The Student Handbook provides an overview of Pine Manor College’s departments, services, policies, and procedures relevant to all individuals enrolled in Pine Manor College classes.

The Student Handbook is current as of September 2017. The College reserves the right to make changes affecting policies, fees, or any other matters in the Student Handbook at any time. If the Division of Student Affairs amends the Student Handbook during the academic year, the Division will share the changes out with the community via email. Students should consider the links in the Student Handbook that lead directly to PMC web pages as extensions of the Student Handbook itself.

The Division of Student Affairs updates the Student Handbook in January and June/July for the spring and fall semesters. Please send suggestions and updates to Staci Weber, Dean of Student Affairs, at sweber@pmc.edu or Michelle de Sousa Moore, Director of Community Development and Standards, at mdesousamoore@pmc.edu.
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MISSION AND HISTORY OF PINE MANOR COLLEGE

Mission Statement

The mission of Pine Manor College is to make certain that all graduates are prepared to take meaningful steps in their lives: engaging in new jobs and careers, continuing to learn, and positively contributing to their communities. Students, including those who are the first in their families to attend college, who are looking for a purposeful education in a personalized and inclusive learning community, will find a home at Pine Manor College.

Overarching Objectives

- To increase student success and graduation rates
- To continue to build and advance the PMC community
- To be the place where a diverse mix of talented people want to come, to stay and do their best work
- To further a culture of social justice and responsibility
- To become a fully sustainable institution

Value Statement

**Rigor:** We provide an education that is designed to positively challenge each student.

**Citizenship:** We empower our students to be creative, critical, and collaborative problem-solving citizens of their local and global communities.

**Mentoring Relationships:** We foster transformational educational experiences through strong learning relationships on and off campus.

**Student Support:** We work with our students in and out of the classroom in ways that are both supportive and challenging.

**Community and Inclusivity:** We offer students the opportunity to study, live, and grow within a small community of learners representing significant cultural and socioeconomic diversity.

**Readiness for Life:** We create lifelong learners with specific skills, marketable tools, and the confidence and self-knowledge to find meaningful work and further educational experiences.

About Pine Manor College

Pine Manor College is a small, private four-year liberal arts college dedicated to Educating with Purpose. For over 100 years Pine Manor College has provided a highly student-focused education and mentoring grounded in the liberal arts tradition. The College focuses on pathways to careers through internships and organizational partnerships and academic programs that instill skills and competencies needed in today's changing workplace. Situated in the Chestnut Hill section of Brookline, Massachusetts, only a few miles outside of Boston, Pine Manor College is able to partner with private and public organizations, to create experiential learning opportunities that lead to careers.
Dear Students,

Welcome! We launch off Pine Manor’s 107th year as a college with new leadership and a renewed commitment to building community and enhancing student success through a commitment to student engagement and wellness. To meet these goals, Pine Manor College has committed to a new Initiative for Student Success. Every Pine Manor College student will receive a Student Success Coach to support you and your peers through your college-going journey.

For our community to take shape, we need to first define our community, then work together to build a community that models empathy, listening, and understanding. Our community includes Pine Manor College students, students studying at other colleges who live on our campus, and students enrolled in classes through the English Language Institute and King’s Education who both reside on and off campus. Our community also includes Pine Manor College alumni and friends of the college, neighbors, and employees. The Pine Manor College team is extensive and includes facilities and maintenance, dining services, housekeeping, and security along with the faculty and the administration.

Pine Manor College is a special place. We have diversity of thoughts, ethnicities and races, genders and gender expression, religions, sexual orientations, socioeconomic backgrounds, and abilities. We have bi-lingual and multi-lingual speakers and represent countries around the globe. The students on this campus bring resiliency, persistence, and the ability to navigate and overcome obstacles. This diversity enriches our learning and our thinking. It makes us stronger and richer. It can also tear us apart if we build walls and fail to work on empathy, listening, understanding, and togetherness.

Being part of the Pine Manor College community means you are part of the Gator family. A family functions best when we lift each other up and reach out to each other if falling. We need to applaud each other for wins and successes and hold each other accountable for inappropriate behaviors and actions. We need to denounce bullying, physical violence and assault, stealing, and illegal drug use, because it disrupts our community and the sense of safety we need to establish on campus. We need to focus on coming together and unifying, so we can learn. We are better together.

As we embark on a new year, let’s model empathy, listening, and understanding; let’s lead in ways that make our families and communities proud; and let’s hold each other to high standards and tolerate only behaviors that contribute to our learning outcomes of communication, critical thinking, collaboration, citizenship, and integrated and applied learning. Join me in making Pine Manor College our home.

With this as our goal, we will have nothing short of a wonderful 107th year!

Go Gators,

Dean Weber
ACADEMIC CALENDAR
Dates and information are subject to change.
Please visit the academic calendar online for the most updated information.

SUMMER 2017

July 7-16, 2017: MFA Summer Residency

FALL 2017

August 20, 2017: New International students arrive; focused orientation for international students

August 21, 2017: New Domestic students arrive. New Student Orientation for all new students begins

August 27, 2017: Residence Halls open for returning students

August 28, 2017: Classes Begin

September 4, 2017: Labor Day (No Classes)

September 8, 2017: Last Day to Drop/Add a course; Last Day to Select to Audit a course; Deadline for December 2016 degree candidates to submit Graduation applications to Registrar

September 20, 2017: Last day to submit grades for Incomplete from Spring; last day to select Credit/No Credit option for a course

September 22, 2017: Early semester grades due

October 9 - October 10, 2017: Columbus Day Break (No Classes Monday and Tuesday)

October 20, 2017: Mid-Term grades due in Registrar’s Office

November 13, 2017: Pre-Registration opens

November 21, 2017: Thanksgiving recess begins after last class; Last day to withdraw from a course and receive a “W”; deadline to change Cr/NCR option to letter grade

November 22, 2017: Residence Halls close at noon

November 26, 2017: Residence Halls re-open at noon

November 27, 2017: Classes resume

December 8, 2017: Last day of classes
December 11 -13, 2017: Final Examinations

December 14, 2017: Residence Halls closed at noon

**WINTER 2018**

January 5 - 14, 2018: MFA Winter Residency

**SPRING 2018**

January 15, 2018: Martin Luther King Day: School Holiday

January 16, 2018: New International Students arrive; focused orientation for international students

January 17, 2018: New Domestic Students arrive; Day one of New Student Orientation

January 18, 2018: Day Two of New Student Orientation

January 19, 2018: Day Three of New Student Orientation

January 21, 2018: Residence Halls open for returning students; Advising/Registration Day for new students

January 22, 2018: Classes begin

February 1, 2018: Last day to DROP or ADD a course; Last day to AUDIT a course

February 19th: Presidents’ Day: No classes

February 21, 2018: Last day to submit grades for Incompletes from FA16; Last day to elect Credit/No Credit (CR/NCR) option

February 23, 2018: Early Semester Grades due in Registrar’s Office

March 10, 2018: Spring break begins; Residence Halls close at noon

March 18, 2018: Residence Halls re-open at noon

March 19, 2018: Classes resume; Mid-Term grades due in Registrar’s Office

April 16, 2018: Patriots’ Day: No Classes

April 17, 2018: Pre-Registration opens
May 9, 2018:  Last Day of classes

May 10-11, 2018:  Reading Days

May 14-16, 2018:  Final Examinations

May 17, 2018:  Residence Halls close at noon for underclass students

May 20, 2018:  Commencement

May 21, 2018: Residence Halls close at noon for seniors
TRANSITIONING TO PINE MANOR COLLEGE

During your time at Pine Manor College, we hope to make College feel like home. This transition to college, to a new school year, to new classes, and new friends takes time. To support you along this journey are coaches, teachers, and cheerleaders. As you come to identify whom these people are—use them, as it is best to think of college as a team sport, rather than an individual one.

The following resources will help ease your transition to college, so you have the tools you need to be successful. If, at any time, you need something and do not know where to turn—your Student Success Coach is there for you.

**Academic Affairs**

Academic Affairs included all elements of students’ curricular or academic success. The Dean of the College oversees academic affairs, which includes the faculty, the library, the Learning Resource Center (LRC), and the Registrar’s Office. In addition, the Offices of Career Services, Academic Partnerships, and Student Success support students throughout their educational journey. For more information on academic affairs, students should consult [http://www.pmc.edu/academics](http://www.pmc.edu/academics).

**Ashby Campus Center**

Ashby Campus Center serves as the hub for student life as it offers different spaces for students to congregate for social events and study groups, receive support from Student Affairs staff, and take care of logistical needs. Along with lounge spaces, Ashby Campus Center houses our dining hall and Café 400, commuter student lounge, mailroom, and computer lab. In addition, Campus Safety and Student Services are on the ground floor of the Campus Center; the Associate Deans and Student Success Coaches for the Student Success Initiative, as well as, the Living Room are on the first floor; and the Offices of Career Development, Health and Wellness, Recreation, Residence Life and Housing, Operations, Community Development and Standards are on the second floor along with the Dean of Student Affairs.

**Athletics and Recreation**

Pine Manor College offers full and part-time students access to our indoor and outdoor fitness facilities as part of our focus and commitment to students’ health and wellness. Pine Manor College has NCAA Division III teams in men’s and women’s soccer, cross-country basketball, volleyball, women’s softball, and men’s baseball. Pine Manor College’s DIII sports promote leadership, teamwork, individual potential, and competitive values. Student-athletes must carry a minimum of 12 credits per semester and be in good academic standing (over a 2.0 grade point average) to participate on varsity teams. Pine Manor College has six outdoor tennis courts, three platform tennis courts, a cross-country trail, a soccer field, a softball field, a basketball court, and a fitness room. Throughout the year Pine Manor College offers intramural sports, group fitness classes, and friendly, competitive sporting events between student, faculty, and staff.

**Bookstore and Campus Store**
Pine Manor Colleges uses an online bookstore for student textbooks:
- [http://PineManor.ecampus.com](http://PineManor.ecampus.com)
- Phone: 877.284.6744
- Email: bookstore@ecampus.com

Pine Manor College also uses an online campus store for PMC paraphernalia:
- Phone: 1-800-644-4481
- Email: contactLTS@bnsports.com

**Campus Directory**
See [http://www.pmc.edu/directory](http://www.pmc.edu/directory)

**Campus Safety and Reporting**
Pine Manor College’s [Campus Safety](http://www.pmc.edu/directory) works to build a safe, inclusive community for all students. To ensure campus safety, Security Officers take a community policing approach through remaining visible and proactive. Officers make rounds throughout campus, respond to calls for assistance, provide student escorts as needed, and work closely with residence life and Brookline Police and Fire Departments.

Our Security Officers have jurisdiction over Pine Manor College property and can issue parking and speeding tickets on campus. The Officers are unarmed and do not have authority to make arrests.

Pine Manor College does not have a memorandum of understanding with the Brookline Police Department; however, does have a working relationship with them. The Brookline Police Department may make arrests when called onto campus and conduct their own investigations, accordingly. Campus Safety and community members may call the Brookline Police for additional support.

**Campus Access**
All Pine Manor College students, employees, and guests who drive onto campus must stop at the front gate to show their parking decal or approval to be on campus. (See the Student Handbook’s [Community Standards > Parking and Driving](http://www.pmc.edu/directory) for more detailed information on campus access.)

Unauthorized guests, drivers, and delivery services must meet their Pine Manor College hosts or passengers at the front booth or call the front booth to alert campus safety of a delivery to better ensure the safety of unauthorized or unknown visitors.

To enter the residence halls, students must use their identification card to gain access to the building and their room key for their residence hall room.

Pine Manor College has open sides of the campus and is not fully fences in on all sides of the property.
Campus Security Authorities

Campus Security Authorities (CSA) is a Clery Act term that encompasses college officials who work for/in campus safety (even tangentially) or college officials who have significant responsibility for students and campus activities. All CSAs on a college campus must report any crimes to Campus Safety.

Examples of Campus Security Authorities include:
- Police and security departments
- Student Affairs staff (including Residence Life staff and team coaches)
- Title IX Coordinator
- Faculty and staff advisors to student organizations

Safety Resources

To promote a safe campus, Campus Safety offers the following resources and services to our community members:
- Emergency Notification System/Alerts and Timely Warnings
- “See Something, Say Something” campaign
- Monthly programming
- Anonymous campus reporting system
- Campus escort service
- Blue lights throughout campus
- Regular rounds by the Resident Assistants and Campus Safety Officers
- Availability of live-in Resident Directors
- Key card system to enter residence halls

Reporting an Incident

Pine Manor College encourages all community members to report incidents accurately and immediately to Campus Safety, a Campus Security Authority, and/or Brookline Police. If a community member is unable to report an incident accordingly, we encourage other community members to report the incident on the survivor/victims behalf.

To report an incident to Campus Safety, provide information on an incident, or receive help and assistance, students can call 617-731-7187 or email safety@pmc.edu for non-emergencies and 617-731-7777 for emergencies.

To report an incident anonymously, students may use http://www.pmc.edu/report-a-crime-anonymously.

Calling Campus Safety is not synonymous with reporting an incident to the Brookline Police Department. If students wish to report an incident to the police, students should call 617-730-2222 for non-emergencies.

Campus Safety may call Brookline Police at their discretion for campus incidents. In compliance with Title IX, campus safety and Pine Manor College will not call Brookline Police Department to report sexual misconduct unless there is imminent or immediate danger.
Emergency Procedures
The following emergency procedures are available on the College webpage and student handbook.

Fire:
If the fire alarm sounds, ALL persons must evacuate the building immediately. Close your door but do not lock it, bring your room key and student ID with you. Move away from exits/entrances. Stay at least 100 feet away from the building or as directed. You will be notified when to reenter the building.

If you see a fire, call Campus Safety immediately at Ext. 7777 on a campus phone or 617-731-7777. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire.

DO NOT endanger yourself or others by trying to extinguish a large, well-developed fire.

Medical Emergency:
Call Campus Safety at Ext. 7777 on a campus phone or 617-731-7777. Give your name, location, and describe the medical emergency. Avoid leaving the injured/ill persons except to summon help. Do not move the persons unless they are in danger. Render first aid if trained. If you are exposed to bodily fluids, inform Campus Safety when they arrive.

Fights and Disruptive Behavior:
Stay calm and do not confront the subject if doing so puts you in danger. Immediately call Campus Safety at Ext. 7777 on a campus phone or 617-731-7777.

Report all incidents and suspicious people to the Campus Safety.

Bomb or Bomb Threats:
If you observe a suspicious device, DO NOT touch or move it. Clear the area and call Campus Safety immediately at Ext. 7777 on a campus phone or 617-731-7777.

If you answer a phone call and a person or recording alludes to a bomb threat, follow the bomb threat checklist sent out by the Dean of Student Affairs at the start of the academic year.

Active Shooter or Life-Threatening Situation:
In the case of an extreme emergency on our campus, you will be notified to either evacuate or “shelter-in-place” to limit exposure to an apparent life-threatening, hostile, or hazardous situation or threat.

When a shelter in place or lockdown is declared, occupants of any building within the impacted area are to remain in their respective spaces locking all doors and windows, not allowing entry, or exit to a secured area until the “all clear” confirmation has been given.
Individuals may be required to move to a safe location if they are immediately adjacent to the life-threatening or hazardous situation (e.g. shooter, hostage threat, etc.). In all cases, individuals must follow directions given by administration officials and appropriate law enforcement officials.

If the Pine Manor College campus is under a state of emergency, you will be notified to either evacuate or shelter in place via the PMC Emergency Notification System.

Emergency Lockdown Procedures:
When instructions are given for a “lockdown” by a designated administration official, the following procedures are to be implemented immediately:

- Immediately stop all activity (i.e. teaching, group work, meetings etc.).
- Lock and barricade doors. If you are in a hallway, get into a room and secure the door. If you are in a room, do not enter hallways or open areas. If you are in a room that does not allow you to lock or barricade doors (for example the Kresge Auditorium), move to the closest room with a lockable door when safe to do so.
- Students in residence halls are to remain in their rooms with the door locked or barricaded.
- Staff members are to remain in their offices, or a secure area, preferably without windows, with the door locked or barricaded.
- Faculty members are to remain in their classroom or office with the doors locked or barricaded, where possible.
- Close windows and turn off any lights, television, and radio(s). Close blinds and block windows.
- Keep calm and quiet. Encourage others to remain calm.
- Crouch down in areas that are out of sight from doors and windows; try to use furniture or desks as cover.
- Immediately put all cell phones into "Silent" mode but DO NOT turn off. Calls to Campus Police should be made only if specific information becomes available regarding the intruder or if the status of the emergency changes.
- DO NOT respond to anyone at the door until an "all clear" email, phone, or text message is received or if you are certain it is safe to do so (i.e. if police are at the door to escort you out).
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible.
- Do not sound the fire alarm in the building unless there is a fire. People may be placed in harms way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building (you see or smell smoke).
  - You have been advised by Police or Campus Safety to evacuate the building.
  - There is imminent danger in the immediate area.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree). Notify Campus
Safety at Ext. 7777 on a campus phone or 617-731-7777 of your location when safe to do so.

- Be aware of alternate exits if it becomes necessary to flee. Individuals should not attempt to leave the building until told to do so by police personnel.
- If asked to report any activity, report the following:
  - Your specific location – building name and room number.
  - Identification or description of the assailant(s): Location, number of suspects, race/gender, physical features, clothing descriptions, backpack, weapons (number and type) etc.
  - Number of people at your specific location.
  - Number of injured, types of injuries if any.

**Fire Safety**

All community members share in the responsibility to maintain a safe community and share in the responsibility to abide by the Town of Brookline’s fire codes. This includes, but is not limited to:

- Keeping all College buildings smoke-free of tobacco and other drugs.
- Keeping smoke detectors properly connected and installed at all times. Covering smoke detectors violates this regulation.
- Keeping common spaces and doors easily accessible.
- Not tampering with exit signs, fire extinguishers, thermal or smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, smoke alarms, panels, and any other emergency equipment.
- Not setting any unauthorized fires on College property nor possessing, using, manufacturing, distributing, or selling any fire producing agents, explosives, and/or incendiary devices including candles, fireworks, and firecrackers. (Students that need to light candles for religious observances should contact the Associate Dean of Student Life at least a week in advance).
- Not smoking within 25 feet of any campus buildings and not smoking in “Clean Air Zones.”
- Properly disposing of all cigarette butts.

**Fire Safety in the Residence Halls**

In addition to the campus fire safety regulations, students that live on campus must abide by their signed housing contract and the following fire safety rules to ensure safety in the residence halls:

- Students may not have halogen lamps, lava lamps, extension cords, multi-outlet adapters, space heaters, holiday string and ropes lights, candles with or without wicks, open flames, incense, irons and all cooking appliances (except for microwaves) in their rooms.
- Students may have microwaves and/or 4-cubic-foot refrigerators as long as they remain plugged directly into the wall outlet. Students must not keep their microwaves and/or refrigerators in their closets when in use.
- Students may use a fuse and/or surge-protected power strips in their rooms as long as they plug it directly into the wall, and each piece of equipment plugs directly into the power strip. Students may only plug one strip into each dual wall outlet.
- Students who use personal heat-producing items (e.g., hairdryers, curling irons) must plug
them directly into the wall outlet and unplugged them when not in use.

- Students should not place combustible materials (e.g., mattresses, bedding, laundry, trash, paper, posters, tapestries) over or adjacent to electrical cords or outlets.
- Students should not use closets as kitchen/entertainment centers.
- Students should neatly coil excess cords, so wires do not dangle or run across the floor or under throw rugs.
- Ceilings should remain clear of decorations.
- Tapestries and other fabrics should only hang on walls.
- Students must keep vents/radiators in rooms, hallways, and doorways clear of obstructions (boxes, furniture).
- Students may not bring their own mattresses into the rooms (including fabric mattresses, air mattresses, etc). If students need their own mattress for medical reasons, students should work with the Associate Dean of Student Engagement.
- Students may not tamper with fire equipment (e.g., fire extinguishers, smoke detectors) in the building or in their residence hall rooms.
- Representatives from the College may inspect rooms if they smell any odor that may constitute a fire hazard. This includes, but is not limited to: cigarette smoke, marijuana, smoke of another source.
- Representatives from the College may inspect rooms without notice to verify that students are adhering to fire safety. Additionally, representatives from the Town of Brookline may periodically inspect any room without notice to insure that students and the College follow necessary safety precautions.

**Crime and Fire Logs**
To ensure transparency with safety and security on campus, Pine Manor College has Crime and Fire Logs available to the community current as of two business days. To access the Crime and Fire Logs, please reach out to the Director of Campus Safety. Pine Manor College also publishes our Annual Safety and Security Report in compliance with The Clery Act. Past Annual Safety and Security Reports are available to the community at http://www.pmc.edu/crime-reports.

**Emergency Notification System**
Pine Manor College encourages all community members to sign-up for our Emergency Notification System through the Pine Manor College intranet at http://my.pmc.edu/. We recommend community members receive **at least** two modes of emergency notification such as text message and phone call, text message and email, or phone call and email. Community members may use more than two, if they like.

In compliance with the Clery Act and to ensure safety to all members of the community, the College will report out to the community all immediate and imminent threats and emergencies through the Emergency Notification System. For example, risk of fire, gas leaks, contagious illness, armed intruder(s), or civil unrest. When Pine Manor College uses the Emergency Notification System, community members will receive information on 1) the situation, 2) what to do, and 3) follow-up. These messages may come from Pine Manor College’s Director of Campus Safety, Dean of Student Affairs, Associate Dean of Student
Affairs, Director of Operations, or IT (for technology related concerns or when an off-campus person is necessary to assist in communication).

Pine Manor College will conduct at least one test of the Emergency Notification System each semester and clearly indicate on the announcement that it is a test of the Emergency Notification System. Part of this test will include an evacuation drill at least once a year. Campus Safety will record all tests of the Emergency Notification System in the Crime and Fire Log as tests or drills.

To disseminate information to the local community in the case of an emergency, Pine Manor College will work with the Brookline Police Department.

Timely Warnings
In addition to the Emergency Notification System, Pine Manor College’s Dean of Student Affairs or Director of Campus Safety will issue timely email warnings when a situation occurred that may represent a serious or a continuous threat to our community. For example, Pine Manor College would email a timely warning to the community if multiple burglaries or tire slashing occurred on campus.

Timely email warnings will include information about the incident (e.g. where, what), suggestions for remaining safe, and information on how community can report more information if they learn more about the situation. Pine Manor College’s Dean of Student Affairs or Director of Campus Safety will send follow-up email(s) to the original timely warning as needed. Timely warning emails will not violate FERPA, identify the victims, or jeopardize their anonymity. In addition, Pine Manor College will not send out timely warnings if they may disrupt the investigation of a case.

Missing Students
It is mandatory to enter missing people under the age of 21 into the National Crime Investigation Center through Suzanne’s Law. Suzanne's Law amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center of the Department of Justice. Suzanne's Law is named after Suzanne Lyall, a student at State University of New York at Albany, who has been missing since 1998. (Information from www.mass.gov)

Pine Manor College takes all leads on missing students seriously. To report missing students, please contact Campus Safety. Campus Safety will begin an investigation and collaborate with the Brookline Police Department, Student Affairs team, and community members, as necessary. Regardless of whether the students lives on campus or not, Pine Manor College will look into the whereabouts of the reported persons to ensure their health and safety.

If not located through initial outreach, Campus Safety or Student Affairs will notify the students’ emergency contact and work with the families accordingly.
All pertinent law enforcement agencies; neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance during the search. Upon closure of the missing persons investigation, Campus Safety and Student Affairs will try to update all previously contacted parties on the status of the case.

**Clubs and Organizations**

Pine Manor College offers student organizations for student to meet other members of the Pine Manor College community with shared interests. Campus clubs are open to all students and do not discriminate on the basis of race, ethnicity, gender, sexual orientation, socioeconomic status, country of origin, age, etc.

Students can join student organizations at any time after they have joined the Pine Manor College community. To learn more about Pine Manor College’s student organizations or to start a new student organization, please email Liam Rice, Graduate Assistant for Student Success and Campus Engagement, at lrice@pmc.edu.

**Community**

When the Student Handbook refers to the Pine Manor College community or community, it includes Pine Manor College students (both degree and non-degree seeking), students studying at other colleges who live on our campus, and students enrolled in classes through the English Language Institute and King’s Education who both reside on and off campus. Our community also includes Pine Manor College’s alumni and friends of the college, neighbors, and employees. The Pine Manor College team is extensive and includes facilities and maintenance, dining services, housekeeping, and security along with the faculty and the administration.

**Commuter Student Resources**

Commuter (non-residential) students make up about 40% of Pine Manor College’s community. All commuter students may utilize Pine Manor College’s facilities, participate in student organizations, and attend student events. In addition, commuter students have lounge space in Ashby Campus Center with a refrigerator, microwave, and sink to make mealtimes easier. Commuter students may also opt to buy meal plans through dining services and/or utilize the commuter dining space in the dining hall where students can bring their own food and dine with their friends on meal plans. Lastly, Pine Manor College offers lockers on the basement level of the Ashby Campus Center for commuting students to have a space on campus to store belongings. Students can reserve lockers through connecting with the Student Services Manager in the Mailroom on the ground floor of the Campus Center.

**Computers on Campus**

Pine Manor College offers computer and technology services to enhance students’ curricular and co-curricular experiences. Use of college technology is a privilege not a right. Students must use all college property in an appropriate and respectful manner. The College has computer labs throughout campus for student learning, communication, and knowledge exchange. In addition, the Annenberg Library staffs an Information Commons to provide access to the online library catalog, electronic databases, image editing tools, Microsoft Office, and web authoring tools. All
students also receive Pine Manor College email accounts upon matriculation, access to the College’s Internet while on campus, and 25mb of web space on community.pmc.edu (upon request).

Students receive their Pine Manor College email addresses after they submit their tuition deposits. Students’ email IDs and passwords also log students onto Pine Manor College’s intranet, http://My.PMC.edu.

If students would like to reset their User ID or need additional technological support, students should visit the first floor of Ashby Campus Center or contact IT at helpdesk@pmc.edu or 617-731-7629.

Confidentiality of Student Records
According to the Department of Education:

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to students when they reach the age of 18. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review students’ education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the rights to request that a school corrects records that they believe them to be inaccurate or misleading. If the school decides not to amend the records, the parents or eligible students then have the rights to formal hearings. After the hearings, if the school still decides not to amend the records, the parents or eligible students have the rights to place a statement in the records setting forth their view about the contested information.

Generally, schools must have written permission from eligible students to release any information from students’ education records. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law
Schools may disclose, without consent, "directory" information such as students’ names, addresses, telephone numbers, dates and places of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For Pine Manor College students to obtain their college records, students should reach out to the Registrar’s office located in the Ferry Administration Building. Under the provisions of the act, students may review their College’s educational records free of charge and receive photocopies of their records for a fee that covers the duplication costs. Students who would like to review their records must submit a written request to the Registrar’s office. The Registrar will honor the request within 45 days of receipt. The College may opt to deny copies of the following records:

- An original transcript for students who have a “hold” on their account.
- Copies of original transcripts from other institutions.

Students wishing to withhold the disclosure of any aspects of the “Directory Information” must file a “Request to Prevent Disclosure of Directory Information” form with the Registrar’s office.

If students believe there is an error or a discrepancy in their records, students should write to the Dean of the College.

Academic and administrative officials of Pine Manor College, including personnel of the Registrar’s office, may access students’ educational records. The Registrar keeps a log that verifies the name of each person other than academic and administrative officials who have viewed the record, the reason, and the date of access. Students have the right to see this log.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Pine Manor College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605.

**Dining on Campus**

The Pine Manor College community, like so many families and cultures, come together around meals. Our campus’s cafeteria allows students to gather with friends, professors, and staff on a regular basis. Dining services offers three meals a day, Monday - Friday during most of the calendar year and two meals a day (brunch and dinner) on Saturdays, Sundays, snow days, and holidays. In addition to the cafeteria, students can use their Gator Bucks (part of students’ meal plans) at Cafe 400. Students can also order boxed meals for days they cannot make it to the cafeteria. Students can find more information on dining services and menus at [https://pmc.edudine.com/meal-plans/](https://pmc.edudine.com/meal-plans/).

**Emergency Notification System**
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To disseminate information to the local community in the case of an emergency, Pine Manor College will work with the Brookline Police Department.

**English Language Institute**
For more than 20 years, Pine Manor College has offered an English Language Institute (ELI) for students who wish to improve their English language proficiency for academic, professional, or personal purposes. ELI students take English language classes and have the opportunity to audit Pine Manor College courses. Students have full use of the campus facilities including the dining hall, shuttle bus, laundry rooms, fitness center and gym, and Campus Center. While ELI students are not matriculated, degree-seeking Pine Manor students, the students are Pine Manor students and part of our community and held to the expectations and policies set forth in the Student Handbook. For more information, please visit [www.pmc.edu/eli](http://www.pmc.edu/eli).

**Fire Safety**
All students share in the responsibility to maintain a safe community and share in the responsibility to abide by the Town of Brookline’s fire codes. This includes, but is not limited to:

- Keeping all College buildings smoke-free of tobacco and other drugs.
- Keeping smoke detectors properly connected and installed at all times. Covering smoke detectors violates this regulation.
- Keeping common spaces and doors easily accessible.
- Not tampering with exit signs, fire extinguishers, thermal or smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, smoke alarms, panels, and any other emergency equipment.
- Not setting any unauthorized fires on College property nor possessing, using,
manufacturing, distributing, or selling any fire producing agents, explosives, and/or incendiary devices including candles, fireworks, and firecrackers. (Students that need to light candles for religious observances should contact the Director of Residential Life at least a week in advance).

- Not smoking within 25 feet of any campus buildings and not smoking in “Clean Air Zones.”
- Properly disposing of all cigarette butts rather than throwing them on the ground.

For more information on Campus and Fire Safety, please see the “Campus Safety & Reporting” section of the Pine Manor College Student Handbook.

**Health and Wellness**

Pine Manor College puts students’ health and wellness as a priority as we focus on the individual student and the collective whole of the Pine Manor College community. For students to engage in and out of the classroom, students’ health and wellness must come first. For students’ success throughout college, Pine Manor offers:

- Health and wellness programming and education
- Mental Health counseling with a licensed therapist and/or social worker
- Case management for students facing adversity or hardship
- Free contraception (i.e. condoms) on the second floor of the Campus Center
- Health and wellness resources on the second floor of the Campus Center
- A partnership with the Boston Area Rape and Crisis Center as a confidential resource to sexual assault and rape survivors
- Free shuttle bus service to Urgent Care and access to renowned medical facilities within a couple of miles of campus
- Connections to spiritual leaders, off-campus ministries, and meditation space

For a list of off-campus Health and Wellness resources, please click here.

Pine Manor College and Massachusetts law requires that all full-time and three-quarter-time college students have health insurance. Students may opt into Pine Manor College’s Health Insurance or another policy. Students must understand the terms and limitations of their coverage and carry their insurance ID card at all times. To learn more about the College’s Student Health Insurance, please visit www.pmc.edu/student-health-insurance-plan

Student-athletes should carefully review the Pine Manor College’s student health insurance, as injuries that occur through athletics are not covered; therefore, students should consider utilizing an insurance plan through Massachusetts Health Connector.

Massachusetts requires that all full-time college students receive the vaccinations listed below. Incoming Pine Manor College students and all campus residents must have their completed health and immunization records submitted to Student Affairs by the first day of classes. Students who fail to submit their health and immunization records risk temporary suspension from campus until completed.

Required Immunizations:
- 3 doses of hepatitis B vaccine or serologic proof of immunity
- 2 doses of MMR vaccine or serologic proof of immunity
- 1 dose of Tdap vaccine
- 2 doses of varicella vaccine, serologic proof of immunity or history of chickenpox disease

In addition:
- All full-time residential students must receive the meningococcal vaccination or have a medical or religious exemption or sign the waiver (found in your new student packet and on the health and wellness webpage). Please know that meningococcal B vaccine does not fulfill the requirement for meningococcal vaccine.

The Office of Student Affairs charges a $35.00 processing fee to release students’ medical forms once submitted; therefore, students should keep a personal record of their forms and immunizations.

Students’ medical records remain confidential during students’ matriculation on campus and for 7 years after. Pine Manor College will not release students’ medical records without students’ written consent, except as required by law or in life-threatening situations. Faculty, administrators, and family members do not have access to student medical records.

Failure to comply may lead to sanctions up to and including expulsion.

**ID Cards**
After clearing their student account each semester, students may pick up residential keys and obtain/validate their Pine Manor IDs. These multipurpose cards allow entry to on-campus residences, can be loaded with a meal plan or gator bucks, and provide access to many Pine Manor facilities and events. Students must update Pine Manor IDs in person at Student Services on the basement level of the Student Center, at the beginning of each semester. Pine Manor ID cards must be carried at all times and presented to Pine Manor employees upon request.

**International Student Services**
The Student Success Coach for International Students provides general guidance and regulatory advising to international students in maintaining their F-1 student status, as defined by the United States’ Government. International students must stay in contact with the College’s Designated School Official (DSO) to maintain proper visa status and stay current on pertinent rules and regulations.

**King’s Education**
King’s Education “provide[s] a general and linguistic education for young people all over the world intent on studying in an Anglophone environment—developing and nurturing every student to help them achieve personal growth, personal achievement and the best learning outcome for their individual circumstances, ability and needs.” King’s Education hosts an English language institute at Pine Manor College and offers a Pathways program for college-aged students looking to take one year of English courses and a second year credit-bearing college classes. King’s Education students have full use of the campus facilities including the
residence halls, dining hall, shuttle bus, laundry rooms, fitness center, gym, and campus center.

King’s Education students are part of our community and held to the expectations set forth in the Student Handbook. For more information on King’s Education, please visit http://www.kingseducation.com/

**Orientation**
Orientation, which includes academic and co-curricular activities, prepares students for academic and community success by connecting them with faculty, staff, and fellow students; introducing them to key resources on campus; and providing them with the tools necessary to make a smooth transition to Pine Manor College.

Pine Manor College offers Orientation for new students at the start of the Fall and Spring semesters. Orientation is mandatory for all new students.

**Policy Statements and Community Standards**
All enrolled students agree to comply with (a) the laws of the State of Massachusetts; (b) the federal laws governed by the United States of America, and (c) Pine Manor College policies as published in the Pine Manor College Academic Catalog, the Student Handbook, and other College documents as applicable.

**Recycling and Sustainability**
Pine Manor College has single-stream recycling throughout campus. Students should separate recycled materials (e.g., plastic, paper, aluminum) into the blue recycling bins on campus. Other ways to promote campus sustainability include:

- Turn off lights and small electronics when not in use.
- Use cold water for laundry.
- Walk, bike, or use public transportation to get around the campus and the city.
- Only take food in the dining hall that you will eat to prevent waste.
- Take short showers and turn off the water as you brush your teeth.
- Choose to carry a refillable water bottle with you rather than buy plastic bottles of water.

Students interested in helping with campus sustainability efforts should reach out to the Dean of Student Affairs.

**Residential Life**
Living on campus during college allows student the opportunities to engage in living-learning communities with their classmates. Students are housed in villages comprised of five small buildings or halls, each accommodating no more than 32 students. Resident Assistants (RAs), Graduate Assistants (GAs), and Student Success Coaches live in the villages with the students to help foster a community that promotes respect, tolerance, understanding, and diversity. The RAs, GAs, and Student Success Coaches work with their residents to build a community through building relationships with their residents, organizing programs and events that complement the College’s values, and enforcing community standards as set by the residence halls, villages, and College.
Room/Campus Space Reservations
For students to reserve campus spaces, please connect with your student organization’s advisor or a member of the Student Affair team and log into: http://www.ecaterclickair.net/ecaterclickCf_Calendar/index.cfm.

Services for Students with Disabilities
In accordance with Section 504 of the Rehabilitation Act of 1973, Pine Manor College provides reasonable accommodations to students with documented disabilities.

Students with long- or short-term, hidden, or visible disabilities who wish to request academic accommodations must meet with our Disabilities Specialist. Students will need to submit appropriate documentations of their disability from a certified professional to request academic accommodations. Pine Manor College encourages new students seeking accommodations to meet with the Disabilities Specialist during orientation or at the start of the academic year. Continuing students should meet with the Disabilities Specialist at the beginning of each semester to discuss accommodations. Students with disabilities can also receive accommodations in the residence halls. For more information on housing accommodations, please see the section on Residence Life.

Student Affairs
The Division of Student Affairs engages our culturally diverse student body by promoting social responsibility, inclusion, and self-empowerment to make Pine Manor College a welcoming and thriving home for our students.

Student Affairs, as part of the larger community, makes a home for our students:

- We engage each other holistically: intellectually, physically, emotionally, and spiritually.
- We encourage student voice and student influence.
- We embrace a social justice lens; we celebrate, collaborate, and learn from our similarities and differences in healthy, respectful, and meaningful ways.
- We practice responsibility, civility, and accountability.
- We listen, we communicate, and we build trusting relationships.
- We cultivate formal and informal mentorship.
- We aim to deepen student learning and growth.

We expect and encourage student success on- and off-campus through college, graduation, and beyond.

Transportation
Shuttle Service
Pine Manor College offers a shuttle bus to Pine Manor College Students and our community. The shuttle runs between campus and the T-Station (Boston’s mass transit), Star Market and The
Street, and The Shops at Chestnut Hill. For an updated schedule, please visit: http://www.pmc.edu/shuttle-schedule. To schedule a shuttle bus for special events, please reach out to the Director of Student Services.

*Other Ground Transportation Resources*
Students are encouraged to walk or bike when commuting locally, use MBTA (Massachusetts Boston Transportation Authority, www.mbta.com); or look into ride-share services such as Uber, Lyft, and Fasten. Pine Manor College is not responsible for the services provided by the ride-share companies and encourages students to be mindful of their policies and practices.

*Vehicles on Campus*
Pine Manor College students may register their vehicle and keep it on campus. For more information on bringing your car to campus, please refer to “Driving and Parking on Campus” in the Community Standards section of the Student Handbook.
COMMUNITY STANDARDS

At Pine Manor College, we respect one another and behave in ways that advance inclusion, community, and kindness. We cherish and celebrate diverse perspectives and backgrounds, encourage dialogue, and maintain the accountability of community members in efforts to promote and pursue academic excellence and social responsibility. Such is the spirit in which Pine Manor College articulates our community standards. Pine Manor College expects students to recognize the strength of personal differences, embrace differences in culture, and respect institutional values. Students are encouraged to think and act for themselves and the betterment of the community in ways that are consistent with our Community Standards.

As the local, national, and global communities around us change and impact people’s behaviors and decisions, we recognize that the Student Handbook is a living document. The College reserves the right to periodically update and otherwise change any material, including policies and procedures. Student Affairs staff will notify students via their PMC email address of any such changes that occur during the academic year.

The purpose of Community Standards is to promote an environment conducive to learning, work, recreation, and study. Thus, Pine Manor College expects that every student will behave with respect and integrity; comply with local, state, and federal laws; and, adhere to Pine Manor College policies as published in the Pine Manor College Student Handbook and other College documents.

The Pine Manor College community standards reflect the core competencies of the college:

- **Communication** - Pine Manor College expects communication that fosters relationships, growth, and understanding. Pine Manor College expects students to communicate through appropriate discourse and step away from conversations that do not promote or give empathy and respect.

- **Critical thinking** - Pine Manor College expects intellectual curiosity, engagement as students experience both successes and failures, and determination and fortitude.

- **Collaboration** - Pine Manor College expects students to actively listen and build and maintain positive, healthy relationships that lift themselves, their families, and their communities.

- **Citizenship** - Pine Manor College expects students to strive to understand the social, cultural, political, and economic factors that influence the world and act in a socially responsible manner that positively influences themselves and others.

- **Integrated and applied learning** - Pine Manor College expects that students’ education will take place inside and outside of the classroom and students will work to see the connections between their curricular and co-curricular experiences.
The written standards and rights below reflect the laws Pine Manor College must adhere to as an institution of higher education that receives state and federal monies. In addition, the standards reflect the expectations the College has outlined for our students.

**Human Rights Policies**

Pine Manor College values inclusion, community, and kindness. Hate and intolerance are not welcomed on our campus. As such, we encourage students to intervene when they see person(s) being wronged. Below are strategies and programs offered for bystander intervention; the College’s reporting obligations; and the policies and practices the Pine Manor College community enforces to ensure safety, inclusion, and community on campus.

*Bystander Intervention Strategies*

Bystander Intervention is an important strategy that you can use to prevent or respond effectively to a risky situation that might otherwise lead to more harm.

- Notice the event
- Identify it as an emergency
- Take responsibility
- Decide how to help
- Act to intervene

Pine Manor College offers an educational program during Orientation that addresses critical issues for the health, safety, and well-being of students. “Speak About It” is mandatory for all first year students. The program informs, educates, and encourages good decision-making and raises awareness and prevention of substance abuse and sexual violence in college. First time Pine Manor College students who do not participate Speak About It may receive holds on their student records, preventing them from registering for classes, until they complete a similar bystander intervention program. Along with Speak About It, the College offers additional trainings, workshops, and awareness events for students and student leaders throughout the year in collaboration with the Boston Area Rape and Crisis Council (BARCC), Brookline Police Department, Division of Student Affairs, and Title IX Coordinator.

Bystander trainings, workshops, and awareness events support Pine Manor College’s overarching goals and values related to student support, community, and inclusion.

**Obligations, Education, Training, and Campus Climate**

Students, staff, and faculty at Pine Manor College are obligated to be aware of and comply with the College’s policies regarding reporting acts of hate, bias, discrimination, harmful behaviors, and sexual misconduct. To report an incident, community members have options:

For emergency situations: Campus Safety at 617-731-7777 or 911
For non-emergency situations: Campus Safety at 617-731-7187
                                          Dean of Student Affairs at 617-731-7195
For sexual misconduct: Title IX Coordinator at 617-731-7143 or
                                          Dean of Student Affairs at 617-731-7195
Pine Manor College provides education, information, and resources related to hate, bias, discrimination, harmful behaviors, and sexual misconduct to the students, faculty, and staff. The Pine Manor College community is obligated to take advantage of prevention education, trainings, and resources to prevent incidents and promote risk reduction efforts.

If Pine Manor College employees need additional information on these efforts, they should reach out to the Director of Human Resources, as all Pine Manor College employees with the exception of the College’s confidential resources are mandatory reporters and must share information they learn which can cause harm to a student or the community.

If students would like more information, they should reach out to the Division of Student Affairs.

Commitment to Non-Discrimination
Pine Manor College does not discriminate on the basis of race, ethnicity, color, marital status, age, religious creed, national origin, ancestry, sex, sexual orientation, gender/gender identity, gender expression, class, political affiliation, or disability (in accordance with the Americans with Disabilities Act, 1973 Rehabilitation Act Section 504, and implementing regulations) in its admission policies, scholarship and loan programs, or in the educational programs or activities which it operates. Pine Manor College enforces unlawful discrimination. For more information, please contact the Director of Human Resources (regarding hiring practices or personnel), Dean of Enrollment Management (regarding admissions), and/or Dean of Student Affairs (regarding student-related incidents).

Title IX: Sexual Misconduct and Gender Equity
Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all public and private colleges and universities, and all public elementary and secondary schools.

All students, staff, and faculty, including but not limited to: cisgender and gender-nonconforming persons, LGBTQ and straight persons, persons with and without disabilities, and international and undocumented persons all have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, sexual and dating violence, and harassment.

Pine Manor College is committed to creating and maintaining a safe and healthy campus culture for its entire community. Pine Manor College works to ensure that its policies and practices meet all regulatory requirements, including those related to Title IX. The rights of students under Title IX as they pertain to sexual misconduct on campus include:

- Pine Manor College will respond promptly and effectively to sexual misconduct.
- Pine Manor College will provide interim measures and support as necessary.
- Pine Manor College publishes information online informing students where they can obtain confidential support services and other help and resources.
- When incidents require an investigation, Pine Manor College conducts adequate, reliable, and impartial investigations.
For more information on survivor rights, visit [http://knowyourix.org/](http://knowyourix.org/) and for off-campus, confidential resources, visit [https://barcc.org](https://barcc.org).

For Pine Manor College’s Sexual Misconduct Policy please refer to the separate on-line document. Hard copies are available from the Director of Human Resources/Title IX Coordinator and the Dean of Student Affairs.

**Physical Violence/Assault**

At Pine Manor College we encourage dialogue. Physical violence in any form cannot be tolerated in a civil, educational environment. If students feel their anger or temperment rising, it is their responsibility to walk away and disengage from the situation. Physical violence and assault that results in harm or with the intent to cause harm is not permitted or tolerable. Such actions include, but are not limited to, assault and battery (simple and/or by means of a dangerous weapon), fighting/brawling, slapping, shoving, and/or restraining. Under no circumstance is physical violence an acceptable means to resolve problems, disputes, or interpersonal relations.

**Threats**

Threats are prohibited as are any actions that stigmatize, threaten, or endanger another individual’s emotional or mental well-being or causes another to reasonably fear for their safety.

**Hate Language, Crimes, and Acts of Bias**

Hate language, hate crimes, and acts of bias with the intent to intimidate any individual or sect(s) are not welcomed or tolerated on our campus. Pine Manor College’s policy on hate crimes expands on Massachusetts’ Hate Crimes Penalty Act (General Law Chapter 265, Section 39) to include race, color, religion, national origin, sexual orientation, gender identity and expression, religion, disability, sex, gender, age, and political persuasion.

A hate crime is a criminal act that is committed against the person or property of another because of any of the above named identities/sects. Hate crimes also include any such crimes committed against the property of a public agency or private institution - including educational facilities and advocacy groups - because the property of the agency or institution is identified or associated with a person or group of one of the aforementioned identities/sects.

Acts of bias are incidents that are expressions of hostility against another individual (or group) because of perceived or actual above named identities/sects.

Hate language, hate crimes, and bias-related incidents need to be addressed because they harm individuals and/or groups, undermine civility and understanding in the Pine Manor College community, and impede the educational process. While instances of speech may be protected as free speech, individuals also retain responsibility for that speech when they generate harm requiring intervention.

**Bully/Cyber-Bullying**

Bullying and cyber-bullying are prohibited. Bullying and cyber-bullying are defined as the repeated use of a written, verbal, or electronic expression (e.g. social media, email); physical act;
gesture; or any combination of behavior which is directed at a person and: (i) causes physical or emotional harm to the victim or victim's property; (ii) places the victim in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of school.

This policy also prohibits cyber-bullying where the creator assumes the identity of another person, creates and/or distributes material that is unlawful with intent to harm another person/identity, and/or distributes communication to more than one person via mass mailing or group communications, if the behavior elicits any of the conditions enumerated above in clauses (i) to (v).

**Freedom of Expression and Civic Engagement**

Freedom of expression and civic engagement are important to Pine Manor College as it supports the acquisition of knowledge and skills necessary to effect thoughtful changes in a global, multicultural society. Communicating responsibly and effectively can lead to a spirited exchange of ideas, allows for multiple voices and perspectives to be heard, and is essential to our mission. The College deems inappropriate any actions that infringe upon the rights of other members of the community, including reasonable expectations of peace and privacy. Behaviors that are violations of the Student Handbook including but not limited to coercion, intimidation, or harassment will be handled according to the College’s conduct process.

**Social Media**

Pine Manor College’s official managed online communities are intended to inform users of Pine Manor College related news and events and foster Pine Manor College discussion and community. We encourage you to share your opinions and exercise your right to freedom of speech with responsibility and civility. Individual integrity and mutual respect are the basis of the Pine Manor College learning environment. If activity on Pine Manor College’s social media sites is not congruent with Pine Manor College community standards as outlined in the Student Handbook, the activity will be reviewed and handled according to the college conduct process. Pine Manor College reserves the right to remove material that does not abide by these guidelines.

This only applies to official Pine Manor College’s social media accounts.

**Alcohol and Drug Policy**

All students at Pine Manor College are expected to assume personal responsibility for their own conduct, and comply with all laws and College policies regarding alcoholic beverages and other drugs.

**Definitions**

- **Alcohol:** Any beverage containing not less than 0.5% alcohol by weight.
- **Drugs:** Broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any other wise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over the counter drugs, or household products).
• **Drug paraphernalia**: Broadly includes material, product, instrument or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to hypodermic needles, syringes, bongs, pipes, grinders, scales.

• **Possession**: Determined by control over a substance or object with or without regard to ownership.

• **Property**: Pine Manor College’s campus including the sidewalk and road around campus that is not privately owned. When off-campus on a college-related trip, the spaces the trip occupies (e.g. bus, hotel, museum, etc) also constitute property.

**State and Local Laws Pertaining to Alcohol**

Massachusetts’s law prohibits any individuals under the age of 21 from buying, possessing, consuming, or distributing alcoholic beverages. There is no exemption from this law. Therefore, the Pine Manor College community is subject to this prohibition even though it is private property patrolled by its own security force. This policy applies to Pine Manor College students and guests.

Massachusetts’s law makes it a misdemeanor for any person under 21 years of age to obtain or try to obtain alcoholic beverages by presenting or offering a false identification. It is also a misdemeanor for minors to be found in possession of false identification intended for use in obtaining or trying to obtain alcoholic beverages. Persons found guilty of these misdemeanors are subject to state penalties and sanctions under Pine Manor College’s Student Handbook.

Pine Manor College complies with all aspect of Massachusetts General Law chapter 138 concerning alcohol. Any violation of chapter 138 is punishable up to and including expulsion.

The following is a summary of the current Massachusetts General Law pertaining to alcoholic beverages both on and off Pine Manor College property:

• To lawfully purchase or possess alcohol, an individual must be at least 21 years of age.
• Individuals under the age of 21 may not buy, possess, or consume alcoholic beverages.
• It is unlawful, regardless of age, to carry an open containers of alcoholic beverages in public (e.g., outside of buildings, public areas of residence halls, lounges, or other college buildings).
• If the college hosts a private event with alcohol, invited students over the age of 21 may drink responsibly upon showing proper identification (e.g., driver’s license or passport).
• It is unlawful to provide or serve alcohol to individuals who are under 21 years of age.
• It is unlawful to sell tickets or charge admissions to events where alcohol is present without a valid license to sell alcohol.
• It is unlawful to misrepresent one’s age or to possess or use falsified identification.
• It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or to carry alcohol.
• It is unlawful to operate a motor vehicle while under the influence of alcohol.

**State and Local Laws Pertaining to Drugs**

The Commonwealth of Massachusetts enforces the following laws pertaining to drug use (see Massachusetts General Laws, Chapter 94C):

• It is unlawful to possess and/or use illegal substances or misuse prescription drugs.
• It is unlawful to operate a motor vehicle under the influence of drugs.
• Massachusetts’s law prohibits the unlawful manufacture, possession, distribution, dispensation, or use of controlled substances.
• While Massachusetts’s law has legalized the use of recreation and medicinal marijuana. Marijuana in all forms is prohibited on Pine Manor College’s campus as Pine Manor College receives federal funding and is a drug-free school zone.

Pine Manor College Regulations Pertaining to Alcohol
In compliance with Massachusetts General Laws, Pine Manor College adheres to the following policies:

• Underage drinking – Students under 21 years old are not permitted to possess or consume alcohol and are held responsible if found in violation.
• Responsible drinking – Students 21 years old and over who chose to drink alcoholic beverages are expected to do so responsibly. Public intoxication is not permitted.
  o Students 21 and over may consume alcohol in their residence hall room or a residence hall room with other people that are of legal age.
  o It is the duty of the consumer to drink responsibly and not jeopardize the safety and well-being of themselves, others, and/or property.
  o If consuming alcohol, students must keep the door closed and ensure that everyone in the room is over 21 years old.
  o Students 21 and older may keep alcohol in their residence hall rooms as long as it is in reasonable amounts (e.g., one 6-pack/person, one bottle of wine/person).
• Pine Manor College will provide ongoing education to the community about responsible drinking from a health, safety, and legal point of view.
• Kegs, handles, funnels, luges, and beer balls are prohibited on campus.
• Alcohol and open containers are not permitted in common areas such as hallways, commons, lobbies, and lounges.
• Residence Life staff and Campus Safety reserve the right to inspect suspicious containers.
• Pine Manor College staff may confiscate alcoholic beverages and related materials that are in violation of Pine Manor College’s policies and regulations.
• Guests of Pine Manor students must honor all Pine Manor College policies and it is the responsibility of the Pine Manor College student to notify their guests of the policies.
  o The College holds Pine Manor College students whose guests violate Pine Manor College policies responsible for their guests’ behaviors.
• Liquor stores or other companies may not deliver alcohol to students on campus. The College holds students who place such orders responsible.
• Pine Manor College remains a drug-free school zone aside from prescription drugs used as prescribed, with the exception of medicinal marijuana, which is prohibited.
• Pine Manor College students can be found responsible for violating Pine Manor College’s drug policy if they are found in possession of drugs or unauthorized prescription drugs, drug paraphernalia, exhibiting the effects of drugs, or smelling as though they have been using.
• Pine Manor College Campus Safety and Student Affairs reserves the right to enter into residence hall rooms that smell like marijuana or other drugs and can hold residents and their guests accountable if applicable.

• Students found smoking or using a hookah or other items which involve a flame, may also be found in violation of Pine Manor College’s fire policy.

Pine Manor College Regulations Pertaining to Drugs
Pine Manor College prohibits the possession, use, consumption, manufacturing, sale, or distribution of drugs and drug paraphernalia. Additionally, the possession of drugs with intent to use, deliver, sell, or manufacture is prohibited.

The College takes the use of illicit drugs, misuse and abuse of prescription drugs, and possession and distribution of drugs very seriously and will respond accordingly. Violation of this policy may subject students to sanctions up to and including expulsion.

Education, Resources, and Support for Alcohol and Drugs
Any time alcohol or other drugs are used, the risk for health problems increase. These problems can cause personal harm, injury, or even death. The use and abuse of alcohol can negatively affect one’s academic success. Pine Manor College provides educational programs and services on alcohol abuse for all students.

The use of alcohol (a depressant) slows the nervous system. Therefore, alcohol causes:
• Increased heart rate
• Increased risk of contracting sexually transmitted diseases
• Loss of muscle control, leading to slurred speech and poor coordination
• Hangovers, fatigue, nausea, and headaches
• Blackouts and memory loss
• Unconsciousness
• Impaired judgment
• Poor concentration and impaired thinking and reasoning
• Loss of inhibitions and exaggerated feelings

Potential consequences of alcohol abuse include:
• Alcoholism
• Damage to brain cells
• Blackouts and memory loss
• Poor concentration
• Death (as a result of accidents or alcohol poisoning)
• Social conflicts
• Accidents and injuries
• Drinking and driving
• Sexual assault and abuse

Potential consequences of drug use and abuse:
• Short-term memory problems
• Severe anxiety, including fear that one is being watched or followed (paranoia)
• Very strange behavior, seeing, hearing or smelling things that aren’t there, not being able to tell imagination from reality (psychosis)
• Panic
• Loss of sense of personal identity
• Lowered reaction time
• Increased heart rate (risk of heart attack)
• Increased risk of stroke
• Problems with coordination (impairing safe driving or playing sports)
• Sexual problems (for males)
• Increased risk of contacting sexually transmitted infections
• Decline in IQ (up to 8 points if prolonged use started in adolescent age)
• Poor school performance and higher chance of dropping out
• Impaired thinking and ability to learn and perform complex tasks
• Lower life satisfaction
• Increased chance of addiction
• Relationship problems; partner violence
• Antisocial behavior including stealing money or lying
• Financial difficulties

Potential consequences of mixing alcohol and drugs or mixing different drugs include:
• Unexpected and dangerous results
• Depressants taken in combination can cause coma and death.

How to Help a Friend
In an emergency:
If your friend is experiencing any of the symptoms below – call Campus Safety at 617-731-7777 immediately:
• Unconscious or semi-consciousness
• Slow breathes
• Cold, clammy, and/or pale or bluish skin
• A strong odor of alcohol or drugs

After calling Campus Safety, turn the intoxicated person on their side and maintain that position by placing a pillow in the small of the person’s back to prevent choking. Stay there until medical help arrives.

If you are unsure whether the person is in an emergency state or not, call for help. Do not guess.

In non-emergency situations:
• Alcohol Anonymous at www.aa.org
• Massachusetts Help Line at 800-327-5050
• Narcotics Anonymous at www.na.org
• On campus, students can reach out to anyone they trust or the Director of Health and Wellness, Dean of Student Affairs, and/or their Student Success Coach.

**Good Samaritan Policy**

If students voluntarily seek assistance from Campus Safety and/or Pine Manor College employees to help intoxicated persons or themselves and the students seeking assistance violated the College’s alcohol or drug policies, the community standards process will take into account the totality of the circumstances. While Pine Manor College will consider the totality of the circumstances, cases taken off campus to civil court may not grant the same understanding.

If students notice other students on campus turning to alcohol and/or drugs in unsafe ways or if students feel they have become dependent on alcohol and/or drugs, students should:

• Reach out to a Pine Manor College employee that you trust and/or the Dean of Student Affairs
• Connect with counseling services
  - Connect with off-campus resources such as:
    - Massachusetts Substance Abuse Education and Information Helpline at 1- 800-327-5050
    - Boston Drug Treatment Centers and Alcohol Abuse Rehab and Addiction Help at (617) 517-6448.

**Alcohol, Drugs, and FERPA**

Under amendments made to the Family Educational Rights and Privacy Act (FERPA), colleges and universities are encouraged to inform parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol and/or other drugs. Pine Manor College may utilize this option to involve the student’s family to assist in harm reduction. Students are urged to notify their family prior to the College’s notification. See also Confidentiality of Student Records.

**The Drug-Free Schools and Campuses Act (Amendments of 1989)**

This law requires institutions receiving federal financial assistance to establish drug and alcohol abuse prevention programs for students and employees. Students and employees must receive materials annually that contain standards of conduct, a description of the various laws that apply in that jurisdiction regarding alcohol and drugs, a description of the various health risks of drug and alcohol abuse, a description of counseling and treatment programs that are available, and a statement on the sanctions the college will impose for a violation of the standards of conduct.

**Pine Manor College Smoking Policy**

Smoking is NOT allowed in any campus building, including the residential communities, or within 25 feet of building entrances, doors, or windows. Smoking marijuana (medicinal or recreational) is not permitted on College grounds or in its buildings. For the purposes of this section, “smoking” or “smoking of tobacco products,” also includes use of electronic cigarettes.

**Computer Ethics and Use of Technology Policy**
Computer access and use of technology on campus should align with students’ schoolwork, campus policies, and the mission and the values of Pine Manor College. Campus policies that apply in our physical reality also apply in Cyberspace. Using computers and other technology for illegal activities or to document illegal activities compromise Pine Manor College, Massachusetts, and/or federal policies and laws. Pine Manor College cannot protect students for state and federal violations.

Copyright Law
Copyright law gives authors, artists, composers, and other creators the right to copy, distribute, modify, and display their works or to authorize other people to do so. Therefore, people may not claim or use other people’s work without their permission or licensure. In addition, people cannot use other people’s work unless it is in the public domain or includes fair usage. For more information on copyright terminology, laws, and the standards Pine Manor College follows, please visit http://www.copyright.gov/.

Digital Millennium Copyright Act
In 1998, the United States Congress passed the Digital Millennium Copyright Act (DMCA) into law. DMCA protects owners of digital media and makes it illegal to download digital material (e.g., songs, movies, software, games).

Libel
Copyright law includes libel, a publication of a false statement that harms another person’s reputation. Since libel causes harm, it violates governing organizations and Pine Manor College’s laws and values.

Privacy
The Electronic Communications Privacy Act, a federal statute, indicates that it is crime to intercept someone else’s private email message or to look into someone else’s private computer account without appropriate authorization.

Cyber-bullying
Policy listed under “Human Rights Policies” > “Bylly/Cyber-Bullying”

Obscenity, Child Pornography, and Indecency
Under both state and federal law, it is a crime to publish, sell, distribute, display, or, in some cases, merely to possess obscene materials or child pornography. These laws also apply equally to the internet, and a number of people have been prosecuted and convicted for violating them in that context.

Hacking, Cracking, and Similar Activities
Under the federal Computer Fraud and Abuse Act, and under a variety of similar other state and federal statutes, it can also be a crime to access or use a computer without authorization, to alter data in a computer without authorization, to transmit computer viruses and “worms” over computer networks, to send multiple and mass letters, and to engage in other such activities that negatively affect the College’s computer resources.
**College Communication**

Pine Manor College expects students to check their email daily. As such, students are responsible for documentations and announcements sent via email. Pine Manor College recommends students forward their Pine Manor College email to their personal email account if that will help students’ email communication.

Pine Manor College does not actively scan or monitor students’ social networking sites; however, if posts are brought to our attention, students in the pictures, videos, etc. and the students posting the content may be held responsible if behaviors are not aligned with the College’s Student Handbook. Depending on the behaviors sanctions can range up to expulsion.

If students have questions about the policies or legality of College’s computing resources, students can get general information (but not specific legal advice) from contacting helpdesk@pmc.edu or the Dean of Student Affairs.

**Camping and Campfires**

Unauthorized camping and campfires on the campus is prohibited. Camping, sleeping outdoors or in vehicles, on the campus is prohibited.

**Clean Community**

The Pine Manor College has a beautiful campus that the Facilities and Housekeeping teams work hard to maintain. To best ensure a community environment that is safe, healthy, respectful, and conductive to learning for all, a reasonable level of cleanliness and appropriate conduct is expected in individual resident rooms, bathrooms, kitchens, common areas, and all other campus space. All students, faculty, and staff are asked to assist in keeping these indoor and outdoor spaces clean and presentable for the Pine Manor College community. Personal trash, bottles, magazines, and other items should be deposited in the appropriate receptacles and recycling bins located throughout the campus.

Pine Manor College imposes an obligation on all its students to demonstrate responsible citizenship and to not create conditions, which disrupt the educational environment (e.g., excessive or unreasonable noise, excessively large parties, or rude/abusive language or behavior). Students in designated Quiet Buildings/Spaces (e.g., 24 Hour Quiet Residence Halls, Quiet Hours during Finals) will be held to a higher standard.

Students found littering or causing excess noise are subject to disciplinary sanctions.

**Consensual and Family Relationships**

In efforts to protect the power differential between students and faculty and staff (including but not limited to full and part-time employees, contractual workers, adjunct professors, temporary positions, and graduate assistants), Pine Manor College employees and students may not engage in dating, intimate, or otherwise inappropriate relationships with each other while students are matriculated at Pine Manor College. Students and Pine Manor College employees may each face consequences for entering into consensual relationships of this nature.
In addition, a professor cannot teach their immediate family members (e.g., siblings, parents, partners, children). Therefore, if a current Pine Manor College employee’s family member enrolls in courses, the enrolled family member/student cannot take a class taught by that family member/professor. In the case that a family member enrolls at Pine Manor College, the Pine Manor College employee should meet with the Director of Human Resources and Dean of the College to ensure compliance with this policy.

**Dining Hall Protocol**

Residential students must enroll in a Pine Manor College meal plan and commuter students may opt into a meal plan, cash pay, or purchase Gator Bucks if they so choose. Students may only use their own PMC ID card and meal plan in the dining hall; using another students’ PMC ID card is considered theft. Students that misplace their PMC ID should go to Student Services on the ground floor of the campus center for a replacement. Students who forgot their ID will not be admitted to the Dining Hall and be asked to return with their card.

In an effort to maintain all-you-can-eat in the dining hall and keep prices reasonable, patrons may enjoy as much food as they like in the dining hall, but may not remove any food, dishes, glasses, or silverware from the dining room. Students are asked to take single portions of each item they select but can come back as often as they like. Removal of food or beverages other than an ice cream cone or a piece of fruit is prohibited.

To uphold food safety standards, shirts and shoes are required in all dining facilities and food areas.

The Pine Manor College Community Standards are also upheld in the dining hall, thus disturbances in the dining areas, including but not limited to throwing food, harassing dining hall employees, or destruction of property are prohibited.

**Emergency Contact Information**

It is essential that all students provide complete emergency contact information (name, relationship, phone number) in case of emergencies. To ensure your emergency contact information is up-to-date and accurate, please log onto the PMC Portal or contact the Registrar’s Office.

**Disorderly Conduct**

Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for the members of the community or damages property, disrupts the peace or interferes with the normal operation of the College or College sponsored events, and/or infringes on the rights of others.

Students may not harass, abuse, harm, or threaten to harm other persons, persons’ properties, animals, or things in-person, via social media, or other means. Students should not intentionally or unintentionally endanger others and/or the College community (including the College’s property).
Students should not lie, deceive, knowingly mislead, or steal. This includes, but is not limited to forgery, misleading College officials, filing false reports, falsification of College documents, fraudulent behavior, theft, and/or bribery.

Any violation of said policy may result in sanctions up to and including expulsion.

**Evacuation of Buildings**
Community members and guests must evacuate all campus buildings immediately when a fire alarm sounds or when instructed to evacuate by Pine Manor College staff. Those who do not evacuate are in violation of College policy and state fire codes.

**Firearms and Other Weapons**
Massachusetts General Laws prohibits the possession of firearms and other dangerous weapons without a valid Firearm Identification Card (FID). Pine Manor College, however, does not permit firearms or weapons of any kind on campus regardless of a valid FID or not.

Students may not possess, use, manufacture, distribute, make, or sell any weapons on campus including, but is not limited to, firearms, air guns, B.B. guns, paintball guns, pellet guns, and/or knives with blades longer than two inches.

Students may also not threaten the use of a weapon regardless of whether they have a weapon or not.

Violations of the law and policy subject students to punishment up to and including expulsion and State and Federal criminal prosecution.

**Gambling**
Gambling is not permitted on the Pine Manor campus. Violations of this policy subject students to punishment up to and including expulsion.

**Harassment**
Any persons that harass and/or use technology to harass another member of the Pine Manor community or to invade the privacy of any member of the community may be subject to sanctions up to and including expulsion.

Sexual harassment falls under Pine Manor College’s Sexual Misconduct policy.

**Hazing/Rites of Initiation**
Massachusetts General Law chapter 269, section 17 defines hazing as:

Any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any such
student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Student organizations, teams, and individuals found in violation of Massachusetts hazing laws will be subject to Pine Manor College disciplinary action up to and including expulsion. In addition, in congruence with chapter 269, section 17, Pine Manor College students and employees must report all hazing immediately. Said law provides:

> Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

All Pine Manor College students will learn about hazing during Orientation. In addition, student-athletes and student leaders will receive additional information about hazing at the start of their seasons and club formation/leadership trainings in accordance to General Laws chapter 269, section 19.

**Inclement Weather**
Pine Manor College will announce weather delays or cancellations due to inclement weather through an email to students’ Pine Manor College email address and through our Emergency Notification System. Pine Manor College’s administration will decide on cancellation status by 7:00am. Students should not contact the administration nor assume school closure in advance of the official announcement.

If the College is open and commuter students cannot get to campus due to inclement weather, students should reach out to their professors to make necessary arrangements.

Residential students are required to make sure their windows are closed during cold winter months to prevent freezing pipes. Students that keep their windows open during cold temperatures and/or snow are subject to fines.

**Identification Cards and Keys**
Keys and PMC Student IDs issued to students are their responsibility and must not be loaned or copied. Losing, loaning, or copying keys or PMC Student IDs jeopardizes the security of the Pine Manor College community.

Students will need to pay the expense of core changes and/or key replacements if the College needs to change locks and/or keys due to losing, loaning, or copying keys. Students may also be subject to disciplinary action.

All lost or stolen PMC Student IDs must be reported immediately to Residential Life, Student Services, or Campus Safety for appropriate security action.
Students who lose or fail to return their keys during the check-out process or any other official separation from Pine Manor College (e.g., graduation, withdrawal, leave of absence) will be charged the cost to replace them and/or change the lock(s).

The fees associated with replacement are as follows:
Resident Pine Manor College ID*: $30.00
Commuter Pine Manor College ID: $15.00
Lost key/Core change: $150.00

*The Residential PMC ID costs more money due to a chip in the card that provides access to the residence halls.

Jury Duty
According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.”

Students who miss class due to jury duty should notify their instructors of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student’s Guide to Jury Duty brochure or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at www.massjury.com.

Leave and Withdrawal Policies
Students may leave or withdraw from Pine Manor College for various reasons including, but not limited to, health and medical reasons, financial constraints, family situations, and/or dissatisfaction with their Pine Manor College experience. Before deciding whether to leave Pine Manor College, please speak with your academic advisor, student success coach, and family to make sure you have thought through the decision. Also, take the time to learn about the different forms of leave and withdrawal policies.

Leave of Absence
Students looking to take a break from Pine Manor College and return at a later date should consider a leave of absence. Students in good academic standing may take a leave of absence from the College for a maximum of two consecutive semesters by completing a leave of absence form available in the Registrar’s Office. Appropriate College offices must approve all leaves of absences in advance. Students taking a leave of absence, who have received long-term loans, must consult their local lender for information about repayment obligations. Students receiving financial aid through Pine Manor College must consult the Office of Financial Aid. Students coming back from a leave of absence must write a letter of request to the Registrar’s Office and be in good financial standing to return.
International students should consult their Student Success Coach before taking a leave of absence to discuss how this may impact their visas.

Withdrawal from the College
Students who no longer wish to attend or return to Pine Manor College should plan to withdraw from the College. To withdraw, students must notify the Registrar’s Office as soon as possible and complete the appropriate paperwork. Students who withdraw voluntarily from the College may apply in writing to the Registrar for re-admission.

Students who leave Pine Manor College for health reasons and wish to return must provide a letter from their attending psychological or medical doctors to confirm students improved health and safety. In addition, students must work with the Director of Health and Wellness to ensure a re-admittance plan is in place and followed.

Students who withdraw due to academic suspension must apply to the Academic Review Board for re-admission.

Prior to leaving Pine Manor College, students are responsible for turning in their residence hall key (if applicable), PMC ID, and Parking Permit (if applicable). Residential students are also responsible for packing their belongings and clearing out their residence hall room. Pine Manor College will place charges on students’ accounts for any or all of the previous outlined items not returned or cleaned to cover replacement, labor, and/or shipping costs.

Students who leave Pine Manor College for any reason and choose to return, should meet with the Associate Dean of Student Affairs or Dean of Students Affairs upon returning to campus.

Missing Person Procedures
If there is reason to believe that a student may be missing, whether or not the student resides on campus, the College will make all possible efforts to locate the student. The Division of Student Affairs and Campus Safety will work closely with the missing student’s family, friends, and law enforcement agencies to prioritize student’s safety. Pine Manor College will seek advisement from law enforcement agencies during these efforts and, in most cases, take the lead from them.

An individual will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person’s daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if the absence has occurred under circumstances that are suspicious or that cause safety concerns.

The investigation of a missing student can be a long and arduous process. Students can avoid being the point of an investigation and having phone calls made to local police and family, by communicating plans with people on campus, such as friends, neighbors, Resident Assistants, and family members.

Nudity
Pine Manor College requires that all persons, including students, employees, and visitors (except for babies and young children) refrain from any form of public nudity/nakedness on campus, with the exception of bathrooms and/or locker rooms. Any person found violating this policy is in violation of Pine Manor College’s Community Standards.

Off Campus Conduct
The College reserves the right to regulate student conduct and implement our community standards process for Student Handbook violations that occurs off-campus, especially if the students’ behavior affects the safety and security of the community, individual members of the community, and/or campus property.

Pine Manor College administrators may not learn of all off campus community standards violations; however, violations that the College learns about will be adjudicated.

Parking and Driving On Campus
Parking on Campus
All guest and student vehicles must have a valid Pine Manor College parking pass to park at Pine Manor College and park in their designated spots (e.g., commuter students in the marked spaces by Ellsworth and Dane Halls, guests in the Southwest parking lot). Parking is only permitted on paved parking spots.

All out of state residents must fill out an out-of-state form to and submit it to the town of Brookline. The Town will send students a decal at no additional charge to affix to their windshield.

Students can purchase Pine Manor College parking decals through the Director of Student Services in the mailroom in the Ashby Campus Center. The annual fee for resident student parking decals is $180.00. A commuter parking decal costs $120.00. Student must present a valid driver’s license and vehicle registration (in the student’s name or a caregiver’s name) to register a vehicle on campus. Replacement parking decals cost $10.00.

Resident and commuter students who do not purchase a decal but wish to park a vehicle on campus must purchase a daily temporary parking pass for $5.00/day. Students may purchase up to 10 daily passes per semester. Students bringing a vehicle on campus for more than 10 days per semester must purchase an annual fee decal.

All vehicles on campus must be validly registered with the Registry of Motor Vehicles and must display a valid inspection sticker and license plate(s). All vehicles must also be insured and operable.

Driving on Campus
Campus Safety is responsible for setting forth the traffic patterns and parking regulations for Pine Manor College to ensure the safety and convenience of the Pine Manor College community and its guests. The maximum speed limit on College roads or in parking lots is 15 miles per hour (mph). These driving patterns, parking regulations, and speed limits are in effect 24 hours a day,
7 days a week. Campus Safety is responsible for enforcing and issuing violations of this policy, which apply to all students, employees, and visitors.

Any community member found operating unauthorized equipment or automobiles, or violating any driving or parking policy, will be subject to disciplinary sanctions including but not limited to parking tickets, vehicle towed at the owner’s own expense, loss of parking privileges, and/or repayment of damages.

Violators shall pay all tickets to the Director of Community Development and Standards within three business days of said violation. To appeal a ticket, students must email the Dean of Student Affairs with new information in support of their appeal, which was not presented prior to ticketing.

Students who violate parking and driving rules and regulations risk losing their right to park and drive on campus and may face additional fines.

**Parental Notification Policy**
Under federal law and the Family Educational Rights and Privacy Act (FERPA) of 1974, Pine Manor College is subject to a general rule prohibiting disclosure of educational records without a students’ permission. This general rule has a number of exemptions responsive to practical, safety, business, and legal considerations. One of the exemptions allows, but does not require, Pine Manor College to notify parents/guardians related to specific student concerns. Many colleges and universities now rely on the exemption to engage in candid communications with parents/guardians about their student’s problems (e.g. alcohol or drug violations or mental health concerns) that endanger the health of students or others, exposes students to disciplinary sanctions or legal liability, and/or interferes with student’s education.

In acknowledgement of current practices favoring notice to parents/guardians over privacy rights when there are student health or safety concerns, Pine Manor College will disclose information when we believe a team approach will best help support their student’s success.

**Posting and Hanging Signs and Flyers**
Pine Manor College encourages student organizations and campus offices to publicize their club meetings and events in ways that reflect the values and mission of the College. Please post materials with reusable adhesives (as opposed to products like duct or masking tape) or use painters’ tape to ensure the posting surfaces remain intact when the material is removed.

The student organizations or campus offices that post flyers are also responsible to take them down within three days after the event.

Students who wish to publicize their organizations’ events off-campus or on the Pine Manor College Facebook Page must submit publicity materials to the Director of Media Relations and Publications at least two weeks before the event.

**Reasonable Compliance with Pine Manor College Employees**
Students are expected to respond to all reasonable requests from Pine Manor College employees,
including Residence Assistants (RA), to promote the College’s mission and student safety, health, and well being. Examples of requests may include attending RA floor meetings or evacuating a building for an emergency.

During an emergency, Pine Manor College respects the privacy of all residents, but also reserves the right to enter and take possession of rooms as necessary to ensure the safety of the Pine Manor College community. Authorized Pine Manor College personnel will try to provide at least 24 hours notice before entering residents’ rooms. In case of emergencies, it may not be feasible to give 24 hours notice.

Any verbal abuse, harassment, or intimidation toward, or failure to cooperate with Pine Manor College employees may result in conduct action.

**Release of Liability**
Pine Manor College students, families, and guests should use the indoor and outdoor spaces on campus for their intended purposes and building community. Use of the equipment and space by Pine Manor College students, families, and other parties is voluntary and done at the risk and liability of the individuals. Students, families, and guests cannot hold Pine Manor College financially responsible or otherwise.

Guests that use Pine Manor College property must be signed-in by a Pine Manor College student or here as part of a Pine Manor College hosted event. Our campus and space is not open to the public for personal use.

**Retaliation**
Pine Manor College prohibits retaliation of any kind against any individual filing a complaint or participating in an investigation or conduct hearing involving any Pine Manor College student, staff, or faculty. Such retaliation would result in conduct action. Behavior that may be considered retaliatory includes but is not limited to:

- Discouraging a person from reporting an incident
- Discouraging witness participation
- Threatening or intimidating a participant in a hearing or investigation
- Intentionally causing negative consequences for a participant in a hearing or investigation or for a participant’s personal relationships or social circles

**Students’ Right-to-Know Statistics (Clery Act)**
The Student Right to Know Act requires that institutions receiving Title IV funding disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. Specific guidelines exist as to the method and timing for reporting and disclosure to potential students, current students and employees. Current statistics are available via our website here.

**Theft and Burglary**
Theft, attempted theft, burglary, or attempted burglary of personal or Pine Manor College property is prohibited. Violations of this policy may lead to sanctions up to and including expulsion.

**Vandalism, Destruction, and Removal**
Vandalism, destruction, and removal of Pine Manor property or other property is prohibited. Removal of Pine Manor College property includes, but is not limited to, moving furniture from common spaces or classrooms to personal residence hall rooms. Violations of this policy may subject students to sanctions up to and including expulsion.

**Violation of Federal, State, and Local Law**
If a violation of Federal, State, and/or Local law occurs on Pine Manor College property, which is also a violation of College regulations, the College may initiate proceedings against the offenders and call in the Brookline Police Department. Such action by the College is independent of, and may proceed in parallel with, civil or criminal action.

In violations where Pine Manor College does not have enough evidence to conduct a Community Standards process, Pine Manor College reserves the right to implement interim sanctions to ensure the safety of the Pine Manor College community.
COMMUNITY STANDARDS PROCESS

Upon matriculation at Pine Manor College or arrival on campus for non-degree seeking students, students agree to honor the policies and the principles as described in the Pine Manor College Student Handbook. The Pine Manor College community as defined earlier shares in the responsibility to create an educational setting and culture to foster these expectations of each other, which allows for constant growth, compassion, and empathy. We work to hold each other accountable for our actions and use education as a tool to foster student development, while not jeopardizing the values and the needs of the community.

If students do not conduct themselves in accordance with the aforementioned Pine Manor College’s policies and principles, students will receive notices of community standards violations based upon incident reports received. Once students receive their alleged violation letters, students have the opportunity to go through a community standards process to accept or deny admittance to the violations. Pine Manor College works to ensure the community standards process is one of a restorative justice framework in which the College and student(s) will work to repair any harm that has occurred and the outcome will be educational in nature with punitive sanctions, at times. The College ensures the community standards process remains fair, transparent, and equitable as we seek the truth. This process does not mirror or take the place of the United States’ legal system. The processes and rights differ and one is not contingent on the other. Depending on the community standards violations, Pine Manor College may engage police authorities and/or counsel as necessary. Students also have the right to call the Brookline Police and/or press charges. Students’ decisions to involve the police or press charges, does not affect Pine Manor College’s community standards process.

During the community standards process, Pine Manor College has the right to temporarily or permanently terminate the relationship with the alleged students to ensure the safety of the individuals involved and the community. This termination can occur at any time.

In this section, Pine Manor College outlines the Community Standards and the process used by Student Affairs when an alleged violation occurs. The following applies to individual student and student group complaints. In addition to the standards outlined in the Student Handbook, residential students must also abide by Pine Manor College’s community standards of behavior specific to the residence halls. These standards are in Appendix A and reflect the documentation residential students signed when they received their keys at the start of the semester.

The Office of Community Development and Standards handles adjudication of alleged policy violations. All conduct processes use a preponderance standard of evidence, which is defined as more likely than not. The process operates using a fundamental fairness standard and all individuals are entitled to the same elements of fundamental fairness, including the opportunities to have others\(^1\) present during these processes.

\(^1\) Who these “others” may include and their role is outlined later in this section.
Community Standards Procedures

Allegations
1. Any person may file a report concerning alleged misconduct of any student or registered student organization. Reports shall be prepared in writing, either by the individual reporting the conduct or by the staff member collecting a verbal referral, and directed to the Director of Community Development and Standards. A report should be submitted as soon as possible after the alleged misconduct takes place.
2. The Director of Community Development and Standards shall determine if a complaint alleges or addresses a potential violation of The Student Handbook and will notify the respondent of such allegations. The decision to continue a matter through the conduct process is the decision of the Director of Community Development and Standards.
3. Generally, the Director of Community Development and Standards will serve as the Hearing Officer who will investigate and schedule the hearings with the respondent(s) and other individuals as deemed necessary and appropriate.

Hearings and Investigations
The Director of Community Development and Standards will assign either an administrative hearing or a community council to conduct a hearing depending on the nature of the matter.

1. Administrative Hearing: An Administrative Hearing includes meeting with the Administrative Hearing Officer. The Director of Community Development and Standards will serve as the primary Administrative Hearing Officer; however, they may designate a trained Hearing Officer to work in the same capacity for an Administrative Hearing. Administrative Hearing Officers are College officials. They may conduct hearings on any type of alleged violation of our community standards. Administrative Hearing Officers may impose any sanction as appropriate.
2. Community Council: The Community Council is made up of faculty, staff, students (at least one of each), and is facilitated by a Hearing Officer (typically the Director of Community Development and Standards). The Community Council will typically adjudicate alleged high level violations (e.g., physical harm or assault, bullying, discrimination, or repeat violations). The Council may impose any sanction(s) as appropriate.

Hearing Officer
If students participate in the administrative meeting, the Administrative Hearing Officer will meet with the alleged student(s), evaluate and investigate the incident, assign any sanction(s) as they see appropriate, notify the student(s) of the decision, and ensure completion of any sanction(s) by the designated date.

If students participate in a Community Council, the Hearing Officer will meet with the alleged student(s), evaluate and investigate the incident, organize the Community Council, and facilitate the meeting. After the meeting, the Administrative Hearing Officer will write up the Community Council’s decision(s), notify the student(s) of the decision, and ensure completion of any sanction(s) by the designated date.
Students Rights and Responsibilities
Pine Manor College prioritizes inclusion, community, and kindness. As students move through the community standards process, integrity and mutual respect are expected of all involved parties. Students are expected to engage in dialogue, speak their truth, and claim responsibly when appropriate. Students can and should hold the Hearing Officer and Community Council Members to the same high standards and expectations of equity, listening, transparency, timeliness, trust, and due process.

Throughout this process, Pine Manor College and Pine Manor College students must comply with state and federal laws, adhere to Pine Manor College policies as published in the Pine Manor College Student Handbook and other College documents made available at www.pmc.edu, and respect the rights and property of all.

It is the responsibility of every Pine Manor College student to know and abide by the standards set forth.

Community Standards Process
1. Once a complaint is received by Campus Safety or the Director of Community Development and Standards, an incident report (IR) will be created and disseminated to:
   a. Director of Campus Safety
   b. Dean of Student Affairs
   c. Director of Community Development and Standards
   d. Director of Operations
   e. Additional parties, as needed (e.g., representatives from King’s Education or ELI, if applicable)

The IR will also be recorded in College records for statistical purposes. All complaints are considered confidential and fall within FERPA regulations.

2. The Director of Community Development and Standards will determine if the case should be go to an Administrative Hearing or Community Council and assign an Hearing Officer to the case.

3. The Director of Community Standards and/or Hearing Officer will issue allegation emails to involved parties to meet and discuss the case. This meeting will start the investigation process.

4. At the meeting, students should expect:
   a. The opportunity for the student to present their view of the incident.
   b. The opportunity to provide any materials (e.g., pictures, social media clips, documentation) to support their story.
   c. The opportunity to provide the Hearing Officer with witnesses or other credible sources that they would like the Hearing Officer to meet with about the case. (The Hearing Officer will make a concerted effort to meet with the named witness or sources. If those persons do not respond or cannot make the arrangements to meet in a timely manner, the Hearing Officer may decide to move forward without their input.)
   d. The opportunity to have a third person such as an advisor, coach, professor, or friend present. If students choose to invite a third party, then:
i. The third party may not be an attorney or family member, and may not talk or present during the proceedings.

ii. The third party may write down comments, questions, or notes for the student.

iii. The student waives their FERPA rights to allow the Hearing Officer to proceed in the case and refer to previous incidents (if necessary) with the third party present.

iv. The student may ask the third party person to leave at any time.

v. The Hearing Officer will not talk with the third party about the case outside of the hearing/Community Council as the third party is considered an advocate and ally for the student.

e. That the hearing will not be recorded or taped in any manner.

f. The opportunity to meet again, if needed.

5. After the Hearing Officer has met with all the appropriate parties and, if appropriate, convened the Community Council, the Hearing Officer will make decisions of responsibility and sanctions in a closed deliberation process. The hearing provides a formal setting to hear and establish the facts of the case, determine responsibility for alleged violations, and recommend sanctions, if appropriate.

6. After the hearing, students will receive a follow-up letter stating responsibility for the incident. If found responsible, students will have sanctions to complete within a designated time outlined in the letter. Students will also have the opportunity to appeal the decision. (See next section.)

**Appeal Process**

All cases are appealed to the Dean of Student Affairs within three business days (72 hours) of sending out the sanction letter. After those 72 hours, appeals will no longer be considered.

To appeal a decision, students must submit a written email to the Dean of Student Affairs stating the reason for an appeal. The appeal must answer one or more of the following questions for consideration by the Dean to move forward on the appeal process:

- a. Is there new, relevant evidence that was unobtainable at the time of the original hearing?
- b. Were there irregularities in the investigative process?
- c. Was there a procedural error that unfairly and/or materially affected the outcome of the case? Students have the right to appeal as follows:

If the email meets the grounds for appeal consideration, the Dean of Student Affairs will re-open the case. The Dean of Student Affairs will serve as the Hearing Officer and conduct an administrative hearing or convene a community council (with different persons than the original council), depending on the severity of the case.

Once the appeal is considered and the case is re-opened, the appeal process will resemble the steps listed in the Community Standards Process (see above). At the conclusion of the investigation and hearing, the Dean of Student Affairs or Community Council Appeals Board may:

- Dismiss the charges all together
- Reduce or modify the sanction(s)
• Uphold the sanction(s)

The decisions made by of the Dean of Students and/or Appeals Board are final.

Sanctioning and Sanctions

Pine Manor College takes a restorative justice approach to community standards and sanctions. This means we try to use the community standards process and sanctions as a tool for learning, educating, and informing. Pine Manor College recognizes that people make mistakes, and between and within those mistakes lays the opportunity for growth and change.

While restorative justice is our preferred approach, it is the responsibility of the Division of Student Affairs to keep the community safe. If a community standard violation breeches on the safety or perceived safety of Pine Manor College students, guests, employees, friends of the college, or college property, the College may take a more disciplinary approach. Similarly, repetitive violations may result in a different approach to sanctioning.

Emergency Action/Interim Sanction

In such cases where the continued presence of the respondent creates undue distress or threat to the campus community, the Dean of Student Affairs (or designee) may take emergency action. Such action may restrict the respondent’s access to areas of campus or remove the respondent from campus or campus facilities for an undermined timeframe. This sanction may last until the student’s case is completed through the Community Standards process. The sanction remains in place until the Dean of Student Affairs (or designee) lifts the sanction.

If the respondent is removed from campus, the respondent may not participate in any College activities during that time including, but not limited to, course work, athletics, on-campus work and/or work study, and/or co-curricular activities. Students that receive this sanction who are seen on campus during this emergency action/interim sanction timeframe are subject to immediate suspension or expulsion from the College. In addition, the Brookline Police Department may be notified. If the respondent is immediately suspended or expelled, the original case may no longer be considered unless there are other students involved.

The College fully recognizes that taking emergency action such as an interim suspension from the College creates undue hardship for students and their families. When an interim suspension is put in place, the College will likely inform the students’ parents/guardians. The College has a list of area hotels available for students and can assist in arranging transportation off-campus that will be credited to the student’s account. The College will not cover the costs of accommodating students during this timeframe. Again, we recognize the difficult situation this causes and will work to expedite cases where an interim sanction is in place.

Due to the immediacy of this sanction, a conduct hearing is not required before emergency actions/interim sanctions are implemented.

No Contact Order

Individuals who have been the target of unwanted contact from another student can request a no contact order and/or the College can issue a no contact order if it is in the best interest of the College community. A no contact order requires that the students involved have no further
contact with the identified parties in any form (physical, verbal, electronic, or otherwise) or that they do not request another party to have contact on their behalf. Violating a no contact order violates the College’s community standards and could lead to sanctions up to and including expulsion.

No Responsibility
When students are found not responsible for any or all of alleged incidents.

Letter of Warning
A student may receive a formal warning letter regarding behaviors as the outcome of a conduct matter. Students should consider the letter an opportunity to educate themselves around appropriate behavioral expectations. If students find themselves responsible for violating community standards again, students will likely receive more significant sanctions their second time through the community standards process.

Limitations on College Activities and Access
The College may restrict or suspend a student’s access to College facilities, services, and members of the College community and/or participation in College programs if it is determined that such restrictions or suspensions are in the best interest of the student and/or College. Limitations on College activities and access are imposed for a specified period of time and may include but are not limited to: (a) ineligibility for service as an officer or member of any College organization or committee; (b) restricted participation in any intercollegiate activity; (c) ineligibility to receive or maintain any award from the College; (d) prohibition from attendance at social events; (e) restricted entrance into various College buildings; and (f) restricted contact or total disassociation from members of the Pine Manor College community.

Disciplinary Probation
Disciplinary probation places the student in a marginal relationship to the College without affecting the student’s academic standing. During disciplinary probation the student must demonstrate they are capable of functioning in a way that does not violate the College's policies and procedures. A second violation to Community Standards while a student is on disciplinary probation, even of a minor nature, could warrant immediate suspension or dismissal from the College.

While a student is on disciplinary probation, the student may not hold office in any student organization or represent the College in any official capacity. In some cases, co-curricular activities, student leader positions, and/or access to campus grounds and facilities may be curtailed.

Suspension
Suspension from the College involves the temporary removal of the student from the College for a specified time with the understanding that the student may return to campus and be in good standing at the completion of the suspension period. Suspension from the College 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 enrolled courses; (c) the student shall forfeit fees (including, but not limited to, tuition and room and board); (d) refraining from visiting the College premises
except when engaged in official business with approval in writing from the Dean of Student Affairs (or designee) prior to returning to campus property.

When a suspension is instituted the following people/offices will receive notification: Dean of Student Affairs, Dean of the College, Associate Dean of Student Affairs, Associate Dean of Academic Affairs, Director of Community Development and Standards, Campus Safety, Director of Operations, Director of Residential Life (when student resides on campus), Athletic Coach (if applicable), and student’s parent/guardian on record with the College.

When a student is suspended they will receive an email and hard-copy letter detailing the terms of the suspension including when to leave campus. As student’s leave campus, they must turn in their PMC ID, residence hall key (if applicable), and parking sticker to Campus Safety or the Director of Community Development and Standards. Failure to turn in any of these items will result in a fine of $150.00.

Reinstatement: When a student has concluded the suspension period and completed any conditions accompanying the suspension, the student must submit a letter to the Dean of Student Affairs to request reinstatement with evidence that they have satisfied the terms of suspension. The student may return to the College only after the Dean of Student Affairs (or the Dean’s designee) has made an affirmative decision.

Violation of Suspension: While we do not anticipate students who are suspended will come onto campus without approval from the Dean of Student Affairs, Campus Safety has received direction to call the Brookline Police Department for students that trespass onto campus.

Expulsion
Expulsion is the most serious College disciplinary action and involves permanent dismissal from the College. Expulsion involves the following: (a) forfeiture of all rights and degrees not actually conferred; (b) permanent notation of the expulsion on the student's academic and disciplinary records; (c) withdrawal from all courses; (d) forfeiture of tuition and fees (including, but not limited to, tuition and room and board); (e) refraining from visiting the College premises except when engaged in official business with approval in writing by the Dean of Student Affairs (or their designee) prior to returning to campus property.

When an expulsion is instituted the following people/offices will receive notification: Dean of Student Affairs, Dean of the College, Associate Dean of Student Affairs, Associate Dean of Academic Affairs, Director of Community Development and Standards, Campus Safety, Director of Operations, Director of Residential Life (when student resides on campus), Athletic Coach (if applicable), and student’s parent/guardian on record with the College.

When a student is expelled they will receive an email and hard-copy letter detailing the terms of the expulsion including when to leave campus. As student’s leave campus, they must turn in their PMC ID, residence hall key (if applicable), and parking sticker to Campus Safety or the Director of Community Development and Standards. Failure to turn in any of these items will result in a fine of $150.00.
Violation of expulsion: While we do not anticipate students who are expelled will come onto campus without approval from the Dean of Student Affairs, Campus Safety has received direction to call the Brookline Police Department for students that trespass onto campus.

**Educational Assignment**
An educational sanction is a required activity intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational assignments allow students to reflect upon inappropriate behavior, to understand why the behavior was inappropriate, and to educate other students so they do not find themselves in similar circumstances. This type of sanction may include but is not limited to: (a) engaging in a campus or community service project; (b) attending or presenting a program related to the implications of the student's conduct; (c) writing a paper; (d) interviewing someone; and (e) engaging in some type of personal assessment or workshop.

**Behavioral Agreement**
A behavioral agreement is usually a document that outlines a reciprocal agreement between the student and the College. The behavioral agreement may include any number of the above sanctions or other specific requirements with clear expectations for students to follow. There is no requirement that a conduct hearing precede the issuance of a behavior contract. However, when possible, the student will meet with the Dean of Student Affairs or the Dean’s designee to review the contract.

**Restitution**
Restitution is compensation required of students who engaged in theft or misuse, damage, or destruction of institutional, group, or private property.

The maximum restitution fees include:
- Violation of the fire safety policy = $250
- Violation of the alcohol policy violation = 1st violation: $50, 2nd: $75; 3rd: $100
- Violation of the drug policy, with the exception of smoking/burning marijuana = 1st violation: $75, 2nd: $100, 3rd: $150
- Violation of the smoking policy, includes cigarettes, electronic cigarettes, and/or marijuana = $250 (this cost is hire since it includes a violation of the fire safety policy)

The Hearing Officer or the Community Council will determine the amount, form, and method of payment for restitution.

**Residential Life and Housing Sanctions**
In addition to the sanctions listed above, residential students may be subject to the following sanctions regarding their residential life and housing privileges:

- Restriction/Revocation of Guest Privileges
This action restricts or removes guest privileges in campus housing, in campus facilities, or on campus grounds for a specified period of time.
Residential Life Probation
Residential Life Probation is a formal notice to students that their behavior is unacceptable in the residential communities and continued misconduct could result in further disciplinary action. Residential Life Probation is for a specified period of time, which normally will include not less than one semester or its equivalent up until graduation. During the probationary period, students must demonstrate that they are willing and able to act in accordance with acceptable standards of Residential Life. Students may be required to resign any residential committee appointment or may be subject to restricted participation in Residential Life programs.

Administrative Move
Residential students can be required to move to another room within the housing system. If an administrative move is necessary, students will not be charged any additional costs and will be refunded, at a prorated rate, any differences.

Suspension from Residence Halls
Suspension from the Residence Halls involves the temporary removal of students from the Residence Halls for a specified time with the understanding that the student may return and be in good standing at the completion of the suspension period. Suspension from the Residence Halls involves: (a) students shall forfeit housing fees for the semester; (b) students must refrain from visiting the Villages and Residence Halls premises except when engaged in official business with approval in writing from the Dean of Student Affairs (or designee) prior to returning to campus property.

When a Residence Hall suspension is instituted the following people/offices will receive notification: Dean of Student Affairs, Dean of the College, Associate Dean of Student Affairs, Associate Dean of Academic Affairs, Director of Community Development and Standards, Campus Safety, Director of Operations, Director of Residential Life, Athletic Coach (if applicable), and student’s parent/guardian on record with the College.

When students are suspended they will receive an email and hard-copy letter detailing the terms of the suspension including when to move-off campus. When students move off campus, they must turn in their residence hall key to Campus Safety or the Director of Community Development and Standards. In addition, students must get a new PMC ID (without residence hall access) and a commuter parking sticker (if applicable) from the Director of Student Services. Failure to turn in/switch out any of these items will result in a fine of $150.00.

Reinstatement: When students have concluded their residential suspension period and completed any conditions accompanying the suspension, students must submit a letter to the Dean of Student Affairs and Director of Residential Life to request reinstatement with evidence that they have satisfied the terms of suspension. The student may return to the College only after the Dean of Student Affairs (or the Dean’s designee) has made an affirmative decision.

Violation of Suspension: While we do not anticipate students who are suspended from the residence halls or villages will enter those facilities without approval from the Dean of Student Affairs, Campus Safety has received direction to call the Brookline Police Department for students that trespass into the Villages.
Termination of Housing Agreement

Serious disruption of the residence hall community can lead to students’ removal from the residence halls. In addition, this action could affect students’ future housing agreement status. There is no refund of any fees upon termination of an agreement. Students are responsible for paying the full term of the agreement and responsible for the costs associated with moving off campus.

When students are terminated from the residence halls, the following people/offices will receive notification: Dean of Student Affairs, Dean of the College, Associate Dean of Student Affairs, Associate Dean of Academic Affairs, Director of Community Development and Standards, Campus Safety, Director of Operations, Director of Residential Life, Athletic Coach (if applicable), and student’s parent/guardian on record with the College.

When students are terminated, they will receive an email and hard-copy letter detailing the terms of the suspension including when to move-off campus. When students move off campus, they must turn in their residence hall key to Campus Safety or the Director of Community Development and Standards. In addition, students must get a new PMC ID (without residence hall access) and a commuter parking sticker (if applicable) from the Director of Student Services. Failure to turn in/switch out any of these items will result in a fine of $150.00.

Violation of Termination: While we do not anticipate students who are terminated from the residence halls or villages will enter those facilities without approval from the Dean of Student Affairs, Campus Safety has received direction to call the Brookline Police Department for students that trespass into the Villages.

Implementation of Sanctions

Sanctions take effect at the time they are determined, unless otherwise stated. If students indicate an intention to appeal, students must still follow the sanction until the appeal is determined. Appeals must be filed in writing to the Dean of Student Affairs (see Appeal Process above) within three (3) business days of the delivery of the sanction. In the event students do not follow through with their initial sanction, another sanction may be imposed for failure to follow through the community standards process.

Record Keeping

The Hearing Officer and Director of Community Development and Standards will ensure that all sanctions are completed by the specified date and will submit aggregate data regarding infractions and sanctions to the Dean of Student Affairs for compilation each semester.

A record of disciplinary procedures and findings will be kept in students’ educational files in the Division of Student Affairs for a minimum of seven years.
ACADEMIC ETHICS AND INTEGRITY POLICY

Members of an academic community have a responsibility to present work that is truly their own. Cheating and plagiarizing the work of others are serious offenses that undermine the spirit of truth in all areas of College life. It is the responsibility of the instructor in a particular class to clarify specific applications of the Academic Ethics Policy.

Plagiarism

Plagiarism is intentionally or unintentionally using someone else’s words or thoughts, without giving proper credit. Examples include, but are not limited to:

1. A direct quotation must be acknowledged and documented properly. The sources of information must be outlined in a list of works cited.
2. The source of all paraphrased or summarized material must be acknowledged.
3. Indebtedness to the work of others, whether in the form of ideas, laboratory results, artistic work, computer programs, etc., must be acknowledged.
4. False or misleading citations of sources constitute plagiarism.

Cheating

Cheating is attempting to present as one’s own, work that one has not performed, or using improper means to pass an examination. Examples included, but are not limited to:

1. The sharing of unauthorized information regarding specific content of examinations during the examination period is not allowed, nor is the use of books, notes or other material without instructor’s permission.
2. The discussion of any aspect of the examination before all students have completed it.
3. Students may not speak or otherwise communicate with one another in English or any other language or manner during an examination.
4. A student may not submit work he/she has not done themselves. This includes papers, projects, homework assignments, computer programs, etc.
5. Submission of the same paper or assignment, or material portions thereof, for more than one course is not allowed, except by both instructors’ approval and in accordance with criteria established by each of them.
6. The falsification of research data.
7. Preventing student or faculty access to course material. This includes mutilating or stealing library material or disabling computer equipment or databases.

Other violations

1. Failure to follow any other explicit regulation or expectation announced by the instructor, and/or circulated to each student, is a violation of the Academic Ethics Policy. It is the responsibility of the student to confer with an instructor when procedures are unclear.
2. If it is a violation of the Academic Ethics Policy to falsify a signature on any official College document.
3. It is a violation of the Academic Ethics Policy to alter the contents and/or intent of any official College document.
4. It is a violation of the Academic Ethics Policy to intentionally or knowingly help or attempt to help another to violate any provision of this policy.

Rights and Responsibilities
1. Student Rights
   a. Students have the right to be treated fairly, impartially and promptly in matters related to Academic Ethics.
   b. If a student disagrees with a faculty member’s actions under the Academic Ethics Policy, and is unable to arrive at a satisfactory resolution in discussions with that faculty member, he/she has the right to request in writing a hearing before the Academic Ethics Council. Procedures for the Academic Ethics Council hearings are available in detail from the offices of Academic Affairs and the Registrar.

2. Student Responsibilities
   a. Students must sign a statement during registration indicating that they have read, understand and will abide by the Academic Ethics Policy.
   b. Students have the responsibility to adhere to appropriate rules of documentation.
   c. Students have the responsibility to notify an instructor of any knowledge of suspected academic dishonesty and are responsible for informing a faculty member or an academic administrator or alleged violations. The student should also expect the instructor to uphold the Academic Ethics Policy and to follow the procedures described below.

3. Faculty Responsibilities
   a. Faculty must enforce the regulations and procedures in the Academic Ethics Policy, and take appropriate action in case of violations, as briefly described below.

4. Faculty Procedures
   a. The faculty member first meets with the student suspected of violating the Academic Ethics Policy in order to determine the facts of the situation and to hear the student’s explanation. If the faculty member believes an infraction has occurred, within five business days of meeting with the student, he or she then writes a letter to the student summarizing the incident, the discussion, and any action the faculty member decided to take.
   b. The letter should include any relevant dates, and a reminder of the student’s right to appeal the faculty member’s decision. The letter should also provide a space for the student to sign her name, indicating that he or she has received, read and understands the contents of the letter. An envelope with a return address to the faculty member or the Registrar should be provided. The faculty member may want to convene a second meeting with the student personally deliver the letter; otherwise it may be sent through campus mail, or through the US Postal Service with return receipt requested (this option may be preferable for commuter students). A copy of the signed letter must be sent in a sealed, dated envelope to the Registrar for placement in the student’s official file. If the student does not return a signed letter, a copy of the unsigned letter should still be provided to the Registrar’s office. Letters detailing academic ethics violation are removed and destroyed upon the student’s completion of the Baccalaureate degree, or six years after he/she has left the college.
   c. Should the student be the subject of more than one letter involving violations of the Academic Ethics Policy, the Academic Ethics Council will be convened automatically. Previous offenses, if any, will only be considered as factors in determining penalty.
5. Academic Ethics Council Hearing Requests
   a. If the student disagrees with the contents of the faculty member’s letter or wishes to appeal the faculty member’s decision, he/she may then request that the matter be considered by the Academic Ethics Council by submitting a written request to the Office of the Dean of the College within five days of the faculty member’s letter.
   b. A hearing of the Academic Ethics Council will be convened upon such dispute. Notice of the hearing shall be sent to a College official who is designated by the College as a Student Advisor for the purposes of Academic Ethics Council hearings. The role of the Student Advisor is to review with the student the procedures to be followed by the Academic Ethics Council and to provide support during the hearing if the student requests that the Student Advisor do so.
   c. Hearing procedures are available from the Office of the Dean of the College.

6. Course Withdrawal
   a. A student may not withdraw from a course to prevent action under the Academic Ethics Policy.
RESIDENCE LIFE AND HOUSING POLICIES, REGULATIONS, AND PROCEDURES

In addition to the policies outlined in the Student Handbook, residential students must also be aware of and abide by the following residence life and housing policies, regulations and procedures.

NOTE: Students may obtain a copy of the conduct procedures to adjudicate alleged violations from the Office of Community Development and Standards.

Abandoned Items Policy
Items left on College property after a resident’s termination of occupancy will be considered abandoned, and will be discarded or donated to charity. No storage of personal property is available. Requests from students who are experiencing difficult situations and need special arrangements will be reviewed by College personnel on a case-by-case basis and addressed accordingly. Students who have abandoned items will be contacted via their official pmc.edu email address and given up to 5 days to collect their items, after which the items will be discarded or donated. If a moving company is requested by the student, roommates/apartment mates will need to be given 24 hours’ notice to approve the time of the move. If the roommates cannot accommodate the scheduled moving time, another time must be scheduled. Personal belongings placed outside of a resident’s assigned living space will be considered abandoned and will be removed and discarded. College-owned furniture moved outside of its designated room will be removed, and students whose rooms are missing furniture when vacated will be charged the full replacement cost of the furniture. Fees may be assessed for removal, disposal, and/or storage of abandoned items. This policy does not apply to items turned in to the Department of Campus Safety (DCS) as “lost and found.”

Accessible Housing/Housing Accommodations Policy
Students with accessibility or accommodation questions should complete the “Housing Accommodation Form” on http://www.pmc.edu/residence-life-forms before the start of the semester and connect with the Associate Dean of Student Affairs and/or the Director of Residence Life.

Alcohol Policy in Residential Communities Policy
Any person (student or non-student) under the age of 21 may not consume, possess, purchase, distribute, and/or be in the presence of alcoholic beverages and/or alcohol paraphernalia within the Pine Manor College residential communities.

Animal/Pet Policy
Pets or other animals, other than service and emotional support animals, are not permitted in or around the residential communities with the exception of fish in a 10-gallon or smaller aquarium or in a fish bowl, or properly registered pets of a live-in professional staff member. Sanctions for violating this policy range from daily fines to losing residency privileges.

All animal owners using Pine Manor College facilities are required to abide by this policy, in addition to all Pine Manor College Policies, all local statutes, ordinances, and regulations pertaining to their animals.
Animals required as aides for service or emotional support for students with disabilities must be registered with the Disabilities Specialist and Campus Safety. Registration must be completed before the service or emotional support animal, of a residential student, enters any residential building. Pine Manor College requires all canines on campus to have a current city canine license. The city license and all information regarding vaccinations must be presented to Campus Safety for a Pine Manor College canine license to be issued to the canine owner.

Questions regarding service and emotional support animals should be addressed to the Disabilities Specialist at 617-731-7178 or ddefuria@pmc.edu in the Learning Resource Center.

No animals are allowed in any Pine Manor College building, with the following exceptions:

- Pets registered with the Pine Manor College Department of Campus Safety, as outlined above.
- Service dogs and emotional support animals, as defined above.
- Pets of residential faculty and staff living on campus or in a residence hall and who have properly registered their pet with the College.

The following rules also apply:

- Violations of the Animal Policy may result in the revocation of animal access privileges on the Pine Manor College campus.
- Animal owners are liable for any and all injuries and/or damages caused by their animals to persons and/or property.
- Animal owners MUST clean up after their animals. Animal owners are expected to carry suitable containers for the removal and proper disposal of animal feces.

**Guests with Service Animals**

According to Pine Manor College policy, all guests of students who have service or emotional support animals must register the animal with Campus Safety upon arrival to campus, either at the front gate or at the Office of Campus Safety in the Campus Center. If a guest is planning on staying overnight with the animal on campus, Residence Life’s policy requires that if the guest has not yet registered the animal with Campus Safety, the guest must notify Campus Safety immediately. Pine Manor College residential students must also inform their RA and Director of Residential Life before the arrival of their guest and the guest’s service animal, so that any concerns about community impact (e.g., allergies) can be addressed.

Service/emotional support animals are only allowed to stay for the same duration of time as a guest (two days in a row, and no more than eight (8) days per month, see Guest Policy section).

If at any time the service animal presents a disruption to the community, the service animal may need to be removed from campus.

**Appliances Policy**

To promote safety and prevent the overloading of electrical circuits, all residents must limit electrical equipment in rooms to microwaves, study lamps, clocks, small refrigerators, fans, stereos, coffee makers, and other small appliances. Hot plates, heating coils, and air conditioners...
are prohibited in residential communities. The use of surge protectors is recommended with computers, stereos, and other approved electrical equipment. Halogen lamps are not permitted, due to fire safety concerns. Cooking appliances cannot be used in bedrooms or common areas. In addition, use of portable heaters is discouraged, as all residential rooms are equipped with heaters that are operational during the colder months. Students who choose to bring portable electric heaters are required to bring “fail-safe” types, which are equipped with an automatic tip-over safety shut-off switch. Portable heaters should not be placed near flammable items (e.g., paper, curtains, furniture, clothing, bedding, or anything else that can burn), and should never be left running when residents leave their rooms or go to sleep. Use of electrical equipment and appliances that have been modified or damaged are prohibited due to risk of electrical shock and fire safety concerns. For further details see Suggested Items for Living on Campus.

**Bicycles Policy**
Bicycles must be secured to bicycle racks and not locked to any traffic poles, ramps, or other grounds or building fixtures. Bicycles found secured in unauthorized places may be seized and their owners fined. Bicycle racks are provided throughout campus. If you need additional rack locations please submit a work order to facilities. Bicycles must be stored in student rooms only. Students must take their bikes with them at the end of the academic year. Any bike found on campus post-graduation will be removed and donated. If you are a summer resident you must register your bike with Campus Safety to keep it on campus.

**Candles (See Open Flame) Policy**
Candles (lit or unlit) are not permitted in the residence halls or common spaces.

**Carbon Monoxide Policy**
Pursuant to Massachusetts General Law, Pine Manor College has installed carbon monoxide detectors in hallways of all residents’ halls. Any removal or tampering with said carbon monoxide detectors will result in disciplinary action up to and including expulsion.

**Catalogs, Guides, and Handbooks Policy**
By entering into a Housing Contract, residents agree to abide by the rules and regulations set forth by Pine Manor College in all printed and electronic publications. The resident further agrees to abide by the rules and regulations established for residential options that may be updated from time to time. All Pine Manor College students must also abide by any new policies or revisions added to the Student Handbook at the beginning of each semester. In the event that policies are added or revised during the academic year, students will be notified of updates via their official Pine Manor College email accounts.

**Combustible Materials Storage Policy**
The storage of combustible materials (e.g., gasoline, paint thinner) within any residential facility, including resident rooms, is not permitted.

**Common Areas Policy**
Residents are required to keep common areas clear of personal property, including but not limited to shoes, sneakers, boxes, bicycles, mattresses, bed frames, and/or personal trash.
Common areas include hallways, walkways, stairways, recreation rooms/pits, and bathrooms.

Damage to common areas of the residence hall during occupancy periods, other than damage caused by natural forces, may be the joint financial responsibility of all occupants of a residence hall or floor.

Bulletin boards and the outside of residents’ doors are considered common space. Doormats are not allowed, as they may be a tripping hazard during an emergency evacuation. If Pine Manor College staff members are required to remove items left in common areas, residents will be charged for removal. Repeated violations will result in escalating charges and possible student conduct action.

Community Living Policy
Any resident who demonstrates an inability to live in a group setting will be asked to modify their behavior and commit to a behavior contract prescribed by Residence Life professional staff, or will have their Housing License-Meal Plan Agreement terminated. When a conflict arises between community members, residents may be required to attend a mediation session facilitated by a staff member. Pine Manor College reserves the right to remove students and/or their guests from housing and/or terminate the Housing License-Meal Plan Agreement of any individual exhibiting behavior deemed by Pine Manor College staff to be a threat to the community.

Consolidation Policy
Residence Life has permission to move a second student into an open double, a room meant for two people that only has a single occupant, at any time in the year. Students living in an open double should keep the open bed clear of obstructions and property in case a roommate moves in. The Director of Residential Life will work to give the current resident as much advanced notice as possible if a new resident moves into the shared space.

Damage Policy
All resident students will be charged $250.00 as a damage deposit per academic year. Any assessments for damages to College property will be charged against this deposit. The College reserves the right to charge fees against the damage deposit based on the condition of the room, building and/or village throughout the year and/or at the time of departure. Any unused balance will be credited to students’ account at the end of the academic year. Any charges in excess of the damage deposit will be billed and due immediately. The College reserves the right to require students to replenish their damage deposit if depleted.

If damages occur in the residence hall and Student Affairs cannot identify who caused the damage, Student Affairs will divide the cost of the repair amongst all the residents in the building. The same applies to damages in common spaces or villages.

Decorations Policy
Residents may decorate their rooms. The following means of decoration are prohibited due to fire safety concerns or potential for excessive damages to the property:

- Wall hangings or fabric are not permitted on the ceiling or over plugs, lights, or
doorways, or heaters, for safety reasons.

- Multiple outlet power strips equipped with an internal circuit breaker should be used for computer and valuable electronic equipment. Extension cords should be avoided for other uses and should never be “daisy chained” together where one cord is plugged into another.
- Products that leave adhesive damage or stains on paint, ceilings, walls, floors, doors, windows, or Pine Manor College furniture—such as glow-in-the-dark stars and colored adhesive putty—may not be used. Excessive use of pins is forbidden, as is use of screws and large nails. Residents will be charged for excessive damage done to walls, floors, doors, windows, or Pine Manor College furniture.
- Only drafting or painter’s tape, removable mounting strips, or small picture hangers may be used to hang pictures, posters, and other items. Bulletin boards should be hung to display small or multiple items.
- Painting of residence space is not permitted.
- Excessive paper and/or combustible decorations are not allowed in common area spaces.
- Lights must bear the Underwriters Laboratory (UL) seal of approval.
- All holiday decorations must be removed before Winter Break.
- Christmas trees must have a tag showing that they have been treated with flame retardant.

**Disorderly Conduct Policy**

Any conduct that disrupts the normal order of the community is considered disorderly, is prohibited, and could result in the termination of the License Agreement. See also the Pine Manor College’s Student Handbook.

**Emergency Preparedness Policy**

Residents are responsible for familiarizing themselves with the location of fire alarms, firefighting equipment, and emergency procedures for their residence. Emergency procedures are detailed in the Pine Manor College Annual Campus Safety, Security, and Fire Report located on the Pine Manor College Campus Safety website. Each resident is responsible for maintaining their own personal safety supplies, such as water, flashlight, and batteries.

In the event of an emergency, to report services for fire, police, and ambulance services, please contact:

- Brookline Police Department Emergency Line: 911 (from an on-campus phone) and 617-730-2222 (from cell phones)
- Department of Campus Safety: (617) 731-7187
  - Campus Safety should be contacted after any calls to other emergency personnel are placed, so they can appropriately direct emergency personnel.

**Eviction Policy**

The following is a partial list of violations for which exclusion or eviction from campus housing is likely to result. This list is not all-inclusive, but rather is intended to give some examples of serious violations:

- Physical abuse of others or self, including assault and sexual assault.
- Threats of violence to others or self, including physical/verbal threats or sexual harassment/assault.
- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Sale of drugs.
- Failure to maintain safe and sanitary conditions in living space.
- Repeated violation of policies or regulations.

**Fire Alarm/Drill Policy**
All residents and guests must evacuate a residential facility immediately when the fire alarm sounds or when instructed to evacuate by Pine Manor College Employees, Resident Assistance, and/or Emergency Personnel. Those who do not evacuate are in violation of Pine Manor College policy and Massachusetts state fire codes.

**Fire Safety Equipment Policy**
It is a criminal offense to tamper with fire alarms and safety equipment, including smoke detectors within student rooms and apartments.

**Guest and Escort Policy**

a. Guests from other residence halls and off-campus are welcome to visit; however, they must be escorted at all times by a resident of the residence hall they are visiting.

b. No resident may have more than two (2) guests at any given time. Students can sign in a maximum of two guests up until 11PM. Students should register all guests through the on-line portal, no matter the duration of the guest’s visit. When students’ guests arrive, the guests should check-in at the front booth with Campus Safety and students should meet their guests there.

c. Unescorted guests are not permitted in any residential space (i.e. building, floor, hall, bathroom, etc.)
   
   i. Only residents of a Pine Manor College residence hall may enter their building and move about unescorted.
   
   ii. All guests are required to be escorted by a resident (whom is authorized to live in the residential space within which they are) at all times.

d. Guests are the responsibility of their hosts, and must abide by all rules and regulations of Pine Manor College.

e. Overnight guests are permitted to stay in a student room only with the permission of all occupants.

f. Guests are not permitted to stay overnight in common areas of the residential communities.

g. Regardless of host, a guest may not stay overnight in a room or anywhere on campus for more than two (2) consecutive nights or longer than a total of eight (8) nights each calendar month.

h. Exceptions to these limits require the prior permission of a Residential Life professional staff member. Permission cannot be given by a Resident Assistant.

i. Guests are prohibited from using any Pine Manor College residence as a primary residence.

j. Capacity is five (5) people in traditional residence hall rooms (single and double rooms).

k. The host is expected to adhere to the Honor Code, Massachusetts State Laws, and all Pine Manor College campus and residential policies.

l. Guests with animals (see Animal Policy)
m. All guests must be 16 years or older who are staying overnight.  
*Pine Manor College reserves the right to deny guest privileges to any resident who abuses this policy.*

**Health and Safety Policy**
Behavior that endangers the health and/or safety of residents or others may result in conduct action, including, but not limited to, a behavior contract, referrals to appropriate resources, reassignment, and/or termination of License Agreement. Residence Life and/or Housing staff may conduct a walk-through of any residential space with 24 hours advanced notice, to look for health and safety hazards, policy violations, and maintenance concerns. Walk-throughs may be conducted during the semester with 24 hours advance notice. After closing the residential communities for winter break, staff will walk through all of the traditional halls to assess the safety and security of the building. Residence Life professional staff is permitted to conduct a Mental Health and Welfare Check of a residential student, at the recommendation of Counseling and Psychological Services, Campus Safety, or Housing, without 24 hours’ prior notice.

**Housekeeping Policy**
Failure to properly care for residential units, and to leave them in good, clean condition upon termination of occupancy, will result in charges to a student’s account. Charges assessed for damage or cleaning costs in spaces not within the confines of individual student rooms will be divided among all occupants of the unit. The Housekeeping team oversees day-to-day cleaning of the common spaces on campus (e.g., common lounges, hallways, bathrooms) and empties the trash and the recycling. If common spaces need additional attention, please email your Resident Assistant and Housekeeping@pmc.edu.

**Housing License-Meal Plan Agreement**
Meal plan information can be found here [https://pmc.edudine.com/meal-plans/](https://pmc.edudine.com/meal-plans/).

**Keys and Lockouts Policy**
Residents receive one residence hall room key upon check-in. When students move-out, they must connect with their Resident Assistant and/or Residence Life staff to complete the RCRs and turn in their keys.

If students change rooms in the middle of the academic year, students may hold onto both sets of keys for up to 48 hours during the move and coordinate completion of RCRs with their Resident Assistant or Residence Life staff.

To change lock cores cost students $275.00 and replacement keys costs $35.00 each. Students may not duplicate residence hall keys.

Students locked out of their room or residence hall should call the RA on duty (if available) or Campus Safety (ext. 7187). Students locked out outside of RA duty hours will receive a $10.00 charge. Students must present their Pine Manor College student ID upon gaining access to their room.
Kitchen Knife Use and Storage Policy
Students living in the traditional residence halls are permitted to possess one knife in their residential space for the purpose of food preparation/consumption; the blade length may not exceed four inches. When not in use, these utensils must be properly stored to mitigate the possibility of injury or harm.

Laundry Policy
Laundry facilities may be used free of charge by building residents. Misuse of this privilege and intentional damage to any laundry machine are grounds for termination of the housing license-meal plan agreement.

Liability for Loss Policy
Pine Manor College assumes no responsibility, and does not provide insurance or any other financial protection, for residents, family member occupants, their guests, or their respective property. Residents are advised to obtain their own insurance protection against loss, theft, or damage of personal property (such as computers, shoes, cell phones, jewelry, cameras, etc.).

Move-In and Check-Out Policy
Residents must check in to their campus residences during designated move-in dates and times only, and must remove their possessions and check out by the date assigned by Pine Manor College. Before checking out of their campus residence, student residents must schedule an appointment at least 48 hours in advance with a Residence Life staff member to review the condition of their space (or complete Express Check-Out when available). Residents are considered to be checked out only after they have vacated their residence, held a check-out inspection with the appropriate Residence Life staff member (or completed Express Check-Out), and returned all residence keys to Housing. Fines will be imposed for failure to complete these procedures. Items left in student housing after a student’s official move-out date will be considered abandoned and fees may be assessed.

Noise Policy
Every resident is entitled to reasonable study and considerate rest conditions in all campus housing. Any resident may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest, or quietly enjoy the community. When a reasonable request is made in one of these situations, a resident must comply or face possible conduct action. (See Quiet Hours)

Open Flame Policy
Open flames are not permitted in any Pine Manor College residential facility. This includes, but is not limited to, candles, incense, smoking, and the burning of any materials or other flame-emitting articles. For the purposes of this section, “smoking,” or “smoking of tobacco products,” includes use of electronic cigarettes. If candles or incense are discovered they will be confiscated. Residents will be billed for any damage caused by their use of open flames. See list of Damage Charges.

Painting Policy
Students may not paint their and/or any other residents’ residence hall rooms.

**Posting/Offensive Materials Policy**
Any materials posted in common/public areas are subject to approval by Residential Life staff. The outsides of resident doors are considered common/public space. Residents who are concerned by materials posted in common areas should consult with a Residence Life staff member immediately. Residence Life staff will investigate and, if necessary, conduct meetings to address the situation.

**Propped Doors Policy**
Exterior residence hall doors should remain closed at all times. Students should not allow non-Pine Manor community members to follow them into the residence halls. If a student does not have their PMC ID to access the residence hall, they should call Campus Safety for entry.

**Public Health and Communicable Diseases Policy**
Residents should have up-to-date immunizations before arriving on campus. Routine immunizations include meningococcal immunizations, tetanus-diphtheria, measles, mumps, rubella, polio, hepatitis B, and chicken pox. Influenza is also recommended. In the event of an outbreak of a communicable disease, the infected resident will be asked to secure housing off-campus until medical clearance is received. If off-campus options are not available, Pine Manor College will work with County Public Health guidelines, and may need to relocate the infected resident to a quarantine area on campus.

Students that have waived their immunization records will also need to leave campus if an outbreak of a communicable disease occurs.

**Quiet Hours/Courtesy Hours Policy**
Quiet hours are:
- 11:00pm to 8:00am Sunday through Thursday nights and into the following morning, and
- 1:00am to 9am on Friday and Saturday nights into the following morning

During these hours residents are expected to refrain from excessive noise and other disruptive activities. Hall governments may set quiet hours that are more restrictive than the campus-wide quiet hours. Non-designated quiet times are to be considered “courtesy hours,” during which residents and guests must be respectful of their peers’ studying, resting, and sleeping, as well as, a request for more quiet. During reading days and final examination week, quiet hours will be extended to 24 Hour Quiet in all residence halls. Residents needing more quiet time may apply for the 24-Hour Quiet Floor. (See Noise Policy)

**Renter’s Insurance Policy**
The College encourages all students to purchase renter’s insurance for their residence hall rooms and belongings in case of unforeseen damage or theft. Students’ families’ homeowners insurance may cover students’ residence hall rooms; however, students should check with the policy and coverage with their insurance carriers.
**Repairs, Maintenance, and Alterations Policy**

All maintenance and repair must be performed under the direction of Pine Manor College, through the Director of Operations. Repairs should be requested by emailing a work order to jpiermarini@pmc.edu and jhatch@pmc.edu.

Submission of a work order grants permission for facilities staff to enter students’ residences without notice (unless it is specified on the work order) during reasonable hours to provide service, repairs, improvements, or maintenance. Pine Manor College reserves the right to enter a room for emergency services and safety inspections.

If repairs or maintenance are needed due to negligence or improper use by residents or by their guests, the College will charge residents for any costs. The College will apply room damage costs to residents’ student accounts after sign-off by a staff member. In the event that a major repair to a room is necessary, Pine Manor College reserves the right to relocate the resident(s) to an alternate space. Should repairs be necessary over and above normal wear and tear, damage charges will be assessed to the resident.

Any questions regarding charges should be directed to the Director of Operations and the Director of Residential Life.

Residents may not remove any Pine Manor College property/furniture from their residences or from Pine Manor College grounds or buildings.

**Residence Assignments Policy**

Residence assignments are made either for the academic year or year-round. Students returning to on campus housing in the fall may select their rooms during Room Draw the previous spring. Assignments are made for entering students during the summer.

Changes in residence assignments require the permission of the Director of Residential Life. No changes in residence will occur before the third week of classes of any semester or can be made without approval. Requests for room changes will only be granted the fourth and fifth weeks of classes of any semester. Before or after this two-week block of time, requests for room changes will ONLY be granted in the event of an emergency or verified medical need. Students requesting a room change for the beginning of the Spring Semester must turn in a room change form no later than November 10. Students may only switch rooms once per academic year.

Pine Manor College reserves the right to assign roommates to rooms. Residents may request their own roommates or they may indicate that they are willing to have Pine Manor College assign another student to their room.

A roommate can be assigned at any time during the academic year, so students living in double rooms without a roommate must keep the other side of the room clean and free of their belongings.

Pine Manor College reserves the right to change room assignments based on College need. Under certain circumstances, residents may be assigned to a residence for a temporary period of
time, to be determined by Pine Manor College. In such cases, residents must move to a permanent (annual) assignment at the request of Pine Manor College. Billing will reflect both temporary and permanent assignments.

Residence assignments are informed by various information and documentation provided by the resident including but not limited to; class year, the gender identity by which the student identifies, and requested accommodations like a registered emotional support animal and/or food allergies.

**Right of Entry Policy**
Authorized representatives of the College reserve the right to enter student rooms without notice for purposes of inspection, inventory, verification of occupancy, to abate a public nuisance, maintenance and repair, housekeeping, health and safety issues, and/or to uphold interests to the College’s mission and community standards. The College also reserves the right to inspect and to allow law enforcement authorities the right to inspect students’ rooms and its contents with little or no notice when probable cause exists to indicate any violation of policy. The College is not liable for damage and/or loss from such entry.

**Roofs Policy**
No one is permitted on the roof of any facility.

**Room and Board (Meals) Policy**
All residential students must purchase one of the meal plan options during the academic year. Commuter students may purchase meal plans, if they so choose.

Students must pay room and board fees to live in College housing as listed on www.pmc.edu.

Summer housing is available to all Pine Manor College students that just completed a full semester on-campus and are in good academic standing to return the following fall semester for $250/two weeks (or $125/week). Students that live on campus over the summer will either have $250/week deducted from their PMC pay checks or will need to set-up direct deposit from their banks with Student Accounts. The Office of Student Accounts handles the billing for room and board costs.

Summer housing costs do not include a board plan.

**Room Capacity Policy**
Traditional residence hall rooms (single and double) have a capacity of five (5) people.

When assigning rooms, one person will be assigned to single rooms and two people will be assigned to doubles. In the case that Pine Manor College has not placed two people in a double room, the College refers to this as an open double. Pine Manor College reserves the right to place another student in an open double at any time.

**Room Changes (See Residence Assignments) Policy**
**Roommate Agreement Policy**
Any resident living with a roommate is required to complete a roommate agreement and attend a roommate agreement meeting with the Resident Assistant (RA) within the first two weeks of occupancy. Failure to complete the roommate agreement and/or attend the roommate agreement meeting could result in an administrative sanction.

The roommate agreement is the official way that community standards are set for a shared living space in the residential communities at Pine Manor College. Failure to live within the expectations set out in the roommate agreement may result in judicial proceedings, an administrative move, a behavioral contract, or a cancellation of the Housing License-Meal Plan Agreement. Roommates have the right to renegotiate the roommate contract agreement based upon changing needs within the living space. A new roommate contract agreement meeting will be conducted and a new agreement signed within two weeks in the event that any new roommate is added to the living space.

**Room Condition and Furniture Policy**
Upon moving into a room, residents are issued a Room Condition Report (RCR). This must be completed in detail and returned to the Office of Residence Life within three (3) calendar days of move-in. Accurate and complete information on this form will prevent residents from being charged for damage or loss of items that occurred prior to their occupancy.

The cost of any damaged or missing furniture that is not indicated on the RCR form will be assessed to the resident. Residents are responsible for any damage that occurs in their room. The College will use students’ housing deposits to cover the costs of damages outside of regular usage and/or missing or extraneous furniture or item removal and/or replacement. Pine Manor College furniture (including bed frames and mattresses) may not be removed from its assigned room. Exceptions may be made for mattresses only in case of medical need. Pine Manor College mattresses are extra firm and of standard twin size. A letter from a doctor must be submitted to the Disabilities Specialist, who will then authorize the mattress storage and contact Residence Life for removal.

Residents are expected to give reasonable care to their room and its furnishings, maintaining sanitary conditions acceptable to Pine Manor College. It is residents’ responsibility to keep their living space free from food and debris, which could attract rodents and other pests. Common area furniture must stay in the designated common area (e.g., common areas/pits, lounges, lobbies). The College will divide the financial costs accrued from loss or destruction to common areas among students in the building, on the floor, or in the village unless individuals accept responsibility to a given incident.

**Room Selection Policy**
At the end of spring semester returning students may participate in the residence hall room selection process to determine their housing for the upcoming fall semester. Rising seniors have priority in this process, followed by rising juniors, and rising sophomores. Students gather at a specified time, based on randomly assigned lottery numbers, and choose their rooms based on
their lottery numbers. Students have the option of specialty housing at this time.

The Office of Residence Life maintains a single room waiting list for the upcoming academic year that starts during Room Selection of the previous year. Students who received housing accommodations have priority for single rooms.

**Screens Policy**
Residents who remove and/or tamper with room or common area window screens are in violation of College policy, and are responsible for damage/replacement charges.

**Shower/Tub/Toilet Stall Usage Policy**
Showers, tubs, and toilet stalls are to be used by one person at a time. It is prohibited to have more than one person in a stall at any given time.

Students are required to clean up after themselves and be respectful of their shared spaces.

Other than appropriate materials (e.g. toilet paper and tampons in the toilets, toothpaste and mouthwash in the sinks) inappropriate substances should not go down the drains (e.g., food in the sinks, paper towels in the toilets) as these materials cause trouble with drainage and cleanliness.

**Squatting Policy**
Individuals occupying Pine Manor College facilities without an approved Housing License-Meal Plan Agreement will be considered trespassers, and will be asked to leave. Exceptions are outlined in the Guest Policy.

**Storage Policy**
Storage is limited to the closets located in residents’ rooms. The storage of any materials (e.g., boxes, furniture) in common areas or unoccupied spaces of the residential facilities is not permitted and will be removed.

**Student Property Policy**
The College assumes no responsibility for damage or loss of personal belongings. The safekeeping of student property is solely the responsibility of each individual student, and students should not expect a reimbursement from the College in the event of loss or damages.

Student rooms should be locked at all times and valuables secured.

Students that live on-campus should insure their property through renters’ insurance or through confirmation of coverage through their parents’ homeowners’ insurance.

**Subletting Policy**
Subletting of Pine Manor College housing or facilities is prohibited.

**Trash and Recycling Policy**
Residents and their guests must use the proper facilities for trash and/or recycling. If a resident fails to remove items outside of their residence they will be considered trash and will be removed by Housing and Residence Life staff. Residents of that space will be charged a removal fee for these items. Residents may not place their own trash or recycling containers in public spaces. Items placed in indoor recycling containers must be properly washed and separated.

Unauthorized Presence Policy
Residents are not permitted in areas and rooms that are locked and/or for which they have not been assigned access (e.g., empty rooms, food services areas, storage closets/areas, mechanical rooms, etc.)

Vacation/School Closure Policy
The College closes the residence halls for Thanksgiving and winter, spring, and summer breaks. Students interested in housing during the vacation period must complete an application, be financially cleared, and receive approval from the Director of Residential Life. Students in 9-month housing and/or summer housing will endure separate costs, may be placed in different rooms for the abbreviated time, and may have access to the dining hall. All College policies remain in effect during these times. For information regarding Summer Housing, please click here.

Windows/Building Ledges Policy
Residents are not allowed to sit on window or building ledges. Storage of any materials on window ledges/porches is not permitted. Residents who permit any item to fall, drop, or be thrown from any residence window will be in violation of policy. Residents are not allowed to exit or enter a room via a window except in the event of life safety.