial complaint, either academic or nonacademic, that is submitted formally in writing by a student to a member of the Executive Leadership Team either through:

A written complaint

An email sent from a verified student email account

The Fontbonne University Complaint form

One of the mechanisms defined for Title VI, Title VII, Age Discrimination, Section 504 complaints, or any other complaint covered by Fontbonne's Notice of Non-Discrimination.

Not every written communication from a student is considered a complaint. For example, the following would not be considered a complaint: requests for exception to university policies, written letters expressing a general dislike of a university policy, and complaints submitted to a person other than a member of the Executive Leadership Team or Director of Human Resources.

Upon receipt of a formal complaint, the office or person that receives the complaint will acknowledge the complaint. Formal complaints about a faculty or staff member in an academic department or regarding a course or academic program will be directed to Academic Affairs. Other formal complaints will be directed to the Vice President responsible for the department or individual against which the complaint is made. Formal complaints about a Vice President will be directed to the Office of the President. Each person or office who receives a complaint will maintain a record of when the complaint was received, any actions taken, and the final resolution. Students should receive an official response to complaints within 30 days. The receiving office will send notice of the final resolution to the Office of Academic Affairs, which maintains a record of all formal complaints. The Executive Leadership Team will semiannually review formal complaints to improve university processes.

Nothing in this policy shall be construed to be construed to modify any procedures for handling complaints covered by Title VI, Title VII, Age Discrimination, Section 504 complaints, or any other complaint covered by Fontbonne's Notice of Non-Discrimination.

Missouri Department of Higher Education & Workforce Development (MDHEWD) serves as the clearinghouse for complaints concerning colleges and universities authorized to operate in the State of Missouri, acting on those within its purview, and forwarding those that are not to other entities for their appropriate action. Per MDHEWD policy,



exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the Department. The complete MDHEWD complaint policy may be found <https://dhewd.mo.gov/policies/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>

The Missouri Attorney General's Office website may be found at <http://ago.mo.gov>.

## **Theft**

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

## **Transportation**

Any Fontbonne students intending to drive Fontbonne employees and/or students or prospective students on a planned University-sponsored activity in a University rented vehicle must be approved by Fontbonne University as an authorized driver in accordance with section two of this document and must adhere to the guidelines stated in this document. Students are not permitted to drive University-owned vehicles. Final permission for an authorized student driver to drive is at the discretion of the activity sponsor. Planned University-sponsored activities include, but are not limited to, class field trips, athletic events, service projects and trips, and prospective student visits.

Fontbonne students intending to drive prospective students on a planned University-sponsored activity in a privately owned vehicle must be approved by Fontbonne University as an authorized driver in accordance with section two of this document and must adhere to the guidelines stated in this document. Final permission for an authorized student to drive is at the discretion of the activity sponsor.

Any individual who chooses to travel as a driver or as a passenger in University rented vehicles or privately-owned vehicles to attend or take

part in any University-sponsored activity assumes all risks and responsibilities of such travel. The University's insurance provides collision and liability coverage on rental vehicles when the vehicles are rented in the University's name and are used for University-sponsored events. Privately-owned vehicles that are used for University-sponsored events are not covered by the University's insurance.

For the complete Transportation policies and procedures, reference online Policy Manual II:

<http://www.fontbonne.edu/upload/4c49b4e62bc37.pdf>.

## **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.

## **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.

# Residence Life Guidelines and Policies

## Introduction

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 residence life guideline and policies have been prepared by the Department of Residence 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.

All students are expected to abide by the policies and procedures listed in the Griffin Scratch Student Handbook. The following policies, however, apply in a particular way to students who reside on campus and their guests. These policies are supplemental to the Griffin Scratch policies and will be enforced and implemented under that same discipline system as contained in the Griffin Scratch Student Handbook.

## *Residence Life Mission Statement*

The Fontbonne University residence 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.

## *Residence Life Overview*

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, gender orientation, national or ethnic origin, disability or other status protected by law.
- Accept responsibility for your behavior and that of your guests at all times.

## **Access and Inspection of Rooms**

The Residence 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.

## **Alcohol Policy**

Please refer to the Policies and Procedure section of this handbook for the full Alcohol and Drug Abuse Prevention Policy. Below is listed a supplemental policy statement regarding alcohol usage in the residence halls.

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

- Beer kegs are not allowed in on or off campus sponsored housing.
- 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.
- No alcoholic beverages may be sold or furnished to persons under the legal age of 21.
- 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.
- Those students who are of legal drinking age may bring alcoholic beverages into their residence hall space only in covered, non-transparent packages.
- Resident students who are of legal drinking age may consume alcohol only in their rooms/apartments, with the door closed and not with underage persons present.
- 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.
- Irresponsible use of alcohol resulting in public intoxication, disorderly conduct or vandalism may result in disciplinary action being taken.
- 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.

- 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.
- It is an expectation that the RA, staff and public safety personnel will enforce these guidelines.
- 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 may result in one or more of the following disciplinary actions: Education program, discretionary service, minimum monetary fine of \$75.00, loss of privilege, restitution, \$150.00 host fine, notification of parent, social probation, residence life probation, and/or residence life dismissal.

### **Assistance Animal Policy**

Fontbonne University ("Fontbonne" or "University") recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Fontbonne is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities. Fontbonne is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. This policy explains the specific requirements applicable to an individual's use of an Assistance Animal in University housing. Fontbonne reserves the right to amend this policy as circumstances require. This policy applies solely to "Assistance Animals" which may be necessary in University housing. It does not apply to "Service Animals" as defined by the ADAAA.

Although it is the policy of Fontbonne that individuals are generally prohibited from having animals of any type in University housing, Fontbonne will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is necessary because of a disability and reasonable. However, no Assistance Animal may be kept in University housing at any time prior to the individual receiving approval to do so as a reasonable accommodation pursuant to this policy.

## **I. Definitions**

### **A. Assistance Animal**

“Assistance Animals” are a category of animals that may work, provide assist, or perform physical tasks, for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADAAA and Fontbonne’s Service Animal Policy. Some Assistance Animals are professionally trained, but in other cases Assistance Animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as assistance animals, but any animal may serve a person with a disability as an Assistance Animal.

The question in determining if an Assistance Animal will be allowed in University housing is whether or not the Assistance Animal is necessary because of the individual’s disability to afford the individual an equal opportunity to use and enjoy University housing and its presence in University housing is reasonable. However, even if the individual with a disability establishes necessity for an Assistance Animal and it is allowed in University housing, an Assistance Animal is not permitted in other areas of the University (e.g. dining facilities, libraries, academic buildings, athletic building and facilities, classrooms, labs, individual centers, etc.).

### **B. Owner**

The “Owner” is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into University housing.

### **C. The Kinkel Center**

The Kinkel Center collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all Fontbonne programs and activities.

## **II. Procedures for Requesting Assistance Animals in University Housing**

The procedure for requesting Assistance Animals follows the general procedures set forth by the Kinkel Center for requesting accommodations based on a documented disability. In order to allow for

adjustments in the housing process, Fontbonne requests that students adhere to the following deadlines for requesting an assistance animal in university housing: May 1st for the summer/fall semesters (for new students/transfers), February 1st for summer/fall semester (for returning students), and November 1st for the spring semester (for new and returning students).

While applications submitted after these dates will be accepted and considered, Fontbonne cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester.

### **III. Criteria for Determining If Presence of the Assistance Animal is Reasonable**

A. University housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of Assistance Animals is not an undue administrative burden or fundamental alteration of University housing, Fontbonne reserves the right to assign an individual with an Assistance Animal to a single room without a roommate. Normally, though, the standard housing application and assignment process will be followed, except as modified per this policy.

B. However, for all requests for Assistance Animals, the Kinkel Center shall nonetheless consult with Residence Life in making a determination on a case-by-case basis of whether the presence of an Assistance Animal is reasonable. A request for an Assistance Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

C. Fontbonne may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:



- The size of the animal is too large for available assigned housing space;
- The animal's presence would force another individual from individual housing (e.g. serious allergies);
- The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
- The animal is not housebroken or is unable to live with others in a reasonable manner;
- The animal's vaccinations are not up-to-date;
- The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
- The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

Fontbonne will not limit room assignments for individuals with Assistance Animals to any particular building or buildings because the individual needs an Assistance Animal because of a disability.

#### **IV. Access to University Facilities by Assistance Animals**

##### **A. Assistance Animals**

An Assistance Animal must be contained within the individual's privately assigned living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When this occurs, the Owner must take the animal directly outside without undue delay or stopping in areas in which the animal would not normally be permitted, e.g. lounges, hallways, offices, etc. When an Assistance Animal is outside the individual's private living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

##### **B. Dominion and Control**

Notwithstanding the restrictions set forth herein, the Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

## **V. Individual's Responsibilities for Assistance Animal**

If the University grants an individual's request to live with an Assistance Animal, the individual is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

### **A. General Responsibilities**

The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed and vaccinated.

The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by Fontbonne.

The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the individual.

Fontbonne will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal.

An individual with a disability may be charged for any damage caused by his or her Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the individual's account for unmet obligations under this provision.

The Owner must fully cooperate with University personnel with regard to meeting the terms of this policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.). Fontbonne reserves the right to inspect the Owner's living space to investigate complaints or concerns regarding the Assistance Animal and to confirm the Owner's compliance with the provisions of this policy.

Assistance Animals may not be left overnight in University housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner, unless prior approval is obtained from Residence Life or the Kinkel Center. The Owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities. Necessary precautions should be made for facilities personnel or other Fontbonne personnel to enter the residence when the Owner is not present. The University is not liable if the Assistance Animal escapes during one of these visits.

The Owner agrees to abide by all equally applicable residence policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

The Assistance Animal is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Kinkel Center in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this policy and the reasonable accommodation policy of the University when requesting a different animal. Permission to have an Assistance Animal in residence is only valid for a designated timeframe, per the Kinkel Center, and must, at a minimum, be renewed annually, usually prior to entering a new academic year.

Fontbonne personnel shall **not** be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the

animal and may not be held responsible for the care, damage to, or loss of the animal.

The individual must provide written consent for the Kinkel Center to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s) and/or other residents. Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

In the event other residents/staff are negatively impacted by the Assistance Animal (e.g. allergies, phobias, etc.), Residence Life and the Kinkel Center will work to coordinate a resolution with those involved. A resolution may involve one or more residents, including the Owner, being required to move from their residence to another University-owned housing facility or alternative room.

## **VI. Removal of Assistance Animal**

The University may require the individual to remove the animal from University housing if:

- the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- the animal's presence results in a fundamental alteration of a University program;
- the Owner does not comply with the Owner's responsibilities set forth above; or
- the animal or its presence creates an unmanageable disturbance or interference with the university community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Director of the Kinkel Center and may be appealed to the Dean of Students. The Dean of Students's decision is final.

Should the Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

If the animal must be removed, the Owner must do so within 48 hours after being so notified unless the animal poses a direct and immediate threat to the health or safety of others, whereby it must be removed immediately.

## **VII. Non-retaliation Provision**

Fontbonne will not retaliate against any person because that individual has requested or received a reasonable accommodation in University housing, including a request for an Assistance Animal.

## **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.

## **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 Residence 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.

- Have a staff member inspect room and sign the Room Condition Form.
- Complete forwarding address online at checkout. Forwarding address is for internal campus use only. 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 security deposit and the imposing of late checkout fines. A resident student may use Express Check-Out but failure to follow the written acknowledgement could result in the assessment of fines for damages/cleaning keys and late checkout.

### **Common Area Damages**

At the end of the semester, each resident 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, resident 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 Residence Life.

### **Decorating and Painting**

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. No university furniture may be moved out of your room.

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.

### *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.

### **Entrance Doors to Residence Areas**

The resident student agrees not to loan out his/her entrance card or to have his/her room key copied. The resident student found with illegal keys or cards may be fined one hundred dollars (\$100.00 US) and the cost of a lock change. The resident student agrees to practice responsible safety procedures. The resident student agrees not to prop exterior entrance doors open and any student caught doing so could be assessed a one hundred dollar (\$100.00 US) fine. The resident student could be assessed a one hundred dollar (\$100.00 US) fine if his or her room key and/or entrance card are loaned out.

### **Health and Safety Inspections**

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

### **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.

### *Room Cleanliness*

The responsibility for the cleanliness of your room is your own. 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.

### **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 security deposit.

During the contracted period, the resident 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 resident student vacates the on or off campus sponsored housing site without the written permission of the Director of Residence Life, he or she is liable for the full payment of the application contract. Anytime a resident 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.

### **Housing Over a Break Period**

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. Resident



students 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 students must pay a daily rate to stay.

The university reserves the right to deny a student housing during Fall break, 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.

### **Housing Security Deposit**

The deposit turned in to the Department of Residence Life with your on campus sponsored housing application will be applied to your account balance of the first semester living on campus. If reapplying to live on campus additional years, an additional Housing Security Deposit is not required.

### **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 Residence 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.

### **Laundry/Vending Machines**

Washing machines and dryers are available for residents to use free of charge. The use of these facilities is restricted to the residents of each hall. The laundry areas must be kept clean. Report broken washer and dryers to the Department of Residence Life. Do not overstuff the washers and dryers.

Report any money lost in the vending machines to General Services in Ryan Hall, Room 111, 8:30AM - 4:30PM.

### **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. Guest(s) are not allowed to spend the night in these areas.

- Medaille lobby, third floor – no visitors or blatant noise after 10PM week days, and after midnight during the weekends.
- Medaille Hall, fourth floor – open 24 hours, contains a kitchen with a stove, sink, and refrigerator. A lounge is available for commuter and resident students with couches, television and gaming system.

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.

### **Lock Outs**

If you are an on or off-campus resident and accidentally lock your room key in your room, check with your RA, or the Department of Residence 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 Residence 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.

### **Maintenance Requests**

The maintenance request form can be found online, in an email from the Director of Residence Life, and posted in the halls. We recommend that you are specific on the location and description of the repairs requested. For emergencies maintenance repairs after offices close or on weekends please call Public Safety and notify the resident assistant on duty. Emergency maintenance repairs are given priority do not submit an emergency repair on the web site. 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 Department of Residence Life.

### **Passive Participation**

Residents are obligated to remove themselves from any situation where a violation is occurring. Resident students present during a violation of the Residence Life Guidelines and Policies / Code of Student Character & Conduct can be held responsible for that violation.

## Quiet Hours

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      10PM - 10AM

Friday-Saturday      midnight - 10AM

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.

Violations of quiet hours policy could result in:

- Verbal warning
- \$25 fine for each resident involved then increase by \$25 increments for each subsequent violation
- Possibility of being placed on residence hall probation
- Discretionary service.

## Resident Responsibility for Behavior and Policies

The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. The student is responsible for abiding by all the policies outlined in the Residence Life Guidelines and Policies, Student Handbook and residence hall application contract.

## 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 tobacco free. Fines will be assessed for violation of this policy. The base fine for a first violation could be \$50. Each subsequent smoking fine is increased by \$50 increments 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.

## **Restricted Items**

Cooking: Closed coil or enclosed cooking elements such as popcorn poppers, coffee makers, 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 Residence 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.

### **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 Residence Life. If there is a student living in the room where you would like to move, they must also go by the Department of Residence Life and request you as a new roommate.

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.

### **Room Consolidation**

Should you be left without a roommate, you will need to consolidate. Resident 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. Resident students 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 student 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 student fails to consolidate on his or her own, a lottery will determine who must move. Should a resident student 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 student may have the option of selecting a private room.

## **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.

## **Roommate/Suitemate Bill of Rights**

Each resident has the right to:

- Read and study without interference, unreasonable noise and other disturbances.
- Sleep without undue disturbances.
- Have personal privacy in one's room.
- Live in a clean environment.
- Host guests, with the understanding that the guests will honor the other resident's rights.
- Have free access to one's room and hall facilities.
- Be free from intimidation, physical and emotional harm.
- Expect respect for one's belongings and personal property.

## **Safety Tips**

- Lock your door at all times.
- Do not leave your valuables in plain sight.
- 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.
- Engrave your personal items with your driver's license number.
- Use the "buddy system" after dark. It provides good company and is a good policy.
- 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.
- Do not prop interior or exterior doors. Opening doors after it has been secured constitutes disregard for the security of your fellow residents.
- If a theft or security question arises, contact Public Safety Officer, your RA or Department of Residence Life.

- Follow all fire or security regulations and tornado procedures.
- Do not let non-residents into the building unless you are willing to be responsible for their actions and behavior.

## **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 other Residence Life staff member.

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.

## **University Property**

Commercial purposes: The resident student room shall not be used for commercial purposes.

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

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

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.

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

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

Door tampering.

## **Visitation Policy**

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 supersedes a roommate's privileges to have guests. This policy covers visitation, 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. This will be determined through a Roommate Agreement completed within the first few weeks of the new semester living together.

A guest as defined by the Department of Residence Life is anyone who does not live in the room or building that is being visiting.

### **General Rules Governing the Visitation Policy Include:**

Visitation Hours are:

Sunday - Thursday.....9:00AM-midnight

Friday - Saturday.....9:00AM-2AM

Guest(s) is held to the same standards for following policies and regulations of the institution as the resident host (here after known as the host).

All guests are not permitted to visit a rooms at any time other than the designated hours.

The host is allowed the maximum number of two (2) guests at the same time.



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.

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.

A non-resident Fontbonne Student 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 gender spends the night in your room or apartment. Overnight guest(s) not of the same gender are not permitted and violate the visitation policy.

This visitation policy also applies to members of the family who are of the opposite gender.

Guest(s) must register their car with Public Safety.

Residents should not give room keys or access key cards to non-residents to gain access to a student's room or building. A \$100 fee could be assessed to the resident assigned that key if this occurs.

### **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) rights who share the space.

The host is responsible for their guest(s) behavior while visiting sponsored housing. It is the responsibility of the host to make their guest(s) aware of university and on 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.

## **Social Gathering**

A social gathering may occur within the following guidelines:

- A maximum of eight persons may occupy a room if both roommates are present. A maximum of four persons may occupy a single room with the host present. A triple room may have a maximum number of twelve guests present if three roommates assigned to the room are present.
- 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.
- All policies governing alcohol must be followed.

In East Hall, a social gathering may occur within the following guidelines:

- 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.
- All policies governing alcohol must be followed.
- 

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 residence life dismissal.

# Emergency Response

## Armed Intruders

If you observe an armed individual on campus, you should report the situation immediately to Public Safety by dialing 314-599-2947 as soon as you are in a safe location. Public Safety will ensure 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 Armed Intruder Shooting near Your Building:*

Leave the building if you can do so safely. If you cannot leave the building, turn out the room lights lock or block the door and remain silent. Consider crawling to a hallway away from the intruder.

### *Response to Armed Intruder in Your Building:*

Leave the building if you can get out safely. If you cannot leave the building, turn out the room lights, shut and lock the room door and move to a point in the room where you cannot 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.

## Building Evacuation

The guidelines below should be followed when evacuating any building:

All building evacuations will occur when an alarm sounds and/or upon verbal instructions. Building fire alarms are activated by following the directions listed on the pull stations. 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.

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 purse, wallet, etc. with you. 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.**

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.

Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

During periods of inclement weather, you will be directed to go to another building.

## **Earthquakes**

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

**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.

**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.

**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.

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 aftershocks.

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.

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.**

Once outside, move 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.

Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

## **Fires**

Report all fires to the Public Safety Office or to the campus operator. Dial 314.599.2947. Should you need the police, fire department or an ambulance and no one above can be reached, dial 911 or 911.

The procedure below should be followed in case of fire:

Activate the building fire alarm and/or alert people verbally. All people should exit by the nearest marked exit. 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 purse, wallet, etc. with you. Do not enter any area marked by a hazardous material warning sign. Assist people with disabilities in exiting the building. Do not use the elevators. Smoke is the greatest danger in a fire. Stay near the floor where the air is less toxic.

Once outside, move 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.

Dispatch one individual to a location near the emergency to meet and lead emergency responders to the site of the emergency.

Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

## **Loss of Utilities**

During normal working hours, utility failures should be reported to the Physical Plant Office at extension (889- 1404. After normal working hours, utility failures should be reported to the Public Safety Office at extension (314-) 599-2947. 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 the above Building Evacuation section.

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.

## **Medical Emergencies**

For medical emergencies, dial 314.599.2947. Should you need the police, fire department or an ambulance and the numbers above cannot be reached, dial 911

**Life threatening emergency medical situations include but is not limited to:**

- 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:

Dial 314.599.2947 or 911. State, "This is a medical emergency." Give the exact location of the victim (building & floor), 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. If available, send someone to a location near the emergency to meet and lead emergency responders to the scene.

- Do not move the victim unless there is imminent threat of further injury.
- 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.
- Ask all witnesses to remain until emergency responders arrive.
- Do not leave until you are told to do so.
- Assist emergency responders on request.

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

## Reporting an Emergency

Dial 314.599.2947. Should you need the police, fire department or an ambulance and no one listed above can be reached, dial: 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.

## Tornadoes

Individuals on Fontbonne University property will move to emergency tornado reporting areas when the St. Louis County tornado sirens sound. The procedures below should be followed:

- You should move to the tornado emergency reporting area for your building. See below. 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.
- As you leave your office or room, close all windows and doors.
- All people should remain in the emergency reporting areas until the all clear message is announced or until a Fontbonne official has given the all clear.
- All damage and injuries resulting from the storm should be reported to the Department of Public Safety by dialing 314.599.2947. Public Safety will call for emergency assistance and make the proper notifications.
- If damage from the storm creates an emergency that requires evacuation of the building, 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.
- 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.**

- 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.
- Do not return to an evacuated building unless you are told to do so by a Fontbonne official.

### *Tornado Reporting Areas*

- Anheuser Busch Hall: 1st floor hallway, men's bathroom on 1st floor and 1st floor stairwells.
- Dunham Student Activity Center: Training room, northwest stairwell, walkway to weight room.
- East Building: 1st floor hallways.



- Fine Arts Building: 1st floor restrooms and lower level hallways.
- Library: Basement.
- Medaille Hall: Basement, Mezzanine Lounge and bathrooms between suites.
- Physical Plant Area: Tunnel and basement.
- Ryan Hall: 1st floor hallway, hallway near the Fontbonne Cares Suite.

# Student Activities and Organizations

## Student Organizations

There are many registered student organizations at Fontbonne University. It is the mission of the clubs and organizations to provide the opportunity for leadership, diversity, and an avenue for programming activities and professional development. Fontbonne University reserves the right to register groups of Fontbonne students who wish to create formal organizations.

Registration of a student organization by Fontbonne University is an acknowledgment that the organization has complied with registration procedures. The University will grant all rights and privileges accorded every registered organization. Registration of a student organization implies that the University approves the organization's constitution and bylaws. Registration does not indicate or imply that the University endorses the views expressed at meetings. The individuals involved are solely responsible for any view held or expressed. Fontbonne's policy is to encourage free discussion of moral issues as part of the educational process. Organized advocacy of a position contrary to the University's Core Documents (mission, vision, values, and Catholic Identity) is not endorsed or funded by the University.

Only student organizations that maintain good standing as officially registered Fontbonne University student organizations by adhering to all required policies and procedures will be authorized to use University facilities or services, or be permitted to identify themselves directly or indirectly with the University name or credit. The University reserves the right to review the activities of student organizations and to ensure compliance with University policies. All student organizations are directly responsible to the Executive Director for Student Affairs.

### *Registration of Student Organizations*

Registered groups, like registered students, will be held accountable to the standards and norms of conduct and civility which help constitute the Fontbonne University community. Registering a group says to those who belong to it that their contribution is viewed as part of the overall educational mission of the institution and that the students must continue to strive to be faithful to that mission. Rightly understood, however,

registration of a student organization does not itself imply an institution's endorsement of particular stands that the group may take.

All student organizations seeking eligibility for University benefits are required to be registered by the Center of Leadership and Community Engagement (registration forms are available on-line).

Registration and eligibility for University benefits shall neither be withheld nor denied on the basis of race, color, religion, gender, sexual orientation, physical impairment, national and/or ethnic origin or age.

The registering student organizations must ensure that the purpose of the organization is consistent with Fontbonne University's Core Documents.

The administration of the University reserves the right to review such decisions, offer guidance and even intervene when necessary, if the educational values and mission of the University appear to be undermined. Fontbonne seeks to encourage the exercise of responsible freedom; student representatives should be allowed the greatest possible discretion in making these judgments.

Disputes, challenges and exceptions to the above registration policies should be directed to the Executive Director for Student Affairs or designee.

Registration of student organizations in no way implies that the University endorses positions or points of view espoused privately or publicly by the organization.

All student organizations seeking registration shall, at the time they apply to be registered, meet the following criteria and agree to the following responsibilities:

- The student organization must have a constitution which states the purpose and goals of the organization and how they are consistent and compatible with Fontbonne University's Core Documents. The constitution must indicate a statement with respect to the organization's affiliation, if any, with off-campus organizations. Any changes in a student organization will require review of the organization's registration status.

- The student organization must demonstrate how its purposes and goals contribute to the educational mission of Fontbonne University.
- The student organization must agree to institutional policies and procedures appropriate to the organization's activities and conduct both on and off campus.
- The student organization must agree to comply with the University's nondiscrimination policy in regard to membership.
- The student organization must agree that the exercise of freedom of expression will be done in a peaceful, non-disruptive manner and with appropriate consideration of and respect for differing points of view.
- The student organization, when involved in issues that may be controversial or provocative, must seek the advice and counsel of their advisor and the Executive Director for Student Affairs.
- Because registration of a student organization in no way implies that the institution necessarily endorses positions or points of view espoused privately or publicly by members of the organization, the student organization should represent itself in ways that make this point clear.

All student organizations are required to register every spring semester with the Center of Leadership and Community Engagement for compliance of their activities with their constitution and the consistency of their constitution with Fontbonne University's Core Documents.

Registered student organizations complying with the criteria and responsibilities listed above have the following rights and benefits:

- Use of the University name in association with the organization in the manner designated by the institution.
- Use of University facilities, at no charge or at reduced charge, in accordance with applicable policies for meetings and activities. Facilities shall be granted on a priority basis to registered student organizations or departments in an objective manner based on the consistency of the proposed use of the facilities with the purpose of the organization as stated in its constitution.
- Solicitation of membership on campus under the organization's name.

- Use of campus bulletin boards and other designated posting areas according to policies on posting in this Griffin Scratch.
- Access to campus services, leadership programs, the expertise of a faculty or staff advisor, representation in student government, the advice and counsel of the Center of Leadership and Community Engagement staff and appropriate communication resources on campus.
- The request of student activity funding from appropriate sources.
- Access to the 4th floor Medaille Hall with a key code to the student organization president.
- Listing of the organization in the official publications of the University.
- Access to campus services such as audiovisual equipment, inter-campus mail, etc.
- The right to actively promote the goals, purpose, identity, programs and activities of the organization. Active promotion may be regarded as wearing organizational clothing or accessories, displaying organizational paraphernalia, display and/or distribution of written publicity for the organization of an event. Promotion includes letters or any symbols that could be associated with the group. This applies to any on-campus and off-campus Fontbonne associated event.

Clarification and interpretation of the above guidelines will be provided as needed by the Executive Director for Student Affairs.

## **Activities Regulations**

Registered student organizations at Fontbonne University seeking to propose and sponsor a campus event shall submit a form event approval request to the Center of Leadership and Community Engagement. Sponsorship of an event must comply with the following guidelines and procedures.

### **Introduction**

Fontbonne University supports and encourages the student development that occurs outside of the classroom as part of the students' co-curricular experience. Campus events and programs are a valued part of the Fontbonne Community whether educational, recreational, or social in nature. Fontbonne

University understands the importance of encouraging free discussion of moral issues as part of the educational process through “a commitment to open communication, personal concern and diversity” and educating students “to think critically, act ethically to create a more just world.” However, speech and expression are not absolute rights at a private institution and must be examined in light of both particular circumstances and the broader values and aspirations of Fontbonne University as a Catholic institution. While restrictions on expression must be reluctant, in some situations they may be deemed appropriate.

### Purpose

This policy provides guidance for registered student organizations who seek to sponsor an event at Fontbonne University, such that that: (a) the freedom to pursue truth may flourish; (b) the teachings of the Catholic Church will always be respected even when examined; and (c) the opportunity to exchange ideas will not conflict the rights or safety of others in the Fontbonne University community, or interfere with the University’s mission, values, and core documents.

In providing guidance, this policy integrates concepts of inquiry, expression, dialogue and the exchange of ideas with an exception of social responsibility. Fontbonne University acknowledges the distinct role that activities “outside of the classroom” have on the University campus. To effectively accomplish the integration of these concepts, this policy outlines a way of proceeding that focuses students on both the pursuit of truth and how that pursuit is expressed.

### Individuals Affected

This policy is intended for registered student organizations seeking to sponsor a campus event. This policy excludes both academic and university departments.

The Center of Leadership and Community Engagement, as an entity within the Division of Student Affairs, has direct oversight of the policy on behalf of Fontbonne University. Other departments may be involved with the review of some event requests including Multicultural Programs; Campus Ministry; Academic Affairs; and the Endowed Chair. Depending on the

nature of the event request, the review may not be limited to these areas.

### Event Definition

For the purpose of this policy, an event is defined as any activity, program, or outing that utilizes University resources, including but not limited to university funds, student organization or the university's name, facilities reservations, and/or personnel resources.

### Sponsorship

Sponsorship of the event is defined as the primary Registered Student Organization choosing to host the program and therefore the responsible entity for all policy and procedural guidelines. Co-sponsors of the event must be identified on the 'Event Approval Request Form', including both other Registered Student Organizations and University and Academic Departments. Co-sponsorship of an event is defined as any other student organization or department that is providing financial, logistical, and/or event support for the proposed program. Additional information from co-sponsoring Registered Student Organizations may be requested at the discretion of the Executive Director for Student Affairs or designee.

The approved hosting of an event does not imply approval or endorsement, by the sponsoring group or by Fontbonne University, of the views expressed by speakers, presenters, or others who participate.

### Policy

While Fontbonne University acknowledges a student's individual right to express and explain his or her own beliefs, by virtue of its Catholic character, the time, place, and manner of exercising speech on campus for events planned by students and recognized student organizations is subject to policies and procedures adopted by the University. As such, the University reserves the right to review events proposed by registered student organizations, including those which are funded in full or in part by University sources (e.g. student activity fee). It also reserves the right to reject or alter events that the University

deems to be inconsistent with its values and mission and other core documents. This means that a balanced event, one that would include opportunities for opposing viewpoints to be presented, may be necessary in order for controversial societal, political, moral, and/or ecclesiastical topics to be addressed in a way that provides a more complete educational experience and understanding of the subject matter.

Examples of programs that the University would not approve would include those deemed to present a danger of inciting violence or unlawful behavior; advocates the physical harm, coercion, intimidation or other invasions of personal rights of individual students, faculty, staff, administrators or guests; and/or violates any University policy. The University also has the right to regulate the time, place and manner of all on-campus activities and expression and to prohibit any activity, speech, or expression that is deemed by the administration to create a clear and present danger of blocking roadways, walkways, or common areas; Restricting or preventing physical access to campus buildings; generating excessive noise; and/or interfering with or disrupting classes or unlawfully interfering with other campus events or activities.

While acknowledging there may be approved programs which include critiques of Catholic teaching and/or Fontbonne University, the University does not knowingly make available its facilities to individuals, organizations or businesses, whose activities will deride, mock, or ridicule the Roman Catholic Church or the University's core documents.

### Procedures

Registered Student Organizations of the University who seek to sponsor a campus event may apply to do so according to the procedures below.

Students must complete the 'Fontbonne University Event Approval Request Form', made available by the Center of Leadership and Community Engagement. Completing an Event Approval Request Form does not guarantee approval. Supplemental 'Courageous Dialogue' form may be required upon the request of the Dean of Students or designee.



Students may check on space availability, availability and costs of speaker/presenters, and other logistical needs for the event. Students should consult the Fontbonne academic, activities, and athletics calendars for any potential conflicts.

Completed Event Approval Request Forms must be submitted to the Executive Director for Student Affairs or designee at least twenty (20) business days prior to the proposed program. *Note that some events will necessitate an extended timeline due to contractual agreements or the nature of the event. Event Approval Request Forms for these events must be submitted, and the event must be approved, prior to any outside contract or legally binding agreement being confirmed.*

The Executive Director for Student Affairs or designee will provide written notification of any procedural questions or concerns about the program within five (5) business days of the submission. *Procedural questions or concerns may include, but are not limited to, clarification of issues related to Sections II or VI.*

After receiving event approval from the Center of Leadership and Community, students may move forward with their event planning including space reservation, vendor or performer confirmation, and other event logistics.

The University has the right to impose discipline, as deemed appropriate, upon any student organization whose oral or written expression violates University policy or Code of Student Character and Conduct or goes beyond that which is protected by this particular policy.