# The Long Island University Brooklyn Campus 490 Fulton Residence Hall



The Resident Student
Community Standards
and
Campus Regulations

## Welcome!

our choice to live in a University Residence Hall provides you with an opportunity to live and learn in a unique residential community. Many of you are at the end of your college careers, making it an exciting liberating new experience. However, some boundaries exist in order to create a healthy, safe atmosphere for all residents in the community. We ask you to respect these boundaries and to live within them. This cooperative atmosphere is the essence of community residence hall living.

This handbook provides you with information which should help make your stay in Hoyt Street Residence Hall at LIU, Brooklyn a positive experience.

Read this handbook carefully-YOU ARE RESPONSIBLE FOR ALL THE INFORMATION WITHIN IT.

## **Table of Contents**

Mission	
Office Staff	
Leadership Opportunities	
Facilities	5
Policies	6
Residence Life Procedures	9
Community Standards Procedures	12
Safety & Security	17
Administrative Regulations	18
Insurance	20
Guest Visitation Policy	21
Alcohol & Drug Policy	23
Iudicial Process	24

## **NOTES**

### **NOTES**

## **Mission Statement**

The Office of Residence Life & Housing is committed to working with students in order to create an environment that supports and compliments the academic mission of the University. The department strives for an atmosphere in which mutual trust, caring and respect exist among students who live in the Residence Hall and those individuals who work with them. The Residence Hall provides an opportunity for teaching responsible citizenship and for developing personal and social values. The staff is further committed to assisting students fulfill their diverse needs, while in the process promoting the development of a keener sense of responsibility and accountability for their actions.

#### The Department of Residence Life & Housing Annual Goals are:

- 1. To serve as a liaison with other departments/units, and to provide residence hall facilities that satisfy the basic needs of the resident student.
- 2. To provide residents with a professional and paraprofessional staff who are committed to shared learning, on-going training, student service and professional growth.
- To facilitate self– understanding such that individuals are encouraged to make s elf– directed choices.
- 4. To promote an awareness of the residence hall as an educational setting where academic and interpersonal experiences are integrated to develop a holistic perspective of learning.
- 5. To encourage acceptance of responsibility for the consequences of one's actions while inspiring sensitivity to the impact that one's actions have on others and their living environment.
- 6. To facilitate an environment which supports experiences of community, including fairness, trust, interdependence and shared responsibility.
- 7. To facilitate greater openness and awareness of individual, cultural and lifestyle differences resulting in an increased acceptance of diversity.



## Residence Life Office Staff

## **NOTES**

#### THE RESIDENCE LIFE OFFICE

The Residence Life Office, located on the first floor of Conolly Hall, serves as the central office for the entire residence hall system. Students as well as professional staff, work to ensure that your living environment is not only comfortable and satisfying, but also a real part of your total educational experience. The offices for the Assistant Director of Facilities, Residence Hall Directors and the Office Manager are in the Residence Life Office located in the lobby of Richard L. Conolly Hall . The office of the Director of Residence Life & Housing is located on the 2<sup>nd</sup> floor of Richard L. Conolly Hall, room 2 K.

The 490 Fulton Residence Hall Resident Hall Director and Resident Assistant hold office hours in the 490 Fulton Street Residence Hall Office, located on the 3rd floor.

#### RESIDENCE HALL DIRECTORS

Residence Hall Directors (R.H.D.'s) are professional staff who live in the residence hall and are responsible for administrative and supervisory functions. They supervise Resident Assistants and act as judicial officers for student conduct hearings. The R.H.D.'s advise the Hall Council and other Residence Hall organizations. Residence Hall Directors are also primarily responsible for ensuring the development of a positive community within their hall. A hall director is on call 24 hours a day to respond to emergency situations within the residence halls.

#### RESIDENT ASSISTANTS

Resident Assistants (R.A.'s) are the main work force of the Residence Life Office. They are primarily upperclassmen who live in the Residence Hall and assist the residents in their adjustment to university life. The R.A.'s are responsible for informing residents of the various community standards as well as information concerning University resources and programs. R.A.'s are on duty each night to assist residents with any number of issues/concerns that may surface when living in a large community; including but not limited to personal counseling, roommate conflict and enforcing university community standards.

## Residence Hall Leadership Opportunities

#### Helping Hands

Founded in Conolly Hall, Helping Hands seeks to promote unity as well as a commitment to service and leadership development in the women of the Hall. Helping Hands provides service to not only the LIU Community but the Brooklyn Community at large.

#### Future As Men

F.A.M., a community service organization within Conolly Hall, seeks to inspire responsibility, leadership, and academic excellence in the male population on the Brooklyn Campus. This is attained through programs and activities that foster integrity, community service and leadership development.

#### Residence Hall Council

The council is designed to give residents a voice in the decisions that directly affect their living environment. Some issues addressed include, programs, facilities and food service.

#### **Staff Positions**

Each year we look for good citizens of the residence hall community to join our team. Students interested in obtaining a Resident Assistant position may inquire at the Residence Life Office. To be considered, one must have resided in the LIU residence hall(s) for one academic year. After filling out an application, students selected to continue in the process are invited to a group interview and a personal interview to determine their candidacy. R.A. applicants must have a minimum G.P.A. of 2.5. Your conduct & involvement in our community is a major determinant to your addition to the team.

## Residence Hall Facilities

To be Announced

## Long Island University Community Standards & Campus Regulations Contract

SEMESTER BEGINNING: Fall:	_ Spring:	YEAK:
STUDENT NAME:		
STUDENT ID #:		
ROOM ASSIGNMENT:		
This contract is entered into by the Office Housing and the student signing below. certifies that I have read, understand and the terms, conditions, regulations and rest the Long Island University Brooklyn Care.	My signature agree to com ponsibilities ampus Residen	below ply with all as stated in
Community Standards and Campus Reg	gulations.	
Student Signature		Date
		Date
		Date

5 × 5

### Residence Hall Important Dates

Sept. 1	New Students Check in Residence Hall
Sept. 6	University Convocation
Sept. 7	Fall Semester Classes Begin
Oct. 15	Parent/Family Day
Dec. 5	Resident Students can begin clearing bill for Spring 2010 semester
Dec. 23	Residence Hall Closes for the Fall Semester at 7pm
Jan. 16	Dr. Martin Luther King, Jr. Day
Jan. 17	Spring Semester Classes Begin
Mar. 9	Conolly and Hoyt Residence Halls Close for Spring Break at 7pm
Mar. 18	Resident Students Return from Spring Break, Halls Re-Open at 10am
April?	Early Room Selection Process Dates - a week in April (TBA)
May 9	All non-graduating students must be checked out of the halls by 7pm
May 10	Commencement Graduating Students must be checked out of the halls by 6pm
May 11	Pharmacy Commencement Graduating Students must be checked out of the halls by 6pm

## Residence Hall Polices

#### Residence Hall Policies

All residents receive a copy of 'The Resident Student Community Standards upon checking into Hoyt Street Residence Hall. It is the responsibility of each resident to be familiar with and adhere to the Community Standards. These standards exist to protect the rights of all residents and to insure a Residence Hall environment that is conducive to your academics & overall socialization. Violations of these standards may result in disciplinary action ranging from reprimands and or fines, to the loss of Hall privileges, suspension or expulsion from the Residence Hall.

The Residence Life & Housing Office functions in collaboration with other University offices to facilitate residential students successful adjustment to and subsequent transition through their college experience. The overall concern of the Residence Life staff is the welfare of the residents: each member of our community is important. It is expected that each resident will show respect, and consideration and be sensitive to the needs of other community members at all times.

The University recognizes all New York City, State and Federal laws with the expectation that students adhere to them. Specifically, the University puts students on notice, that the campus property offers no haven from applicable laws regarding personal behavior, and students are liable for any violations of City, State and Federal laws.

#### **ID Cards**

All Long Island University students, faculty and staff are issued a Brooklyn Campus ID at the ID office located in room M411 in the Metcalfe Building. All members of the LIU community are required to produce their ID upon demand by a Public Safety officer or other University officials. Therefore, ID cards must be carried at all times. Students who fail to show a valid ID upon entrance to a residence hall will be denied access. It is essential that you present your Campus ID to enter the Residence Hall at all times.

Your key gives each Hoyt Street Residence Hall Resident access through the glass door of their floor and the front door of your room. You must carry it all times. If you are locked-out after The Residence Life & Housing office hours, you will be required to pay a \$5.00 fee. Failure to do so will prevent the staff from opening your door.

Current residents of the Residence Hall have the right to enter and use all areas for the purposes assigned to these facilities. Exceptions to these rules are made only in the interests of safety, personal use and privacy, protection of valuable materials and equipment. When areas are officially closed or restricted, limited access applies to all residents of the Hall unless specifically approved.

- 1. Unauthorized access. No student shall use or possess any key to a Residence Hall room for which he/she is not specifically authorized to use or possess.
- 2. Restricted Areas. No student shall enter to any restricted area, nor shall any student assist or make possible the unauthorized entry of any person into a restricted area. Restricted areas include, but are not limited to maintenance areas, posted or enclosed construction sites, and secured utility areas within or surrounding the Residence Hall.

## **Dress Policies & Practices**

Our dress and grooming communicates a great deal to others about our personal values and attitudes. Accurately or not, others form first impressions about our character by the way we dress and present ourselves. The way we dress and carry ourselves speaks to who we are and who we hope to become as citizens in the overall community where neatness, good taste, and maturity play a major role. Residents should take pride in their own personal grooming and hygiene.

- Residents should strive to maintain high hygienic standards at all times.
- Undergarments (e.g. brassieres, panties, g-strings, boxer shorts, etc.) should not be visible in the dining hall or any public areas of the residence hall.
- It is not proper to wear hair rollers, towels, house shoes, or slippers in the dining hall.
- For safety and hygienic reasons bare feet, pajamas, and other sleepwear are not permitted to be worn in the dining hall or any public area of the residence hall.
- The wearing of bathing suits or swimming attire is prohibited in all public areas of the residence hall.
- Clothing worn in public areas of the residence hall must adequately cover anatomical areas including the buttocks/lower back, breast/chest, stomach and pelvic area.
- Wearing pants that do not fit properly and below the buttocks is prohibited (belts should be worn to prevent pants from falling down and/or off).
- Residents should be sensitive to the wearing of clothing with explicit sexual depictions and/or vulgar or profane language.
- Sheer clothing should be worn only when the garment underneath conforms to standard dress practices.
- Guests are expected to adhere to the same standards as the residents.

As members of the community we should always strive to take the high road and our dress should reflect that as well.

## **Judicial Process**

Richard L. Conolly, Hoyt Street, and 490 Fulton Street Residence Halls communities affirm positive values and standards. The judicial process is an educational process, designed to encourage fairness among the residents involved while at the same time providing an experiential framework through which life lessons can be learned.

#### **Disciplinary Sanctions**

Sanctions may include, but are not limited to: room reassignment, suspension of privileges, limited probation, monetary fines, and expulsion from the Residence Hall.

#### **Procedures**

- 1. Resident is written up
- 2. Resident receives a letter from Hall Directors
  - If a minor infraction, no administrative hearing is necessary.
     Resident is administered a warning and letter is placed in file.
  - If a more severe infraction, Resident must schedules a administrative hearing with Hall Director by the indicated time in the letter.
- 3. Resident is administered a sanction or warning
- 4. Resident can choose to appeal the decision

#### Appeals

Residents can request an appeal of the decision of an Administrative Hearing. Requests for appeals must be made in writing to the Director of Residence Life & Housing within three (3) business days of the decision. The written statement must include additional documentation/witnesses supporting your appeal.

The request for appeal however, does not automatically commute the sanction. The sanction will remain until either upheld or revised by the Director.

## Alcohol and Drug Policy

All Community members must comply with Federal and State laws regarding the abuse use of illegal drugs and underage alcohol consumption. Hoyt Street Residence Hall members are reminded that their primary responsibility for behavior and compliance with the laws rest with them as the individual resident. The University recognizes its responsibility to address issues relating to alcohol and drug abuse to encourage responsible conduct on the part of all members of our community. While disciplinary sanctions are certainly an appropriate response, the Hall Community's interest goes beyond a disciplinary response to these issues by providing educational and informational programs about alcohol and drug abuse and encouraging the use of confidential counseling and/or referral services.

Federal and state laws prohibit the possession, sale, and use of narcotics, and the misuse and sale of prescription drugs.

The consumption of alcohol beverages in the residence halls at Long Island University is a privilege that is reserved for those who are **21 years of age** and choose to consume alcohol beverages in a responsible way. Alcohol beverages are not permitted in common areas.

- 1. Residents are required to abide by all New York State and Long Island University regulations regarding the use of alcohol. These rules specify that persons under 21 years of age are prohibited from possessing any alcoholic beverage.
- 2. Students who are of legal drinking age (21 years of age or older) may possess and consume alcohol within LIU residence halls and in accordance with the following:
  - a. Students who bring alcohol into the residence hall or possess alcohol in a residence hall are responsible for its legal use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.
  - b. Kegs, beer balls or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bongs, etc.) are also prohibited.
  - c. Alcohol may not be sold or distributed in the residence halls without permission of the Dean of Students.

#### Marijuana/Other Controlled Substance

Marijuana is an **illegal** substance and is therefore **prohibited** in the residence hall(s). Usage of **marijuana**, possession of **narcotics** and/or other **controlled substances** many result in disciplinary sanctions of suspension or explosion from on-campus housing. Water pipes, bongs, hookahs, and other paraphernalia commonly associated with drug use are prohibited in the residence hall(s). No smoking in the building is allowed!



#### Appliances/Cooking in Rooms

The University offers students the option of cooking in designated apartments only. Cooking in standard rooms and suites is prohibited. Cooking is allowed in the community kitchens designated on each floor. If you reside in a standard room or suite, the use the following appliances: Open-face electrical or heating appliances are prohibited (i.e. hot plates, sun lamps, immersion coils, ovens, hot pots, frying pans, percolators, rice cookers, crock pots, etc...). For your convenience, microfridges (microwave oven and mini fridge) are furnished in each room.

#### Animals/Pets

Given the transient life of most college students and the inherent differences that exist in communal living, pets are not permitted in the residence hall. That includes but is not limited to fish, hamsters, gerbils, snakes, turtles etc.... Pets may not "visit".















## **Residence Life Procedures**

#### Check-In:

Residents of the 490 Fulton Residence Hall may check—in on the designated dates/times that are communicated from The Office of Residence Life & Housing. This information is sent to residential students with their housing assignments as well as published throughout the residence hall. All residents moving into the residence hall must present a stamped, temporary or cleared bill from the Bursar's Office before they will be allowed to move into the residence hall. Once this is received, the resident will need to complete administrative paperwork. This paperwork will include, but is not limited to: registration card, assorted waiver forms, code of conduct acknowledgement, and housing contract. Only after these forms have been completed may a resident begin moving their belongings into their designated assignment. The Resident Assistant will complete a Room Condition Report (R.C.R.) with the resident noting the condition of the room at time of check-in. Any concerns will be addressed and fixed.

#### Check-Out:

At the end of the academic year, all residents must make arrangements to leave campus housing on or before the established residence hall closing date and time. Each resident is required to sign-up in advance for a check- out time. This can be done in the designated areas in the 6th floor elevator lobby where sign up sheets will be posted. At the time of check out the room must be clean and orderly, and all personal belongings must be removed from the room. The Resident Assistant will review the R.C.R. with the resident to note any damages that has occurred. When both the resident and the Resident Assistant sign the Authorization to Check-Out Form and all keys are returned, the resident is officially checked-out. All residents must remove all personal belongings by designated times or articles not removed are subject to disposal. Residents will be billed for room damages and if their room is not clean and orderly. Fines for unclean rooms range from \$75 - \$100 at the discretion of the Residence Hall Director. In addition resident will be charged a fine for not following Residence Life & Housing deadlines at the end of the contracted period. The Office of Residence Life & Housing reserves the right to amend these procedures as necessary.

#### Renewing Housing for Spring

Each resident is billed by term. In order to retain your space for the spring semester, residents must clear their student accounts for both classes and residence hall charges by the established deadlines.

#### Maintenance:

Typically normal wear and tear occurs in the residence hall. For example, if your overhead light bulb burns out, you can get it replaced by completing a Maintenance Request. You can request this form at the Public Safety Booth in the lobby of 490 Fulton Residence Hall. Once you have filled out the form please turn it into the Public Safety Booth. You do not need to be present to have the work order completed. Please remember to write your room number on the maintenance form to ensure your request is attended to in a timely fashion.

- 9. Once the Overnight Guest Application is completed and on file, a resident need only escort their guest to the Public Safety Booth in the Hoyt Street Residence Hall Lobby. Guests **MUST** provide a valid ID in order to gain access into the building.
- 10. Overnight guests during the week must leave by 12 Noon the next day, and weekend guests must leave by 9pm Sunday evening. Failure to do so may result in a monetary fine or suspension of their guest privileges indefinitely.
- 11. Any day guest left in the building after day guest hours have passed, will be treated as an automatic overnight guest. Day Guest hours are 8am-11pm Monday Wednesday, 8am-1am Thursday Saturday and 9pm on Sundays.
- 12. All ID's not retrieved by guests at the proper times will be forwarded to the Public Safety office the following day. This will be treated as an illegal overnight stay, and as such, a disciplinary action will result which may include the suspension of guest privileges, the placing of guest on trespass and may also include a fine levied by the Residence Life Office.
- 13. Student hosts are responsible for the behavior of their visitors, and are required to be present during the period of the visit. The resident host will be held accountable for any guest's violation of Residence Hall Policies or Community Standards and for any financial charges that are the result of damages.
- 14. Individuals under the age of 16 are not allowed in the Residence Hall (exceptions are made for special programs approved by the Office of Residence Life & Housing). Also, parents can be signed in as day guests only. Parents are not allowed to stay overnight in the Residence Hall. A list of local hotel accommodations are available in the Office of Residence Life & Housing.
- 15. Each room is allowed to host friends at all times however, the number of guest is limited. There shall never be more than 8 people in the room at one time. More than 8 will constitute it an illegal party. Guests include other residents in the Residence Hall.
- 16. Large study groups must get permission from the Hall Directors.

#### **Guest Reception Procedures**

All residents must escort their day and overnight guests (i.e. Non-LIU Community members) onto campus by signing them in at the Public Safety booth in the Metcalf/Main Building entrance prior to 10pm. Once signed in, the guest must be escorted to the residence hall. Upon arrival, guests must be signed in as either a day or overnight guest. Overnight guests will receive their guest passes at this time.

Residents signing in visitors from the LIU Community (i.e. Commuter LIU students) must escort their visitor into the residence hall.

Public Safety will take your guest's ID and record the information. The ID will remain in their possession until guest departs the residence hall.

All residents are responsible for seeing their guests/visitors out of the building. The

guest accompanied by the resident must pick up the ID upon exit. Failure to do so will result in an illegal overnight and the placement of guest on trespass for a set period of time.

#### Acceptable Guest ID

\*Valid driver's license, state ID or passport

\*Valid LIU or College/University ID



## **Guest Visitation Policy**

The purpose of the guest policy is to encourage residents to host guests in a responsible manner. It is the responsibility of the resident to know who their guests are to ensure your safety and that of the Hoyt Street Residence Hall community. The rights and property of other residents including roommates and suitemates must be protected from unwanted intrusions and potential vandalism. In addition, to preserve roommates rights and community standards in the residence hall, the number of overnight guests and the frequency of overnight visits are limited. Guest visitation is a privilege that will be monitored by the Residence Hall staff and can be taken away if the rules listed below are violated.

Since the Residence Hall is, first and foremost, a community of students looking to further their academic endeavors, The Office of Residence Life & Housing enforces a two weeks transitional period at the beginning and end of each semester. This is implemented to facilitate resident's transition into their classes and encourage a peaceful environment during exam periods. Therefore, during these periods, residents will not be allowed to have guests.

- 1. Overnight guest. A guest may stay overnight when permission from all the assigned occupants of the room is documented on the appropriate form (Overnight Guest Application). Only one overnight guest per resident is allowed. This applies to all residents.
- 2. Responsibility of guests. When a resident has a guest, he/she assumes the responsibility for the conduct of that guest in the hall. A guest may occupy no room if the resident host is not present.
- 3. Denial of Visitation. A guest may be denied permission to enter the building by the Housing staff if they are seen as a potential threat to students or the University.

#### **Guest Visitation Policy**

#### To Be Announced



#### Cable:

Any resident who brings a cable-ready TV can get access to the University cable system. The student must have a programmer remote control in order to reprogram the TV for our system. To report any cable problems, the student can send an email to: <a href="mailto:bkphone@liu.edu">bkphone@liu.edu</a> Students will need to include their name, room number, telephone number, and a brief description of the problem.

For TV listings go to zap2it.com for a complete channel guide.

#### Internet:

The residence hall is wired for internet access. Students will simply need an Ethernet internet wire which plugs directly into the technology box in the room. If the student has a laptop and would like to request wireless access, you must take the laptop to the "Genius Corner" located next to Quiznos in order for it to be registered. The student will be asked to complete a form to register the laptop. Students will have access to LIUNET within 24hours of their registration. If students have problems with the internet, email the IT Department at <a href="it@brooklyn.liu.edu.">it@brooklyn.liu.edu.</a> Students will need to include their name, room number, telephone number, and a brief description of the problem.

#### Room Change:

Residents may request a room change at the end of the second week of classes. You may request a room change by completing a Room Change Application form. Room Changes will be granted based on availability. The Office of Residence Life & Housing reserves the right to honor any room change request.

#### Room Consolidation:

The Office of Residence Life & Housing has cancellations that occur during the semester. Additionally, administrative needs require that we consolidate or move students to other rooms. While we try not to make this a regular practice, all residents must understand that they can be consolidated for reasons deemed appropriate by The Office of Residence Life & Housing.

#### **Room Access:**

On occasions, authorized staff members may gain access to your room for one or more of the following stipulations:

- Maintenance services are necessary as mandated by the school or at request of the resident.
- 2. Maintenance or health inspections are being conducted.
- 3. Fire safety inspections are being conducted, such as after a fire alarm or during monthly smoke detector/Carbon Dioxide checks.
- 4. It is believed that there is a facilities-related and/or health-related emergency.
- 5. There is a clear indication that a law and/or Campus or Residence Life policy is being violated.

#### Room Locks:

In order to enter their room, the student will need to use their key. Residents are responsible for the safety and security of their personal property. Do not leave the room door unlocked, jammed, or open for convenience. Long Island University is not responsible for any theft that may occur while carelessly leaving the door open. Intentional misuse or abuse of the locks will cause them to damage. If locks are damaged, the student(s) will be responsible for the cost of replacement/repair.



#### Insurance

#### **Insurance**

All residents must provide the Health Services Department with a health form. Each resident must have proof of immunity including but not limited to the MMR vaccinations. Residents of Long Island University are required to maintain valid health insurance which includes routine, emergency, non-emergency and hospital care in the New York metropolitan area, Nassau and Suffolk counties. Therefore, all residents at time of check-in must provide proof of insurance. A copy of the insurance card will be kept in file in The office of Residence Life and Housing.

All Residents are billed for the University-sponsored health insurance plan on their bursar account. You have an opportunity to waive this charge by complying with the waiver procedures by the indicated deadlines. If waiver is not filed by deadline, insurance will be credited for 1 academic year.

Long Island University has implemented a web-based approach to the waiver and enrollment processes of the compulsory student health insurance plans. If you do not have access to the Internet, please contact LIU's agent, Special Risk Consultants Inc., at 800-322-9901 for further instructions and forms. In order to waive compulsory enrollment, review benefits and rates, or request an early ID card, please visit the following website:

#### https://secure.visit-aci.com/enrollment/home/LIU.htm

This is a secure website and the information you provide will be held in strict confidence.



#### B. Damage and Cleaning

Cleanliness and upkeep of student rooms and apartments are the shared responsibility of both the resident and Hoyt Street Residence Hall. All residents are responsible for damages in their own rooms. In addition, all residents are collectively responsible for damages done on their floor or in the public areas of their residence hall. Before any common area damage charges are administered, Residence Life & Housing will attempt to identify the individual or individuals responsible for such actions. Failure to discover individual responsibility for the damages will result with a shared charge among the residents who share the common area. Common areas include but are not limited to community bathrooms, lounges and hallways, stairwells etc.). Vandalism, including graffiti found in the halls and stairwells is not tolerated and will be addressed with charges as indicated above.

#### Student Responsibilities

- 1. Agree not to damage rooms/suites/apartments, common areas, common bathrooms and lounges.
- Maintain cleanliness standards; empty garbage, do dishes, dust, sweep and mop
- Maintain room/suite/apartment safety: no excess storage, no overloading of circuitry, report fire safety equipment malfunctioning (smoke detectors fire extinguishers and carbon monoxide detectors).
- Report maintenance repairs needed. Complete a work order form provided in the lobby's Public Safety Booth.
- Report any pest problems that need to be controlled. An exterminator is a available twice a week to attend to any reported problems. An appointment log is available in the 6th floor Resident Hall Office.

#### A. Extermination

In order to maintain a pest-free residence hall, several things must occur. Residents must be conscientious of their surroundings and should maintain their rooms free of unwrapped foods and crumbs. Also, dishes must be washed promptly after each use and garbage emptied regularly.

#### C. Commercial Activity

Commercial activities (sale of products or services) are not appropriate in a residential setting. Exceptions to this include sale of room apartment material (small furniture or appliances) that one would sell in a "vard sale" situation.

#### 1. Signs, Posters and Flyers:

Signs or handbills that involve solicitation of any type will be considered a policy violation unless they are officially stamped and approved by The Office of Residence Life & Housing. When permission is granted, posting may take place on public bulletin boards with the permission of Residence Life staff. Excessive or damaging postings will result in charges and possibly disciplinary action.

## **Community Standards Procedures**

#### THE RESIDENT STUDENT COMMUNITY STANDARDS AND CAMPUS REGULATIONS

#### I. General Code

The mission and ideals of Long Island University, Brooklyn Campus are: center on the ideals of learning, teaching and researching for their full achievement of respect, cooperation and integrity among members of the community. The Office of Residence Life & Housing functions in collaboration with other University offices to facilitate the residential student's successful adjustment to and subsequent transition through the college experience. The overall concern of the Residence Life staff is the welfare of the residents: each member of our community is important. It is expected that each resident will show respect and consideration and be sensitive to the needs of other community members at all times.

When students enter an institution of higher education, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the University. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. All students are expected to know and abide by these Community Standards. Ignorance is no excuse.

Residents are expected to conduct themselves in accordance with the rules and regulations of the University. Residents, like all members of the University community — trustees, faculty, administration, and staff members — assume responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the University.

Residents at the University expects members of their community to be responsible for their actions and to respect the rights of others. These expectations are not meant to limit students' constitutional rights to freedom of expression.

Students are both citizens and members of the academic community, as well as the local community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy. As members of the academic and local community, they are subject to the obligations that accrue to them by virtue of this membership.

Residents residing in the Residence Hall assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the campus and to exclude those who are disruptive to the educational process.

In general, the behavioral norms expected of students are the following:

- 1. Common decency and decorum
- Recognition of and non-infringement upon the rights and property of others and of the University
- Honesty in academic work and all other activities
- Observance of local, state, and federal laws

The following policies and regulations are intended to insure the common good of the residence hall community. Violations of any of these regulations will result in disciplinary actions ranging from reprimands or fines to the loss of hall privileges, suspension or expulsion from the residence hall.

#### A. Respect and Protection For Person And Property

Respect for persons means acting to enhance their safety, well being and freedom to pursue all their legitimate aims. Respect for property means recognizing not only ownership rights of the person(s) and of the University, but also the dependence of all on the availability and preservation of necessary facilities and equipment. The following violations are specifically prohibited.

- 1. **Against Persons.** No student shall assault, haze, harass, electronically make any threats of degradation or otherwise verbally, physically or psychologically abuse any other person on the University campus or on any University property. No student shall knowingly create a condition, which unnecessarily endangers or threatens the safety or well being of oneself or others. Use of physical force to resolve a conflict is prohibited. This includes fighting, pushing or any act of violence.
- 2. **Against Property.** No student shall possess, damage or create a condition endangering the property of the University or others. This also prohibits the removal of lounge or other furniture from designated areas and thefts of another person's property.
- 3. **Health and Safety.** No student shall refuse to observe any Safety regulation or procedure. No person shall tamper with or otherwise misuse fire extinguishers, exit signs, smoke detectors, fire safety systems or other safety equipment on the campus. Smoke and Carbon Monoxide detectors will be checked monthly by floor's RA. Evidence of tampering or removal will result in a sanction.
- 4. **Dangerous Conditions.** No student shall knowingly create a condition which unnecessarily endangers or threatens the safety or well being of any student/property on the University campus.
- 5. **Interference.** No unauthorized student shall interfere with the right of any other persons to go where they have a right to go or to remain where they have a right to remain on University property. No unauthorized student shall intentionally prevent any other persons from doing anything which they have a right to do, nor shall any unauthorized student require any other persons to do anything which they have a right to refrain from doing.
- **6. Weapons.** No student shall possess fire-arms, air guns, BB guns, martial arts weapons, swords, knives, razors, or other dangerous weapons on University property; nor shall any student possess or use fireworks and other explosives on University property.
- 7. **Discrimination.** No student shall deny the rights or privileges of the University to another member of the University community for reasons of age, color, creed, handicap, origin, race, sex, or sexual orientation.
- 8. **Hazing.** Hazing in any form is prohibited. Hazing is considered interference with the personal liberty of others and includes any acts of domination by an individual or group over another individual or group, which may lead to injury, emotional disturbance, physical discomfort or humiliation. Harassment by banter, ridicule, criticism, abusive playing, humiliating tricks, pranks, or any activity that involves the consumption of alcohol drug, is prohibited.
- 9. **Pledging.** All meetings and step practicing for fraternities, sororities or their satellite organizations must observe the current noise policies.
- 10. Sexual Exploitation. Sexual exploitation of others is prohibited. This includes sexual activities of force, obscene phone calls, sexual harassment, indecent exposure, courtship violence, and sexual assault.
- 11. **Cooperation and Insolence.** Failure to cooperate with or insolence toward residence life staff and security personnel will result in disciplinary action.

## **Residence Hall Administrative Regulations**

The University sets certain limits on occupancy and has established regulations to preserve the facilities and promote health and safety. By University policy, residents are responsible for maintaining good order in the Hall.

#### A. Occupancy Guidelines

The Office of Residence Life & Housing has established administrative procedures so that students can rapidly obtain university housing when it is available. It is imperative that established procedures are followed in regards to check in, check out, and room changes, so that accurate vacancy lists can be maintained.

- Fee Payment. Any resident who fails to pay any fee or assessment required for residency shall not be assigned a space.
- 2. **Checking Out.** Any resident, who upon leaving fails to check out through procedures established by the Department of Residence Life & Housing shall be subject to sanctions. These may include reprimands, fines, and/or suspension from the Residence Hall.
- 3. **Room Exchange.** No student may exchange his/her quarters within the Hall without written permission from the Hall Director.
- 4. Furniture Exchange. No student may exchange or remove furniture from his/her room without authorized permission. No student shall remove furniture from public areas such as lounges, labs, dining hall, lobbies, etc. The pre-condition of all room furniture is recorded at check-in and compared to the post-condition of furniture at check-out. Significant discrepancies in the pre- and post-conditions of furniture will result in damage charges to the residents of the assigned room.

#### A. Extra Furniture Policy

All student rooms are furnished with an extra long twin bed, dresser, a 1, 2, or 3 seater (some rooms may have an armchair), desk, and desk chair. Apartments additionally are equipped with a stove and refrigerator and standards and suites are equipped with microfridges. To ensure that all residents receive the proper allocation of space in a room that they are entitled to, an Extra Furniture Policy has been adopted. Although small pieces are permitted according to this policy (pieces no larger than 3'x3'x3', such as a bookshelf, small end table, or desk chair), large pieces including sofas, futons, personal beds, dining tables, and bureaus, are prohibited. Residence Life & Housing cannot provide you with extra furniture. If furniture needs to be replaced because of normal wear and tear, contact your RA. He or she will follow up with Residence Life & Housing and update your Room Condition Report when changes are made. Students will be charged for furniture missing from their rooms/suites/apartments at the time of check-out.

18

 Additional Locks on Doors and other unauthorized construction/ renovation to the facilities are prohibited.

## Safety & Security

#### **Emergencies**

In cases of emergencies, call Public Safety at x2024 who will contact an RA/RA on-duty. Public Safety will assist in deciding whether or not additional assistance is necessary. When experiencing a problem that does not necessarily require Public Safety you should contact either your RA or the RA on duty.

Also when there is a medical emergency requiring EMS to be called it is imperative that you notify Public Safety. This will facilitate the arrival of the EMS vehicle to the necessary location. Please note that failure to do so will result in a delay and confusion. This campus has several entrances and buildings and without notifying your campus Public Safety can result in jeopardizing valuable time.

#### Fire Safety

In case of a fire in your room, call Public Safety immediately at 718-488-1078 or x2024 and give your name, location and what is burning. IF you cannot put the fire out safely by yourself leave immediately and pull the closest fire box as you exit the building. AS YOU LEAVE YOUR ROOM, BE SURE TO CLOSE THE DOOR BEHIND YOU— this will help prevent the fire from spreading. DO NOT USE ELEVATORS-proceed to the nearest stairwell.

A FIRE EVACUATION SHEET is posted on the back of all student room doors. If this sheet is not on the back of your door, please inform your RA. This important instruction sheet will indicate evacuation paths in case of a fire emergency. Each room is equipped with a smoke detector. Apartments are additionally equipped with a carbon monoxide detector.

Tampering with Fire Safety equipment is a federal offense and will not be taken lightly. The equipment is there for your safety and the misuse of it can result in severe injuries. Students who tamper in any way with any fire safety equipment will face judicial charges resulting in your immediate expulsion from the Residence Hall. No exceptions will be made.

#### Fire Drills/Alarms

On occasion you will experience a Fire Drill or Alarm. Regardless of which it is, it is important that you evacuate the building immediately. Those who fail to evacuate in a timely manner will be punished. Once you evacuate the building, you must cross the street to the opposite sidewalk of Hoyt Street and walk to the corner of Livingston Street (next to Macy's).







#### B. Health and Safety Procedures

- C. Health and safety regulations are maintained by the University for the protection of the entire community. The well-being of Residence Hall students cannot be ensured by any set of regulations but rather by students embracing the concepts of mutual accountability and respect for fellow students.
  - 1.**Safe Conditions.** No student shall intentionally or recklessly create a hazardous condition in the Residence Hall or surrounding area. Specifically, the following items or acts are prohibited in the Residence Hall:
  - Excessive accumulation of garbage or filth in rooms or lounges
  - Igniting a fire
  - Cooking in non-apartment accommodations
  - Installing additional locks on doors
  - Candles, incense, and other flame-emitting devices
  - Scented plug-ins or any pluggable device that is intended to be plugged in and left unattended
  - Electric or fuel-powered heaters
  - · Lofts and waterbeds
  - Any additional furniture that was not provided or approved by The Office of Residence Life and Housing.
  - All animals and pets
  - Tampering with fire safety equipment, including pull boxes, extinguishers, hoses, fire doors, exit signs, heat smoke detectors, etc.
  - The destruction of screens and throwing anything from the windows, balconies or roof of the residence hall.
  - Use of water guns

#### 2. Candles/ Incense and Flammable Materials:

Candles, incense burning and scented plug-ins or any pluggable device that is intended to be plugged in are a threat to the health and safety of all residents. As such, possession and use of these items in the residence halls is strictly prohibited. The use of any open-flame devices (incense, candles, Sternos and kerosene lamps) is strictly prohibited.

#### 3. Health And Safety Inspections:

The Office of Residence Life & Housing will conduct two announced health and safety inspections of each room per semester. The purpose of the inspection is to ensure that there exists no conditions in the room/suite/apartment that violate our health and safety codes. It is not the purpose of the inspection to "check up on" residents or in any way to violate their privacy. Conditions observed by the RA which violate safety or health standards will be recorded, and the resident(s) of the room will be instructed on how to rectify the condition. Sample conditions which would need to be rectified include: accumulated garbage, piled up dishes and other unsanitary kitchen conditions, overloaded electrical sockets and tampered with or disconnected fire safety equipment. RAs are not required to obtain the approval of residents in order to conduct a room inspection. All rooms/suites/apartments must be entered and none can be exempt. RAs will use a master key in order to enter every room if there is no answer or no one is home. Violators of the health and safety rules, if not corrected within the stated amount of time, will be handled through the judicial process. Students found in violation of Residence Hall policies will receive an appropriate disciplinary sanction. The Office of Residence Life & Housing reserves the right to conduct unannounced inspections of all rooms when there is reason to believe the health and safety of residents is being compromised.

#### 4. Noise:

Every resident has a right to reasonable protection against unwarranted physical intrusion. Residents also have the right to reasonable protections against excessive noise. Each student should expect to sleep, converse, study, and listen to music of his/her choice reasonably free from disruption resulting from the activities of others. These rights remain effective twenty-four hours a day, seven day a week. A uniform noise policy has been adopted by the Residence Life staff and Hall's community as outlined here:

- A. Noise, particularly sustained electronically amplified sound, must not be readily audible within the private living quarters of other students. Residents will be accountable for noise producing activities from within their quarters.
- **B.** Noise emitting from within the Residence Hall must not be audible from any other University building.
- C. The noise level on the grounds surrounding the Residence Hall must not reach a level that is disruptive to resident students. Loud talking, playing loud music, and yelling up to residents in windows are prohibited. Conversations on the grounds outside the Residence Hall must be kept at a level that is conducive to study and sleep for resident students.

#### 5. Appliances in Rooms:

No person shall use the following electrical appliances in standard rooms and suites: Open-face electrical or heating appliances (i.e. hot plates, sun lamps, immersion coils, toaster ovens, blenders, George Forman's, hot pots, frying pans, percolators, rice cookers, crock pots, etc. Microfridges (microwave oven and mini refrigerator) are provided by The Office of Residence Life & Housing.

6. Cooking Regulations: Cooking in standard rooms and suites is prohibited.

#### C. Personal Activities

The University recognizes all New York City, State and Federal laws with the expectation that students adhere to them. Specifically, the University puts students on notice, that campus property offers no haven from applicable laws regarding personal behavior, and students are liable for any violations of City, State and Federal laws.

- 1. **Drug Possession or Sale.** No student shall knowingly sell or possess, on this campus, substances defined by New York State or Federal law as illegal. No student shall knowingly sell or possess without authorization any substance defined by New York State or Federal law as controlled.
- 2. **Gambling.** No student shall gamble for money or other valuables on University property.
- 3. **Alcohol.** University policies governing the use of alcoholic beverages in the Residence Hall are in compliance with New York State statues.
- 4. **Smoking.** The Residence Hall is a smoke-free environment. Smoking of any kind is prohibited.

#### D. Private Areas

For the purpose of this policy, Residence Hall rooms, suites, and apartments are considered private. Corridors, lounges, community bathrooms and other open areas of the Hall are considered public and are thus subject to the public area portion of the policy.

- 1. If of legal age (21 years and older), a student may consume alcohol in his/her private room as long as such consumption does not interfere with the student's ability to serve as a positive member of the community, and that it does not interfere with the activity of his/her roommate(s). Persons under the age of 21 cannot be present when alcohol is being consumed.
- 2. Parties in private rooms are prohibited. Social events can be held in the public areas of the Residence Hall with permission from a Residence Hall Director.

#### E. Public Areas

The following applies to lounges, the Blackbird Cafe, in front and behind the Residence Hall, and all other open areas.

- 1. An Events Clearance Form must be on file in the Residence Life Office for every function in public lounges. The form must be submitted to the Residence Hall Director 72 hours before the event. The form must specify the group or individual sponsoring the event, the location of the event, the expected number of people, signatures of people assuming responsibility for the event.
- 2. Disruptive and inappropriate behavior will not be tolerated. Violators are subject to removal from the premises and subsequent disciplinary actions.
- The distribution and posting of alcohol related advertisements in the Residence Hall is prohibited.
- 4. No containers for beer, wine or liquor of any type will be permitted in public areas of the Residence Hall at any time. Any individual found in possession of an alcohol container will be subject to disciplinary action.