



**PINE MANOR COLLEGE  
CHESTNUT HILL, MASSACHUSETTS**

**PINE MANOR COLLEGE STUDENT & COMMUNITY HANDBOOK  
2019-2020**

Dear Students,

Welcome! We kick off the 2019-2020 academic year with a continued commitment to building community and enhancing student success through a commitment to racial and social equity, restorative practice, and taking a trauma-informed approach to our work. In this effort, many of Pine Manor College's staff and faculty, along with all the Pine Manor College Student Ambassadors (PMSAs) participated in an intensive two-day restorative practices training this summer. The training gave a context to restorative work as it discussed how it is rooted in indigenous practices meant to engage tribal communities and cultures throughout the world. We then learned the theory connected to restorative practice and learned how to facilitate proactive and responsive circles. Circles are at the heart of restorative work as they bring communities together to build, maintain, and restore community when harm has occurred. As we launch this new academic year, I encourage you to learn more about restorative practices and engage in circles as we strive to become a restorative college.

Pine Manor College is a special place. We have diversity of thoughts, ethnicities and races, genders and gender expressions, religions, sexual orientations, socioeconomic backgrounds, and abilities. We have bilingual and multilingual speakers and represent countries around the globe. The students on our campus exude resiliency, persistence, and the ability to navigate and overcome obstacles. This diversity enriches our learning and our thinking. It makes us stronger and richer. The foundation of restorative practices is built on diversity, inclusion, equity, and belonging. As we see too often in the world, the diversity that we embrace on campus, can also tear us apart if we build walls and fail to work on empathy, listening, understanding, and togetherness. As leaders on campus, in your families, and in your communities, please join me in placing kindness on a pedestal as we enter the academic year.

With a focus on kindness, empathy, listening, and understanding, our community will thrive and become a family, your Gator family. So, let us please applaud each other for wins and successes, encourage each other to do good and do right. Denounce bullying, physical violence and assault, stealing, and illegal drug use, because it disrupts our community and our sense of safety on campus. We are a family and we are better together.

As we embark on a new year, let's model kindness, 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 year!

Go Gators,  
Dean Weber

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## 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.

## PINE MANOR COLLEGE MISSION AND GUIDING PRINCIPLES

### **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.

### **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 and actively works to build an inclusive, equitable community where each person feels a sense of belonging.

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).

### **Defining 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 family is extensive and includes facilities and maintenance, dining services, housekeeping, and safety along with the faculty and the administration.

### **Defining Student Status**

For purposes of the Student Handbook and the Sexual Harassment and Misconduct Policy, student status commences at the date and time that a Pine Manor College student first arrives on the PMC campus to move into the residence halls and/or to engage in any activity at the College (pre-orientation, new student orientation, athletic pre-season, international student orientation, etc.).

Student status ends (a) when the student's degree requirements are completed *and* the graduation ceremony has concluded, (b) on the date of permanent dismissal by the College, or (c) on the date of the student's voluntary or involuntary withdrawal from the College.

Student status continues during leaves of absences (for up to four academic semesters) and college suspensions. A student who graduates from Pine Manor College with an Associates

Degree and announces the intention to continue at the College for a baccalaureate degree will resume student status upon the date that the intention to continue for a baccalaureate degree is announced to the College.

If a prospective or an admitted Pine Manor College student, or a student who has received an Associates Degree but has not yet announced an intention of continuing at Pine Manor College to complete a baccalaureate degree, is found to be in violation of College policies, Pine Manor College retains the option of revoking the student's admission to the College.

### **Guiding Principles**

The Pine Manor College community holds social and racial equity, restorative practice, and trauma-informed care as guiding principles in our ways of building and maintaining community and restoring harm.

Specifically,

- Social and racial equity = “Social justice [and equity] includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure. Social justice involves social actors who have a sense of their own agency as well as a sense of social responsibility toward and with others and the society as a whole.” (Adapted from *M. Adams, L.A. Bell, & P. Griffin, editors. Teaching for Diversity and Social Justice: A Sourcebook. New York: Routledge*)  
  
 “Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities, not just their manifestation. This includes elimination of policies, practices, attitudes and cultural messages that reinforce differential outcomes by race or fail to eliminate them.” (From the *Center for Assessment and Policy Development*)
- Trauma-informed care = “A program, organization, or system that is trauma-informed realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively resist re-traumatization.” (From *SAMHSA's Trauma and Justice Strategic Initiative, July 2014*)
- Restorative justice and practice = Restorative Justice (RJ) is a philosophy and an approach that views wrongdoing and conflict as harm done to people and relationships. It is a non-adversarial, non-retributive approach to justice that emphasizes healing in victims/survivors, accountability of wrongdoers, and the involvement of citizens in creating healthier, safer communities. The goal is to reach meaningful, satisfying, and fair outcomes through inclusion, open communication, and truth.

As the Pine Manor College community builds and grows, we commit to these principles as a means to approaching all aspects of student success, community engagement, and relationship-building.

## **Gator Values**

<b>Rigor:</b>	We provide an education that is designed to positively challenge each student.
<b>Citizenship:</b>	We empower our students to be creative, critical, and collaborative problem-solving citizens of their local and global communities.
<b>Mentoring Relationships:</b>	We foster transformational educational experiences through strong learning relationships on and off campus
<b>Student Support:</b>	We work with our students in and out of the classroom in ways that are both supportive and challenging.
<b>Community and Inclusivity:</b>	We offer students the opportunity to study, live, and grow within a small community of learners representing significant cultural and socioeconomic diversity.
<b>Readiness for Life:</b>	We create lifelong learners with specific skills, marketable tools, and the confidence and self-knowledge to find meaningful work and further educational experiences.

## **COMMUNITY RESOURCES**

The following resources provide the tools and information we need to thrive as members of the Pine Manor College community. We encourage you to seek out your Student Success Coach and Academic Advisors to personalize your PMC experience.

### **Catalogs, Guides, and Handbooks Policy**

By enrolling as a Pine Manor College student, students agree to abide by the rules and regulations set forth by Pine Manor College in all printed and electronic publications. Students who reside on campus further agree to abide by the rules and regulations established by residential life to ensure safety and community in the residence halls and villages. 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.

### **Academic Affairs**

Academic Affairs included all elements of students' curricular and 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 and Student Success support students throughout their educational journey. For more information on academic affairs, students should consult <http://www.pmc.edu/academics>.

The 2019-2020 Academic Calendar is found at <http://www.pmc.edu/academic-calendar>

### **Accessibility 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 Accessibility Services Coordinator. Students will need to submit appropriate documentation of their disability from a certified professional to request academic accommodations. Pine Manor College encourages new students seeking accommodations to meet with the Accessibility Services Coordinator during orientation or at the start of the academic year. Continuing students should meet with the Accessibility Services Coordinator 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.

### **Ashby Campus Center**

Ashby Campus Center serves as a 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 Dean of Student Affairs and Student Success Coaches for the Student Success Initiative and the Living Room are on the first floor; and the Offices of Career Development, Wellness, Residential Life, Restorative Justice and Community Standards, Accessibility Services, and the Associate Dean of Academic Affairs are on the second floor. The Dean of Student Affairs is now located on the second floor of the Ferry Building.

### **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. This year, Pine Manor College has also launched JV men's soccer! 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 recreational activities 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>
- Phone: 877-284-6744
- Email: [bookstore@ecampus.com](mailto:bookstore@ecampus.com)

Pine Manor College also uses an online campus store for PMC Gator Gear:

- <http://sideline.bsnsports.com/schools/massachusetts/chestnuthill/pine-manor-college>
- Phone: 1-800-644-4481
- Email: [contactLTS@bsnsports.com](mailto:contactLTS@bsnsports.com)

For additional questions about PMC gear, please reach out to the Director of Operations.

### Campus Directory

<b>Whom to Contact When You Need/Have...</b>	<b>Department</b>	<b>Contact Person</b>	<b>Contact Information</b>
Housing and/or roommate support	Residence Life	Tyrone Newsome, Director of Residential Life	617-731-7108; tnewsome@pmc.edu
Questions about PMC, campus life, time management, making friends, classes	Student Success	Your Student Success Coach (Cyrus, Ross, or Latoya!)	First floor of the Campus Center
Support with broken furniture, doors, or windows; clogged toilets; housekeeping issues; lost room keys	Facilities, Housekeeping, Operations	Jim Piermarini, Director of Operations and John Hatch, Director of Facilities	jpiermarini@pmc.edu and workorders@pmc.edu
Questions about community standards, working through conflict, building community and group dynamics	Restorative Practices & Community Standards	Jammy Millet, Director of Restorative Practices & Community Standards	617-731-7124; jmillet@pmc.edu
Questions about campus activities	Student Engagement	Abby Albright, Student Activities Graduate Assistant	617-731-7016; aalbright@pmc.edu
Help with internet and PMC email	IT Dept	Jephte Jeanniton, Client Services Supervisor	<a href="mailto:HelpDesk@PMC.edu">HelpDesk@PMC.edu</a> ; 617-731-7629
Questions about studying, classes, majors, and internships	Academic Affairs	Your academic advisor	See Directory below
Questions about transcripts and transfer credits	Registrar's Office	Jeff Mei, Registrar	<a href="mailto:jmei@pmc.edu">jmei@pmc.edu</a>
Questions about the shuttle bus, bus schedule, PMC IDs	Student Services	Dana Gregorio, Director of Student Services	<a href="mailto:dgregorio@pmc.edu">dgregorio@pmc.edu</a>

Questions about Dining Hall, Cafe 400 or Gator Bucks	Aladdin Food Services	Anthony Dedek, Food Service Director	781-264-0647; adedek@pmc.edu
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For a full directory of campus offices and employees, please visit:  
<http://www.pmc.edu/directory>

### **College Communication**

Pine Manor College expects students to check their email daily. As such, students are responsible for documentation 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 social media posts or videos are brought to our attention or the College has cause for concern and looks at a student's social media account, students in the pictures, videos, etc. and the students posting the content may be held responsible for their behaviors, if their behaviors are not aligned with the College's Student Handbook. Depending on the behaviors, amends 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](mailto:helpdesk@pmc.edu) or the Dean of Student Affairs.

### **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 conducive 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, cigarette butts, and other items should be deposited in the appropriate receptacles and recycling bins located throughout the campus.

### **Clubs and Organizations**

Pine Manor College offers student organizations for students 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 [communitylife@pmc.edu](mailto:communitylife@pmc.edu).

### **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 hosts an Information Commons to provide access to the online library catalog, electronic databases, image editing tools, Microsoft Office, and web authoring tools.

All students 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](http://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 into 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 contact IT at [helpdesk@pmc.edu](mailto: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."

Students have the right to review their own educational records maintained by the College. Schools are not required to provide copies unless, for reasons such as great distance, it is impossible for families or eligible students to review the records on site. Schools may charge a fee for copies.

Families or eligible students have the right to request that a school fix educational records that they believe to be inaccurate or misleading. If the school decides not to amend the records, the families or eligible students have the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the families or eligible students have the right 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' educational 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 families and eligible students about directory information and allow families and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify families 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. 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 there is an error in students' 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, if appropriate. The Registrar keeps a log that verifies the names of people, 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.

For additional information on FERPA, please see [www.pmc.edu/ferpa](http://www.pmc.edu/ferpa)



## **Dining on Campus**

The Pine Manor College community, like so many families and cultures, comes together around meals. Our campus 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 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/>.

## **Getting to Campus**

### ***Shuttle Service***

Pine Manor College offers a shuttle bus to Pine Manor College Students and those with a PMC ID. 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](http://www.mbta.com)), or look into rideshare services. Pine Manor College is not responsible for the services provided by the rideshare companies and encourages students to be mindful of their policies and practices.

## **Identification Cards and Keys**

Keys and PMC Student IDs issued to students are their responsibility and may 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 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.

### **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 prepares new Pine Manor College students for academic and community success by connecting new students with faculty, staff, and fellow students; introducing new students to key resources on campus; and providing new students 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.

### **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 push pins) 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.

### **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 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 students 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), First-Year Seminar Mentors (FYSM), Graduate Assistants (GAs), and Student Success Coaches live in the villages with the students to help foster a community that promotes respect, inclusion, tolerance, understanding, and diversity. The RAs, FYSMs, GAs, and Student Success Coaches work with their residents to create 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.

### **Responsible Citizenship**

Pine Manor College imposes an obligation on all its students to demonstrate responsible citizenship through upholding the Student Handbook and exercising good morals, judgement, and decision-making.

Students who engage in irresponsible behaviors and citizenship and are inconsiderate of other people are subject to disciplinary amends.

### **Student Activities**

Students are encouraged to take an active part in planning community events. If a student wishes to host an event or gathering they must connect with the Student Activities Graduate Assistant. It is recommended that students interested in planning events see the Student Activities Graduate Assistant at least 3 weeks in advance to ensure event needs can be met.

### **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.

### **Student Success**

At Pine Manor College we believe that students thrive through individualized mentorship and by having authentic and supportive relationships with staff and faculty from across the College. Success is defined and spearheaded by each student with intentional, strategic goal setting methods. Student Success is a holistic initiative anchored in supporting and advocating for all students as they balance their personal, financial, professional, and academic responsibilities.

We recommend that students meet with their Student Success Coach at least once every other week in efforts to build and maintain strong relationships and set and achieve monthly/yearly goals. If students find themselves needing additional support, students may meet more frequently with their Student Success Coach and/or schedule a free counseling appointment with our College Counselor ([wellness@pmc.edu](mailto:wellness@pmc.edu)).

## **KEEPING THE CAMPUS AND COMMUNITY SAFE**

Starting in Fall 2018, Pine Manor College committed to become a Restorative College and adopt [restorative practices](#) in our work. The restorative model believes in high support and high accountability. As a community, we are responsible to keep our campus safe and work to stop, prevent, and amend behaviors that jeopardize our own safety and the safety of our community.

### **Campus Safety**

Pine Manor College's Campus Safety works to build a safe, inclusive community for all students. To ensure campus safety, Campus Safety Officers take a community policing approach through remaining visible and proactive. By definition, community policing means "the assigning of the same one or two police officers to a particular area so that they become familiar with the residents and the residents with them, as a way of reducing incidents and crimes."

The intention of our Campus Safety team is to build relationships with all members of the PMC community, so that together, we can reduce the amount of incidents on campus and focus on strengthening our community. Campus Safety's top priority is to keep us all safe, but they cannot do it without the support of the whole community.

Our Campus Safety Officers make rounds throughout campus, respond to calls for assistance, and work closely with residence life, Brookline Police, and Fire Departments. Our Campus Safety 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 as they are not part of a police force.

Pine Manor College does not have a memorandum of understanding with the Brookline Police Department; however, the College does work 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.

### **Safety Resources**

To promote a safe campus, Pine Manor College offers the following resources and services to our community members:

- Emergency Notification System (ENS)
- Timely warnings
- Campus IDs
- Crime and fire Logs
- Bystander intervention strategies
- "See Something, Say Something" campaign
- Anonymous campus reporting system, [www.pmc.edu/report-a-crime-anonymously](http://www.pmc.edu/report-a-crime-anonymously)
- Campus escort service
- Blue lights throughout campus
- Rounds by the Resident Assistants, live-on staff, and Campus Safety Officers

### ***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 Campus Safety Site Supervisor. 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>.

### ***Educational Programming***

Pine Manor College offers educational programs during Orientation that address critical issues for the health, safety, and well-being of students. The programs inform, educate, and encourage good decision-making and raises awareness and prevention of topics such as substance abuse and sexual violence in college.

Pine Manor College also 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, and Division of Student Affairs.

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

### ***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 a text message and a phone call, a text message and an email, or a phone call and an email. Community members may use more than two, if they like.

Pine Manor College will conduct at least one test of the Emergency Notification System a year and clearly indicate on the announcement that it is a test of the Emergency Notification System.

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

### ***ID Cards***

Campus IDs allow access to campus, many Pine Manor facilities (as applicable), and events. The IDs can also be loaded with a meal plan or Gator Bucks for our dining hall and Cafe 400. Community members must carry Pine Manor ID cards at all times and present them to Pine Manor employees upon request.

### ***Timely Warnings***

In compliance with the Clery Act and to ensure safety to all members of the community, the College will send out timely warnings through the Emergency Notification System when there is an immediate and imminent emergency. The intention of timely warnings is to:

- Give community members time to protect themselves if/when there is an emergency.
- Disseminate known information right away.

Circumstances that would issue a timely warning:

- When the College receives confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of the College community.

- Including, but not limited to, outbreak of airborne illness, terrorist incident, bomb threat, armed intruder.
- If a timely warning would compromise the efforts to assist a victim, contain the emergency, respond to the emergency; and/or mitigate the emergency, then the College does not need to send out a timely warning.

Timely warning will include:

- Type of incident that occurred
- Description of incident
- Next steps for community members

### **Campus Access**

Pine Manor College is an open campus as we are not fenced in on all sides. We ask all visitors and community members to come through the front entrance and check-in at the front booth/welcome gate. All Pine Manor College students, employees, and guests must stop to show their parking decal, PMC ID, or approval to be on campus.

Many of Pine Manor College's facilities include security cameras. The cameras and the recordings are the property of the College. The College does not monitor the cameras 24/7; however, the video recordings are preserved for an allotted time and designated employees may review the footage as necessary.

### **Release of Liability**

Pine Manor College students, families, and guests should use the indoor and outdoor spaces on campus for their intended purposes. 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.

### **Reporting and Responding to Campus Incidents**

As a community, we have an obligation to keep each other safe. To report an incident:

<b>For emergency situations:</b>	
Campus Safety	617-731-7777 or 911
<b>For non-emergency situations:</b>	
Campus Safety	617-731-7187 or <a href="mailto:safety@pmc.edu">safety@pmc.edu</a>
Student Success Team	617-731-7136
Dean of Student Affairs	617-731-7195
Brookline Police	617-730-2222
<b>For sexual misconduct:</b>	
Title IX Coordinator	617-731-7143 or <a href="mailto:titleIX@pmc.edu">titleIX@pmc.edu</a>
<b>For anonymous reporting:</b>	<a href="http://pmc.edu/report-a-crime-anonymously">pmc.edu/report-a-crime-anonymously</a>

### ***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. For any questions or for more support on how to be an active bystander please feel free to communicate with any member of the Student Affairs team.

- Notice the event
- Identify it as an emergency
- Take responsibility
- Decide how to help (see 3Ds below)
- Act to intervene

#### 3Ds of Bystander Intervention

*Distract* - Do something that discontinues the behavior by distracting the participants.

*Delegate* - Tell someone else (such as a Campus Safety Officer) about the emergency.

*Direct* - Directly act/call out the situation to stop it from happening.

### **Emergency Protocol**

As a community, we have put in place emergency procedures and emergency responses. The emergency procedures are general action steps for situations that we cannot predict, but can prepare ourselves for in case they occur. The emergency responses are for handling specific incidents that you may come across on campus.

While we have specific protocol, listed below, in summary:

***If you are the person harmed, you see a person harmed, or you see a person causing harm - call campus safety or 911 for life threatening emergencies.***

### ***Emergency Procedures***

#### *Evacuation Procedures*

- Evacuate the building using the closest available exit.
- As you leave the building direct others to the designated meeting area.
- When police arrive: follow their instructions.

#### *Lockdown Procedures*

- Follow homeland security protocol until police arrive: Hide, Run, Fight.
  - **Hide:** Secure yourself in a room, lock and block the doors, stay low outside of view from windows and doorway, silence cell phones (keep them on for communication), play dead.
  - **Run:** Evacuate the area if able and safe.
  - **Fight:** If the shooter is in your presence and you can take them down, do – tackle, throw objects.
- Text 911 or Call 911 to give them as much information as possible about the incident.
- When police arrive: Follow their protocol, keep your hands raised and in sight, leave your belongings (prioritize your safety).

#### *Shelter in Place Procedures*

- Ensure your safety and the safety of those around you.
- Go to a space with no or minimal windows.



- Limit the ventilation in the room – close windows, block the space under the door, turn off heat.
- When police arrive: Follow their instructions.

### ***Emergency Responses***

#### *Bias Incidents and Sexual Misconduct*

- Let the person harmed know that due to the serious nature of the incident, you need to escalate the situation to campus safety who can come out or call the on-call student affairs team member.
- Do not touch or remove anything from the scene of the incident as you wait for campus safety or the on-call student affairs team member.
- Support the person harmed through listening.

#### *Death of a Student*

- Call Campus Safety and provide: location of incident, student's name, any other known information at the time, if you and/or other students are in physical danger.
- Clear the area of bystanders and close doors to ensure privacy, if able. Do not touch the body or anything in the area.
- Practice your own personal safety and self-care.

#### *Medical Assistance*

- Contact Campus Safety (or 911 if this is a life or death situation)
- Remain with the ill person while Campus Safety arrives; try to keep the ill or injured person calm and relaxed.
  - For alcohol poisoning, turn the person on their side in case they vomit.
  - For seizing, try to lower the person to the floor, place them on their side, clear the area of other people and objects to make space, and try to put a soft object under their head.
  - For a drug overdose, call the person's name, check for a pulse, rub their sternum hard to stimulate and awaken them. If there is no response, administer naloxone, if available.

#### *Loud Noise, Music, TV in the Residence Halls*

- Ask the person(s) being loud to be quieter and give context to explain your request. For example,
  - I am trying to study for my exam, can you please turn down the music?
  - I am going to sleep, can you please close your door to help keep the noise contained?
  - I am not feeling well, can you please use earbuds to listen to your show?

#### *Physical Altercation*

- Prioritize your own safety first.
- Call Campus Safety and provide them: an estimation of number of students and guests involved, the location of the incident, what is occurring, and whether weapons are present.
- Try to deescalate the situation:
  - Firmly state the names of the people involved and tell them to stop.
  - Encourage other people to not get involved.

*Power Outage, Flooding, and/or Physical Plant Issues*

- Call Campus Safety and follow their lead.
- Prioritize your safety.

*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](http://www.mass.gov))

Pine Manor College takes all leads on missing students seriously regardless of whether the students lives on campus or not. 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.

To report missing students, please contact Campus Safety. If not located through initial outreach, Student Affairs will notify the students' emergency contact and work with the families and police accordingly. In most cases, Pine Manor College will take the lead from the Brookline Police Department regarding missing persons.

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 their family, by communicating plans with people on campus, such as friends, neighbors, Resident Assistants, and family members.

## 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 on various topics
- Mental Health counseling with a licensed therapist and/or social worker
- Case management for students facing adversity or hardship
- Health and wellness resources in 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.*

### **Counseling and Therapy**

Pine Manor College offers counseling by a licensed counselor or social worker supervised through The Brookline Center to all our students. Each session is about 45-60 minutes and takes place in the counseling office on the second floor of the Campus Center.

To make a counseling appointment students should email [wellness@pmc.edu](mailto:wellness@pmc.edu).

While Pine Manor College does not charge students for counseling and does not place a limit on the number of sessions, if a student misses two sessions with their counselor, the student will be charged \$60 for the second session and only permitted to take advantage of walk-in time slots for future appointments in that academic year.

It is not within Pine Manor College's practices to mandate counseling; however, if students display signs of self-harm (including suicidal ideations or attempts) or harm to others, members of the Student Affairs team will escalate the situation immediately and reach out to emergency personnel.

Students on an interim suspension may continue to utilize Pine Manor College's free counseling services if the therapist agrees to tele-therapy or meeting at another location determined by the therapist (e.g. their private practice, The Brookline Center). Students with an interim suspension may not come onto campus for counseling.

Students suspended or expelled from Pine Manor College may not use Pine Manor College's free counseling services in person or via tele-therapy. If students suspended or expelled want to continue to receive counseling from their therapist, the student and the therapist can make those arrangements outside of Pine Manor College's contractual relationship with The Brookline Center. Pine Manor College does not cover the copay for students seeking counseling who are currently suspended or expelled from the College.

Pine Manor College employees looking for counseling services should reach out the Pine Manor College's Employee Assistance Program (EAP) – New Directions. Employees can reach New Directions at 800-624-5544 or via [www.ndbh.com](http://www.ndbh.com) – login: SGE3F.

### **Health Insurance**

Pine Manor College and Massachusetts law requires that all full-time and three-quarter-time college students have health insurance. Students may opt out of Pine Manor College's Health Insurance provided they go online and waive the school coverage and provide their personal coverage information instead. Students that do not opt out of Pine Manor College insurance get automatically enrolled after the waiver deadline date. 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](http://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.

### **Medical Records**

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 must comply with FERPA in using or sharing of medical records.

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

### **Vaccines/Immunizations**

Massachusetts requires that all college students receive the vaccinations listed below. Incoming Pine Manor College students and all campus residents must have their completed immunization records submitted to the admissions office by the first day of classes. Students who fail to submit their health and immunization records risk holds on their student accounts until the forms are submitted.

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
- The meningococcal vaccination. The meningococcal B vaccine does not fulfill the requirement for meningococcal vaccine.

***Students should keep a personal record of their forms and immunizations.***

## COMMUNITY STANDARDS

At Pine Manor College, we respect one another and behave in ways that advance inclusion, community, and understanding. 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, social-emotional growth, and collective 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.

Community Standards support the development of the whole student with an emphasis on ethical behavior and responsibility within the college community. Through educational, preventative, and restorative methods, we protect the rights that are in the best interest of both the students and the College to maintain a thriving, learning environment. 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.

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 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.

### **Policy Statements and Community Standards**

All students and community members living on campus 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.

### **Code of Conduct**

Pine Manor College recognizes the basic rights and responsibilities of our community members and accepts the obligation to preserve and protect those rights and responsibilities. The Code of Conduct states the College's rules and protocol to ensure wellness, safety, and inclusion of our students and community.

### **Behaviors and Policies to Promote and Enhance the College's Code of Conduct**

Pine Manor College expects all students to abide by the following behaviors and policies to promote and enhance the College's Code of Conduct to ensure wellness, safety, and inclusion for our students and community.

Students found in alleged violation of the policies below will likely have the opportunity to choose between a restorative justice process or a community standards process to work through the alleged violation. Community members can find details on both processes later in the Student Handbook along with exceptions to when restorative justice processes will not be an available option for violations. *All amends made through the restorative justice process or a community standards process may lead to consequences up to and including permanent expulsion from Pine Manor College.*

### ***Alcohol Policy***

All students at Pine Manor College are expected to assume personal responsibility for their own conduct, as well as their guest(s), and comply with all laws and College policies regarding alcoholic beverages.

#### Definitions:

- Alcohol: Any beverage containing more than 0.5% alcohol by weight.
- 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***

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 amends under Pine Manor College's Student Handbook.

Pine Manor College complies with all aspects 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 admission 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.

#### *Pine Manor College Regulations*

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.
  - Students 21 and over may consume alcohol in their residence hall room or a residence hall room with other people who are of legal age.
  - It is the duty of the consumer to drink responsibly and not jeopardize the safety and well-being of themselves, others, and/or property.
  - If consuming alcohol, students must keep the door closed and ensure that everyone in the room is over 21 years old.

#### *Alcohol Limits*

Students who are 21 and over may have in their possession no more than the following amounts of alcohol at any time. These amounts are as follows:

- 12 pack of beer, OR
- 12 flavored malt beverages/wine coolers, OR
- a maximum of 750 milliliters of wine, OR
- a maximum of 375 milliliters of distilled spirits.

Students may only possess one of the categories above at a time. (For example, students may not possess a 12 pack of beer and 750 milliliters of wine at the same time.)

- Beer and other alcoholic substances must be transported in the designated quantity.
- Transportation in packaging of quantities larger than designated is not permitted.
- 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. Confiscated alcohol will be disposed of; it will not be returned regardless of age.
- Liquor stores or other companies may not deliver alcohol to students on campus. The College holds students who place such orders responsible.
- 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.
- The College holds Pine Manor College students whose guests violate Pine Manor College policies responsible for their guests' behaviors.

### *Violations*

There are a number of potential violations of the alcohol policy, including, but not limited to:

- Under the age of 21 (minors), *students may not*:
  - Consume alcohol
  - Possess alcohol
  - Purchase or attempt to purchase alcohol
  - Purchase or attempt to purchase alcohol with false identification transporting alcohol
  - Be in the presence of alcohol
- 21 years old and older, *students may not*:
  - Possess kegs and other containers that hold large amounts of alcohol.
  - Provide/serve alcohol to minors
  - Sell alcohol to and/or purchasing alcohol for minors
  - Purchase and transport alcohol to campus over the amounts allowed
  - Possess open containers in public areas (e.g., Campus Center and patio, residence hall pits and common spaces) or outside the residence hall rooms
  - Drink excessively and show significant impairment due to alcohol
  - Encourage or contribute to the intoxication of another person
  - Partake in drinking games or simulated drinking games that promote the rapid consumption of alcohol.

### ***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 claimant or the claimant's property; (ii) places the claimant in reasonable fear of harm to self or of damage to property; (iii) creates a hostile environment at school for the claimant; (iv) infringes on the rights of the claimant 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).



Gender-based bullying and/or cyber-bullying falls under Pine Manor College's Sexual Harassment and Misconduct Policy.

### ***Camping and Campfires***

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

### ***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. This includes:

- 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.

### ***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 student's PMC ID card is considered theft. Students who misplace their PMC ID should go to Student Services on the ground floor of the Campus Center for a replacement. Students who forget 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.

### ***Disorderly Conduct***

Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for the community, 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 (verbally/non-verbally), 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. This is inclusive of, but not limited to, the College's property, security cameras on campus, campus vehicles both on and off campus.

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.

### ***Drug Policy***

All students at Pine Manor College are expected to assume personal responsibility for their own conduct, as well as their guest(s), and comply with all laws and College policies regarding illegal drugs and/or the misuse of prescription medication.

#### Definitions:

- **Illegal drugs:** Any stimulant, depressant, or other compound illegal at the local, state, or federal level.
- **Misuse of legal stimulants, depressants, or other compounds:** The misuse of prescription drugs for intentions other than the intended use.
- **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.

#### *State and Local Laws*

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.

#### *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 amends the college will impose for a violation of the standards of conduct.

#### *Pine Manor College Regulations*

- 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.
- Although legal for recreational use in the state of Massachusetts, marijuana consumption and possession are prohibited under federal law. Since, Pine Manor College receives federal funding the College community MUST abide by federal regulations regarding marijuana while on campus.
- 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.
- The College holds Pine Manor College students whose guests violate Pine Manor College policies responsible for their guests' behaviors.

### *Violations*

There are a number of potential violations of the drug policy, including, but not limited to;

- Consuming marijuana or other drugs on campus
- Possessing marijuana or other drugs on campus
- Purchasing or attempting to purchase marijuana or other drugs
- Being in the presence of marijuana or other drugs
- Selling or attempting to sell marijuana or other drugs
- Possessing or using a hookah or other items which involve a flame

### ***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, smoke guns, and/or knives with blades longer than two inches. Items with sharp blades, such as an axe or saw, are also not permitted on campus and in the residence halls.

Possession of a device that could be reasonably mistaken for a weapon (such as a toy gun, starter gun, or theatrical prop) is prohibited on campus.

In addition, items that may not commonly serve as weapons but are used as such may also constitute as weapons and fall under the PMC weapons policy.

Students may also not threaten the use of a weapon regardless of whether they have a weapon or not. Threatening the use of a weapon will also constitute as a violation of the PMC firearm and weapons policy.

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

***Gambling***

Gambling is not permitted on the Pine Manor campus. Gambling includes taking or receiving gambling bets; receiving and or extorting money for gambling debts; distributing gambling material. Placing bets of any kind on College-owned or controlled property or at any College or College organization sponsored or supervised function.

***Guest Policy***

Students are responsible for ensuring that their guests know and adhere to the Code of Student Conduct and all other applicable College policies and procedures. Students are responsible for the behavior of their guests and may be held accountable for violations committed by their guests, including restitution for damage to College facilities or other restitution as necessary. Responsibility under the rules may occur even if the host is not a participant in the activity or has left the guest(s) alone.

1. No residential student may have more than two (2) guests at any given time in the residence halls. Residential students can sign in a maximum of two guests up until 11PM.
2. Students should register all guests through the online portal, no matter the duration of the guest's visit.
3. When students' guests arrive, the guests should check-in at the front booth with Campus Safety and leave by 11AM the following morning. Upon checking in, guests will receive a guest pass in exchange for their photo ID (such as a driver's license). Guests will pick up their photo ID upon leaving campus.
4. Overnight guests are permitted to stay in a student room only with the permission of all the residential occupants.
5. Guests are not permitted to stay overnight in common areas of the residential communities.
6. 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 two (2) nights within a seven (7) day period. Guests are prohibited from using any Pine Manor College residence as a primary residence.
  - a. Exceptions to these limits require the prior permission of the Director of Residential Life. Permission cannot be given by a Resident Assistant.
7. All residence hall rooms have a capacity of five (5) people.
8. Guests with animals (see Animal Policy).
9. All guests must be 18 years or older who are staying overnight.

*Pine Manor College may deny guest privileges to any resident who abuses this policy.*

*Pine Manor College may issue No Trespass Orders to the guests of Pine Manor College students who violate campus policies prohibiting the guests from future visits to campus.*

***Guest Policy for Commuter Students***

1. Commuting students are not considered guests and may enter campus at any time with a valid Pine Manor College ID.
2. Commuters may host guests. The guest policy applies to their guests.
3. Commuters staying overnight in a residence hall must obtain a guest pass through a residential student. In this case, all policies and procedures noted for outside guests shall apply to the commuting student.

Students who have attended and/or graduated Pine Manor College in the past are considered guests, since they are not currently enrolled or matriculated students. Previous Pine Manor College students and alumni must follow the Guest Policy when staying in the residence halls with the exception of special events hosted by the College (e.g., Alumni Weekend). Harassment Pine Manor College is committed to providing a campus community in which all individuals are treated with respect and dignity and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. 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 amends up to and including expulsion.

See the [Sexual Harassment and Misconduct Policy](#) for more information and processes related to sexual and gender-based harassment, Title IX, and sexual misconduct.

### ***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.

### ***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 community standards process. 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 [herself, themselves] 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.

### ***Impeding on 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.

As Pine Manor College supports students' freedom of expression, freedom of expression may not violate or infringe upon the rights of other members of the community, reasonable expectations of peace and privacy, or contribute to acts of hate and bias, coercion, intimidation, or harassment.

### ***Incarceration***

In the unlikely event that students get arrested or incarcerated during their time as members of the Pine Manor College community, students must participate in a re-entry program to most successfully integrate back into the PMC community, if re-entry is permitted.

Pine Manor College will not post bail or cover legal expenses for Pine Manor College students.

### ***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. A number of people have been prosecuted and convicted for violating them in that context.

### ***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 for matriculated and/or continuing education students. Depending on the severity of the incident, incidents that occurred when students were not matriculated at Pine Manor College or after students have graduated may impact students' or alumni' standing as the College has the right to retract and repeal degrees and/or diplomas.

***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 temperament 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.

***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, evacuating a building for an emergency, presenting identification, and other request to ensure a safe campus.

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.

***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

Retaliation that relate to a Sexual Harassment and Misconduct incident will go through the Sexual Harassment and Misconduct process rather than community standards.

***Social Media Policy***

Pine Manor College is aware that members of the Pine Manor College community may wish to express their personal ideas and opinions through private social media that are not administered by the College. Nevertheless, Pine Manor College reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to hold students accountable who use private or school-sponsored social media sites or communications resources in violation of the College's community standards.

Social media refers to sites such as Facebook, Twitter, Snapchat, Instagram, and other sites.

***Theft and Burglary***

Theft, attempted theft, burglary, or attempted burglary of personal or Pine Manor College property is prohibited. This includes stealing a person's identity and/or credit or debit cards.

***Threats***

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

***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.

***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 amends to ensure the safety of the Pine Manor College community.



## ACADEMIC ETHICS AND INTEGRITY POLICY

Members of the 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. For more information on Pine Manor College's Academic Ethics and Integrity, please refer to:

<http://www.pmc.edu/academic-ethics-and-integrity>

### **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 of 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.

### ***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.

### ***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).

### ***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.

### ***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.

### **Miscellaneous 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.

### ***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.

### ***Privacy***

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

### ***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](http://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, students should speak with their academic advisor, student success coach, and family to make sure they have thought through the decision.

***Leave of Absence Policy***

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 including Student Accounts, Registrar, Financial Aid (if applicable), Residential Life (if applicable), and Student Success.

Students who leave Pine Manor College for health reasons, must provide a letter from their attending psychological or medical doctors to confirm students improved health and safety before returning to campus.

Students coming back from a leave of absence must write a letter of request to the Registrar's Office and be in good financial and behavioral standing to return.

***Withdrawal from the College***

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

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

Students who are alleged respondents in an open Title IX case and/or another community standards violation that may result in suspension or expulsion may not withdraw from Pine Manor College until their case is resolved.

***Leaving campus***

Prior to leaving Pine Manor College, students are responsible for turning in their residence hall key (if applicable), PMC ID, library books (if applicable), and Parking Permit (if applicable). Residential students are also responsible for packing their belongings and clearing out their residence hall rooms. 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.

## SEXUAL HARASSMENT AND MISCONDUCT

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 include:

- Pine Manor College will respond promptly and effectively to sexual misconduct.
- Pine Manor College will provide interim measures and support as necessary and work to stop the behavior(s) from reoccurring.
- 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/> and for off-campus, confidential resources, visit <https://barcc.org>.

For Pine Manor College's [Sexual Harassment and Misconduct Policy](#) please refer to the separate online document located at <http://www.pmc.edu/title-ix-sexual-misconduct-policy>. Hard copies are available from the Title IX Coordinator and the Dean of Student Affairs.

<p>Title IX Coordinator Shelley Dropkin (617) 731-7143 <a href="mailto:sdropkin@pmc.edu">sdropkin@pmc.edu</a></p>	<p>Deputy Title IX Coordinator Staci Weber (617) 731-7135 <a href="mailto:sweber@pmc.edu">sweber@pmc.edu</a></p>
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## **RESIDENCE LIFE AND HOUSING POLICIES, REGULATIONS, & PROCEDURES**

In addition to the policies outlined above, residential students must also be aware of and abide by the following residence life and housing policies, regulations, and procedures. Any violations to the policies below will result in students going through the restorative justice or community standards process.

### ***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, the roommate will need to be given 24 hours' notice to approve the time of the move. If the roommate 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 into Campus Safety 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 Director of Residential 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. (Please see Community Standards Section for more information.)

### ***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. Amends 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 Accessibility Services Coordinator and Campus Safety. Registration must be completed before the service or emotional support animal 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 Accessibility Services Coordinator at 617-731-7178 and located on the second floor of the Campus 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 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 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 (2) nights within a (7) day period, 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, the College prohibits the use of portable heaters, as all residential rooms are equipped with heaters that are operational during the colder months. 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 kept in students' rooms or secured to bicycle racks. Bikes may not be locked to any traffic poles, ramps, or other grounds or building fixtures or kept in common and public hallways, rooms, or buildings. Bicycles found in unauthorized places may be seized.

Bicycle racks are provided throughout campus. If you have suggestions for additional rack locations, please submit a work order to facilities via [workorders@pmc.edu](mailto:workorders@pmc.edu).

Any bike found on campus when the owner is not living on campus will be removed and donated. Summer residents must register their 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.

### ***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.

Items left in common spaces on campus may be removed for safety purposes.

### ***Community Living Policy***

Pine Manor College expects students to live in a group setting. The College will ask students demonstrating destructive or discourteous behavior to modify their behavior and commit to a behavior contract prescribed by Residence Life professional staff. If modifications do not rectify the issues, additional consequences may apply.

### ***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 advance notice as possible if a new resident moves into the shared space.



***Damages Policy***

All resident students will be charged \$250.00 as a damage deposit per academic year. Any assessments for damages to College property or unpaid restitution 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, screws, and large nails is prohibited. 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 and is prohibited.

***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 (including staff/faculty and students).

- 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 Safety in the Residence Halls***

In addition to the campus fire safety regulations, students who 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 rope 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., hair dryers, 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, water mattresses, air mattresses, etc). If students need their own mattress for medical reasons, students should work with the Director of Residential Life.
- 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.

### ***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 Assistants, 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

***Health and Safety Policy***

Student Affairs staff and/or Campus Safety are permitted to conduct health and safety checks of students' residence hall rooms for the benefit of the students' and/or community's health and safety without prior notice.

Behavior that endangers the health and/or safety of residents or others may result in a leave of absence for self-care. This behavior may also result in conduct action up to College and/or housing suspension or expulsion.

A few times during the year, the College must conduct health and safety inspections with the Town of Brookline and/or for the close of a semester. During that time, residential life staff, facilities, and/or Town of Brookline representatives will walk through all of the halls to assess the safety and security of the building.

Any campus violations noted during these inspections are the responsibility of the students in the assigned room.

The College may also use trained dogs to assist in the health and safety of the community (e.g., bed bug inspections; drug and gun safety, prevention, and/or detection).

***Housekeeping Policy***

Students should leave their residential units clean upon leaving campus. Failure to properly care for residential units and leave the property dirty or messy will result in charges to students' accounts. Charges assessed for damage or cleaning costs in spaces not within the confines of individual student rooms will be divided among all occupants on the floor or building. 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 from the shared closet space. If common spaces need additional attention, please email your Resident Assistant and [Housekeeping@pmc.edu](mailto:Housekeeping@pmc.edu).

***Housing License-Meal Plan Agreement***

Meal plan information can be found here <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 Room Condition Reports and turn in their key.

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 Room Condition Reports with their Resident Assistant or Residence Life staff.

Students who have lost their room keys should report it to the Director of Residential Life immediately. Students will be charged a \$250 fee to change the lock core and create replacement keys. 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 (617-731-7187). 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.

The college will not permit entry to a student who is not designated to that room. If a student is found attempting to gain entry into a room that they are not assigned to, they will face consequences.

### ***Kitchen Knife Use and Storage Policy***

Students living in the 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, the knife should be stored away to mitigate the possibility of injury or harm.

### ***Laundry Policy***

Laundry facilities may be used free of charge by building residents. If a washing machine or dryer is not working, students should contact the number posted on the machines.

### ***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 renters 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, 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.

### ***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 or public spaces.

### ***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.

### ***Propped Doors Policy***

Exterior residence hall doors should remain closed at all times and not propped open. Students should not allow non-Pine Manor community members into the residence halls. If students do not have their PMC ID to access the residence hall, they should call Campus Safety for entry.

Students should notify their RA or campus safety right away if they notice exterior doors not properly shutting and locking and/or if they see non-PMC community members enter the building unlawfully.

### ***Public Health and Communicable Diseases Policy***

Residents should have up-to-date immunizations before arriving on campus. In the event of an outbreak of a communicable disease, the infected resident(s) will need to secure housing off-campus until they receive medical clearance. 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 who have waived their immunization records or students without immunizations on file will need to leave campus if an outbreak of a communicable disease occurs.

### ***Quiet Hours and Noise/Courtesy 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. 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.

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. 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.

### ***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 the policy and coverage with their insurance carriers.

### ***Repairs, Maintenance, and Alterations Policy***

Campus facilities performs and/or oversees all maintenance and repairs on campus. If something on campus needs attention, repair requests should be submitted to [workorders@pmc.edu](mailto:workorders@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 during that time. 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 and Changes 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 the Housing Selection process 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. 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 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.

The college reserves the right to obtain support from the Police Department when conducting searches on campus. Additionally, the Police Department may use their K-9 unit to ensure the safety of the campus.

### ***Roofs Policy***

No one is permitted on the roof of any facility.

### ***Room and Meals Policy***

All residential students must purchase one of the meal plan options during the academic year. If students wish to change their meal plan, students should speak with the director of dining services.

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](http://www.pmc.edu). People not currently matriculated (enrolled) at Pine Manor College may not live with students in the residence halls.

### ***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.

At times, Pine Manor College may need to assign three students to a double room due to capacity. Students in triples will receive the option to de-triple as beds become available.

### ***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 amend.

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 Accessibility Services Coordinator, 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 a current and approved Housing License-Meal Plan Agreement will be considered trespassers and will be asked to leave. The College reserves the right to call Brookline Police when guests do not leave after being asked by College officials. Exceptions are outlined in the Guest Policy.

### ***Storage Policy***

Students may only keep their belongings in their assigned room. Common areas or unoccupied spaces of the residential facilities are not permitted for individual storage use.

Students may not store their belongings in private pods or storage containers on campus.

### ***Students' Property Policy***

The College assumes no responsibility for damage or loss of personal belongings. The safekeeping of students' property is solely the responsibility of each individual student. The College does not reimburse students in the event of loss or damages.

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

Students who 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.

Pine Manor College has single-stream recycling which includes paper, glass, and most plastic. Items placed in recycling bins should be clean and free of food, grease, and/or other non-recyclable debris.

### ***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***

Students who need or want housing when the College is closed for school breaks (Thanksgiving and winter, spring, and summer breaks) must complete an application, be financially cleared, and receive approval from the Director of Residential Life.

Students will endure separate costs, *may* be placed in different rooms for the abbreviated time, and *may* have access to the dining hall when in Thanksgiving, winter, spring, or summer break housing.

Students on campus during the times the College is closed should plan in advance for meal preparation and costs.

All College policies remain in effect during these times.

***Windows Policy***

The College typically experiences extreme weather conditions, such as rain or cold, from November 1- April 1 which can impact the campus facilities. Therefore, the College requires students close their residence hall room windows to prevent pipes freezing and other weather related damages. Unless there are atypical weather conditions from November 1- April 1, students must keep their windows closed. If campus staff notice open windows from November 1 - April 1, staff have permission to knock and enter rooms to close the windows. If other campus violations are noted during these health and wellness inspections, the College will hold the student accountable.

***Window/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 an emergency.

## COMMUNITY STANDARDS & RESTORATIVE JUSTICE PROCESS

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, standards and/or 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 is working to ensure the community standards process is one that is inspired by the restorative justice framework. This framework entails the College and student(s) working together to repair any harm that has occurred.

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 student(s) 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 process used by Student Affairs when an alleged violation occurs. The following applies to individual students 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.

The Office of Restorative Practices and Community 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 present during these processes.

Students who fail to uphold Pine Manor College's [Sexual Harassment and Misconduct Policy](#) do not go through the same process as outlined here for Student Handbook violations. Violations to the College's Sexual Harassment and Misconduct Policy follow the process identified in that respective policy where restorative justice may not be considered for amends depending on the harm caused to the claimant.

### **Restorative Practices**

Inspired by indigenous traditions, restorative practices brings together communities to build community, maintain community, and restore community. Restorative practices are a philosophy

or guiding principle (not a program or specific activity) that sees relationships as central to learning, growth, and a healthy school climate for students and staff/faculty.

Restorative work begins by members of the community coming together (formally or informally) to sit in a circle. Circles are used because they:

- Generate equality, since everyone sits side-by-side and can see and hear each person present
- Help build safety and trust
- Help builds connection
- Requires active engagement through listening

When community members sit in circles, we urge participants to use language that invites and encourages curiosity, empathy, respect, trust, honesty, compassion, accountability, inclusion, and repairing harm. We suggest using “I” statements that address feelings such as, “I felt hurt,” “I was embarrassed,” “I am sorry,” etc. In addition, circles promote asking questions and giving each person present the opportunity to respond.

PMC’s goal is to, over time, establish a comprehensive, whole-school approach that incorporates various restorative practices throughout the college, with an emphasis on building a culture of respect and care. In the PMC community, these practices may include:

- Restorative dialogue
- Community harm circles
- Community building circles
- Community reentry circles
- Conferencing

### ***Restorative Justice***

Pine Manor College is working towards taking transformative/restorative approaches to discipline. Restorative justice is an effective alternative to punitive responses to wrongdoing. Restorative justice brings together the persons harmed with the persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community.

Community Harm Circles provide an opportunity for community members to come together to address harmful behavior and campus policy violations in a process that explores harms and needs, obligations, and necessary engagement.

Before the formal Community Harm Circle, those involved will each meet with the Director of Restorative Practices & Community Standards or assigned Student Affairs staff member (also known as the Circle Facilitator) for pre-circles.

During the pre-circle, the involved parties will work with the Circle Facilitator to discuss the restorative justice approach and decide if that seems like a good fit.

If a restorative approach is chosen, the Circle Facilitator will meet with the alleged involved students individually to review the incident and get an understanding of what the person hopes to achieve during the Community Harm Circle. The Circle Facilitator will then convene all the people involved, including the involved parties’ mentor, advisor, family member, and/or coach

for support during the formal Community Harm Circle. (More detail on this process is provided later in this section).

If the person who allegedly caused the harm is found responsible and does not take ownership of the incident and/or understand the harm that occurred, the College will follow a more traditional community standards process where the College decides on the amends (the sanctions) (described later in this section). If the harm that occurred on campus has involved sexual assault, physical violence, or weapons, the College may also require a more traditional community standards process regardless of admittance or ownership of the accused. Lastly, if the respondent has repeatedly gone through Community Harm Circles and continues to violate the College's Code of Conduct, a more traditional community standards process may ensue.

### **Explaining the Process Step-by-Step**

1. Any person may file an [Incident Report](#) (IR) concerning alleged behaviors inconsistent with PMC values of any student or registered student organization. The IR can be submitted online or the complaint can be shared via email or in person to the Director of Restorative Practices and Community Standards, campus safety, or students affairs staff who will then complete the IR form.
  - a. The reporter should submit the IR as soon as possible after the alleged misconduct occurred.
  - b. Once an incident report is submitted, the incident report becomes private information. Incident reports are not shared with students, their families, or others outside of Pine Manor College employees involved in the case unless subpoenaed.
  - c. The IRs automatically distribute to:
    - i. Campus Safety Site Supervisor
    - ii. Dean of Student Affairs
    - iii. Director of Restorative Practices and Community Standards
    - iv. Director of Operations
    - v. Additional parties, as needed (e.g., representatives from King's Education or ELI, if applicable)
    - vi. Pine Manor College's on-call staff
  - d. The IR will also be recorded in College records for statistical purposes. All reports are considered confidential and fall within FERPA regulations.
2. The Director of Restorative Practices and Community Standards (or a member of Student Affairs in their absentia) will determine the Circle Facilitator, whom the case should be assigned to on the Student Affairs team.
3. The Circle Facilitator will issue circle letters to involved parties to meet and discuss the case<sup>1</sup>. This circle will start the investigation process and provide an official setting to hear and establish the facts of the case, determine responsibility for alleged behaviors, and recommend amends, if appropriate.
4. At the circle, students should expect:
  - a. The opportunity for the student to voice 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 Circle Facilitator with witnesses or other credible sources that they would like the Circle Facilitator to meet with about the case. (The Circle Facilitator will make a concerted effort to meet with the named

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<sup>1</sup> If the involved parties meet with a member(s) of the Student Affairs team to discuss the incident before the Director has the opportunity to send out circle letters, those meetings \*may\* replace the more formal process in which case the involved part(ies) may not receive a formal circle letter.

- witness or sources. If those persons do not respond or cannot make the meeting times available in a timely manner, the Circle Facilitator may decide to move forward without their input.)
- d. The opportunity to have a support person such as an advisor, coach, professor, family member, or friend present. If students choose to invite a third party, then:
    - i. The third party may not be an attorney 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 Circle Facilitator 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. That the circle will not be audio/visual recorded or taped in any manner.
  - e. The opportunity to meet again, if needed by the Facilitator to gather more information or clarify questions.
5. After the Circle Facilitator has met with all the appropriate parties, the Circle process may:
- a. Continue if the respondent admitted harm and move into the Community Harm Circle (see *Community Harm Circles* for details).
  - b. Cease if the respondent did not admit harm and was found responsible OR the respondent admitted harm, but the incident involved weapons or physical assault (sexual assault cases would be determined under the Sexual Harassment and Misconduct Policy) OR the respondent has repeatedly violated community standards and gone through the Community Harm Circle process. At which point, the Circle Facilitator will decide on amends in a closed deliberation process and send a follow-up letter to the student stating responsibility for the incident.
    - i. Students will have amends to complete within a designated time outlined in the letter.
      1. Students will have the opportunity to appeal the findings and/or sanction (appeal process described below).
  - c. Cease if the respondent was found not responsible. The case will be closed.

### **Community Harm Circles**

Consistent with the philosophy of restorative practices, those most directly involved in an incident (responsible and impacted parties) have the opportunity to participate in a restorative process (circle/conversation) before any decisions are made. This is especially appropriate if the offender/responsible party has admitted to the offense. Participation by either party is strictly voluntary. If either party refuses participation before a decision, all parties will be informed of the decision when it is made and again offered the opportunity to participate in a restorative circle.

Should the complainant or offender refuse to participate in a circle, there may still be a restorative process for the benefit of others affected by the offense.

#### *Who's involved in a Circle?*

- Responsible Parties: the individuals (respondents) whose actions have harmed others and/or the community
- Impacted Parties: those who were directly harmed by the respondents' actions

- Affected Parties: others who consider themselves or their community to have been harmed by the actions of the respondents
- Supporting Parties: friends or family of either the respondents or the affected parties
- Facilitators: trained PMC staff who facilitate the Circle

### *What takes place at a Circle?*

Circles bring all parties together to meet, talk about what happened, and settle on a plan to repair the harm.

In a typical Circle:

- Each person introduces themselves and their relationship within the Circle.
- Responsible Parties share what happened before, during, and after the incident, and how they feel about what happened.
- Affected Parties and Impacted Parties share what happened before, during, and after the incident, how they feel about what happened, and ask questions.
- Supporting Parties are invited to share thoughts or feelings about what they have heard.
- Facilitators will ask questions to help guide the process. Facilitators are multipartial, rather than impartial as they are committed to supporting and assisting all parties in helping each person tell their story well.
- Once everyone has spoken, the group will brainstorm a list of options for repairing the harm done. Choosing from the list, the group decides which options could best repair the harm and address the most important issues.
- If the group chooses to create a written Agreement, the facilitators will record the options chosen and compile the Agreement, which is signed by all parties.
- The Facilitators provide formal closure to the Circle. Participants are encouraged to contact their Facilitator with any concerns about non-compliance.

### *What are the benefits of using Circles to resolve complaints?*

- Rather than focusing on what policies have been violated, Circles instead help identify who has been hurt and what must be done to repair the harm.
- In a Circle, all parties work together to develop an agreement that resolves the issue. All parties must assent for agreement to be reached. All parties leave the Circle feeling satisfied about both the process and the outcome.
- Circles help Responsible Parties restore their standing in their communities and repair any relationships that were damaged by their actions. Respondents often report that their ties within the community are strengthened as a result of having participated in the Circle.
- Circles provide Impacted Parties a safe, facilitated space to tell the Respondent how their actions caused harm. Impacted parties play an active part in deciding how the Respondent can best repair the harm done.
- Circles allow Supporting Parties to describe more holistically how what occurred has affected the party they are supporting.

If students participate in a Community Harm Circle, the Director of Restorative Practices & Community Standards (or assigned Student Affairs staff) will meet with the alleged student(s) to evaluate and investigate the incident (pre-circle), organize the Community Harm Circle, and facilitate the circle as the keeper.

After the circle, the Circle Facilitator will write up the decision(s) reached by the members of the Community Harm Circle Process, formally notify the student(s) of the decision, and ensure completion of any amend(s) by the designated date.

### **Appeal Process**

All cases are appealed to the Dean of Student Affairs within three business days and by 5PM of sending out the amend letter. After those 3 business days, 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 Dean will work to make a decision on the appeal as soon as possible, but no later than 10 business days during the academic calendar year.

If the Dean of Students made the initial decision in a case, a senior member of the student affairs team or the College President will oversee the Appeals process.

### ***Recommendations for Preparing a Letter of Appeal***

The following offers suggestions on how to prepare a letter of appeal. It is recommended that you carefully review the appeal process and any correspondence or information you have received pertaining to the case. Meeting appeal deadlines is absolutely critical or your appeal may not be considered.

When writing an appeal letter you should brainstorm a list of every reason why the appeal should be granted. You should then review the list of reasons and compare it to the three appeal reasons or grounds the College considers:

- A lack of fairness in the procedures or investigative process that may alter the outcome.
- Significant new information (previously unknown) that has been revealed or discovered which materially alter the facts of the matter and may alter the outcome.
- A lack of fairness in the investigation/circle process given the findings.

Determine which reasons listed above best matches the list you have brainstormed. If you determine that there are reasons to appeal that you believe meet the College's criteria above, then you should prepare an appeal letter.

### ***Appeal Letter***

The appeal letter should be typed and have an introductory paragraph, a body offering supporting information, and a conclusion. The appeal letter only needs to be one or, at most, two typed pages. Students may lean on their Student Success Coach, Dean of Student Affairs, or other trusted mentors to assist them with their appeal letter.

In the introduction, you should introduce yourself and state the grounds of your appeal (see one of the above three items from the bulleted list). The introduction should provide background on your incident and end with a brief statement of why your appeal should be granted.

In the body of your appeal letter, you should explain and outline the grounds of the appeal and provide examples. You may want to address the following question under the ground you have identified.

A lack of fairness in the procedures or investigative process that may alter the outcome.

- What was the procedural error and who made the error?



- How did this error materially and unfairly affect the outcome of the case? In other words, what difference did the procedural error make?

Significant new information (previously unknown) that has been revealed or discovered which materially alter the facts of the matter and may alter the outcome.

- What is the new evidence and what is the relevance and impact of this new evidence to the case?
- Why was this new evidence not reasonably available to you during the initial investigation?

A lack of fairness in the amending process given the finding.

- Is the amend inappropriate (i.e., too severe or too lenient) for the conduct? If you believe it is, what information or evidence supports this claim?
- Does the evidence presented in the case support the findings by the Circle Facilitator? If it doesn't, describe how.

When you finish the main body, you should then write your conclusion. The conclusion should briefly restate reasons why the appeal should be granted. At the end of the letter make sure to add a complimentary closing prior to your signature. This sign-off phrase shows your respect and appreciation for the individuals who are considering the request in your letter. Examples of complimentary closing typically used in letters are “Sincerely” or “Respectfully.”

#### *Six Tips for Constructing the Letter of Appeal*

1. **Be Factual:** Include as much factual detail as possible and if possible reference your comments to supporting documentation. Avoid dramatizing the situation.
2. **Be Specific:** If an appeal or request depends on particular facts which the decision maker will want to verify, provide information that supports those facts.
3. **Stick to the Point:** Don't clutter your letter with information or requests that have no essential connection to the main message.
4. **Do Not Try to Manipulate the Reader:** Threatening, name-calling, persuading, begging, pleading, flattery, and making extravagant promises are manipulative and ineffective methods.
5. **How to Talk About Feelings:** It is tempting to overstate the case when something is important to us. When feelings are legitimate part of a message state it as a fact but again avoid being overly dramatic.
6. **Be Brief:** It is more work to write a good letter than a long one. Decision makers appreciate the extra effort that goes into composing a good short letter.

#### *Review Your Appeal Carefully Before Submitting*

Use a word processing program with spell checking (i.e. Microsoft Word) and re-read your letter and check for spelling, grammar, and context.

It is also recommended to have someone carefully review your appeal before you submit it. Ideally, this person is someone who is unbiased, can give you constructive feedback on the rationale and supporting documentation for your appeal, and has reviewed the applicable college policies and procedures pertaining to your case.

Since this is your process, the PMC student appealing their case should write and submit their appeal and not ask parents, friends, faculty/staff members, or attorneys to write on their behalf..

## **Amends**

Pine Manor College takes a restorative justice approach to community standards and amends. This means we try to use the community standards process and amends as a tool for learning, educating, and relationship building. 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 immediate disciplinary approach up to and including expulsion, which is a permanent dismissal from the College. Similarly, repetitive violations may result in a different approach to amends up to and including expulsion.

## ***Behavioral Agreement***

A behavioral agreement is a document that outlines a reciprocal agreement between the student and the College. The behavioral agreement may include any number of amends and/or specific requirements for students to follow. Behavioral agreements may be used in community standards cases or any event where the College is concerned for a student's success. For example, if a student has just returned from a semester away, a behavioral agreement may be put in place to ensure the student's successful re-admission and transition back to campus. There is no requirement that a circle precede the issuance of a behavioral agreement; however, when possible, the student will meet with the Dean of Student Affairs or the Dean's designee to review the contract.

## ***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.

A student on disciplinary probation does not qualify for student leadership positions on campus.

## ***Educational Assignment***

An educational amend 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 amend 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.

## ***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 amend may last until the

student's case is completed through the Community Standards process. The amend remains in place until the Dean of Student Affairs (or designee) lifts the amend.

If the respondent is removed from campus, the respondent may not participate in any College activities during that time including, but not limited to, coursework, athletics, on-campus work and/or work study, and/or co-curricular activities. Students who receive this amend who are seen on campus during this emergency action/interim amend timeframe are subject to immediate suspension or expulsion from the College. 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 amend is in place.

Due to the immediacy of this amend, a circle is not required before emergency actions/interim amends are implemented.

### ***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) withdrawal from all courses; (c) forfeiture of tuition and fees (including, but not limited to, tuition and room and board); (d) prohibited from visiting the College as a visitor or guest. Any exceptions to these actions must be in writing from the Dean of Student Affairs (or their designee).

When an expulsion is instituted the following people/offices will receive notification: Dean of Student Affairs, Dean of the College, Dean of Enrollment Management, Associate Dean of Student Affairs, Associate Dean of Academic Affairs, Director of Restorative Practices and Community Standards, Campus Safety, Director of Operations, Director of Residential Life (when student resides on campus), Athletic Coach (if applicable), College Registrar, Director of Student Accounts, Director of Financial Aid, Director of Student Services, On-Call team, and student's parent/guardian on record with the College.

When a student is expelled they will receive a letter and/or email detailing the terms of the expulsion including when to leave campus. As students leave campus, they must turn in their PMC ID, residence hall key (if applicable), parking sticker, and borrowed library books to Campus Safety or the Student Affairs staff member present at the time. Failure to turn in any of these items will result in a fine of \$250.00.

### ***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 who trespass onto campus.

***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 amends their second time through the community standards process.

***No Contact Order***

Individuals who have been the target of unwanted contact from another student can request a No Contact Order (NCO) 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 amends up to and including expulsion.

It is the College's practice to put in No Contact Orders for all parties involved in an incident regardless of alleged perpetrator and survivor. Given the situation, friends or roommates of involved parties may also be issued No Contact Orders.

***Suspension***

The College may restrict or suspend a student's access to College facilities and services 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) restricted participation in any campus activity; (b) ineligibility to receive or maintain any award from the College; (c) restricted entrance into various College buildings; (d) forfeiture of all rights and grades not yet conferred; (e) withdrawal from all courses; (f) forfeiture of tuition and fees (including, but not limited to, tuition and room and board); (g) prohibited from visiting the College as a visitor or guest. Any exceptions to these actions must be in writing from the Dean of Student Affairs (or their designee).

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 Restorative Practices and Community Standards, Campus Safety, Director of Operations, Director of Residential Life, Athletic Coach (if applicable), College Registrar, Director of Student Accounts, Director of Financial Aid, Director of Student Services, On-Call team, and student's parent/guardian on record with the College.

When a student is suspended they will receive an email and/or 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), parking sticker, borrowed library books to Campus Safety or the Director of Restorative Practices and Community Standards. Failure to turn in any of these items will result in a fine of \$250.00.

***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.

*Re-entering the Community Circle*

All students who have been away from the Pine Manor College community will be encouraged to participate in reentry support circle. The reentry circle provides students who have been suspended the opportunity to be reintegrated into the community in a positive way. This Circle is important to re-engage the student, who hopefully has had time to reflect on the incident and focus on what needs to be done moving forward. Participants of this circle may include the student's student success coach, academic advisor, athletic coach, friend, family member, Dean of Student Affairs, Director of Restorative Practices and Community Standards, professors, etc.

*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 who trespass onto campus.

Students who violate their suspension risk expulsion.

*Restitution*

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

If restitution is used, the maximum restitution fees include:

Violation of the fire safety equipment policy and/or open flames policy (inclusive of smoking inside campus buildings): \$250

Violation of the alcohol policy

- 1<sup>st</sup> violation: \$50
- 2<sup>nd</sup> violation: \$75
- 3<sup>rd</sup> violation: \$100

Violation of the drug policy

- 1<sup>st</sup> violation: \$75
- 2<sup>nd</sup> violation: \$100
- 3<sup>rd</sup> violation: \$150

Students who violate the fire safety equipment policy and/or open flames policy **and** the alcohol policy **and/or** the drug policy will be fined the higher expense and not both expenses. For example, a student smoking marijuana in their residence hall room is in violation of the open flame policy and drug policy. The student would be charged at max \$250 and not \$250 for the fire safety policy and an additional \$75 for the drug policy.

*Residential-Specific Amends*

In addition to the amends listed, residential students may be subject to the following amends regarding their residential life and housing privileges:

*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.

*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.

*Suspension from Residence Halls*

Suspension from the Residence Halls involves the temporary removal of a student 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 Restorative Practices and Community Standards, Campus Safety, Director of Operations, Director of Residential Life, Athletic Coach (if applicable), College Registrar, Director of Student Accounts, Director of Financial Aid, Director of Student Services, On-Call team, and student's parent/guardian on record with the College.

When students are suspended they will receive an email and/or 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 Student Affairs. 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 \$250.00.

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 in the residence halls can lead to permanent removal from the residence halls and villages. 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 Restorative Practices and Community Standards, Campus Safety, Director of Operations, Director of Residential Life, Athletic Coach (if applicable), College Registrar, Director of Student Accounts, Director of Financial Aid, Director of Student Services, On-Call team, and student's parent/guardian on record with the College.

When students are terminated, they will receive an email and/or letter detailing the terms of the termination including when to move-off campus. When students move off campus, they must

turn in their residence hall key to Campus Safety or Student Affairs. 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 \$250.00.

#### 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 who trespass into the Villages.

#### **Implementation of Amends**

Amends take effect at the time they are determined, unless otherwise stated. If students indicate an intention to appeal, students must still follow the amend until the appeal is determined.

Appeals must be filed in writing to the Dean of Student Affairs (see Appeal Process above) within 72 hours/3 business days of the delivery of the amend. In the event students do not follow through with their initial amend, another circle may be held to determine how to move forward with repairing harm.

#### **Record Keeping**

The Circle Facilitator and/or Director of Restorative Practices and Community Standards will ensure that all amends are completed by the specified date and will submit aggregate data regarding infractions and amends 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.

### **Conclusion**

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 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 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 as needed. Please send suggestions and updates to Staci Weber, Dean of Student Affairs, at [sweber@pmc.edu](mailto:sweber@pmc.edu) or Jammy Millet, Director of Restorative Practices & Community Standards, at [jmillet@pmc.edu](mailto:jmillet@pmc.edu)