

BAY STATE COLLEGE



Resident Student Handbook

2021-2022

Office of Residence Life
31 St. James Ave.
2nd Floor
Boston, MA 02116

Emergency Reference

Office of Residence Life **617-217-9231**
Open Monday through Friday, 9AM – 5PM

Other Important Emergency Numbers:

Ambulance, Fire Dept., Police Dept. **911**

Boston Police Department..... **617-343-4911**

Mass Poison Control Center **800-682-9211**

Boston Area Rape Crisis Center **617-492-7273**

In the event of a medical emergency:

- Call 911.
- Inform a staff person as soon as you call 911 or if you exit the building.

In the event of a fire:

- Pull the fire alarm if you are near a pull station.
- Leave the building via the most direct route.
- Call 911.
- Inform a staff person as soon as possible

Welcome to Bay State College from The Office of Residence Life

The Office of Residence Life strives to foster a living/learning environment in the halls to complement the academic mission of Bay State College. To this end, staff members are visible, available, and approachable to assist students with personal growth opportunities and academic success. The focus of the staff is on creating a community within the hall where students feel a sense of belonging and community, in addition to providing a clean, safe environment.

Located in Fenway section of Boston, the residence hall is a vibrant collegiate living environment. Our hall is placed along a tree-lined promenade that is part of the Emerald Necklace of parks connecting one area of the city to another. This location provides residents with a convenient and stimulating environment to supplement the educational experience of attending Bay State College.

The staff members that are part of the Office of Residence Life in the umbrella of the Department of Student Affairs at Bay State College. A full-time staff member and helps promote the safety, security, and personal well-being of all Bay State College students. Additionally, our staff plans numerous activities for residents to take part in, including both social and educational programs. Our goal is to create an environment within each hall where students participate in meaningful activities that facilitate student development.

The Office of Residence Life is located on the second floor of 31 St. James Avenue. We welcome you to stop by and share your ideas, issues and concerns.

Best wishes for an enjoyable and rewarding academic year,
The Office of Residence Life

The Department of Student Affairs

The Department of Student Affairs is comprised of Residence Life and other Student Affairs' personnel. The Residence Life staff is responsible for student housing, including staffing, programming, and administration. Additionally, Residence Life handles assignments, transfers, and facility enhancements. Questions or concerns regarding any aspect of Residence Life should be directed to this office, which is located on the second floor of 31 St. James Ave. Phone: (617) 217-9231. The office is open from 9:00am to 5:00pm, Monday through Friday.

Department of Student Affairs Mission Statement

The mission of the Department of Student Affairs at Bay State College is to ensure that students of all ages and backgrounds are engaged in the process of growth and change. The extent and intensity of each student's involvement in academic work and other aspects of campus life determine, in large measure, the degree of individual success attained. The role of the Department of Student Affairs is to support this involvement and to encourage a campus environment that will be formative for them and instrumental in their efforts to achieve academic success and personal fulfillment.

The objectives of the Department of Student Affairs are to:

Offer Support Services. The Department of Student Affairs provides a variety of support services that promote the well-being of students. Services include safe and secure residence halls, crisis response and conflict resolution, academic accommodations, counseling services, educational programming, and information and resources about services both on- and off-campus.

Facilitate Student Success. The Department of Student Affairs facilitates the educational, psychological, social, spiritual and physical development of students. Services and programs are offered to enable students to expand their capabilities and understanding and to handle personal problems which, if left unattended, inhibit learning and development. Through a holistic approach, the Department of Student Affairs combines programming, support, and resources to encourage self-advocacy and facilitate student success.

Foster a Campus Community. The Department of Student Affairs advances programs and activities that nurture and encourage a strong sense of community among students, faculty and staff. This objective is primarily achieved by actively involving students in campus community life, fostering social connections and creating an atmosphere of school spirit.

Develop Ethically- and Socially-Aware Citizens. In conjunction with the mission of Bay State College, the Department of Student Affairs is committed to developing students who are ethically- and socially-aware citizens within our community. Opportunities for leadership development and service to the community are combined with a sense of accountability through governance opportunities and the Code of Conduct to achieve this objective.

Residence Life Staff

Jeremy Shepard, Dean of Students

This is Jeremy's eleventh year at Bay State College. He hails from Abington, MA, which is located in the South Shore. He earned his Bachelor's Degree in Advertising from Suffolk University in 2007, and then he received his Master's Degree in Higher Education Administration from Suffolk University. In his free time, Jeremy enjoys completing crossword puzzles, partaking in trivia, watching all New England sports' teams. Jeremy is excited for the upcoming year!

Dustin Martin, Assistant Director of Residence Life & Student Success

This year is Dustin's seventh year at Bay State College. Dustin is originally from Ohio but has been living in New England since graduating graduate school. He attended Shawnee State University where he received his Bachelor's degree in Sociology. While at Shawnee, Dustin was a Resident Advisor as well as being involved in the Student Government Association, Student Program Board, and the Sociology Club. He went on to receive his Master's of Education in Higher Education Administration from The University of Akron. After graduate school he lived in Connecticut for three years as a full time Residence Hall Director. He is very excited to start his second year at Bay State College.

Megan Delano, Mental Health Counselor/Disability Support Services Coordinator

This is Megan's second year at Bay State. She joins the college with a diverse background in mental health services and non profit work. Megan received her Bachelors Degree in Psychology and Spanish from Lesley University in Cambridge, MA. She then continued on to receive her Masters in Clinical Psychology with a Specialization in Art Therapy from Naropa University in Boulder, CO. After completing her masters degree, Megan traveled internationally, utilizing art therapy and mental health modalities while working with various non profits across Europe & Asia. Once returning to the States, Megan gained experience in a variety of mental health settings utilizing mindfulness techniques as well as traditional psychology practices to support clients of various ages and backgrounds. When she is not in the therapist role, Megan enjoys traveling, being outdoors, and creating art. She is eager to continue her journey at Bay State supporting students with both mental health services as well as disability support.

General Housing Information

GENERAL INFORMATION AND APPLICATION PROCEDURE

The following information is provided to outline the process of housing selection. Returning students are given an opportunity to select a room and roommates in the spring semester as long as they are in good standing with the Financial Aid Office and Student Accounts' Office. All new and transfer students are assigned to rooms during the summer months by date of application, according to preferences indicated on the Housing Preference Form, and when they are cleared by Financial Services. Please note that assignments are based on space availability.

Bay State College and the Office of Residence Life reserve the right to require students to enroll for a minimum number of credit hours in order to remain eligible for on-campus housing. Those who fall below this minimum requirement may be asked to withdraw from the residence hall. Assignments to a residence hall may be denied, changed, or cancelled in the interest of health, discipline, and academic standards. Students may also be required to change rooms when it is in the best interest of the community.

RESIDENCE HALL CHECK IN/OUT

Check-In:

Students should proceed to the building to which they are assigned and contact a hall staff member for specific procedures. Students should also refer to the mailings received during the summer for more information about checking in to the residence halls.

Check-Out:

All residents MUST follow the guidelines issued for check-out. Information regarding check-out procedures will be distributed to all resident rooms on campus two weeks prior to break closing. Students are responsible for reading all information regarding check-out procedures and damage charges. Amounts will be provided indicating specific charges for failure to clean before moving out. It is important that each student meet with a Residence Life staff member to discuss any questions or concerns prior to check-out. It is the student's responsibility to arrange to check out and turn in any keys to a Residence Life staff member. A complete assessment of room and building charges cannot be determined until all residents have moved out.

Students are required to vacate their rooms no later than 24 hours after their last examination (or time of withdrawal) or by the announced time of hall closing, whichever comes first.

All students must check out properly with the Residence Hall staff member. Failure to do so may result in an improper checkout charge of \$25.00 and/or damage assessment. At check-out time, residents MUST remove waste and debris and leave their rooms in a clean and livable condition. If extra cleaning is required because of poor housekeeping by the residents, the cost of the extra cleaning will be charged to the residents. The minimum charge for this cleaning is \$50.00 per room. Any property left behind after a resident has moved out will be considered abandoned property and will be subject to immediate disposal. Bay State College and the Office of Residence Life do not provide storage for students.

To check out, the student must clean the room, remove ALL personal items from the building, forward his/her mail, and return the room key, and Student ID (if the student is not returning to the college for the following semester) to a Residence Hall staff member. If items are not returned, a replacement charge will be assessed.

RESIDENCE HALL ROOM/BUILDING CHANGES

Room/building changes will be made on a space-available basis only. Contact the Office of Residence Life for more information.

Students are not permitted to move to another room or building until an official assignment has been made by the Office of Residence Life. Requests for a room change must have the approval of the Assistant Director of Residence Life. **No room changes will be permitted during the first two weeks of each semester.** Students may not move without proper authorization. Students who have made unauthorized moves may be required to return to their originally assigned space, and/or may be held accountable for housing charges for both occupied spaces.

WITHDRAWAL FROM THE RESIDENCE HALLS ONLY

By signing the Residence Agreement, resident students have committed to a contractual period that consists of a full academic year. Under this agreement, a resident is responsible for room and board charges for the entire year.

The resident will be charged for housing based on the date he or she moves into an on-campus room and the chart listed in the Residence Agreement.

Should a student leave housing for any reason during the academic year, he or she will remain responsible for all housing-related charges, with the expectation of graduation or study abroad. In the event that the student's contractual obligations can be assumed by a new resident, the withdrawn student may be eligible for release from these financial obligations based on his or her date of vacancy. This date is defined as the date when the resident's belongings are completely removed from the room and all keys have been returned. In the event that this date falls between December 1 and the last day of final exams for the fall semester, the default date of vacancy will be the last day of final exams in all circumstances.

Residents who fulfill all graduation requirements, spend a semester studying abroad in a Bay State-sponsored program, or become Community Advisors should speak with a Financial Aid Counselor about the process for obtaining a housing waiver.

Residents who are not in good academic or disciplinary status as defined in this Handbook will be given the lowest priority in release.

WITHDRAWAL FROM BAY STATE COLLEGE

Any student who withdraws from the College will be required to withdraw from the residence halls immediately. At this time, students will be given an appropriate deadline for removing their belongings from the hall. Please note that withdrawal from the school does not guarantee termination of your Residence Agreement. Questions about financial matters and contract termination related to moving out should be directed to the Office of Residence Life.

What Every Resident Needs to Know about Hall Living

In order to complement the academic mission of the College, residence hall maintains a living-learning environment that seeks to provide accommodations that are suitable for both academic and social pursuits.

By choosing to live in the residence hall, the student is choosing to be part of a community. There are very few single rooms and students should anticipate living with at least one other student. Such living arrangements necessitate flexibility and compromise. It is the hope of the Office of Residence Life that students can negotiate this environment with an open mind and a willingness to maturely resolve any conflicts that might arise.

To preserve the living-learning environment in the residence halls, noise restrictions have been established. The standard policy is as follows, with individual hall guidelines noted in the descriptions:

- **Courtesy Hours:** During times not designated as “Quiet Hours,” a reasonable amount of noise is permitted. If, during these hours, any student feels that another student’s noise is intolerable, s/he may approach that student and ask him/her to cease making the noise. If the noise does not cease when a student request is made, the perpetrator may face conduct action. Additionally, if at any time a staff member determines that the noise level is unacceptable, students will be asked to terminate the cause of the noise and could face conduct action.
- **Quiet Hours:** 9:00pm 10:00am: During this time, students are expected to keep sound levels to a minimum and take extra measures such as closing the doors to their rooms. During these times, noise should be contained to an individual room. Noise should not travel to rooms or floors above, below, or adjacent to the room in question. Additionally, the common areas and study lounges are reserved for quiet individual study time during quiet hours. Those found in violation of the quiet hours’ policy will face conduct action as a violation of the Respectful Relationships Policy.

The Revolution Hotel

- Located at 50 Berkeley Street, Boston MA 02116
- Quiet hours will begin in this building at 9 PM – 9 AM the following morning. During this time, the common areas and study lounge are reserved for quiet study time.

237 Beacon Street

- Located at 237 Beacon Street, Boston MA 02116
- Quiet hours will begin in this building at 9 PM – 9 AM the following morning. During this time, the common areas and study lounge are reserved for quiet study time.

AMENITIES AND SERVICES

Listed below are several amenities and services provided by the Office of Residence Life. As a resident, each student has the right to utilize these privileges.

Study Lounges/Internet Access

A wireless internet system has been installed in each of the residence halls for student use. If you wish to connect to the wireless internet system, your computer will need to meet the following requirements:

Operating System:

PC's: Windows XP or higher

Macs: OSX or higher

Wireless Network Card:

802.11 g / b / a

Please be aware that Bay State College does not offer technical support for individual student computers. There is an inherent risk in connecting to the internet; therefore, it is strongly recommended that you install current anti-virus and anti-spyware applications. A free anti-virus application can be found at www.grisoft.com, and a free anti-spyware application can be found at www.microsoft.com.

Students are instructed to take their personal computers home with them during school vacations, such as winter break or any other time they will be gone for an extended period of time. Additionally, students should look into insuring their personal computers, either through their parent/guardian's homeowners' insurance or renter's insurance.

Curtains/shades/blinds

Curtains/shades/blinds are provided for windows and must remain on the windows. Banners, flags and tapestries cannot be hung from any windows within the residence halls because they obstruct the fire exits and violate the Good Neighbor Policy.

Damage Assessment

Each resident is charged a security deposit of \$300.00 before moving into the residence halls. The security deposit (which is charged in addition to regular room fees) is held until the student vacates the room and returns all keys. Damage, breakage, replacement charges and fines levied on both individuals and groups of students are deducted from the \$300.00 deposit, and the balance will remain on the student's Subsidiary Account until he/she is no longer a resident at Bay State College. Each year, students will be required to replenish the fund, so that they begin each year starting at \$300.00. If a student is returning to live on-campus, the amount remaining in the damage account will carry over and the student will need to replenish the fund to ensure the fund reaches the \$300.00 security deposit. Once the student decides that they will be living off-campus for at least one semester, this deposit will be refunded to the student within 90 days of moving out of the residence halls. Any student who incurs damages that exceed the \$300.00 deposit will be held liable for the remaining balance.

Residents will be individually responsible for damages they cause to residence hall property. Charges for damages will be based on repair or replacement costs to restore the room or building to approximate original condition.

Residents are also charged for Joint and Common charges when responsibility for hall loss or damages cannot be placed on any specific group or individual. In these instances, the total amount of fees associated with the damage is divided among all residents of the room/floor/building.

Residents should note that they will be held financially responsible for any damages caused by their guests.

Residents may appeal the damage charges in writing within 15 days from the date the final formal assessment is received.

Dining Hall and Meal Services

Meal plans are available at the 237 Beacon Street building. Students living outside of 237 Beacon Street who wish to have a meal plan will be charged an additional cost and can contact Dustin Martin @dmartin@baystate.edu.

Emergency Notification System

Bay State College has established an Emergency Notification System (ENS) for the purpose of communicating with faculty, staff and/or students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. All faculty, staff and students are automatically in the ENS via their Bay State College email addresses and will receive notifications through that channel. However, all members of the community are encouraged to update their contact information to include other channels, such as cell phone and text via the website at www.mir3.com/baystate.

Furniture

furniture that is not permanently attached may be re-arranged within the room, provided that it is not damaged in any way and is not blocking a fire escape or other fire exit. However, all furniture must be returned to its original location in the room prior to move-out. **College-issued furniture may not be removed from the room or building.**

Furniture provided in the residence hall lobbies and lounges is for the comfort and use of all students and guests and may not be moved into student rooms. Furniture should be returned to its original position in these areas upon departure and may not be arranged in such a way that would be a fire hazard. Moving public furniture out of the common areas and into a student room can be considered theft and may result in a recovery charge and/or conduct action. Residents may incur a Joint and Common charge for furniture that is found to be missing from lobbies and common area and when the responsible party cannot be identified.

Additionally, the Office of Residence Life will charge moving fees to any student who leaves personal furniture (furniture that was not originally in the room) in his/her room at the end of the year.

Fuses

Two heating elements used simultaneously may cause an overload. Please try to arrange to use hair dryers and other heat-emitting styling devices one at a time. When fuses blow, residents should find a staff member in the building or contact the Office of Residence Life for assistance.

Health and Safety

The Office of Residence Life strives to provide a safe and healthy environment for all students on campus. Therefore, certain procedures are in effect to ensure that this environment exists.

Bay State College, Office of Residence Life, and the Revolution Hotel respect the privacy of the individual student's residence hall room. However, staff members unconditionally reserve the right to enter students' rooms for suspicion of improper conduct of students, emergency reasons, health and safety inspections, maintenance repairs and follow-up inspections, or residence hall tours. No room shall be entered without knocking, except in an emergency; however staff members do reserve the right to enter students' rooms for the above reasons when students are not present. Students should be advised that any unauthorized appliances, alcohol and/or prohibited substances, and drug paraphernalia found while a staff member is in a room will be confiscated and thrown out, and the students will be notified if conduct action is necessary.

During certain periods each semester, with advance notice, staff members will enter rooms to conduct routine health and safety inspections. Inspections will also be conducted during breaks including, but not limited to, Thanksgiving, winter, and spring breaks. Additionally, where vacancies exist in a room, the room may be shown to prospective occupants who are accompanied by a staff member. If possible, notice will be given to the resident(s).

Packages of any sort are subject to search. Bay State College, the Office of Residence Life, and the Revolution Hotel reserve the right to request that a student open his/her "bag." Failure to comply may result in a conduct meeting. Members of the Residence Hall staff will confiscate any and all prohibited items found in a search. Prohibited items include but are not limited to alcohol, candles, illegal appliances, incense, weapons, illegal drugs, and drug paraphernalia. Confiscated items will be thrown away. No exceptions will be made regardless of the monetary or sentimental value an item may possess. When in doubt, residents should ask a staff member if an item is prohibited prior to bringing it into the residence hall.

Immunizations

All residents are required to submit laboratory evidence of a Meningococcal immunization in addition of having immunizations for Measles, Mumps, Rubella and Hepatitis B before moving into the halls.

Insurance

The Office of Residence Life makes every attempt possible to protect students and their belongings while they are residing on-campus. However, students may want to take certain measures to ensure that their valuables are protected. A brochure on Theft, Fire, and Breakage Insurance is available in the Office of Residence Life during the academic year. Students are encouraged to see if their property can be covered under their parent/guardians' homeowners' insurance policy while they are away, or as an alternative, to sign up for the insurance offered in the brochure. **It is crucial to understand that the College cannot be held liable for loss, theft, or damage of students' personal belongings under any circumstance.**

As a further protective measure, students are encouraged to think carefully about the items that they bring to campus and how they will secure them in their rooms. Students should keep careful track of jewelry, electronics, cash, checkbooks, credit cards and other items of value and keep them in safe and inconspicuous places. Students are also instructed to take these valuables home with them when they leave campus for a period of time.

Keys and Access Cards

Room keys are distributed to each resident during the move-in period. For security reasons, only one key per student per room is issued at any time. This key is for the student's use only and may not be duplicated.

A Student ID is issued to each resident.. Student IDs are non-transferable, and residents should take caution not to allow others to tailgate into the building behind them. If this card is lost, the resident will be responsible for obtaining another card for an additional fee during regular office hours.

Lockouts

If you are locked out of your room, you will need to go to the front desk of the Revolution or contact staff at 237 Beacon Street and they will let you into your room.

Mail Delivery

Student’s mail will be delivered to their rooms.

It is very important that student mail be addressed correctly:

FOR THE REVOLUTION

REGULAR MAIL and Packages are addressed:

Student's Name
Room Number
40 Berkeley Street
Boston, MA 02116

FOR 237 BEACON STREET

REGULAR MAIL and Packages are addressed:

Student's Name
Room Number
237 Beacon Street
Boston, MA 02116

Medical Care

Although Bay State College does not have an on-campus health center, we are located in an area which provides students with a variety of healthcare options. It is highly advisable that students contact their health insurance provider prior to arriving on campus to discuss which facilities are covered and select a primary care physician in the immediate area.

Beth Israel Walk-in Clinic
330 Brookline Ave, Boston
(617) 667-3337

Harvard Vanguard Medical Center
165 Dartmouth St, Boston
(617) 859-5000

Mass General Clinic (This hospital
also has a walk-in psychiatric clinic.)
15 Parkman St, Boston
(617) 726-2000

In the event of an emergency, students should notify a Residence Hall staff member.

Microwaves

In the Revolution, for convenience, there is a microwave in the hallway for shared use. Students are asked to keep the microwaves clean and to pick up any messes left behind. Any problems with the microwaves should be reported to a Residence Hall staff member.

Parking

Due to the extremely restrictive municipal parking regulations, the Office of Residence Life cannot provide parking for any students.

The following is a list of parking garages in the area. Students should direct guests to one of these places for information on parking.

Boston Common Garage
(617) 954-2098

Motor Mart
(617) 482-8380

200 Stuart Street Garage
(617) 377-4174

Room Repairs

In the event that there is a maintenance emergency, students will be required to alert the hotel staff or staff at 237 Beacon Street.

Security

A residence community can only be as safe as each of its members wishes it to be. Locks are effective only when used, and doors keep out unwanted visitors only when properly closed. Doors should be locked at all times, even during short absences. Residents should close and lock all windows when they leave their rooms to ensure safety and security. Residents should never lend out their keys or leave them in any public places. Nighttime public safety staff members provide security in the hotel as an added level of security. Additionally, the Office of Residence Life in conjunction with the Department of Student Affairs offers safety education programs in order to help residents learn about ways to be safer in a city. Residents should notify staff immediately if they notice a breach of security in their room or building.

Television

Televisions and cable are provided in each room at The Revolution. TV and Cable is not provided at 237 Beacon Street.

Trash

Residents are responsible for taking their waste to the trash room.

Extended Breaks

During all school breaks, students are required to leave the residence halls. This includes Thanksgiving, winter, spring and summer breaks (exact dates for these breaks can be found on the College's academic calendar). Students should make careful note of these dates and make travel plans in advance, as they will be expected to be out by the time designated on the academic calendar. Student IDs are turned off during all school breaks, and students will not be allowed into the residence halls during this time.

Laundry

There is no Laundry Room in The Revolution Hotel. The Revolution has a partnership with Lapel Dry Cleaning that does wash, dry, and fold with free pick-up and delivery. There is a laundromat within walking distance as well for students.

Students at 237 Beacon Street have access to washer/dryer at 239 Beacon Street.

Code of Conduct

In order for rights and privileges to be secured, resident students are provided certain policies that they must follow. Through the conduct process, residents are held to the high standards of these responsibilities. The following section provides a comprehensive look at the conduct process, system of sanctions, and Code of Conduct followed by the Office of Residence Life.

Bay State College and the Office of Residence Life have the right, responsibility, and authority to enforce the terms and conditions of the Resident Code of Conduct and the Residence Agreement, as well as any other conditions of residency stated in the *Resident Student Handbook*. **Refusal to comply with the requests of staff members violates the Respectful Relationship Policy and is grounds for disciplinary action.**

CONDUCT PROCESS

Introduction

The basic philosophy of residence hall discipline is one of education. It focuses on the growth and development of student potential through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others.

Policies, rules, and regulations have been established for the residence hall to help in maintaining an optimal living environment for students. These are published in this document, on your Residence Agreement, and in the residence hall.

Residents are responsible for becoming familiar with all of these published statements and for abiding by them as they live within the residence hall community. As members of this community, they also have the right and responsibility to question others when aware they are not adhering to such regulations.

Failure to adhere to these policies can endanger the residents' safety and the safety of others in the residence hall community. Further, violations of these policies may be infringing upon the rights of others.

The Code of Conduct fully outlines disciplinary infractions and possible sanctions resulting from these infractions. In the residence hall system, staff, the Assistant Director of Residence Life and Student Success or the Dean of Students can handle discipline. Sanctions range from admonition of conduct to permanent separation from the residence hall system.

Violators may be accountable to both civil and criminal authorities and to the residence hall system for acts of misconduct. Disciplinary action may proceed during the pending of other proceedings at the discretion of Residence Life officials. Sanctions may be imposed for acts of misconduct.

It is necessary that you become familiar with the information in this document, as well as other published materials of the College, to thoroughly understand your rights and responsibilities within the residence hall community as a whole.

Due Process

The Assistant Director of Residence Life or the Dean of Students may initiate disciplinary action. In some cases, public safety personnel, college administrators, dining hall staff, and students report disciplinary issues to the Residence Life staff. The following is the conduct process:

1. A staff member or another College official writes a formal incident report. All complaints filed will be in writing and contain the name(s) of the accused and a clear statement explaining the nature of the complaint.
2. The student will be notified in writing, by phone, or in-person of the alleged violation(s) and the hearing date and time. The notification in writing will be sent to the student's Bay State College issued email address or via student mail. It is the student's responsibility to check this email address frequently and respond to all communication concerning the

conduct process. Failure to appear for a scheduled hearing may result in the hearing being held in the student's absence. Decisions will be made without the student's input and may not be appealed.

3. Generally, students meet one-on-one with an administrator, although occasionally other staff members may be present. During the conduct meeting, the resident will have the opportunity to discuss the complaint and charges and explain his or her perception of the incident. Information is gathered by the staff prior to the conduct meeting and presented to the student in the conduct meeting. Possible sanctions will be discussed and reviewed.
4. Following the meeting, a letter confirming the sanction or dismissal of complaint will be sent to the student via his or her Bay State College-issued email address. If a student's housing status is elevated for any reason, a letter will also be sent to the parent(s)/guardian(s) and to other members of the faculty and administration at the College, as appropriate.
5. For those incidents that occur in the residence hall, the Dean of Students or designee will also review the case to determine whether or not the student's status at the College is impacted. If necessary, the Dean of Students will hold a hearing with the student to discuss his or her status. Please refer to the Student Handbook for more information on this process.

Appeals

A student has the option to appeal a decision made by Residence Life Staff. The student shall file a written notice of appeal with the appropriate party (see designation below). A written notice must be filed within 48 hours of notice of the initial decision, and shall specify in detail the grounds upon which the appeal is based. Failure to file the above mentioned notice within the prescribed 48 hours constitutes a waiver of the right to appeal. The guide below indicates to whom the appeal should be addressed.

If your sanction was issued by the:

- ASSISTANT DIRECTOR OF RESIDENCE LIFE & STUDENT SUCCESS, appeal to the DEAN OF STUDENTS.
- HEARING BOARD, appeal to the DEAN OF STUDENTS

A decision or judgment may be appealed on the following grounds:

- a. Substantive new evidence that was unknown to the accused at the time of the hearing that may have had an impact on the outcome.
- b. Procedural error of fairness. This does not mean that you believe that the decision and/or the sanction are "unfair." It means that the Office of Residence Life did not follow the listed Due Process Procedure that is listed in this *Resident Student Handbook*.

Please note that severity of sanction is not considered grounds for appeal.

Bay State College also reserves the right to immediately sanction a resident without following the above procedures. In the event that a resident is deemed a danger to him/herself or to others, a summary suspension may be issued, requiring the resident to vacate the premises immediately. A conduct meeting will then be scheduled to resolve the incident. In the case of summary suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both off and on campus.

SANCTIONS

Violations of the Code of Conduct have been grouped into three levels based upon their severity. Typical sanctions for violations of each level are outlined below. The Office of Residence Life, although not limited to the listed sanctions, generally follows the system as listed below. Keep in mind that repeated violations of any nature, even those of a low level, are taken very seriously and will elevate the severity of sanctions given. In some cases of misconduct, more than one standard of the Code of Conduct is violated. In such instances, the College has the right to impose all of the sanctions available for all of the violations. In certain cases, mitigating circumstances or factors may have an influence on the sanctions imposed.

The following sanctions may be imposed upon any resident or group of residents found in violation of the *Resident Student Handbook*. In every instance, the resident will be informed in writing of the details of the sanction(s). Copies of this letter will be held by the Office of Residence Life in a confidential disciplinary file as well as in the student's individual file. If the terms of any sanction imposed are not met, additional and more serious sanctions will be imposed. Students could be charged with Respectful Relationships and held accountable in an addition conduct meeting which could elevate a student's housing status further and/or not being permitted to move back into the residence halls.

Primary Sanctions

- (a) *Written Warning* – a written notice to the student that his/her conduct is in violation of published rules. The infraction and corrective measure(s) are summarized and a warning about possible future consequences should that behavior continue is delivered.
- (b) *Housing Probation* – A change in resident status, indicating that any similar or more serious violation of the Code of Conduct while on Housing Probation may result in a review of housing status or possible suspension.
- (c) *Disciplinary Probation* - A change in resident status, indicating that any similar or more serious violation of the Code of Conduct while on Disciplinary Probation may result in a review of housing status or possible suspension. The notification that is sent to the student will also be sent to the parent/guardian.
- (d) *Deferred Housing Separation* – A change in resident status, indicating that any similar or more serious violation of the Code of Conduct will most likely result in a temporary or permanent separation from the residence hall. The opportunity for continued residency for the next academic year will be reviewed if the student decides to reapply for housing. Students with Deferred Housing Separation status are not guaranteed housing for the following academic year and must go through this review process to be eligible to live on campus. When a student is placed on Deferred Housing Separation, there will be mandatory weekend suspensions assigned as well. The amount of weekend suspensions will equal the amount of policies the student is found responsible for violating during the conduct process. For any other policy violation after Deferred Housing Separation that does not result in Separation from Housing, weekend suspensions will be assigned in the same manner. The notification that is sent to the student will also be sent to the parent/guardian that is listed on the Residence Agreement, Academic Advisor and Program Chair assigned to that student's declared academic program.
- (e) *Separation from Housing (temporary)* – A change in resident status, in which the student is separated from the residence halls for a minimum of 16 weeks (which is the equivalent of an average academic semester), after which s/he is eligible to return. The student will generally be provided with a timeline for moving out, however, in certain cases, students may be required to move out immediately as to ensure the health and safety of all involved. Conditions for readmission to the residence halls may be specified. During this suspension, the student is banned from the residence halls and all property surrounding the residence halls. Upon return to the residence halls, the student will remain on a Deferred Housing Separation status, indicating that a future similar or more serious violation of the Code of Conduct will result in a permanent separation from the residence halls.
- (f) *Separation from Housing (permanent)* – A permanent separation from the residence halls. The student may not reapply for residency. The student will generally be provided with a timeline for moving out, however, in certain cases, students may be required to move out immediately as to ensure the health and safety of all involved.

“Separation” means that you are not permitted on any residential property, including the residence halls, dining hall, hallways, stairways, doorways and sidewalks. You are not permitted in the buildings at any time and thus you cannot be signed in as a resident's guest. If you are removed from housing and found on this property, it will be considered trespassing and the Boston Police will be notified in accordance with Massachusetts General Laws, chapter 266, section 120.

If you are assigned Separation from Housing (either temporary or permanent) and you choose to appeal the decision, you must do so to the Administrative Hearing Board in writing within 48 hours. This appeal should be sent to the Dean of Students.

If you would like to appeal to keep your dining privileges, you must contact the Assistant Director of Residence Life within 48 hours. If you do not follow this procedure, you will be unable to use the dining hall as long as your separation is in effect.

In the event that a student is removed from the residence hall for a disciplinary infraction, the Assistant Dean of Students will make a determination as to whether or not a conduct meeting must be held to decide if the individual can remain a student at Bay State College.

Please note that separation from the residence halls is not grounds for termination of your financial obligations to Bay State College. If you are removed from housing for disciplinary reasons, you will still be liable for the costs associated with the full-term of your Residence Agreement.

Supplemental Sanctions

- (a) *Loss of Privileges* - Denial of specified privileges for a designated period of time, as defined by the individual(s) who impose the sanction. Examples of privileges which may be denied include, but not limited to, guest and visitation privileges, ability to participate in hall events, ability to participate in the room selection process for the next year, restricted from a certain building and a no-contact order.
- (b) *Educational assignments* – Tasks that are creatively applied with the education of the violator in mind. Assignments have some meaningful relationship to the violation, and may take the form of an interview, research paper and/or class. The most common classes offered are Under the Influence and MARIJUANA 101, and the classes come with an administrative fee. If the assignment is not satisfactorily completed by the stated due date, other sanctions will be assigned. If the terms of any sanction imposed are not met, additional and more serious sanctions will be imposed.
- (c) *Community service* – A designated number of hours of community service may be assigned at a particular site, or the student may choose an approved site.
- (d) *Conflict mediation* – A meeting with a Residence Life staff person and two or more parties in conflict to attempt resolution and terms of agreement for future interactions.
- (e) *Referral to and/or mandated support service* – Includes but is not limited to counseling, alcohol assessment, utilization of community resources such as Alcoholics Anonymous, and/or educational programs run through the Counselor.
- (f) *Restitution* - Reimbursement for damages to, destruction of, or misappropriation of Bay State College property or property of any person while on Bay State College premises. The resident will be informed of the amount due, the time and/or manner by which restitution is to be made and the individual or office to be reimbursed.
- (g) *Relocation* - A new room and/or hall placement will be assigned to the resident for the benefit of the individual and/or others in the residence hall environment. The student will be required to move within a prescribed period of time. The Office of Residence Life reserves the right to arbitrarily reassign one or more residents in cases of disputes between residents.
- (h) *Weekend Suspension from the Residence Halls* – Requires the resident to vacate the residence halls for a specified amount of weekends discussed during the student’s conduct meeting. The amount of weekends assigned coincides with the amount of policies that a student is found responsible for during the conduct process. This is a mandatory secondary sanction for all students who are being elevated to the Deferred Housing Separation status. Weekends are defined as Friday 5:00 PM – Sunday 5:00 PM.

RESIDENT CODE OF CONDUCT AND RESPONSIBILITIES

The following outlines policies and procedures associated with being a resident student at Bay State College. It is important to note that our campus extends beyond the four halls and into the greater Back Bay community. Thus, if you are found in violation of any facet of this code while in the surrounding neighborhoods, you will still be held accountable for your actions through the College’s conduct system. This includes, but is not limited to, the use of alcohol and drugs by underage students in neighborhood alleys, parks and establishments.

1. Alcohol

Bay State College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of our community. The Department of Student Affairs will continue to sponsor and support educational programs related to alcohol awareness and prevention, as well as to support alternative activities for students who do not involve the use of alcohol. Alcohol is NOT permitted at The Revolution or 237 Beacon Street.

Bay State College recognizes alcohol poisoning as a medical emergency and will treat it as such. If, in the judgment of the first responders, the individual needs medical attention, they will be transported to a hospital emergency room for assessment and treatment of his/her physical condition. In such instances, students will be financially responsible for the treatment they receive.

- a. The delivery, sale, transfer by means other than sale, and/or consumption of alcohol by students in the residence halls or elsewhere on the Bay State College campus is strictly prohibited.
- b. Displays or collections of alcoholic containers, whether decorative, empty or full, are not permitted in the residence halls. They will be confiscated and thrown out.
- c. Any guest of a resident student is also subject to this policy. Students are responsible for informing their guests that Bay State College is an alcohol-free community.
- d. Abusive consumption of alcohol will not excuse behavior that violates local, state, federal law or the Code of Conduct. Students are responsible and will be held accountable for all illegal acts and/or violations of the Code of Conduct committed while intoxicated. In addition to disciplinary sanctions, referral for alcohol education, personal alcohol use assessment, and/or medical diagnosis and treatment may be made.
- e. The scent of alcohol or the possession of associated paraphernalia which includes, but is not limited to funnels, taps, beer bong, and beer pong/Beirut items, constitutes the presence or use of alcohol and is just cause for a staff member to approach students and/or search their rooms, belongings, or persons. Prohibited substances and accompanying paraphernalia will be confiscated and thrown out.
- f. Students of legal drinking age in Massachusetts (21 years old) who acquire alcohol for another student who is not of legal drinking age will be held responsible for contributing to the delinquency of a minor. Any student of legal drinking age who is found consuming alcohol with, or in a room where, students under the age of 21 years are consuming alcohol will be held responsible for the minor's use of alcohol and could face legal action as well.
- g. Drinking games and/or any other activities that promote the use or abuse of alcohol are prohibited. Kegs, beer balls, punch bowls and other common containers are also prohibited.
- h. Any student, regardless of age, who consumes alcohol outside of the residence halls and returns to the halls visibly under the influence, will be considered in violation of this policy. Underage consumption of alcohol is illegal, and, therefore, a violation of this policy, regardless of where it takes place.

2. Computer, Network, and Technology Use

Computer and wireless network access is provided for the purposes of performing schoolwork. When using these services, students agree to use these resources in an ethical manner, and to adhere to high moral, legal and professional standards. Students also agree to abide by the following rules:

- a. No eating or drinking is permitted while using computer terminals in the residence halls.
- b. In the event that someone is waiting to use a terminal, usage will be limited to twenty minutes.
- c. Absolutely no files or documents can be stored on a computer in the residence hall labs. Desktops will be reloaded frequently to ensure that all files are erased. If working on an ongoing project that needs to be saved, students must utilize a memory stick/flash drive.
- d. Downloading files or programs from the Internet onto the computers in the labs is strictly prohibited.
- e. Students must comply with all copyright laws and provisions of licensing agreements that apply to software, printed and electronic materials, graphics, multimedia and all other technological resources licensed by the institution. Additionally, illegally downloading copyrighted materials via the wireless network in the residence halls is strictly prohibited.
- f. The altering of the desktop or software offering of the computers in the labs in any manner is strictly prohibited.
- g. The viewing, distribution or creation of obscene materials on college-issued computers, televisions and other media devices, and/or using the College's network is strictly prohibited. This includes, but is not limited to, pornography or other sexually explicit materials and any discriminatory content, including that which demeans or offends any member of our community.
- h. The creation or distribution of nuisance, harassing, or discriminating messages or images is strictly prohibited. This includes, but is not limited to, hate mail or messages, threatening statements, and any material that discriminates against or offends any member of our community.
- i. The impersonation of other individuals or misrepresentation of one's self is strictly prohibited.
- j. The use of these terminals or the wireless network to threaten, defame, offend, or otherwise cause harm or damage to another person, institution, or company within or outside the community is strictly prohibited.

k. **Advisory regarding personal websites and blogs:**

Bay State College provides the technology to support students' academic needs. It is expected that students will use the technology for those needs. Please note that information contained in email or accessed via the Internet is the College's property, and the College reserves the right to review it.

When using email or the Internet, students must not engage in any unethical or illegal activity. This includes, but is not limited to, mail forging; the posting and/or retrieval of obscene, lewd, harassing, defamatory, or discriminatory images or mail; posing as another individual; or the sending of chain letters. Messages that serve as advertising or solicitation are prohibited.

Students should not attempt to gain access to another person's email or social media account without that person's permission. Students must not intentionally develop or use programs that attempt to bypass email or Internet security mechanisms. To protect themselves against unauthorized access, students should be sure to log-out of their accounts when finished and should not save or share passwords on any device to which another person may have access.

Bay State College does not, as a matter of policy, routinely monitor social media sites, however, if a student uses such sites to express sentiments, activities, or intentions that are unlawful and/or violate the Code of Conduct, and this is brought to an administrator's concern, the College will review the site(s) and material posted therein. After review, this may then be addressed with the student through the conduct process. Additionally, all students should be advised that they may be jeopardizing their personal safety and/or career prospects by posting personal and/or questionable material on these sites.

Any violation of the College's policies may be subject to discipline up to and including permanent dismissal from the College. Illegal acts involving College resources may be subject to prosecution by local, state, or federal officials.

- i. **Peer-to-Peer File Sharing:** Bay State College does not prohibit the use of peer-to-peer file-sharing. There are many legal beneficial uses with this technology, but at times, peer-to-peer file sharing is used illegally. When individuals copy music and video files without the permission of the copyright holder, they are typically violating copyright laws. Many entertainment organizations review sites that offer file-sharing to ensure that Copyright Laws are being followed; if an organization sees an illegality, it may contact Bay State College to notify the student to stop action and/ or potentially proceed with legal action against the violator. As a preventative measure, Bay State College blocks access to illegal file sharing and torrenting from the Bay State network. A student who violates Copyright Laws may face disciplinary action and/or faces the possibility of losing his or her privilege of using the Internet. There are many legal alternatives for downloading information, such as iTunes, Netflix, etc.

Violators of these rules will be subject to disciplinary action and termination of computer and/or wireless network privileges. Access to these services is a privilege and an abuse of this may forfeit access. Student Affairs' staff reserves the right to restrict access and use at any time due to vandalism or abuse.

3. Discrimination

Bay State College prohibits discrimination on the basis of race, color, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or non-disqualifying disability. This applies to educational, admissions, and employment policies; treatment of students; and the administration of Bay State College programs and activities.

4. Drugs

Bay State College is a drug-free community. These guidelines are in effect both on campus and beyond the walls of the residence halls; students may be held accountable for their actions off-campus. Bay State College follows all Federal Drug Laws.

- a. The possession, use, sale, manufacture/cultivation of any types of illicit drugs (barbiturates, opiates, marijuana, amphetamines, hallucinogens, prescription drugs used inappropriately etc.) or drug paraphernalia or aiding in the use of such are not permitted in or around the residence halls and are violations of the statutes of the Commonwealth of Massachusetts. Prohibited substances and drug paraphernalia will be confiscated and thrown out. Bay State College reserves the right to notify the Boston Police of any suspected illegal activity involving students and/or guests.
- b. The scent of marijuana constitutes the presence and use of these prohibited substances. The scent of marijuana alone will result in conduct action. Bay State College reserves the right to approach students and/or search their room, belongings or person if there is any suspicion of drug use.
- c. Being under the influence of drugs is considered a violation of the Code of Conduct, regardless of where the drugs were consumed.

- d. Possession of drug paraphernalia which includes, but is not limited to, pipes, smoking masks, bongs, vaporizers, blow tubes and roach clips is prohibited.

5. Fire Safety

- a. State and local laws do not allow cooking in rooms for health, safety and sanitation reasons. Bay State College and its employees reserve the right to confiscate all illegal appliances and potentially dangerous items. Confiscated items will be thrown away; items will not be stored on the premises for future return.
 - i. Electric blankets, sun lamps, microwaves, George Foreman-like or sandwich grills, fog lamps/machines, black lights, toasters, coffee makers (except Keurigs), hot pots, hot plates, waffle irons, electric frying pans, air conditioners, space heaters, battery powered hoverboards and other heat producing appliances are prohibited.
 - ii. A student is permitted to have a refrigerator in his/her residence hall room if it meets the following criteria:
 - Size: maximum of four- (4) cubic feet capacity
 - Electrical: pulls not more than 1.5 amps
 - Ratio: one refrigerator for every two students in the roomAll refrigerators may be subject to safety inspection by maintenance or residence hall staff. Refrigerators are to be emptied and unplugged with a towel placed underneath to collect the water during breaks.
- b. Candles and incense are considered fire hazards and are prohibited in and around the residence hall. If found, whether in use or not, they will be confiscated and thrown out.
- c. Extension cords must be heavy-duty and UL-approved. Only power strips with surge protection/circuit breakers are permitted. They must be used according to manufacturer directions and may not be connected in series. Electrical outlets cannot be overloaded. "Octopus" outlets and similar splitters are prohibited.
- d. In the event of a fire alarm, all individuals must vacate the building immediately. Additionally, students should read and be familiar with the "Fire Safety Procedures" section of this Handbook. Failure to follow these procedures will result in disciplinary action.
- e. The activation of a fire alarm, without just cause, endangers the security of the community and needlessly inconveniences the local Fire Department. A false alarm is a criminal offense that endangers the safety of others. Any student who, without reasonable cause, activates a fire alarm system, tampers with fire safety equipment, or interferes with firefighters is subject to immediate Separation from Housing and a fine of not less than \$50.00 plus the costs of resetting the alarm, recharging fire extinguishers, etc. In addition, prosecution under the laws of the Commonwealth of Massachusetts will be considered, including all costs incurred as a result of tampering with any fire safety equipment and including the payments and fines and/or penalties.
- f. The act of causing or starting a fire is prohibited.
- g. Storing or using any combustible materials (gas, propane, lighter fluid, fireworks, etc.) is prohibited.

6. Gambling

A student may not engage in any form of gambling on campus.

7. Good Neighbor

- a. All students and guests are asked to refrain from sitting, standing, or gathering in any way on the front stairwell of the residence hall. Additionally, it is against Boston Fire Code, as the stairwell is the main exit route for each residence hall.
- b. Resident students are prohibited from placing signs, stickers, banners or other decorations in their windows.
- c. Students and guests are not permitted to double park vehicles in front of the residence hall or any other Fenway. Failure to adhere to parking laws can result in disciplinary action.

8. Guest and Visitation

We welcome guests to the residence halls. For purposes of this policy, a guest is defined as any person, whether a Bay State College student, who does not reside in the hall in which s/he is visiting.

- a. Resident students may not allow prohibited guests into Bay State College residential areas or the surrounding property.
- b. It is considered a very serious offense to lend out keys and/or a Student ID to another student or guest. Any person found in possession of keys and/or a Student ID that does not belong to him/her, will be banned from the premises and his/her host will be held accountable through the conduct system.
- c. Resident students are responsible for their guests' behavior and for notifying guests of the policies and procedures listed within this Code of Conduct. Resident students whose guests violate the Code of Conduct are subject to conduct sanctions. All guests must comply with the Code of Conduct. Guests who violate these policies will face conduct action and may lose visitation privileges.
- d. Any guest, who in the judgment of a staff member, is engaged in activities that are disruptive, abusive, destructive, or potentially destructive will be asked to vacate the property immediately. Failure to leave upon request will result in appropriate legal action.
- e. Any guests between the ages of 11 and 18 years old must have a letter of consent from a parent/guardian that indicates permission for the guest to visit and releases Bay State College of all responsibility and liability for the child. No person under the age of 11 may stay overnight. No person under the age of 11 may visit the premises without a parent or legal guardian present.
- f. Guests may not use a resident student's meal plan.
- g. Staff members reserve the right to require guests to leave the premises at any time and to prohibit guest privileges if deemed necessary.
- h. Guests who are off-campus Bay State College students and are documented in an incident will be subject to the conduct process.

9. Harassment

Harassment is defined as conduct toward another person or persons that has the purpose or effect of creating an intimidating or hostile living environment, educational environment, work environment or environment for participation in

a college activity; or unreasonably affecting a person's living environment, educational or work opportunities, or participation in a college activity.

Harassment of any kind toward a student, faculty/staff member, or visitor will not be tolerated. This includes, but is not limited to verbal, physical, written, and electronic (Facebook, Twitter, IM messages, phone/text messages, etc.) harassment.

10. Hazing

Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people. Hazing by any group or individual on campus is strictly prohibited.

11. Health and Hygiene

- a. It is expected that resident students will maintain reasonable personal health and hygiene habits. If roommate(s) or other students have indicated that there is a problem with a resident's personal hygiene, there will be a good reason to assume that the resident is not within the parameter of good health and hygiene.
- b. Resident students are not permitted to have pets in the residence halls, either on a temporary or permanent basis. An exception can be made for fish in reasonable numbers and in appropriate containers. Aquariums must hold no more than 30 gallons of water. Animals being utilized for academic research are not permitted in the residence halls. Assisted-living animals must be discussed with the Department of Residence Life prior to move-in.
- c. All trash and debris must be placed in designated trash rooms, located in the basement of the hall. Resident students are expected to keep their rooms clean and free from trash. Placing trash in public areas other than the designated trash rooms is prohibited and will result in a trash removal fee.

12. Illegal Social Gathering

- a. Resident students are not permitted to host social gatherings of any kind in which the number of people in a room exceeds double the amount of people assigned to the room.
- b. Residents are not permitted to host gatherings of any size with the intent to violate policies listed within this Code of Conduct, including, but not limited to, the intent to serve, provide, or use alcohol or drugs.
- c. Resident students are not permitted to host paid entertainers in their rooms or within the residence hall.

13. Misconduct

- a. Students will not act in a manner which will infringe upon the privacy rights, privileges, health or safety of other persons. Any activity that has a negative impact on the reasonable use of residence halls by others will not be tolerated.
- b. Disorderly conduct including, but not limited to, fighting, boisterousness, rowdiness, obscene or indecent conduct or appearance, or unbecoming language directed at another, is prohibited.
- c. Conduct which may be considered a violation of local, state, and/or federal law is prohibited.

- d. Not stopping a policy violation or removing oneself from a situation where a policy violation is occurring is considered passive participation in the violation.

14. Misuse of Physical Space or Property

- a. Bicycles are permitted; however, they cannot be kept in common areas or in front of the buildings and must be stored in students' rooms.
- b. Students are not permitted to film other students, staff members, or the insides of the residence halls for any purpose without the express written consent of the Assistant Dean of Students or Assistant Director of Residence Life & Student Success.
- c. Permission from the Building Director is to be obtained prior to the posting of any signs or notices in the common areas of the residence hall, including hallways and doors, and should only be affixed to the existing bulletin boards and designated areas. Bay State College prohibits any written notices, pictures, etc. which are deemed offensive to others to appear in view of those who find such materials offensive.
- d. Students are prohibited from entering, or placing objects in, certain restricted areas, including, but not limited to, rooftops, fire escapes, balconies, windowsills, boiler rooms, and maintenance or staff closets. This also includes areas to which the student has not been given access rights via the college's card access system or guest privileges. Students are also prohibited from exiting through or propping fire doors unless it is a true emergency.
- e. No soliciting is permitted within the residence halls by any salesperson. No group or individual may act as a vendor, sales agent, or in any way establish a business enterprise, in the residence halls. This includes students who are promoting events, goods, and/or services that are not sponsored by Bay State College. Approval of all fund-raising events must be obtained through the Office of Residence Life.
- f. Students are prohibited from removing, loosening, or breaking window accessories, including, but not limited to, glass, hinges, push bars, locking devices, shades, window coverings or screens.
- g. The propping of any exterior door is strictly prohibited. In addition, the door leading from the basement to the first floor of should not be propped under any circumstances.
- h. Lofts, waterbeds, and other water furnishings are prohibited in the residence halls.
- i. Playground equipment or other outdoor entertainment equipment, including, but not limited to, standard-sized stand-alone basketball hoops, is prohibited in the residence halls.
- j. Resident students are prohibited from duplicating a college-issued key.
- k. Under no circumstances may a student interfere with the orderly distribution of mail.
- l. Maliciously damaging or tampering with vending machines, laundry machines, furniture, or any property is prohibited. Behavior that may result in the destruction of another person's property is considered a serious offense and could result in permanent separation from the residence halls.

- m. Students may decorate their residence hall room with posters and other similar decorations as long as they do not cause damage to the room, are not a fire hazard, and are not offensive to those residing in the same space. Painting rooms, furniture, and/or any residence hall surface is prohibited.
- n. Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected into or out of windows of the residence halls is prohibited. Using windows as a means of entrance or egress, unless in an emergency, is strictly prohibited.

15. Physical Violence

- a. Physical violence such as hitting, pushing, slapping, spitting, biting, kicking, choking, , restraining, pinching, hair pulling, or throwing of any object at an individual is considered a most serious type of offense. This also includes behavior of a physically violent nature that is performed in “self-defense.” This behavior will result in the most severe sanction, which is permanent separation from housing.
- b. Physical violence between roommates is considered domestic violence under Massachusetts State Law. Bay State College staff and the Boston Police will treat this type of physical violence as a criminal offense. Physical and verbal fighting of any sort will not be tolerated.

16. Respectful Relationships

- a. Students will maintain integrity in all relationships and respect the dignity and value the worth of all persons. At no time will students be permitted to physically, mentally, psychologically, or sexually abuse any member of the community nor participate in or condone any form of bigotry, harassment, intimidation, or threat, whether verbal, written, physical, or psychological, direct or implied. This standard applies equally to residents and staff of the residence halls, guests, visitors, dining hall staff, and other members of the community.
- b. A student must comply in a timely manner with directions issued by staff members, including public safety officials and dining hall employees, acting in performance of their regular delegated duties. This includes, but is not limited to, requests to search property or person and to confiscate prohibited items. Students must also show their ID cards, upon request, to staff members, dining hall employees, public safety officers, and other appropriate officials.
- c. A student may not furnish false or misleading information to residence hall officials, including public safety and dining hall staff, or on college records, nor shall s/he alter or tamper with such records.
- d. Sports, horseplay, and other physically active games are prohibited inside the residence halls, including, but not limited to bouncing balls, Frisbee, tag, bowling, wrestling, and water fights. Additionally, the use of skateboards, bicycles, scooters, rollerblades, and roller skates, in any residence hall, is prohibited. It is also prohibited to perform any of these acts inside a student’s personal residence hall room.
- e. Minimum residence hall “quiet hours” are established for the building. During quiet hours, noise must be contained to individual rooms; however, students are expected to demonstrate consideration for their neighbors at all times. There will be a 24-hour “quiet hours” during finals period.
- f. The improper use of sound equipment and/or voices in and around the residence halls is prohibited. Local city ordinances prohibit all noises or sounds that can clearly be heard outside one’s immediate room and/or are objectionable to any community member. Under no circumstances may speakers, radios, etc. be placed in the windows

of residence hall. Also, guitar amplifiers, drums, loud musical instruments and excessive speakers are deemed inappropriate for successfully maintaining reasonable noise levels in the halls and are not permitted.

- g. Even when not “quiet hours”, courtesy hours are in effect. Students should always be respectful of the noise that they are producing.

17. Safety and Welfare

- a. Behavior that endangers or disturbs others’ or one’s own personal safety within the jurisdiction of the residence hall is prohibited. This includes, but is not limited to, violating fire safety policies, propping doors or allowing unauthorized guests to enter residence halls.
- b. Students are prohibited from entering any room, other than their own, without the permission and presence of at least one resident from that room. In cases where roommates disagree on whether or not another person is permitted in their room, a staff member will conduct a mediation and draw up guidelines on visitation, which all residents involved will be required to follow.
- c. Unauthorized attempts to take and use, misappropriate, or possess any property or information owned, leased, or maintained by any member of the community is strictly prohibited.

18. Sexual Assault

Sexual assault and rape are defined as criminal behavior in the Commonwealth of Massachusetts. This kind of behavior constitutes violations of the Code of Conduct and will not be tolerated. For more information, see the “Procedures and Resources for Dealing with Sexual Assault” section of this Handbook.

19. Smoking

Smoking is prohibited in all areas of the residence hall. Smoking in student rooms, hallways, stairwells, lounges, lobbies, fire escapes, balconies, and bathrooms is strictly prohibited. Additionally, smoking near the residence hall is prohibited. This includes the front and back entryways to the buildings, as well as the front steps of each residence hall. In addition to cigarettes, beady and clove cigarettes, cigars, hookahs, electronic cigarettes, vape pens, vaporizers and pipes are also prohibited in and around the residence halls.

20. Threats

Any threats of physical violence or offensives and/or insulting actions or behavior toward another individual are prohibited. Any threatening physical, verbal, or electronic harassment of staff, faculty, other college officials, students, or guests will not be tolerated.

21. Weapons

For the safety of all members of the community and in compliance with Massachusetts State Law, the following policies are in place. If a student is found in violation of any of the following, s/he will be automatically separated from the residence hall. Separation from the College is also likely.

Massachusetts State Law imposes a one-year mandatory jail sentence for carrying any firearm without the necessary Firearm Identification card or a “License to Carry a Firearm” obtained from the Commonwealth of Massachusetts.

- a. Possession, use, or sale of any combustible, explosive, or destructive device, or any firearm, regardless of license, within the residence halls is not permitted. At no time will live ammunition of any type be permitted in or on campus.

Any and all types of pistols (including revolvers, automatics, derringers, etc.) and any types of air- or gas-operated guns (including Airsoft BB Guns and all types of paintball guns) are prohibited on campus and within the residence halls at all times.

- b. The firing of any type of firearm, bow and arrow, slingshot, BB gun, paintball gun or any other weapon is prohibited.
- c. Switchblade knives, bayonets, and all concealable weapons with blades are prohibited on campus.
- d. Mace and pepper spray are prohibited on campus even if you do have a license to carry.
- e. Possession of a weapon used for instructional programs is not permitted within the residence hall. This regulation does not apply to law enforcement officials acting in performance of their duties.
- f. Failure to report to public safety and/or residence hall personnel the presence of an unlawful weapon, explosive, or combustible device, when the presence of such weapon or device is known or reasonably suspected, is a violation of the Code of Conduct.
- g. Reporting the false presence of an unlawful weapon, explosive, or combustible device with the intent to mislead or deceive is prohibited.
- h. Fake or toy weapons, including water guns, are prohibited.

Fire Safety Procedures

PREVENTING FIRES

- A. Keep fire ignition sources (high-intensity lamps, etc.) away from combustible material (i.e. pillows, comforters, etc.).
- B. Posters, flags, or other wall hangings must be used sparingly and are not to be hung from the ceiling, and they are not to cover light fixtures or electrical outlets.
- C. Construction of partitions, lofts, and other additions to your room is not allowed.
- D. Holiday decorations are not to be placed on the outside of room doors or in the hallways and are to conform to special guidelines as outlined by staff members.
- E. Keep room entryways, corridors, landings, stairwells, fire escapes and exits free and clear at all times - this includes bicycles, furniture and bed frames.
- F. Do not tamper with or alter the electrical system in your room. Do not overload electrical outlets. Use only approved extension cords as listed in the Code of Conduct.

FIRE ALARMS

- A. Learn where fire alarm stations and pull boxes are located on your floor and in your residence hall.
- B. Should you detect a fire, sound the building's fire alarm, evacuate the building, and then call 911 from a phone at another location.

- C. Whenever a fire alarm sounds, evacuate the building immediately using the nearest available exit. As soon as the alarm sounds, AFA Protective Systems notifies the Fire Department and the Administrator-on-Call. The Fire Department is dispatched immediately.
- D. Each semester, a fire drill will take place to help ensure that proper procedures are followed.

EVACUATION PROCEDURES

- A. Learn where the two nearest exits to your room are, including fire escapes.
- B. When an alarm sounds, dress quickly (for the weather) and secure your room key.
- C. Before opening your room door, feel it for warmth. If it is hot to the touch, do not open it. If not, open the door very slowly.
- D. When you leave your room, CLOSE THE DOOR BEHIND YOU.
- E. If smoke is present, crawl out low to the floor.
- F. Use only stairways to evacuate a building.
- G. Without hindering your own evacuation and on your way out of the building, warn as many of your fellow residents as possible by knocking on doors and shouting.
- H. Once outside, stand clear of the building well away from all entrances.
- I. Do not reenter the building until specifically instructed to do so by Residence Life staff or a Fire Department official.
- J. If conditions prevent you from leaving your room:
 - i. Prevent fumes and smoke from entering your room by blocking all openings (with wet towels, if possible).
 - ii. Alert telephone operator of your location.
 - iii. If smoke is in your room, stay close to the window holding a towel (wet, if possible) to your face.
 - iv. Do not break or open windows unless necessary – this source of oxygen may fuel a fire or create a draft that will allow more smoke or fumes to enter your room.
 - v. To alert rescue personnel hang a white towel or other brightly-colored cloth from your window.

Fire Safety at Bay State College

The Department of Student Affairs tracks all fire-related information on campus. Bay State College annually compiles a Fire Safety Report which outlines all fire-safety issues on campus. To access the annual Fire Safety Report, you may go to <http://www.baystate.edu>. Additionally, the Department of Student Affairs maintains a Fire Log which details any fire-safety issues over the past 3 years. The Fire Log is available Monday-Friday 8am-5pm, on the second floor of 31 St. James Avenue, for any incident that may have occurred in the previous 60 days, and if you want to check after 60 days, a request to view the Fire Log will be processed within 2 business days.

Housing Accommodations

Bay State College is committed to providing a safe, supportive, and caring living and learning environment for all students. We recognize that, occasionally, students may need housing accommodations in order to be successful. In accordance with

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Bay State College has established procedures to ensure that students with documented disabilities receive housing assignments that reasonably meet their needs as required by law. To help make certain that each student receives an appropriate housing assignment, the following process has been developed to review all requests for housing accommodations.

Requests for housing accommodations should be submitted directly to the Disability Support Services Coordinator, Megan Delano, M.A. She can be reached at (617) 217-9212 or at mdelano@baystate.edu. The request must be accompanied by supporting documentation from a licensed mental health professional (or physician in the event of a physical disability). This documentation must include the student's diagnosis, the impact it will have on the student's residential experience, and the recommended accommodations. All documentation should meet the standards outlined in the Bay State College Student Handbook.

Once all required documentation has been submitted, a team of staff members evaluates each request for housing accommodations on a case-by-case basis. In an effort to review these requests as fairly and knowledgeably as possible, this team will consist of representatives from Disability Support Services, Residence Life, and the Dean of Students' Office.

Deadlines have been established to allow application review and accommodation considerations prior to the housing selection process for returners and housing placements for new students. Students are advised to start this process early to allow adequate time to obtain the necessary documentation. Applications submitted after the stated deadlines will be accepted and reviewed on a rolling basis. Bay State College will strive to meet late applicants' accommodation needs, including any needs that develop during the semester; however, fewer reasonable accommodation options may be available at later points in the. Students must request housing accommodations annually.

Returning Students: March 1st

New Students: June 1st

Service Animal Policy

Service animals are defined as specific animals that are individually trained to do work or perform tasks for people with disabilities. They are working animals, not pets; the work or task the animal has been trained to provide must be directly related to the person's disability.

Any student who requires a service animal on campus should contact the Disability Support Services Coordinator for information about this process.

Mental Health Policy

In the interest of promoting a safe and healthy environment for all students, the Department of Student Affairs reserves the right to restrict students with certain mental health issues from living in the residence halls until proper treatment is received and documented. Included in these rights is the authority to mandate on-going therapy or counseling for any student deemed to be a threat to oneself or others.

Additionally, any student who has threatened or attempted to cause harm to him/herself or others will receive a summary suspension from the residence halls. Before returning to the residence hall, the student must receive treatment from a licensed mental health professional. This person cannot be the treating physician at the hospital where the student was admitted. A separate evaluation by a licensed mental health professional is required. The Department of Student Affairs will require documentation of this treatment as well as the mental health professional's recommendation that the student is fit to return to the residence halls. It should be noted in this recommendation that the mental health professional

understands the nature of residence hall living and that because of the various pressures of college life, a residence hall is not a therapeutic environment. Furthermore, the Department of Student Affairs reserves the right to require the student to continue treatment once s/he has returned to the residence halls. Documentation of this counseling may be required.

Missing Person Policy

Bay State College defines a “missing student” as an individual who has not had any contact with any member of the College community (including roommate(s) and friends on campus) **and** has also not had any contact with a parent/guardian for period of 24 hours. The student also must not have disclosed his or her location to either entity prior to leaving campus. As soon as a member of the College community or a parent/guardian believes the student is missing, he or she should notify the Office of Residence Life by calling 617-217-9222. The situation will then be reported to the Assistant Director of Residence Life or designee who will take the following steps:

- The Assistant Director will call the student’s cell phone number that is held on file in the Office of Residence Life.
- If the student does not answer the call, the Assistant Director will contact the student’s roommate(s) and other individuals in the residence halls to see if they have seen or heard from the student. (The roommate will not be contacted if s/he was the reporting individual.)
- If the roommate(s) have not seen the student within the last 24 hours, the Assistant Director will consult class attendance and access control records to determine if the student has been on campus. The Assistant Director will also contact the student’s professors and academic advisor to determine if the student has been seen in class or on campus.
- If the student has not been to classes or accessed his or her residence hall, the Assistant Director will contact the parent/guardian or designated contact person to determine if they have been in contact with the student or know the student’s location. The parent/guardian or contact person will not be contacted if s/he is the reporting individual.
- If, after contacting all parties, the Assistant Director is still unable to determine the whereabouts of the student, the Boston Police Department will be contacted, and the student will be formally reported missing. The Boston Police Department will take control of the situation from this point forward.
- If, at any time, the Assistant Director can determine the whereabouts of the student, s/he will notify the reporting individual and the Boston Police (if applicable) that the student is no longer missing.

The parent/guardian/individual listed on the provided Emergency Information Form will be the default contact person in the event a student is reported missing. Each student also has the option to identify an alternative contact person whom the institution can notify if a student is reported missing. This person would then be contacted, rather than the parent/guardian. In order to change the contact person, the student needs to go to the Office of Residence Life on the 2nd Floor of 31 St. James Ave. This contact information will be confidential and only accessible to authorized campus officials; it will only be disclosed to law enforcement in furtherance of the missing person investigation.

It is important to note that if a student is under 18 years of age and not emancipated, the parent/guardian **will be** notified by the institution in addition to the identified contact person (if it differs).

Campus Security

Prevention and Education Programs

Bay State College places the highest priority on providing a safe and secure campus environment for all constituents. However, security is the responsibility of each member of our community and the Department of Student Affairs provides several opportunities for students, faculty, and staff to learn about campus procedures and crime prevention tips. These include:

- Residence Hall Programming: The Residence Life staff provides regular active and passive programs around issues of safety and security in the residence halls and city at-large. This includes bulletin boards, brochures, and newsletters with information about safe practices.
- Security Bulletins: The Residence Life staff will send out memos about security and safety concerns in the surrounding area.

Reporting Crimes and Other Emergencies

Bay State College students, faculty, and staff are urged to report all crimes and other emergencies to the Department of Student Affairs as soon as possible. If there is imminent danger, the first phone call should be to the Boston Police at 617-343-4911, and then to the Department of Student Affairs.

Students may also report any incidents of crime or violations of the Code of Conduct to the Dean of Students. An incident report will be filed and the Dean will investigate and take any necessary follow-up steps. The Dean of Students' Office is located on the second floor of 31 St. James Ave.

Campus Safety Notifications, Timely Warnings and Emergency Response

Bay State College will notify the community of all crimes or incidents considered to pose a threat to its members, whether they take place on campus or in the immediate vicinity. As described in this report, warnings will be disseminated in a timely manner in order to prevent similar occurrences. All attempts will be made to protect the victims in these incidents. Bay State College has also adopted policies and procedures for the immediate notification of campus emergencies, as listed below.

Procedures and Resources for Dealing with Sexual Assault

According to the National Crime Victimization Survey, sexual assault is drastically underreported. Bay State College is committed to educating the campus community about the nature and consequences of sexual assault. In the United States, 1 in 6 women and 1 in 33 men reported experiencing an attempted or completed rape at some time in their lives.¹ Nearly 60% of rape/sexual assault victims did not report their victimization to the police in 2006, according to National Crime Victimization Survey data.²

Bay State College has dedicated resources toward prevention as well as response, including educational programs to promote the awareness of sexual assault, acquaintance rape, and other sex offenses. Educational programs include workshops, discussions, counseling, outreach, and other support services for survivors. Sexual assault is taken very seriously by the College community, and appropriate actions may be taken against offenders by means of the College's Code of Conduct or by means of civil or criminal complaints. Assault and sexual assault are unacceptable and will not be tolerated at

Bay State College. The College urges any individual who has experienced assault or sexual assault to report to both the College (Dean of Students, Assistant Dean of Students, Residence Life staff or Counselor) and the Boston Police. A report of a sexual assault to the College will be addressed promptly. An investigation will be handled with discretion and confidentiality will be maintained to the greatest extent possible. Bay State is also committed to providing the victim with information regarding on- and off-campus services and resources. A violation of the Sexual Assault Policy by a Bay State College student could lead to sanctions up to and including dismissal from the College. Additional information is available by request or by contacting the Counseling Office or the Dean of Students' Office.

¹Department of Justice (US); 2000. Publication No.: NCJ 181867.

²Rand, M. and Catalano, S. (2007). Crime Victimization, 2006. Washington, D.C.: Bureau of Justice Statistics, U.S. Department of Justice.

SEXUAL VIOLENCE

The full Sexual Violence Policy can be found on the Bay State College website and is available in the Dean of Students' Office, located on the 3rd floor of 35 Commonwealth. There you will find information about consent, further clarifying information, and statements of confidentiality and rights.

Sexual violence in any form – including rape/sexual assault, sexual misconduct, and sexual exploitation – is one of the most serious violations of respect for others and will not be tolerated within our community. Some forms of sexual violence, often referred to as sexual assault or rape, are punishable by both civil and criminal legal action.

Emergency support services are available on a 24-hour basis by calling the Student Affairs Emergency On-Call Number at (617) 217-9211. On-campus Counseling is available through the School Counselor at (617) 217-9212. Any student who reports an incident of sexual violence is entitled to a change in residence (if living on campus) and/or adjustment of academic class schedule (if schedule allows).

Sexual Assault

Sexual assault is any sexual penetration (anal, oral, or vaginal), however slight, with any object, or sexual intercourse by a person upon another person without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger and oral copulation by mouth-to-genital or genital-to-mouth contact.

Effective consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Silence, in and of itself, cannot be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion, or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator or victim's use of alcohol or other drugs does not diminish the perpetrator's responsibility.

Sexual Misconduct

Sexual misconduct is any intentional sexual touching, however slight, with any object by one person upon another person without effective consent (see "Sexual Assault" for a definition of effective consent). Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another, or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by an individual without effective consent is considered a violation of this policy.

Sexual Harassment

Sexual harassment consists of any unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. This includes, but is not limited to: submission to, or rejection of, such conduct that is made either implicitly or explicitly a term or condition of employment or participation in an education program; submission to, or rejection of, such conduct that is used as the basis for employment or academic decisions affecting a student; such conduct that has the purpose or effect of interfering with a student's work or academic performance; or such conduct that creates a hostile or intimidating work environment.

Sexual Exploitation

Sexual exploitation occurs when a student takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include, but are not limited to: making public sexual activity with another student without that other student's consent; prostituting another student; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); voyeurism; and/or knowingly transmitting HIV or an STI to another student.

Stalking

Stalking is defined as any pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile, or offensive environment. A "pattern of conduct" is defined as two or more times and constitutes a repeated attempt to initiate unwanted, inappropriate, and/or threatening interactions against a particular person or group. Examples of stalking behavior include, but are not limited to: unwelcome communication that can be face-to-face, phone, text, email, voice messages, written messages, gifts, etc.; pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial, or any other identifying piece of information without explicit permission; and accessing email, phone, or other forms of personal communication in order to follow or monitor another's activity.

Cyberstalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones, or other similar devices or mediums to pursue, track, harass, monitor, or make unwanted contact with another person is a violation of this policy.

Students who feel that they are being stalked are encouraged to seek assistance by contacting one of the various support services on campus and/or filing a formal complaint with the Dean of Students' Office.

Relationship Abuse

Relationship abuse is a pattern of coercive behaviors that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current and former intimate partners who have dated, lived together, currently reside together on or off campus, or who otherwise are connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships. Relationship abuse is sometimes referred to as intimate partner violence, domestic violence, or dating violence.

Examples of relationship abuse include, but are not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair-pulling, kicking, sexual assault and/or other forms of unwanted physical contact that cause harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; and exhibiting extreme possessiveness or jealousy. Any student who feels he or she is in an abusive relationship is encouraged to contact one of the various support services on campus and/or file a formal complaint with the Dean of Students' Office.



Bay State College

Sexual Assault and Relationship Violence Resource List

Numbers To Call

Emergency

Police

911

(617)343-4911

Bay State College Counseling Office

(617)217-9212

24/7 Hotlines

Boston Area Rape Crisis Center

(800) 841-8371

Massachusetts SafeLink

(877) 751-2020

(877) 521-2601 TTY

National Domestic Violence Hotline

(800) 799-7233

(800) 787 3224 TTY

Websites

Asian Task Force Against Domestic Violence

www.atask.org

Boston Area Rape Crisis Center

www.barcc.org

Casa Myrna

www.casamyrna.org

Futures Without Violence

www.futureswithoutviolence.org

GLBTQ Domestic Violence Project

www.glbtqdv.org

Jane Doe Inc.

www.janedoe.org

The Network/La Red

www.tnlr.org