



Residence Life

Policies and Procedures

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HOUSING OPERATIONS AND MAINTENANCE

Internet Connections

Wireless Connectivity (Wi-Fi) is available throughout the building. In order to connect, you will need a Wireless enabled Laptop or PC Card for your desktop. In addition, each room is equipped with Ethernet jacks. While the residence does have wireless access, some programs and functions are better run using direct broadband service. In order to connect, please make sure your computer has a T-base 10 Ethernet card and a CAT-5 cable (we recommend bringing one that is at least 15 feet long). Before you use the residence internet service, be sure you read our Network Policy and Guidelines. You are expected to abide by all of them. Any tampering with the internet equipment or software will lead to suspension and/or termination of internet access.

For internet issues contact your RA or a Residence Life staff member at sfcreslife@sfc.edu to submit a work order.

Wi-Fi Log-in Information:

Network: 97ColombiaHeights-Main

Password: Pa\$\$word11

Custodial Service

Basic custodial service is provided for common areas, including corridors, hallways, and lounges. Custodial service is not intended to alleviate residents from their responsibility to pick up after themselves and treat their environment with care. It is still the responsibility of each resident to dispose of waste appropriately. It is also the resident's responsibility to maintain their individual room and all shared areas. Custodial service is not available to clean personal space and residents are required to maintain hygienic conditions in their room.

For maintenance concerns, contact your RA or a Residence Life staff member at sfcreslife@sfc.edu to submit a work order.

Maintenance Repairs

If your room or the provided equipment and furnishings require any repair or maintenance, please do not attempt to repair it yourself. General maintenance and routine repairs (such as a plumbing, electrical, or furniture/appliance maintenance, etc.) are performed without charge to residents. We encourage you to report damage immediately. Neglecting to report an issue (leaky faucet, water damage, etc.), could lead to further and more complicated problems. Emergency repairs include major leaks and flooding, inoperative door locks and any problem that endangers property or safety. In case of an emergency, contact the RA on Call at 347-533-0499.

Residents are not permitted to paint or make any alterations to their rooms. If you alter anything in your room, you will have to repay the building for the cost of repairs (or replacements). Service or repair to any furnishings or equipment provided by residents is not the responsibility of St. Francis College. Do not put any nails, screws, hooks or sticky substances in/on the wall. You will be responsible for any damage caused to the room.

For safety reasons, do not try to clean the outside surface of your windows. Do not sit on ledges or lean out windows. This is for your own safety. Do not put anything on top of radiators or on window sills - a small potted plant that falls out a window could potentially injure a pedestrian. Never attempt to exit through windows.

Reporting a Maintenance Issue: Contact your RA or a Residence Life staff member at sfcreslife@sfc.edu to file a work order. For maintenance emergencies contact the RA on Call at 347-533-0499.

Extermination Procedures

In order to protect the general health and safety of all our residents the following guidelines must be followed. There is an exterminator who performs weekly maintenance in common areas. If you find that you need to utilize this service, please contact your RA, or email sfcreslife@sfc.edu to file a work order.

Exterminator Recommendations

Please keep your room free of debris and keep all food in sealed containers to help prevent a bug problem. We highly recommend that all unused boxes and plastic bags are properly disposed. Do not leave either item on the floor as this creates a breeding ground for unwanted insects and pests. The exterminator has been instructed to inform us of any rooms that violate these guidelines and a note to document such violations will be submitted to you. You will be given 24 hours to correct all noted violations and a post inspection will follow.

Bed Bugs

In the past few years, there has been a resurgence of reports of bed bugs in New York City – with complaints from luxury apartments, 5-star hotels, popular clothing stores, subway and theatres among them. We recognize the responsibility to investigate every report, take all possible precautions to prevent the spread of an infestation, and to eradicate any confirmed problems. FOUND Study and St. Francis College are committed to an effective and efficient response to residents who suspect they may have bed bugs. Bed bugs are a serious community issue, and all residents are expected to comply with all instructions given to them immediately once bed bugs have been confirmed in their room. Visit the New York Department of Health and Mental Hygiene for more information on bed bugs or click here to view our fact sheet.

Guidelines

For the safety and comfort of all residents living in the residence, our staff will adhere to the following guidelines:

- As soon as a resident suspects that they may have bed bugs, they should contact their RA, or call the RA on Call at 347-533-0499.
- We will contact our designated licensed exterminator who will perform a thorough inspection of the room in question. Should a resident notify us on a weekend or holiday day, the exterminator will check the room the next business day. Residents who report suspected bed bugs will not be granted a room or furniture change. This is crucial so that we can prevent the spread of bed bugs if they are found to be in the resident's room and belongings.

- Residents may not, at any time, deny FOUND Study staff, St. Francis staff, or an exterminator access to their room.
- If the exterminator concludes that there is no bed bug activity present in the room, then no further action will be taken. The resident will be asked to continue monitoring his/her living space, and to notify us immediately if there are further problems. It is crucial the resident remains in their own room to prevent contamination of other rooms.
- If the exterminator concludes that bed bugs are present in the room we will provide the affected resident(s) with a detailed list of instructions for the removal and laundering of their personal items.
- Only the approved FOUND Study exterminator can confirm or deny the presence of bed bugs – not a resident, doctor or any outside person.

HOUSING, FACILITIES, AND COMMUNITY SPACES

Community Spaces

Lounges

There are several comfortable community lounges open to residents and meant for gathering, studying, and relaxing. All residents using these spaces must follow the below rules:

- Be respectful of others and mindful that this is a community space.
- Be courteous during organized events.
- All activities held in common areas must have a person that oversees the event/activity.
- During events, recreational activities are prohibited such as: loud video games, loud music, and loud conversations as it may be disruptive to the event.
- No tampering with the displayed artwork/decorations or televisions.
- No placing food and/or beverages on or near shuffle board surfaces.
- Furniture must be utilized appropriately and cannot be moved from its original location.
- Please dress appropriately, wear shoes, shirts and pants/shorts/skirts at all times.
- Be responsible for your own personal items, should you leave something behind please read the following policy: Abandoned property policy
- Clean up after yourself before leaving the lounge so everyone can enjoy a clean environment.
- No sleeping in public places (including furniture, floor, kitchen).
- Public spaces are under 24-hour surveillance.

Kitchen

A common kitchen is provided for resident use throughout the residence. Keep in mind that operational hours are limited please check posted signs for accurate hours. We ask that all residents abide by the simple rules below so everyone can enjoy the space:

- Clean up after yourself.
- Do not sit on countertops, sinks or stovetop.
- Dispose of your trash in proper bins.
- Rinse out the sink and do not clog it by removing food from drain.
- Leave no trace of leftover food by wiping down counters.

- Do not place any items near the stovetop.
- Be attentive to your cooking/food.
- Remember you are on camera.

Do not store personal items in the common kitchens. Personal items must be taken back to your room after cooking. St. Francis College & FOUND Study are not responsible for any items left in common areas that may be damaged, stolen, or removed.

Laundry Room

Please be mindful of your laundry. If you choose to leave it behind, make sure you know how long it takes to do a wash/dry. If you leave your laundry too long in a machine, someone may choose to move it for you. If you leave it unattended, FOUND Study and St. Francis College are not responsible for items damaged, stolen or removed. After 48 hours, the staff will discard any items left unattended. If you are found guilty of damaging property and/or stealing you will be held financially and legally responsible and may even face removal from the residence. Please remember you are on camera.

Laundry Instructions: download the MyMagicPass app and follow the instructions to setup your account. Visit the main building Laundry facility and use the location code next to the kiosk. If you are an international student and do not have a US phone number your RA can provide you with a laundry fob to operate the laundry machines.

If you would like to report a problem with a machine or the area, please use the app to submit a service request.

Please do not remove someone else's items from the laundry room or leave property unattended for long periods of time. Items will be considered abandoned property if left more than 24 hours. Residents are encouraged to allow a 10-minute grace period before moving someone else's laundry out of a washer or dryer that has completed its cycle, but residents are permitted to remove items (and set them aside in the laundry room) from machines that have completed their cycle and are left unattended for more than 10 minutes.

Fitness Center

Use of the Fitness Center at our sister property, 119 Columbia Heights, is a privilege and can be taken away if residents do not follow Residence Life policies. FOUND Study and St. Francis College shall have no liability for any injuries occurring as a result of a resident's use of the fitness center. You are only permitted to use the Fitness Center if you have signed a release. FOUND Study and St. Francis College do not assume any responsibility, risk or liability for your use of the Fitness Center and hereby expressly disclaims the same. By using any Fitness Center, you agree to the terms of this paragraph.

Fitness Center Member Conduct:

- No cell phone or camera use is allowed in the facility and residents should not take videos or photograph anyone using the Fitness Center.
- Personal trainers are not authorized and may not train residents within the fitness center. If found doing so the resident may lose access privileges.

- No smoking, drugs, or alcohol are permitted, and residents may not use equipment while under the influence.
- No loud and/or abusive language.
- No vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of the Fitness Center. If residents are found tampering with any equipment, they will be charged with all fees associated with the repair.
- Residents should not remove materials, equipment, or property from the Fitness Center without authorization.
- Indecent exposure, voyeurism, exhibitionism, or other lewd and lascivious acts are not allowed.
- Residents should wear a shirt and closed-toed athletic shoes.
- Skateboards, in-line skates, roller skates, scooters or other sports equipment are not allowed within the facility.
- Sleeping in the Fitness Center is not allowed.
- Everyone must clean up after oneself while using any part of the facility; this includes re-racking weights when finishing a set in the free weight area.
- Operational hours are limited please check posted signs for hours.

Pool Table/Table Tennis Table/Shuffleboard

A shuffleboard table is provided at 97 Columbia Heights. Table tennis and pool tables are offered at 119 Columbia Heights. The use of all recreational activities is a resident privilege and not a right. Please keep all drinks and food off and away from the tables and respect the equipment so all residents can enjoy its use.

Electronics

FOUND Study is not responsible for any personal electronic equipment, including computers, brought into the residence hall. All residents should connect their electrical/electronic equipment, including computers, to power surge protective devices to minimize potential damage to their personal property.

Littering, Garbage, and Recycling

Residents are required to dispose of all garbage and trash in appropriate areas and receptacles. Residents may not dispose of litter in any form on the grounds or facilities. This includes, but not limited to, cigarette butts, flyers, cans, bottles, etc. It is also prohibited to collect containers (i.e., bottles, cans, boxes, etc.) that may attract pests or cause other safety hazards. In accordance with NYC Law, recyclable materials are to be placed in the designated bins. All trash should be brought to the appropriate designated area.

Two trash rooms are available on each hall of 97 Columbia Heights. Students need to ensure that trash is discarded of regularly and appropriately. Room and suite trash should not be discarded of in laundry rooms and common area trash cans. Students need to discard of trash regularly to ensure that trash does not accumulate in rooms and suites. Accumulated trash can attract bugs and cause odor.

RESIDENCE LIFE ADMINISTRATIVE POLICIES

These policies govern the administrative and operational aspects of the St. Francis College Residence Life Program. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme or repeated violations of these policies may result in appropriate action through the resident conduct process.

Room Assignments

Room assignments will be made solely by St. Francis College, who reserves the right to change room assignments as reasonably required and will do its best to accommodate roommate requests. St. Francis College may not provide you with your roommate's information prior to your arrival because of changes that may occur before you arrive.

In the event of a roommate conflict, St. Francis College reserves the right to relocate one or all roommates to another room. Roommate changes are subject to a full review by Residence Life.

If St. Francis College determines that you do not fit into a positive environment, or if we consider that you are a threat to our community, this will constitute termination of your Housing Agreement. St. Francis College reserves the right to terminate your Agreement if it is determined that you cannot fit into the community in a positive manner, as outlined in Terms & Occupancy Agreement signed by all resident students.

If a resident vacates an assigned space and leaves personal possessions whether intentionally or unintentionally, these items will be considered abandoned property. All items left behind will be removed, recycled or donated. St. Francis College is not responsible for any items left in the rooms/residence and will not be responsible for the replacement or compensation of abandoned property.

Consolidation

St. Francis College reserves the right to fill any vacant bed at any time. As Residence Life is continually placing residents, vacancies may be filled without notice. Residence Life will attempt to give 24 hours' notice, but this is not guaranteed. Residents with one or more vacant beds in their room can expect a new roommate or to be moved to a different room as the need for new resident assignments or consolidation arises. Residents must leave the vacant portion of their room or suite in a condition that will allow another person to move in easily. Residents should not place their belongings into a vacant portion of the room or use vacant beds.

Room Transfer and Request Procedure

Residence Life offers an "on request" approach to room changes. This means that, if a resident has requested a room and a room becomes available that meets the criteria the resident provided in their request, we will allow the resident to move to that room. Residence Life will determine if the room change is possible based on inventory available at the time and what is best for the residents involved. We do encourage residents to resolve conflicts, and the Residence Life Staff is trained to assist in mediation that can help residents manage their disagreements. Room transfer requests are not guaranteed and not all requests can be granted. Room changes can take place between terms and must be coordinated

through Residence Life. Room changes can only be requested at certain times of the semester. Those dates will be published at the beginning of each semester.

Since room changes cannot always be granted immediately, Residence Life may ask roommates or suitemates who are experiencing conflict to participate in a mediation to address their differences instead of changing rooms, or pending the ability to grant a room transfer, and depending on the severity of the conflict.

Roommate Conflicts

Residents bear the primary responsibility of resolving conflicts they may have with roommates. Residents are encouraged to act in a timely manner if they feel a conflict is developing between them and their roommate. Residents are expected to approach disagreements with their roommates in a mature and respectful manner. If they are not able to reach a positive outcome themselves, residents should enlist the assistance of the Residence Life Staff. There are limits to the ability of the Residence Life staff to intercede in and resolve all roommate conflicts. In general, there are three specific responses that can be provided to residents who are not getting along with their roommate:

- **Mediation** – The Residence Life Staff will facilitate a discussion between roommates to address the problems they are facing. This mediation can take the place of an informal discussion, but it can also be used to edit a binding Roommate Agreement. The Roommate Agreement is a document that allows residents in conflict to stipulate specific expectations and hold one another accountable to that agreement.
- **Room Change** – As described above, residents may request a room change during designated periods throughout the academic year. Residents seeking to leave a conflict situation by requesting a room change are reminded that room transfer requests are not guaranteed and that a mediation is required prior to a room change approval.
- **Resident Conduct and Community Standards Action** – If the behavior of a roommate violates the CORD, Terms & Occupancy Agreement, college policies, state and federal laws, or policies stated in this handbook, it can be reported and addressed through the student conduct process. Residents are advised that simply being accused or found in violation of policy does not always result in being reassigned or removed from housing. However, if the behavior that violates policy is the root of the conflict, it must be reported for the record so that the staff can address it through the student conduct process.

Improper Room Transfer

A resident who moves to another room or suite without proper authorization from the Residence Life Staff is considered to have conducted an Improper Room Transfer. The resident is subject to an improper checkout fee of \$75 and may be subject to disciplinary action, including removal from the space.

Check-Out Procedures

Residents leaving an assigned space for any reason (room change or move out) must complete the check-out procedure. Any portion of the check-out procedure not completed will result in a charge/fine. The check-out procedure generally includes:

- Making an appointment with Residence Life at least 24 hours before departure to check-out and sign the RCR which indicates any new damages the resident may be charged for:

- NOT Cleaning the room (i.e. remove garbage, vacuuming, wiping all surfaces etc.)
- NOT Returning furniture to original position
- NOT Removing ALL belongings
- Any items left behind will be considered abandoned and will be discarded after check-out.
- Residents must return any room keys or IDs issued in order to avoid a fine.
- Signing the checkout RCR.

Residents are permitted to use an Express Check Out process (is available) if they so desire. This process allows the resident to submit their room key and/or resident ID to a lock box using a special check-out envelope and form. This process calls for the condition of the student's room will be reviewed and evaluated by the housing staff after their departure. Residents choosing to utilize the express check out process waive their right to appeal damage and administrative fees associated with their room condition or check out process. Residents requesting to decline their Housing Agreement any time before the academic year must complete a housing decline form (see below). Notifying the Bursar Office and Financial Aid that they no longer plan to enroll, or to be a resident, is NOT sufficient to cancel housing.

Housing Cancellation

All residents wishing to request to cancel a pending housing application (those residents who have applied for housing for a coming semester) or an existing housing agreement (those residents who are currently living in housing) must contact Residence Life staff at sfcreslife@sfc.edu.

Health and Safety Inspections

Resident rooms will be inspected monthly to ensure compliance with health and safety related aspects of the Residence Life policies. Staff is not required to notify residents in advance. In most cases, residents will be given opportunity to resolve health and safety concerns before a re-inspection. Roommates can be held jointly responsible for health and safety violations that exist in their room or suite.

Abandoned Property

Residents are encouraged to keep personal items secure in their rooms. Public areas of the residences (including lounges, community bathrooms, hallways, etc.) are not intended for storage of personal belongings. Any items left behind will be considered abandoned and discarded.

Posting

Notices, flyers, ads and other informational items may be posted only on designated boards by the Residence Life Staff. All flyers must be pre-approved by Residence Life. Exhibiting or affixing any sign, advertisement, notice or other lettering, flags or banners on any part of the outside of your room, door or the building (including signage inside your room if it can be viewed from the outside) is prohibited, as is attaching or hanging any projections (radio or television antennas, awnings, flags, banners, etc.) on the outside walls or windows of the building.

Lock-Outs

Please understand that it is your responsibility to always carry your resident ID with you. If you are locked out, please follow these steps:

- All residents should go to the Residence Life Office during the posted office hours. If the office is closed, call the RA on Call at 347-533-0499.
- Residents will be let into their room by a staff member and be required to present their Residence Hall ID.
- Residents will be charged \$10 for every lock out.

Key Replacement Fees:

- Resident ID: \$20
- Lock Change: Should any resident damage their lock, they will be billed a \$400 replacement fee.

Guest Policy

Guest policies exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintain an appropriate level of safety and security in the building. Keep in mind that having a guest is a privilege and not a right. Regardless of length of stay, the guest is expected to abide by all college and residence hall policies and procedures.

The host is responsible for the actions of their guests at all times. Any guest who violates St. Francis or residence hall policies is subject to penalties. St. Francis College has the right to ban any guest. Guests who are found in violations of this policy or any other SFC policies may be asked to vacate the premises immediately. Hosts will be held responsible and subject to having their guest privileges revoked based on the severity of the violation. St. Francis reserves the right to update or make changes to this policy at any time.

The following guest conditions must be met:

- No guests under the age of 18
- It is the responsibility of the host to meet their guest in the lobby and to remain with that person at all times when the guest is in the residence hall.
- If the host departs the building the guest must also depart and is not permitted back into the residence hall until the host is able to personally escort them.
- All guests must register at the security desk by showing proof of a valid unexpired photo identification card.
- All guests must be fully vaccinated against COVID-19. Verification will be required. New York state residents Excelsior Pass preferred, CDC vaccine card for non-New York state residents. Fully vaccinated is defined as both doses of a two-dose vaccine or one dose of a one-dose vaccine.
- Residents are responsible for communicating with roommates and suitemates about having a guest for each visit.
- When the guest leaves the residence hall they must be escorted to the lobby by the host and sign out with security.

Hosts and guests are expected to uphold the following expectations:

- No person who is required by law to register as a sex offender may be a guest in the residence hall.
- If a resident or guest is observed to be intoxicated or under the influence at any point, they will not be permitted entry, regardless of registration status.
- SFC does not provide beds, bedding, or linen for any guest.
- Residents are not permitted to hand a residence hall ID to guests for access.
- Guests have no occupancy rights and can be asked to leave at any time.
- SFC manages 24-hour security and surveillance cameras in common areas throughout the building.
- No exceptions will be made to the residence hall guest policies and procedures.

Daytime Guests

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term daytime guests, who can stay between the hours of 10 am – 9 pm. Daytime guests must leave the building by 9 pm. Residence Life will monitor excessive day guest sign ins and may reduce guests based on building over capacity.

Overnight Guests

An overnight guest is one who is in the residence hall between the hours of 9 pm – 10 am, regardless of whether they stay for a few hours, or sleep in the room overnight. In consideration to the rights of other roommates and other residents, there are limits to the duration and frequency of such visits. A resident may only have one (1) overnight guest at any given time. A resident may only have overnight guests for four (4) days in a one (1) calendar month period.

Suite Occupancy

- Studios cannot have more than one (1) overnight guest on any given night.
- Two-bedroom suites cannot have more than two (2) overnight guests on any given night.
- Three-bedroom suites cannot have more than three (3) overnight guests on any given night.
- Guest requests will be denied if the occupancy limit for that suite has already been met.

Conduct

All guests are expected to abide by all college and residence hall policies. Remember, having a guest is a privilege and not a right and St. Francis reserves the right to refuse any guest that is deemed inappropriate for the community.

- A non-resident may not be an overnight guest in the residence hall more than four (4) nights per calendar month, regardless of the host.
- All residents are legally and financially responsible for the conduct of their guests.
- When in the residence hall, guests must be accompanied by their host at all times.
- Guests/Hosts found to be submitting false information, including but not limited to, counterfeit identification or vaccine cards, will be banned from the residence hall and host will be held accountable through the conduct process. Hosts whose guests violate policies or provide false information will be adjudicated via the student conduct process.

No Guest Periods

No guests are permitted during the first week of each semester. This allows new residents to socialize with their roommates, as well as become acquainted with the residence hall community. No guests will be permitted during midterm exams, final exams, or College break periods. College break periods include Thanksgiving Break, Christmas Break, Spring Break, and Easter Break.

Procedure

All guest registrations through StarRez will be reviewed by Residence Life. Students are responsible for ensuring that their guest registrations follow the policy. If a guest registration violates any of the policies outlined, Residence Life has the right to alter or deny the status of your registration. Students will be contacted via email if there are any questions or concerns with a guest registration. If a guest's plan has changed, it is the resident's responsibility to cancel or alter the registration.

Residence hall students will register their guests through the StarRez portal. Students must register guests in a timely manner, following these guidelines:

- Day guests must be registered at least 2 hours in advance.
- No day guests will be signed in after 8 pm.
- Overnight guests must be registered at least 24 hours in advance.
- Overnight weekend guests must be registered by 12 noon on Friday.

Residents must follow these steps to sign in their guests when they arrive to the residence hall:

1. Hosts must meet their guests in the residence hall lobby.
2. The host and guest will present their IDs to the security desk.
3. The security guard will confirm the guest's registration and check the guest in on StarRez.
4. The guests ID will be held at the security desk and given a Residence Hall Guest ID that they must carry at all times while in the residence hall.
5. When the guest checks out at the security desk to complete their stay, they will hand in the Residence Hall Guest ID and have their personal ID returned to them.

Guest IDs

Guest IDs must be returned to security upon guest departure. The Guest ID Replacement Fee is \$50 cash. Any student who loses a Guest ID, but does not pay the replacement fee, will not be permitted to visit the residence hall until the fee is paid. Guests who are not registered, but found in possession of a Guest ID, will be removed from the residence hall immediately and prohibited from returning. Residence Hall students who enable access to someone who is not a registered guest will be prohibited from having guests and referred to the Student Conduct process.

Point of Entry

The only point of entry for the Residence Hall for residents and guests is the front door through the main lobby of **97 Columbia Heights**. Any resident who utilizes another point of entry, or brings a guest through another point of entry, will be referred to the Student Conduct process.

Residential Curriculum

Mission: The mission of the Office of Residence Life is to provide inclusive communities that engage students in exceptional living and learning experiences within a welcoming, safe, clean, and well-maintained environment that fosters a sense of belonging and that encourage and support the academic and personal success of residential students.

Vision: Residence Life at St. Francis College will be a premier residential inclusive living and learning community where students will be actively engaged in their learning experience. We will provide programs that are directed at enhancing students' ability to connect with others, explore their personal identify, and develop a deeper understanding of their impact within our community and the world. Consistent with our Franciscan Values, our students will be civically engaged and sensitive to their impact in the larger community.

What is a residential curriculum?

A residential curriculum is an intentional way of promoting learning and development for resident students. The Residence Life program at St. Francis College implements a multitude of strategies to advance learning and development within our residence halls. These strategies are directly related to the institutions Mission & Vision, as well as our department's own educational priorities.

Educational Priorities

- Campus Affinity
- Service Learning & Community Partnerships
- Holistic Wellness
- Internationalization
- Academic Excellence
- Social & Emotional Intelligence
- Career Exploration
- Diversity, Inclusion, & Social Justice

Staff Roles

Professional Staff

At St. Francis we have two, master's level live-in professional staff members and two para-professional staff members enrolled in a master's program. Other members of the St. Francis College Professional Staff will also be involved in the Residence Life curriculum. The role of these Professional Staff members is to serve as educators, providing opportunities and resources for resident students to meet Residence Life's Educational Priorities. Professional Staff should be the main sources of educational initiatives for resident students.

Professional Staff are also responsible for crisis intervention, including student of concern follow ups, and conduct hearings. As Professional Staff, these staff members are trained on how to provide the best care and resources for students, including involving health professionals as needed.

Assistant Dean and Director of Residence Life and Student Conduct

The Assistant Dean is a live-in master's level professional staff member who oversees all operations of the Office of Residence Life and Office of Student Conduct. The Assistant Dean reports to the Dean of Students and directly supervises the Assistant Director of Housing Operations & Summer Conferences.

The Assistant Dean directs the Residence Life program to ensure the fulfillment of the Office's Mission & Vision.

Assistant Director of Housing Operations & Summer Conferences

The Assistant Director of Housing Operations & Summer Conferences is a live-in master's level professional staff member who oversees the day-to-day operations of the residence hall. The Assistant Director of Residence Life supervises the Graduate Assistants and Resident Assistants.

Graduate Assistant (GA)

The Graduate Assistant is a live-in para-professional staff member currently enrolled in a master's program. The Graduate Assistant serves as a resource to residents, provides some educational programming, and supervises the Community Assistants.

Student Staff

The Office of Residence Life has two job roles for undergraduate students in the residence hall. The Office of Residence Life ensures that its student staff members receive in-depth training, professional development opportunities, and transferrable skills during their time working in the residence hall.

Resident Assistant (RA)

The Resident Assistant is a live-in undergraduate peer staff member. The role of the Resident Assistant is to develop a peer mentor relationship with its residents, provide recreational programming, facilitate educational programs by Professional Staff members, and identify concerning behaviors. Resident Assistants are also committed to their own development and implementation of the office's Educational Priorities.

Community Assistant (CA)

The Community Assistant is an undergraduate office staff member that may or may not live in the residence hall. Community Assistants work in the Residence Life Office during structured hours to provide support for security, handle administrative tasks, and provide residents with resources.

Educational Strategies

Individual Meetings and Relationships

Individual Interactions are designed to ensure that the Resident Assistant serves as a guide, mentor, resource, and friend to all resident students. At the center of our model is ensuring that all resident students feel welcome and safe in the residence hall. We believe that the relationship that Resident Assistants build with their residents is vital to their success. A strong relationship between a resident and their RA enables the RA to provide individually tailored resources, specific opportunities for development, and identify concerning behavior.

RA One-on-One Meetings

RA one-on-one meetings are scheduled during certain points of the semester to address a variety of topics. These enable the RA to tailor the mentorship they provide to the time of the semester, as well as the individual student. RA One-on-One meetings will occur two-three times per semester.

Routine Check Ins

When RAs are not scheduling one-on-one meetings with their residents, they are expected to do brief, regular check ins with their residents. These enable RAs to continue to build a relationship with their residents and establish rapport, so residents feel comfortable coming to their RAs when larger issues arise.

Group Meetings and Relationships

Living with a roommate and in a new community can be a transition for many students. Through guided conversations and meetings, with RAs and Professional Staff members, students will be provided the techniques and tools they need to be successful living in a residence hall community. Residence Life staff will help students learn how to be upstanding members of their community, compromise with roommates, and discuss conflict that may arise in a healthy and productive manner.

Community Meetings

Community Meetings are held prior to move-in by the Assistant Director or a GA. Community Meetings discuss residence hall expectations, provide move-in resources, and review residence hall policies.

Floor Meetings

Floor Meetings are facilitated by Resident Assistants so that RAs can effectively share information and facilitate community bonding. Floor Meetings provide residents the opportunity to meet and interact with their neighbors and discuss community guidelines.

Roommate Agreement Meetings

At the beginning of each semester, RAs will have a meeting with all members of the suite to discuss shared space living expectations. This provides residents an opportunity to discuss their expectations, learn strategies to compromise with others, and build relationships with their roommates and suitemates.

Mediations

Mediations are meetings held with the RA and members of a room or suite to discuss concerns or conflicts among those in a shared living space. Mediations can be requested by a resident or directed by the RA. Depending on the severity of the situation, the Graduate Assistant or Assistant Director may also assist with a mediation.

Resident Early Intervention

Residence Life monitors resident students' academic and interpersonal success, and strategically intervenes as needed. Indicators that intervention is needed include class attendance concerns, low midterm grades, issues with roommates, disassociated behavior, etc. Residence Life intervenes through a variety of methods.

RA Follow Up

For lower level concerns, such as poor class attendance, or a roommate conflict, the RA will have a meeting to check in on the resident and discuss success strategies. Depending on the conversation with the resident, RA may refer to professional staff to follow up as well.

Professional Staff Follow Up

For higher level concerns, such as low grades or mental health concerns, a professional staff member will set up a meeting to check in with the resident. During this meeting, the Professional Staff member will assess the student's well-being and determine a success plan for the student.

Referrals

Depending on the concern, Residence Life will refer students to other campus offices, to ensure they get the support and resources they need to be a successful Terrier. Offices that Residence Life may refer students to include:

- Health & Wellness
- Center for Learning & Leadership
- Center for Career Exploration

- Financial Aid
- Bursar
- International Student Services
- Student Affairs
- Center for Student Success
- Office of Accessibility and Accommodations

Success Plans

Students who reach a high level of concern, and are at risk of being removed from the residence hall, will work with a Professional Staff member to develop a success plan. This plan will include regular meetings with a residence life staff member, structured meetings with campus services, and signed acknowledgement by the resident.

Programming

Residence hall programs are designed to provide residents with educational and social opportunities within the residence hall and the larger community. Programs will be held throughout the semester by Residence Life staff, and in collaboration with other campus offices, to help create a thriving community within the residence hall.

Educational Programs

Educational Programs can be organized by an RA or GA, but must be facilitated by a Professional Staff member at the College, or include an external educational resource. Educational Programs must also meet one of the department's Educational Priorities.

Community Outreach Programs

Community Outreach Programs involve residents going into the local community to participate in community service initiatives. Community Outreach Programs enable residents to see the impact they have on the greater Brooklyn area and each other.

Recreational Programs

Recreational Programs are designed to provide social opportunities for resident students. Recreational Programs provide students an opportunity to disconnect, relax, and bond with their fellow Terriers.

Residence Hall Resources

Residence Hall Resources outline the multitude of strategies utilized by the office to ensure that resident students feel connected to their community. It is central to Residence Life's mission that all residents feel safe and welcomed in their home within the residence hall and at St. Francis College. These strategies outline how we create that 'home away from home' and keep students connected to campus events and resources.

Newsletters

Residence Hall Newsletters are regular email correspondence that provide resident students with information about events in the residence hall, at St. Francis, and within the local community. Newsletters ensure that residents have up-to-date information.

Door Decorations

Themed decorations placed on the door of each residents' room to help create a welcoming community feel. Door Decorations will be inclusive and custom to the theme of the RAs hall.

Bulletin Boards

Themed boards to create a welcoming community feel and share educational and campus resources. Bulletin board themes are determined by the RA.

Resource Room

A Resource Room will be available in the residence hall where campus partners can provide campus services right in the residence hall. This can include counseling appointments, career counseling appointments, and more.

STUDENT LIFE HEALTH, SAFETY, AND SECURITY POLICIES

Alcohol Policy

The residence hall is a dry environment, this means that no resident or guest regardless of age may have, use, or distribute alcohol. Security and the Residence Life staff reserve the right to refuse access to anyone attempting to bring in alcohol. Any resident or guest found in possession of alcohol will be referred to the student conduct process and/or referred to the New York City Police Department.

Drug/Controlled Substance Policy

Residents are required to abide by all federal, state and local laws and regulations and the St. Francis College policies, regarding the use, sale, and distribution of controlled substances despite its changing legal status. The residence hall is a dry environment, meaning that no drugs or controlled substances are permitted in the building regardless of age or its legal status. If we find any resident or visitor to a residence room to be in possession of or using, selling or distributing marijuana or other controlled substances (or in the case of prescription drugs, without a valid prescription) within any residence, we will refer the resident to the student conduct process and/or contact the New York City Police Department.

While prescribed use of marijuana for medical purposes has been authorized in several states, the Drug Free Schools and Communities Act, a Federal law still classifies marijuana as an illegal substance and requires that schools prohibit it in residence halls. Therefore, in compliance with the Federal Law, SFC does not permit possession, use, or distribution of marijuana in any form, for any purpose, on campus. Residents with a prescription should be advised to speak with their health care professional to discuss alternatives.

Discrimination

A resident will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct directed at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender identity or expression.

Sexual Harassment, Dating or Relationship Misconduct, Sexual Misconduct.

Harassment and Intimidation

Everyone living in the residence hall has the right to live free of intimidation, harassment or bullying. If after an investigation, it is determined that a resident is harassing, bullying, or intimidating another resident, St. Francis College may take appropriate action to cause such behavior to cease including, without limitation, terminating the Terms & Occupancy Agreement and right to be in the residence.

Should the conduct of a resident threaten or constitute a danger to personal safety or property, or substantially interfere with the residence hall community, summary action may be taken against the resident. A resident may also be subject to summary action if, following a warning by a Residence Life staff member to desist, the resident continues to engage in conduct that violates St. Francis College or Residence Life policies and procedures. Summary action may include (but is not limited to) removal from residence halls, reassignment, restriction of guest privileges, and/or the implementation of a “no contact order” or “behavioral contract”. In such cases involving removal from residence, if necessary and appropriate, steps will be taken to eject the resident from the premises.

Disruptive Conduct

Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. No resident shall create a condition that endangers or threatens the safety or well-being of himself/herself or others—this includes staff members, security guards and building staff.

Prohibited Items

Residents are not authorized to have any of the following items;

- Halogen lighting equipment
- Electric or gas-powered heaters
- Convection Ovens/Toasters
- Candles, incense, pipes (including water pipes or bongs).
- Flammable decorations such as Christmas lights etc.
- Furniture, television, refrigerator or microwave
- Illegal substances of any nature
- Explosives, fireworks or weapons of any kind
- Smoke laden materials/vapors, fog machines and/or instruments
- Hover boards, self-propelled scooters

Please refer to the Terms & Occupancy Agreement for a complete list. This list can be altered at any time by St. Francis College or FOUND Study. If these items are found in the room they will be confiscated. Residents will be given 72 hours to determine where to send their items. After this time period all items will be disposed of. Please note that drugs or drug paraphernalia will be disposed of immediately.

Restricted Areas

Residents are strictly prohibited from going into certain areas including but not limited to: electrical closets, storage closets, and areas in the lower/basement level. Residents cannot take emergency exits unless there is an emergency. Residents are strictly forbidden to be on the roof at any time for any reason unless escorted by a Residence Life staff member. Any violation of this policy will lead to disciplinary action.

Fire Alarm Procedures

All fire alarms are to be taken seriously.

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the fire alarm nearest your room. It is extremely important that you familiarize yourself with all applicable fire safety procedures. Falsely activating a fire alarm is against the law. Residents will be fully evicted and are subject to punishment of the law. As a resident, you are strongly advised to maintain rent insurance. You can usually add your possessions to your parents' homeowner's or tenant homeowner's insurance policy through a rider.

If the fire is in your room all persons are to vacate the room immediately in the safest possible way. If you are able to, please do the following:

- Call 911 after you exit the building.
- Do not try to extinguish the fire by yourself.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Pull Fire Alarm station, if possible, as you exit.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Learn your locations evacuation plan and know your predetermined path for exiting from the building
- Assemble across the street and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate that you can re-enter the building.

If the fire is not in your room:

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from safety personnel unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your room safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.

- If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

Fire Alarm Warning System

All residences have a state-of-the-art computerized fire warning system and trained fire/security personnel on the premises. During the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, all residents must follow all instructions given by the emergency staff via the announcement system.

Kerry Rose Sprinkler Act

FOUND Study and St. Francis College is committed to providing a safe environment for the entire community and to that end we would like you to know what fire safety devices are located in our residences. This advisement complies with the “Kerry Rose Fire Sprinkler Notification Act” (A.5715-a/s. 4180-B). These are the fire safety systems you will find in the residence; fire sprinkler system, fire extinguishers, smoke detectors, CO detectors, heat detectors, fire alarm pull boxes, emergency lights, public address system, and emergency exits. The fire extinguishers are checked to ensure that they are in working condition in accordance to the law. There will be at least one fire drill per semester.

Residents are provided with the Fire Safety Evacuation Plan for their location at the elevator landing on their floor. It is important that you know the location of these fire safety devices and immediately report any device that needs repair or has been tampered with. Remember fire safety is everyone’s business and together we can lessen the threat of fire.

All residents should evacuate when a fire alarm is activated. Residents should follow the building’s Fire Safety Director’s directions and procedures at all times.

How to Avoid an Accidental Alarm

- When using a microwave, oven or stove use lower time intervals and continue to reheat your food until it is ready. Do not leave something in for long periods of time which may cause a fire or excessive smoke.
- If you are making popcorn, please make sure that you are watching it very carefully.
- Never leave the food warming area unattended while you are cooking food.
- Be certain to keep all other items that can catch fire away from the cooking surface.
- Cook only when you are **ALERT** – not when you’re sleepy, drowsy from medication(s) or after alcohol use.
- All residences are smoke free environment, please smoke outside the building.

Fire Safety Disclosure

All halls are equipped with smoke detection alarms, alarm pull stations, and sprinklers. It is a violation to tamper with or disable any fire protection equipment in the residence. Violations include, but are not limited to:

- Removing smoke alarm from rooms (this includes taking out batteries or removing from hard wire)
- Covering smoke detectors
- Removing a fire extinguisher from its prescribed location
- Discharging a fire extinguisher for any purpose other than putting out a fire
- Setting false alarms
- Tampering with the covers on fire alarm pull stations
- Tampering with common area and room sprinkler systems

Any action by a resident that places other residents at risk will result in the violator being held financially responsible for all costs associated. Additionally, the violator will be subject to disciplinary sanction taken by FOUND Study, St. Francis College, and/or legal authorities.

Fire Alarm Procedures

You should Locate & Review the Evacuation Maps on your floor and familiarize yourself with the closest Evacuation route.

The signal to evacuate a building for a fire, fire drill, or other emergency is a series of rings on the building's fire bells in the hallways accompanied by flashing lights. A voice may sound through all room speakers to advise of an emergency and the need to evacuate. Evacuation of the facility is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. The following procedures are to be followed any time a fire alarm sounds:

Procedure:

1. Once the fire alarm has sounded everyone must evacuate the building. While an RA and/or Professional Staff may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you.
2. Leave the building in an orderly manner by means of the closest safe stairway or exit. **DO NOT USE THE ELEVATORS.**
3. Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
4. Professional Staff must investigate and determine the cause of the alarm. Upon completion, students will be given an "all-clear" by Residence Life and/or building staff to re-enter the building. If at any point throughout the semester you are unable to walk down the stairs, inform your RA and/or Professional Staff immediately. Your RA and/or Residence Life Staff will notify security and a log will be kept of who needs to be escorted down.

Anyone found in their room who had not evacuated during the sounding of the fire alarms will face disciplinary action.

There are designated meeting spots to allow for emergency personal easier access to the building and an RA and/or Professional Staff can easier account for their residents and be aware of any missing persons. Upon evacuation all residents will proceed to their respective meeting location below.

97 Columbia Heights Brooklyn NY 11201

ALL FLOORS

Meet across the street on the Fruit Street Sitting Area (Promenade) near the sitting benches

Entry into Resident Rooms

FOUND Study and St. Francis College Residence Life staff reserves the unconditional right to enter rooms occupied by residents pursuant to the Terms & Occupancy Agreement in the interest of health, safety, and conduct. The Security Staff, Residence Life Staff, or maintenance may enter a resident's room at any time for cleaning, inventory, maintenance, inspection, repairs or investigation upon reasonable grounds in the belief that a crime or violation of Residence Life policies and procedures has been or is being committed, without prior notice. The Residence Life Staff and other authorized personnel may enter a resident's room for any of these purposes whether or not the occupants are present. At the time of such entry, any prohibited articles that are in plain sight may be reported and confiscated.

Residence Life staff or FOUND Study may also enter rooms for tours and other planned inspections with 24 hours' notice.

Furnishings

Residents are responsible for all furnishings provided in their rooms.

Residents may rearrange furniture in their room but may not exchange it with other furnishings from other rooms. Room furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. If furniture is missing the resident will be charged for the replacement furniture.

Waterbeds, lofts, personal beds, personal mattresses, or homemade bunk beds are not permitted. Due to limited space and safety, residents are not permitted to bring large additional furnishings. Residence Life reserves the right to have residents remove personal furnishings from a room if those furnishings are believed to pose a safety risk, impede movement within the room, represent a fire hazard, or violate policies outlined here.

Community and lounge furniture may not be removed or relocated. Appropriate lounge furniture is provided, and other furnishings will not be permitted in community/lounge areas. If community/lounge furniture is found within a resident's room, a charge will be assessed to the resident(s) and the resident will be subject to disciplinary action.

Residents are permitted to bring personal items, such as rugs, throw pillows, and bedspreads. Residents are encouraged to use personal items that are fire retardant. Furnishings and any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows.

Residents are not permitted to cover lights, drape, or hang items from lights, windows, safety equipment or ceilings in any manner. Paper or other flammable decorations should be used with care as to not increase the "fire load" of the room.

Noise and Quiet Hours

Residence Life prohibits excessive noise after 10pm-10am Monday-Thursday, and 12am-10am Saturday & Sunday. At no time should a resident's noise level interfere with the community. Additionally, residents should practice 24-hour courtesy hours. During midterms and finals week there will be 24-hour quiet hours. Residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time. Sound carries easily throughout the residence.

Voices, stereos, televisions, and sound amplification equipment can often be heard in other rooms on a floor and floors above and below, and in neighboring buildings. Playing drums and amplified instruments is strictly prohibited. Residents playing non-amplified instruments in their rooms and/or in common areas may be asked to stop playing if it disturbs others. Subwoofers are not permitted. Residents who own a stereo with subwoofers should disconnect them from the stereo while in use.

Burning Substances

Burning any substance in the residence is not permitted. This includes, but is not limited to, burning of candles, matches, water pipes and incense. Water pipes, candles and incense are prohibited in the residence, if found these will be confiscated and disposed of by staff.

Residence Life staff reserves the right to enter the rooms at any time without warning if staff has a reasonable suspicion that burning substances are occurring.

Pets

No pets of any kind are permitted in the Residence Hall, including fish. Residents found with animals in their custody will be subject to disciplinary sanction and will be required to remove the pet immediately.

Emotional Support and Service Animals

The owner of any emotional support animal (approved by St. Francis College) or service animal is ultimately responsible for the actions of the animal. Residents must ensure proper noise control, hygiene and care of their approved emotional support/service animal, so that it is not disruptive to the educational pursuits of the community. Before the animal is brought to the residence all correct paperwork must be on file with St. Francis College.

Animals must remain in the resident's assigned room, at all times, with the exception of being taken outside.

Property Loss or Damage

FOUND Study and St. Francis College assumes no responsibility of any kind for loss or damage to personal property caused by fire, water, theft, the actions of other residents or guests, or any other cause whatsoever. Personal property stored in resident's rooms, during the period of the housing agreement, shall be stored at the owner's risk. Residents may also be eligible for coverage under the insurance plan of a parent or guardian. We highly encourage residents to investigate these options or secure a Renters Insurance policy.

Residents are expected to take reasonable precautions to ensure the safety of their items, including keeping valuables (particularly computers, phones and other electronic devices) elevated (off the floor) and away from windows in case of minor flooding or water leaking from windows. In addition, residents should always lock their doors when they leave their room to reduce the possibility of theft.

Storage

There is no extra storage space available. Please do not bring more personal property than you can keep within your room. Summer storage is also not available and anything left behind will be considered abandoned (see Abandoned Property section) and you will incur appropriate charges.

Safety Equipment

The tampering of any safety equipment is unlawful and strictly prohibited. This includes, but is not limited to; smoke detectors, locks, fire extinguishers, window stops, sprinklers, emergency panic bars, stairwell alarms, fire pull stations, and exit signs. Such behavior may result in a monetary summons, disciplinary action, criminal prosecution, or any combination. All violators of this policy will be documented for a violation of College policy through the resident conduct process.

Searches and Confiscation

FOUND Study or St. Francis College may request a resident's cooperation in searching concealed areas. They may confiscate any suspicious, unauthorized, or illegal items that they may find in the room or on their person. Residents will be asked to immediately dispose of items that are prohibited in the halls or pose a danger to the safety of the individual or community. If an item is removed from a resident's room in their absence, the resident will be issued documentation indicating the removal.

Confiscated items are subject to being discarded or placed in confiscation storage at the discretion of the security and housing staff. Confiscated items will be held for 72 hours. Items confiscated after this 72-hour period will be disposed of. Residents wanting to take items out of confiscation beyond the 72-hour confiscation deadline must ask for permission through email before the 72-hour timeframe completes. The possession of prohibited items may result in disciplinary action, criminal prosecution, or both. Illegal items will be turned over to the proper authorities.

Smoking

Residents and guests are strictly prohibited from smoking in the residence, including rooms, common areas, lobbies, lounges, activity rooms, stairways, doorways, and elevators. The area immediately around the main entrance to each residence is also considered a non-smoking area. The use of vapes, and E-cigarettes are also prohibited in these areas. Smokers must remain 50 feet from any residence. Failure to do so may result in a fine and/or disciplinary action.

Sports in the Halls

Horseplay is not permitted anywhere in the residence hall. Such activities include, but are not limited to, frisbee, football, rollerblading, dribbling a ball, etc. Disruption or damage caused by any such activity will be billed to the residents responsible.

Stalking, Harassment, Bullying

No resident shall perform acts that are intended to harass, threaten, or alarm another person. Examples include repeatedly following such person; repeatedly committing acts that alarm or seriously harass or threaten such other person and that serve no legitimate purpose; and repeatedly communicating by mechanical, electronic means, third party or any form of written communication with such person in a manner likely to cause alarm. Incidents in which stalking, harassment, or bullying is alleged may result in the summary re-location or suspension of the accused pending resolution of the matter.

Solicitation

It is prohibited to conduct any business or commercial enterprise from the residence. You are prohibited from unauthorized solicitation, membership recruitment, subscription, polling, posting, placing materials underneath doors, canvassing, and commercial sale of products, services, or tickets in any residence.

Tapestries

Some Tapestries are permitted. However, cannot be hung from the ceiling, or covering the ceiling, and cannot be hung as a bed canopy. Tapestries cannot cover windows, electrical outlets, any sprinkler or fire alarm and lights cannot be strung around or be touching the tapestry. FOUND Study or Residence Life staff has the right to remove any tapestries that are deemed a fire safety concern.

Weapons

All weapons are strictly prohibited from the residence. Weapons include instruments used to inflict harm, or that could reasonably cause fear or inflictions of harm, and any item that may be deemed weapons under applicable laws, including but not limited to a pistol, revolver, shotgun, rifle, firearm, stun gun, BB or pellet gun, taser, electronic dart gun, and other instrument that launches a projectile by pressure resulting from combustion of propellant material, including a weapon related to or using air, sound, flare, hunting, or springs; bombs, grenades, mines, explosives, or incendiary device (which can include “ignition devices”, aerosols and fireworks) and daggers, stilettos, swords, switchblade knives, gravity knives having a blade exceeding four inches in length; and including parts, components, spare parts, or ammunition relating to the above. A disarmed weapon is a weapon.

Windows

Throwing objects from a window is strictly prohibited. The use of slingshots or other related items is not permitted. Tampering with or removal of window stops or other safety equipment is not permitted and will result in a fine.

Bicycles

Bicycles cannot be stored in the building or resident rooms.

Gambling

Gambling in your room or anywhere within the residence is not permitted.

Vandalism

Any resident who defaces public property or any area in any residence (or the surrounding neighborhood), including Residence Life postings and bulletin boards, will be subject to disciplinary sanction, appropriate fines, and responsible for cleaning and repairing the defaced area.

RESIDENCE LIFE CONDUCT PROCESS AND SANCTIONS

SFC Residence Life wants every resident to feel comfortable and respected in their home. Living in a community as complex as New York City requires the residence to maintain policies that are designed to provide a safe living and learning environment and also to create a community where all members feel safe to express their points of view. Living in a residential community is a learning experience, and it is expected that you conduct yourself in a responsible and mature manner while in the residence.

Accordingly, Residence Life has the authority and responsibility to maintain order within the residence and to exclude those who are disruptive to the community.

We care about your rights in the residence hall setting, and we are committed to providing you with a fair procedure in the event of a judicial meeting.

As a resident, you are bound by the FOUND Study & SFC Residence Life Handbook and policies and procedures, the CORD, the SFC Residence Life Terms & Occupancy Agreement, as well as local, state, and federal laws. You are also responsible for the conduct of your guests/visitors.

All residents can expect fairness from the SFC Residence Life staff in addressing alleged violations. Failure to comply with the terms of a sanction will be considered further violation and may result in additional, extended and more severe sanctions.

Conduct Process

1. When there is an allegation that a policy has been violated have been violated, a Residence Life Staff member will arrive as soon as possible to document the incident based upon what they have observed. This information will be compiled in an Incident Report (IR).
2. The Incident Report will include the names of all people present during the alleged violation. Each resident named in the report shall receive a violation email with a request to schedule an administrative hearing. Residents who were not present for the incident but were involved may be added to the Incident Report at a later point and called in for an Administrative Hearing.
3. Residents may review all written and/or physical information that is included in the judicial file.
4. Administrative Hearings are required appointments. It may be necessary to schedule more than one Administrative Hearing to reach a resolution. Failure to attend or reschedule an Administrative Hearing in a timely manner may result in a decision being made without the resident's input and could adversely impact the outcome of the case.
5. Residents will receive an email notification of the decision within seven (7) business days after the Administrative Hearing, unless circumstances related to the investigation prevent this from occurring.

6. Residents found responsible for violating residence hall or SFC policies will receive a Sanction Letter outlining the violations and sanctions.

Failure to Appear

If you choose not to appear, or do not set up an Administrative Hearing, a decision will be made based on information received. You will be informed of decisions via SFC email only.

Sanctions

Residence Life believes that sanctions serve as a learning tool for residents. One of our goals is to help you with your growth and development and to prepare you for life outside of the student housing experience. We strive to determine fair and appropriate sanctions that are reasonable and effective. We hope to enhance your learning, as well as, create a comfortable and enjoyable environment for each community member.

Sanctions are implemented as a means of helping residents understand the consequences of their actions, the impact of their behavior on others, and to accept responsibility for their misconduct. Residents who fail to complete a required sanction will be referred through the conduct process and may be found responsible for additional violations and more severe sanctions.

General Sanctions include, but are not limited to the following:

1. **Warning:** A verbal or written warning stating that the resident has been warned that their actions or behaviors are not acceptable and additional incidents may result in further action.
2. **Loss of Privilege:** This includes, but is not limited to, removing a resident's ability to have guests, being ineligible to have or gain access to buildings or residential spaces other than their own, and removing a resident's eligibility to apply for housing.
3. **Residence Life Probation:** Residents placed on probation are on notice for a specific period of time that future violations of Residence Life or SFC policies may result in disciplinary action and the possibility of more severe sanctions, such as removal from housing.
4. **Restitution:** The resident is required to make payment to SFC or to other persons, groups, or organizations for damages for which they are responsible. This is true whether the action was intentional or an accident. If an act was deemed intentional, other sanctions may also apply.
5. **Removal from Housing:** When a resident is removed from housing, that resident will have a set amount of time, as determined by Residence Life, with which to vacate the living space. The ability to return to the residence halls will be determined by the Residence Life staff.
6. **Fines:** The resident is required to pay a fee based on the offense detailed by the Residence Life Office.

FINES AND DAMAGE CHARGES

The following is a partial list of fines that may be imposed to sanctions and/or repair of damaged items as provided by FOUND Study. All items are subject to change.

| Policy Based Fines | |
|---|--|
| Failed Health and Safety | \$50 |
| Failure to Evacuate | Varies |
| Pets | \$50 |
| Possession of unauthorized appliances | \$50 |
| Smoking anywhere in the residence | \$75 |
| Second offence/repeated | \$150 |
| Tampering with fire/life safety equipment | \$150 |
| Tampering with windows or screens | \$50 |
| Unauthorized possession of residence property | \$50 |
| Use or possession of prohibited materials | \$50 |
| Improper check-out from residence hall | \$50 |
| Noise violation (Quiet or courtesy hours) | \$25 1 st Offense \$50 2 nd + Offense |
| Unauthorized room change | \$100 per day |

| Entrance Door- Exterior | |
|---|----------|
| Room Sign | \$75.00 |
| Electronic Key Lockset | \$400.00 |
| Door Defacement | \$150.00 |
| Door | \$450.00 |
| Entrance Door- Interior | |
| Evacuation Sign | \$50.00 |
| Fire Safety Notice | \$40.00 |
| Room | |
| A/C Filter | \$10.00 |
| A/C Knob | \$10.00 |
| A/C Unit | \$450.00 |
| Base Molding | TBD |
| Bed | \$200.00 |
| Blinds (per blind) | \$95.00 |
| Cable Box | \$150.00 |
| Cable/Fittings (per fitting, plus repair) | \$50.00 |
| Ceiling Plastering & Painting | \$250.00 |
| Chair | \$50.00 |
| Closet | \$250.00 |
| Data Modem | \$150.00 |
| Desk | \$310.00 |
| Drawers for beds/desks/ nightstands | \$75.00 |
| Dresser | \$170.00 |
| Excessive Cleaning | \$50-150 |

| | |
|------------------------------------|-------------------|
| Floor Tiles (per tile) | \$150.00 |
| Mattress | \$200.00 |
| Microwave | \$150.00 |
| Nightstand | \$195.00 |
| Overhead Lighting Fixtures | \$100.00 |
| Painting (Full Room) | \$350.00 |
| Painting (One Wall and/or Plaster) | \$100.00 |
| Refrigerator | \$350.00 |
| Refrigerator Shelving | \$75.00 |
| Smoke Detector | \$75.00 |
| Television | \$500.00 |
| Television Mount | \$50.00 |
| Television Remote Control | \$25.00 |
| Wall Mounted Lamp | \$200.00 |
| Window | \$250.00 |
| Window Stoppers | \$15.00 |
| Window Unit | \$350.00 |
| Bathroom | |
| Bathroom Door | \$500.00 |
| Bathroom Door Saddle | \$85.00 |
| Bathroom Lockset | \$150.00 |
| Bathroom Doorknob | \$100.00 |
| Floor Tiles (per tile) | \$50.00 |
| Shower Rod | \$50.00 |
| Shower Fixtures | \$350.00 |
| Basin | \$225.00 |
| Medicine Cabinet | \$250.00 |
| Medicine Cabinet Mirror | \$150.00 |
| Medicine Cabinet Shelves | \$25.00 per shelf |
| Mirror | \$100.00 |
| Light Fixtures | \$100.00 |
| Sink/faucets/knobs/ fixtures | \$150.00 |
| Toilet Tank | \$150.00 |
| Toilet Seat Cover | \$25.00 |
| Toilet | \$250.00 |
| Toilet Paper Roll Dispenser | \$25.00 |
| Towel Rod | \$50.00 |
| Tub Re-glazing | \$350.00 |