

Student & Residential Life Policies: 2011-2012

These policies may be amended or supplemented by notice in writing to the students' residence in HSC apartments. These policies also apply to all students and others visiting HSC apartments and / or the apartment complex in which they are located.

Holy Spirit College (HSC) has a responsibility to establish policies and procedures that safeguard the health and safety of its community members. Policies and procedures are designed to protect students against incidents or behavior that may jeopardize the spiritual, physical, mental and/or emotional health and/or safety of either the group or individuals. At first glance, some of these policies may seem unduly restrictive. However, given the potential for damage, injury and/or loss of life, certain rights of the individual may be limited for the common good of the community. Care and protection of both community and personal property is a shared responsibility of all its members. Policies were developed to create an environment where students respect and protect their own property as well as the property of their neighbors and HSC.

Moving Out and Abandonment of Items

At the end of your occupation of the apartment be sure to take all belongings with you or store them properly in the commercial storage facility of your choice. Bicycles, furniture, carpet and other items stored improperly or left on campus will be considered abandoned and are subject to donation or disposal at the student's expense. Unless a student is paying for summer occupancy items cannot be stored in the apartment over the summer.

Advertisements/Signs

Students are prohibited from posting materials in the apartment residences or on campus without prior approval. If you wish to post a sign, you need to obtain an HSC approval stamp from the Dean of Students.

Alcohol

According to Georgia state law, no person under 21 years of age may purchase or consume alcoholic beverages of any kind. Any underage student found drinking is subject to legal penalties, as well as to disciplinary measures from HSC. The same applies to persons who provide alcohol to anyone under 21 years of age. On campus at HSC as well as the HSC student residences are tobacco, alcohol, and drug free zones. Students of the relevant legal age may utilize tobacco or alcohol in areas of the apartment complex where such use is permitted by the apartment complex rules. Drunken and disorderly conduct and behavior have no place at HSC and will be treated as a serious infraction. For more information please refer to the HSC "Alcohol and Drug Abuse Prevention Program and Policy."

Appliances

All HSC apartment residences have a refrigerator, stove, oven, dishwasher, washer and dryer. Students are allowed to have a microwave in their room if they so choose. Any additional appliances desired must be approved by the Dean of Students. Appliances

with any type of exposed burner or open flame device are prohibited. Examples include, but are not limited to, space heaters, toaster ovens, toasters, woks, fry pans, sun lamps, electric grills and hot plates. Hot pots and hot air poppers are permitted. In addition, halogen lamps are not allowed.

Bikes

Riding your bike inside of any HSC apartment residence or campus building is prohibited. Any damage caused in transiting or storing a bike in the complex will be charged to the bike owner.

Incense and candles (even if not intended to be burned)

These items are not permitted in HSC residences. Exceptions to this policy must receive advanced written approval from the Dean of Students.

Check-In

At check-in, HSC will provide you with a copy of your Apartment Inventory Form. For your protection, it is essential that you ensure that damages to your apartment prior to your occupancy are documented on the form. You are responsible for reviewing your inventory form and contacting the HSC office within 48 hours of moving into your apartment if you wish to make any corrections/additions. You will be held responsible for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

Check-Out

Students are responsible for checking out of their apartment with a staff member whenever they move or leave at the end of their contract period. For your protection, the check-in Inventory form will be completed by a staff member. All residents must check-out of their apartments no later than 24 hours after their last final exam or commencement for participants. You are responsible for returning your apartment to its original state, scheduling a time with the HSC office to inventory your apartment and returning your key and gate access card. Failure to follow these guidelines constitutes improper check-out. Students will be responsible for all damages and assessed a monetary fine. Staff will inspect apartments after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damages, missing furnishings, extra cleaning charges (including common areas), damaged or missing phones, and the removal/disposal of abandoned furniture, carpet or other personal property not properly stored.

Common Areas

Each apartment has common areas for the use of the residents and their guests for gatherings, TV viewing, group study sessions, prayer meetings, etc. Common areas are defined as any area which is not a bedroom. During Common Area Hours, members of the opposite sex may visit only in common areas. It is forbidden for member(s) of the opposite sex to be in a bedroom at all times. This is to protect the privacy of our students and to encourage avoidance of near occasions of sin.

Common Area Hours:

Sundays-Thursdays: 8:00 am-Midnight
Fridays and Saturdays: 8:00 am-2:00 a.m.

Cooking

Cooking is only permitted in the kitchens or in outside designated barbecue areas. It is the responsibility of the residents to keep the kitchens clean.

Damage or Loss within Apartments

Student apartments and the furnishings provided are to be used in the manner for which they are designed. If you lose or damage the apartment or HSC property, even accidentally, all residents in the apartment are jointly and severally liable and you will be billed for the cost of replacement or repair. Residents are responsible for the actions of any guests they invite and for any costs they incur.

Damage or loss within student apartments is the joint responsibility of the students assigned to that apartment. Students are responsible for reporting any apartment damages or maintenance needs immediately so repairs can be made in a timely manner. Because all residents share responsibility for damage or loss to public areas of their building, an entire living group may be charged for damages or losses to public areas of the building when the person(s) responsible is unknown. If it is necessary to bill an entire living group or portion thereof, a service charge will be added to the cost of repairs. If you are aware of others damaging property, ask them to stop and advise the Dean of Students immediately. Damages and the resulting charges are reduced when everyone in a community works to ensure that residents and guests respect others' property.

Decorations in Student Apartments

Because your apartment is your home away from home, you may prefer to bring your own decorations to give it a personal touch. Furniture may be added if it does not create a health or fire hazard. However, all current furnishings must remain in the apartment. Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors and must be fire retarded. Lights cannot be covered, tampered with nor have the bulbs removed.

While you are encouraged to personalize your living space, possessions or displays which are inconsistent with accepted standards or HSC policies should not be displayed in or outside of room, doors, or in general view of the public. This includes your room windows. For example, collections of alcoholic beverage containers, posters of nude persons and harassing or intimidating visual materials are generally considered inappropriate. It is our goal to ensure that people feel welcomed and comfortable in their living environment and are not threatened or offended. If you display an item which is incongruent with this goal, a staff member will advise you to remove it from display. Be aware that some items displayed may constitute a violation of HSC policies regarding harassment. Check with the Dean of Students if you have questions about what may or may not be appropriate.

Discrimination

Discrimination against or harassment of any person on the basis of race, handicap, age, sex, creed, religion, political persuasion, or national or ethnic origin, is contrary to the mission of Holy Spirit College. As such, individuals guilty of such misconduct may be subject to disciplinary action including and up to suspension, dismissal or expulsion.

Drugs

The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia is illegal as defined by Georgia state law and is prohibited. Also, the manufacture, sale, delivery, possession or use in any amount of any controlled substance, drug, chemical, product or material for the purpose of use as an intoxicant is not permitted. A student who chooses to violate this policy or other HSC policies will be required to attend an educational workshop on alcohol and other drugs at the student's expense. Additional sanctions may also be imposed. For more information please refer to the HSC "Alcohol and Drug Abuse Prevention Program and Policy."

Entry of Apartments

It is HSC's policy to respect your right to maximum privacy in your apartment. When possible, notice is given prior to entering your apartment for routine maintenance and inspection. However, HSC personnel and their authorized designee(s) may enter your apartment without notice for an emergency, maintenance work, fire safety inspections, fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of HSC policy, state or federal law. Apartment Complex, HSC administrators, or authorized designee(s) may also enter your apartment without notice in case of maintenance needs. A note should be left if your apartment has been entered. Your apartment may be entered during semester and Spring breaks without prior notice by HSC personnel when they are conducting building inspections and doing maintenance work.

Fireworks, Explosives, and Dangerous Chemicals

Due to their potential to start a fire or otherwise endanger members of the campus community, explosives, fireworks, compressed gas and dangerous chemicals are prohibited on HSC property and student apartment location. Equipment and vehicles that use combustible fuel are also prohibited in the residences.

Fire Safety

All hallways and stairwells must be clear of obstructions at all times. Know the location of all fire exits, fire alarms and extinguishers. All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.). Any sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. If smoke detectors or sprinkler heads have been tampered with, a fine will be assessed to each occupant.

Pulling the fire alarm in a non-emergency situation or tampering with fire safety or firefighting equipment will result in referral for further disciplinary action. This

equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting and automatic door closures. If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living group or portion thereof will be held responsible.

In the event of a fire alarm, you are expected to leave your apartment, close the door behind you and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return. Anyone who fails to cooperate with these expectations is subject to disciplinary action.

Furniture in Apartments

Furniture cannot be removed from your apartment and/or switched between apartments. Personnel will remove any extra furniture that is set up to accommodate an over-assigned apartment. It is not an option to remove any of the original furniture. Your apartment is to be left in the same condition as upon your arrival. Permanent additions are not permitted.

Gambling

Students are not permitted to participate in gambling anywhere on campus or in student apartments. All those present where gambling is taking place are considered participants. Violators of this policy will be appropriately penalized. Any game that involves the exchange of money is considered gambling.

Hall Sports

No athletic activity of any kind is allowed in the halls. This includes, but is not limited to, skating, kicking or tossing balls or Frisbees, playing basketball or football, wrestling, or jumping rope, etc. All water sports are also prohibited in the hallways: this includes the use of water balloons and water guns. There are places to participate in these activities around campus and in the apartment complex of the student residences. All athletic equipment must be stored in the apartments.

Hallways

Hallways and stairwells must remain free of any obstruction at all times. This includes, but is not limited to, boxes, clothes, shoes, cleats, garbage, book bags, bikes, and other obstructive items. Failure to remove those items may result in staff members confiscating or discarding those items left in the hall.

Hanging Decorations in Student Apartments

Use painter's masking tape, pins or very small nails to hang items on the walls. Do not use duct tape, cellophane tape, double-sided mounting tape, regular masking tape, stickers, staples, screws or large nails. Do not hang items from or stick items to the ceiling.

Halogen Lights

Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus or in student apartments.

Hazing

Hazing is defined as any conduct or initiation into any organization which willfully or recklessly endangers the spiritual, physical or mental health of any person. Hazing, its imposition, or its use in any form is a criminal act and is also prohibited.

Insurance for Personal Property

HSC assumes no responsibility for damage, loss or theft to residents' personal property from any cause therefore; students are responsible for obtaining their own personal property insurance and liability coverage for damage, loss/theft of property or fire. If you do not have coverage under your family's homeowner's insurance, there are many options that can be found on the internet or you may choose to call Liberty Mutual and speak with Terri Dutch at (866) 288-4111. She has all the details necessary to quickly obtain an insurance policy tailored for you. If you prefer to choose a different insurance provider, you will need to provide the following information to the insurance agent:

Madison Vinings Ridge, 3200 Post Woods Drive, Atlanta, GA, 30339
Phone: 770-952-0848

Apartment Visitation

As we seek to promote true Christian behavior, we allow members of the opposite sex to visit each other at specified times throughout the day. (Please see Common Area Hours.) The hours posted must be respected. When Common Area Hours are not in session, members of the opposite sex are not permitted in the apartments. Participation in sexual or indecent acts by HSC students is prohibited on campus, in HSC apartments and in the apartment complex in which they are located. Those who violate these policies will be sanctioned and may lose the right to live in or access HSC apartments.

Keys and Building Security

All apartments should be kept locked 24 hours a day, except for entry and exit purposes. Apartments are only as safe and secure as residents help to keep them. To protect the safety and security of all residents, do not prop an outside door. For the security of all campus residents, students may not lend their gate access card to anyone. In addition, the unauthorized possession, use, reproduction or sale of keys to HSC facilities is a violation of HSC policy and is prohibited.

Kitchens in Residences

All of the residences have kitchens for student use. Cooking is not permitted in student bedrooms, bathrooms or hallways. It is the responsibility of the residents to clean up after themselves.

Maintenance

To order repairs in your apartment notify the Apartment Complex Office.

Modesty in Dress

We encourage, and require, modesty of dress at all times while on campus and in and

around the student apartments. Our approach to the question of modest dress emphasizes freedom and responsibility, teaching students to make their own decisions toward a life of virtue and letting them know the consequences of vice.

At all times, students should dress with modesty and prudence, whether inside or outside of the classroom. The students of HSC should avoid fashions that attempt to go against the norms of Christian modesty and morality. (See the Catechism of the Catholic Church, nos. 2521-27.) Standards of dress and sexuality stand and fall together. Sexual immodesty not only distracts, it reduces. It reduces young men and women to something less than they truly are. Modesty, on the other hand, acknowledges the body. It does not hide the body because it is ashamed of it; it veils the body because its sexual power is not an appropriate object of public display. With regard to public life, the Catechism states that modesty inspires one's choice of clothing. The student who insists on dressing inappropriately can be sanctioned.

Movie Policy

All films and television programs shown at HSC should be in good taste and not offensive to Catholic morals and values.

Music

Music is a source of fruitful entertainment, discussion, and debate. It can also be the cause of much tension and frustration, with potential to do either great harm or great good. Any music which is sacrilegious, obscene, or violent is opposed to the faith and values of HSC and of the moral atmosphere we share. Such music, therefore, has no place on our campus or in student residences. Appropriate action is up to the discretion of the Dean of Students. Volume of all music should be carefully moderated so that it does not disturb others. Roommates and fellow residents should not be put in the awkward position of having to request repeatedly that volume be lowered.

Inappropriate Public Displays of Affection

"Man's capacity for love," wrote John Paul II, "depends on his willingness consciously to seek a good together with others, and to subordinate himself to that good for the sake of others, or to others for the sake of that good." We as a Christian community are pursuing an atmosphere that upholds and respects the dignity of the human person. Therefore, we strongly encourage behavior that fosters chastity. Repeated inappropriate public displays of affection on campus or on apartment complex property will not be tolerated and may result in disciplinary action.

Notices from Holy Spirit College

All required notices shall be delivered to a student's HSC mailbox and / or to their HSC email account. Actual notice to a student is considered effective once it is deposited in the mail or posted to his/her HSC email account. Students should check their mailboxes and HSC email account.

Occupancy Limitations

Rooms shall not exceed a safe and manageable occupancy determined by HSC. Student

Apartments are available for student occupancy from the Friday before the start of Michaelmas Semester until 3 days following the completion of Easter Semester. Students may stay in or access their apartment over breaks. Students withdrawing from the college must vacate their apartment within 3 days of withdrawal. In the event of dismissal, students may be required to vacate their apartment (or their access limited) immediately. Students that are enrolled for the following school year may request summer occupancy which will be charged pro-rata to the semester residence charge. Apartments not subject to summer occupancy by full-time students may be used inter alia for students attending summer study programs and this income has been calculated into the subsidized charge for the apartments.

Open Flames

As a means of fire prevention: candles, incense, or any open flames are not permitted in or around the residences (anywhere inside the buildings). Exceptions to these guidelines will only be considered for specific celebrations or ceremonies, such as candles on a birthday cake. Any exception to the open flame policy needs to be approved in advance through the Dean of Students.

Painting

Residents are not permitted to paint their apartments. Students who paint their rooms are responsible for the cost of repainting the space and will be subject to disciplinary action.

Pests

If there are pests or bugs in your apartment, turn in a request to the Apartment Complex Office.

Pets

Fish are the only pets allowed in the residence without written permission and tanks are limited to 15 gallons.

Physical Harm

Physical harm or the threat of physical harm to any person, including sexual misconduct (e.g., sexual assault, sexual harassment), assault, battery and physical fights, will result in serious disciplinary action. You and your guests are expected to resolve differences in a mature, constructive manner.

Pool

Students are required to make themselves aware of and follow all rules imposed by the apartment complex related to the use of the swimming pool (and all other amenities) including limitations on conduct, hours of use and guests.

Propped Doors

All exterior doors are not to be tampered with or disabled. It is a violation to prop an exterior door even if it is attended.

Quiet Hours

Sunday-Thursday: 10:00 p.m. - 8:00 a.m.
Friday and Saturday: Midnight - 8:00 a.m.

Quiet Hours may be extended by notice during examination preparation.

A student who is bothered by the noise of another student should first issue a gentle reminder to the offending student. If excess noise persists, the student should report the offense to the Dean of Students. Serious or repeated violations of Quiet Hours will result in fines or other penalties, according to the circumstances of the case and the judgment of the Dean of Students.

During Quiet Hours, voices should be kept low, doors should be kept closed, music, movies, TV programs, games etc. may be played only very softly and with roommates' express permission and should never be played so as to be able to be heard outside the apartment.

Residence Checks

Residence checks are done from time to time to ensure cleanliness and basic sanitation in the apartments. They are also done to promote maintenance of HSC property. Failure to comply with residence checks will result in a fine for the occupants of the entire apartment.

River Access

Students are required to make themselves aware of and follow all laws, ordinances and rules imposed by the apartment complex related to the river access (and all other amenities) including limitations on conduct, hours of use etc. Students should not swim in the river alone or after dark and should use a flotation device.

Skating

Roller skating, roller blading or skateboarding is prohibited on campus and at the apartment residences.

Smoke Detectors/Sprinklers

All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.), sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. Students cannot tamper with smoke detectors. (See Fire Safety section.)

Smoking

All HSC buildings and residences are designated "No Smoking" areas.

Solicitation

To protect your privacy, no one is permitted to solicit door-to-door. To protect our residential population from unwanted requests to purchase goods or services as well as to protect HSC from any association with suspect businesses, residents may not operate a

business from their apartment. Therefore, students are not able to use HSC apartment addresses, phone numbers or e-mail addresses as contacts for a place of business. However, students are able to use HSC apartment numbers and phone numbers if they are labeled as home contact information. You can also use your apartment as a meeting place as long as it doesn't infringe on your roommate's rights or create a disruption in your community.

Stolen Property

The possession and/or display of stolen property (i.e., street signs, etc.) is prohibited. All stolen property will be collected and returned to its rightful owner. Disciplinary action may follow.

Television

Obscene or indecent programs are strictly prohibited on campus.

Trespassing

Posted times of operation for all buildings on campus, apartment residences and apartment facilities are to be respected. Any use of these during times of non-operation is considered trespassing. Students are not allowed on the roof, window ledges, or other areas where the safety of students may be endangered. Please notify the Dean of Students of any such violations. Violation of this policy may result in dismissal from HSC.

Verbal Abuse and Harassment

All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect. Therefore, verbal abuse and harassment of another individual will not be tolerated. This includes but is not limited to threats, malicious pranks, abusive name calling, and harassment. You and your guests are expected to resolve differences in a mature, constructive manner. Contact the Dean of Students for more information and/or clarification.

Visitors

All members of the campus community have responsibility for helping secure the community welfare by communicating policies to visitors and/or guests. Students are not to permit a nonresident or guest to remain in or use the campus facilities, including apartments, for more than three consecutive nights (or three nights in any 30 day period) and then only with written approval from HSC. Overnight guests must be of the same gender as the apartment's residents. As a host, you must obtain permission from your roommate(s) before a guest is permitted to stay in your apartment. Apartments should not exceed a safe and manageable occupancy to be determined by HSC. Any visitor request must be made at least two school-days in advance. A Visitor/Guest Form may be obtained from the HSC office.

Because students are responsible for the behavior of their guests and incidents which occur in their apartments or on campus, guests must have a host or be escorted while in the building. This responsibility includes charges for any damages incurred. If you are concerned about a guest's behavior, you may need to assert yourself or contact a staff

member for assistance.

Weapons

The possession of dangerous weapons, explosives, fireworks, dangerous chemicals (except in the HSC science labs) or launching/propulsion devices is prohibited on campus and in and around student apartment residences. Weapons include:

- Any item or instrument defined as a weapon by local, state or federal law.
- Any item designed to cause injury or incapacitate another person.
- Any item used to harass, threaten, intimidate, assault or batter another person.
- Any item HSC deems dangerous.

HSC has a zero tolerance policy regarding dangerous weapons and may summarily dismiss students for weapons possession.

Holy Spirit College
Student & Residential Life Policy Handbook

Signature Page

2011-2012

Holy Spirit College provides each student who will be attending Holy Spirit College or living in student housing an outline of policies as written within this handbook. Please read this document carefully. Each student is responsible for complying with all guidelines contained in the handbook.

To signify the reading, understanding, and the agreement to abide by the policies outlined in the Residential Life Handbook, students are required to sign and date the statement below and return this page to the Office of Holy Spirit College.

I have read and understand the information contained in the Residential Life Handbook and agree to abide by all policies outlined.

Student _____

Date _____

Received by _____

These policies may be amended or supplemented by notice in writing to the student resident in HSC apartments. These policies also apply to all students and others visiting HSC apartments and / or the apartment complex in which they are located.