WITTENBERG UNIVERSITY

R. A. MANUAL

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# A. Academic Calendar

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<th>Fall 2010</th>
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<tr>
<td>New Student Days</td>
<td>Aug 19-22</td>
<td>-</td>
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<tr>
<td>Classes Begin</td>
<td>Aug 23</td>
<td>Jan 10</td>
</tr>
<tr>
<td>&quot;Senior Packets&quot; in class of 2010 campus mail boxes</td>
<td>Aug 23</td>
<td>Jan 10</td>
</tr>
<tr>
<td>SOCHE Registration</td>
<td>Aug 23 - 27</td>
<td>Jan 10-14</td>
</tr>
<tr>
<td>Last day to ADD a full-semester course &amp; a 1st half-semester course</td>
<td>Aug 27</td>
<td>Jan 14</td>
</tr>
<tr>
<td>Martin Luther King Jr.’s birthday observed (classes are held)</td>
<td>-</td>
<td>Jan 17</td>
</tr>
<tr>
<td>File PASS/FAIL option for full-semester and 1st half-semester course</td>
<td>Sept 7-10</td>
<td>Jan 24-28</td>
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<tr>
<td>Last day to DROP a 1st half-semester course without a 'W'</td>
<td>Sept 10</td>
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<tr>
<td>Last day to DROP a 1st half-semester course with a 'W'</td>
<td>Sept 24</td>
<td>Feb 11</td>
</tr>
<tr>
<td>Last day to DROP a full-semester course without a 'W'</td>
<td>Sept 24</td>
<td>Feb 11</td>
</tr>
<tr>
<td>1st half-semester courses end</td>
<td>Oct 13</td>
<td>Mar 4</td>
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<tr>
<td>2nd-half semester courses begin</td>
<td>Oct 14</td>
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<td>Last day to remove an 'I' grade</td>
<td>Oct 15</td>
<td>Mar 4</td>
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<tr>
<td>Fall Holiday</td>
<td>Oct 18-19</td>
<td>-</td>
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<td>Mar 7-11</td>
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<tr>
<td>Midterm grades due to Registrar by NOON</td>
<td>Oct 18</td>
<td>Mar 7</td>
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<tr>
<td>Last day to ADD a 2nd-half semester course</td>
<td>Oct 22</td>
<td>Mar 18</td>
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<tr>
<td>Academic Advising Week</td>
<td>Oct 25-29</td>
<td>Mar 21-25</td>
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<tr>
<td>Last day to DROP a full-semester course with a 'W'</td>
<td>Oct 29</td>
<td>Mar 25</td>
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<tr>
<td>File PASS/FAIL option for 2nd half-semester courses</td>
<td>Nov 1-5</td>
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<tr>
<td>Last day to DROP a 2nd half-semester course without a 'W'</td>
<td>Nov 5</td>
<td>Apr 1</td>
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<tr>
<td>Good Friday (no classes)</td>
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<tr>
<td>Online Registration</td>
<td>Nov 1-12</td>
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<tr>
<td>Last day to DROP a 2nd half semester course with a 'W'</td>
<td>Nov 19</td>
<td>Apr 15</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>Nov 24-26</td>
<td>-</td>
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<tr>
<td>Last day for first year, first semester students to DROP one full-semester Course with a 'W'</td>
<td>Dec 10</td>
<td>-</td>
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<tr>
<td>Classes End</td>
<td>Dec 10</td>
<td>May 4</td>
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<tr>
<td>Reading Day</td>
<td>Dec 11</td>
<td>May 5</td>
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<tr>
<td>Final Exams</td>
<td>Dec 13-17</td>
<td>May 6-7 &amp; 9-11</td>
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<tr>
<td>Senior Grades due to Registrar by NOON</td>
<td>-</td>
<td>May 12</td>
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</tbody>
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B: Wittenberg University Mission Statement and Values

Wittenberg University Mission Statement

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

Wittenberg University Values

Liberal Arts
Since its founding in 1845, Wittenberg’s curriculum has centered on the liberal arts as an education that develops the individual’s capacity to think, read, and communicate with precision, understanding, and imagination. We are dedicated to education in the core disciplines of the arts and sciences and in pre-professional education grounded in the liberal arts.

Intellectual Inquiry
Wittenberg embraces the life of the mind. We promote high standards of artistic, scholarly, and scientific inquiry among our students and faculty. Teaching and research at Wittenberg emphasize the discovery of new knowledge as well as the learning of received wisdom. Intellectual inquiry is enhanced by the thoughtful participation of diverse peoples with diverse perspectives. We are committed to bringing to the lives of our students an enduring passion for learning, which requires risk-taking, persistence, reflection, and high ethical standards.

Wholeness of Person
Members of the Wittenberg community support each other in the personal search for balance that characterizes wholeness of person. To promote leadership, confidence, and community engagement, we help every student develop in harmony intellectual capabilities, aesthetic sense, physical well-being, spiritual identity, and social relationships.

Community of Learners
A purposeful and intentionally diverse community, centered on a residential campus, sustains education in the liberal arts and the exploration of complex and competing ideas within an ethos of accountability and support. From this community, we serve and engage our urban home of Springfield and the broader communities around the globe. By affirming the dignity of every person and fostering a spirit of respect, we create and expand opportunities to pursue knowledge in and out of the classroom.

Lutheran Heritage
Wittenberg expresses its Lutheran heritage through its continuing relationship with the Evangelical Lutheran Church in America, its welcome to people of all beliefs and backgrounds, its commitment to academic freedom and excellence, its exploration of the relationship between faith and learning, its promotion of campus worship life, its encouragement of reflection upon religious views and values, and its commitment to service to the community and the world.

Global Citizenship
A Wittenberg education prepares students for the challenge and responsibility of global citizenship. Through our curriculum, study-abroad opportunities, and the enriching presence of international students,
we engage the complexity of the human experience, learning about and from cultures around the world. We are committed to providing opportunities for students to interact with others of widely different backgrounds, seeking common solutions to problems facing our world.

**Calling**
Wittenberg values the unique contributions each individual can make in responding to the needs of neighbors both near and far. We encourage all students to discern their vocations and to understand the meaningful connection between self-fulfillment and service to the world.

**Creativity**
Creativity is central to the study of the arts and sciences and to problem solving in all areas of inquiry. Creativity requires the free and open exchange of ideas, the ability to value and imagine different perspectives, and the intellectual tools necessary to make personal contributions in any area of study. We are committed to providing opportunities for students to explore new areas of knowledge and to form the intellectual associations supportive of the creative life.

**Service**
Service provides an intentional opportunity to give back to the world and to promote social justice. Service requires us to learn about community needs, about who we are, and about what we can contribute. We are dedicated as faculty, staff, and students to advancing the common good as local citizens and as members of the global community.

**Compassion**
Compassion requires a broad knowledge of ourselves and of others, and of all our joys and ills. It combines an awareness of suffering with a desire to respond. At Wittenberg, we educate the mind to understand and we educate the heart to care.

**Integrity**
Integrity means honesty and fidelity to the highest ethical standards, which are fundamental to teaching, learning, and personal growth. We encourage our students to pursue knowledge and truth with moral courage and reflection, and so to live their lives.

**C: Student Development Mission Statement**
Our mission is to create leaders who think critically, act morally and serve others.

**D: Residence Life Mission Statement**
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

**E: Associate Dean of Students/Director of Residence Life**
**Position Description**

*Occupational Summary*
Administer, coordinate, and supervise residential options available to students. Select, supervise and train staff. Provide overall supervision of student housing.
Description of Duties

Participate in and make recommendations for developing and implementing University approved student housing policies and programs. Monitor students' compliance with University regulations in all University housing.

Assess, develop, encourage and implement programs to enhance the quality of Residential Life.

Administer the selection, training and supervision of the student housing staff. Supervise residence hall staff personnel action including but not limited to merit salary recommendations, transfers, disciplinary matters and vacation schedules. Ensure the Residential Life staff understands and supports University policies.

Plan, prepare and implement student housing selection program. Review and approve independent living housing applications. Consider and evaluate requests from students regarding release from student living options.


Responsible for preparation and maintenance of all student housing publications, forms and reports necessary to the student housing program.

Assist students in their adjustment, development and integration to campus life. Make referrals and recommendations as appropriate.

Recommend renovation and repairs, space allocations, and equipment acquisition in residence halls and independent living units. Maintain University inventory of furnishings and window treatment.

Direct and participate in the inspection of University housing to determine and check on condition and provide data preliminary to initiating repair and replacement.

Prepare and submit to the Vice President/Dean of Students annual budget data and recommendations.

Monitor budget expenditures via monthly reports.

Perform other duties related and incidental to the work described herein as directed.

F: Area Coordinator Position Description

Occupational Summary

Responsible for the total administration of multiple residence halls housing 150-400-students. Responsibilities include supervision and training of residence hall staff, community development, crisis intervention, conflict resolution, advisement of hall government, development and promotion of hall programming, participation in staff selection, training and development, and general administrative duties involved in the management of the building.

Supervision/Advising

1. Supervise and train assigned Resident Advisors staff.
2. Conduct weekly meetings with the Resident Advisor staff.
3. Provide ongoing evaluation of staff and conduct a formal evaluation once a term.
4. Assist in the development and implementation of the recruitment and selection of the Resident Advisor and Community Advisor staff.
5. Assist in the training of the Resident Advisor and Community Advisor staff.
6. Advise Hall Government, provide in-hall training and assist in training campus-wide.

Programming/Community Development

1. Develop a well-rounded program of activities to meet the developmental needs of residents.
2. Assist Resident Advisors and Hall Government in the development of programs.
3. Provide opportunities for students to become actively involved in the governance of the halls.
4. Teach community responsibility concepts and assist students in developing a positive role in the residence hall communities.

Discipline

1. Communicate University and residence hall policies and rationale for these policies to students.
2. Conduct initial disciplinary sessions and refer infractions of policies to the appropriate level.

Counseling

1. Assist students with personal, social, and academic concerns.
2. Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
3. Respond to crisis situations and involve appropriate staff.

Administration

1. Execute University and Residence Life policies and procedures.
2. Attend weekly staff meetings.
3. Process forms relating to management of the area such as room condition reports, room changes, disciplinary reports and maintenance requests.
4. Monitor the condition of the area including regular inspections for safety, cleanliness, and proper operation. Assist in determining responsibility for damages and appropriate billing.
5. Open residence halls at the beginning of each term. Close residence halls at the end of each term.
6. Administer the programming and supplies budget for the hall.

Departmental Responsibilities

1. Serve on departmental committees such as RA Selection, Housing Lottery, RA/CA training and in-service, and Programming.
2. Provide campus duty coverage as scheduled.
3. Provide building coverage for break housing.

Professional Development

1. Attend and participate in all training sessions in the fall and throughout the year for RA/CA staffs.
2. Serve on special committees in the department, student development division and campus as assigned.
3. Attend various local conferences sponsored by local colleges.
G: Community Advisor Position Description

The Community Advisor (CA) is a full-time Wittenberg student working under the direct supervision of the Area Coordinator and acting as a liaison between the AC, RAs and Residents. The CA assists the Area Coordinator in leadership, conflict resolution, advising of hall government, development and promotion of hall programming, participation in staff selection, training and development, and general administrative duties. As a senior staff member, it is the responsibility of the CA to keep the Area Coordinator informed of the daily activities of the hall where s/he lives and to report incidents or problems immediately.

Mission Statement of Student Development:

Think Critically. Act Morally. Serve Others.

Mission Statement of the Office of Residence Life:

The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

TERM OF APPOINTMENT

The Community Advisor position is an appointment with the Office of Residence Life for the period of beginning Friday, August 6, 2010 through Monday, May 16, 2011 (5:00 PM)

Eligibility:

The CA must have a minimum of one year of experience as a Resident Advisor. The CA must maintain a 2.7 cumulative GPA or 2.7 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A CA whose grades fall below a 2.7 GPA may be placed on academic probation for the semester or dismissed from their position.

The CA appointment is for one year only. Reappointment is contingent upon the needs of the department and job performance of the CA, as evaluated by the Area Coordinator and Senior Associate Dean of Students.

Availability/Time Management:

Given the nature and scope of the responsibility of the CA, availability and contact with students, RAs, Hall Government members, the Area Coordinator, and central office staff is critical. The CA is expected to initiate contact with the RAs and students on a daily basis, do rounds of the building as determined by the Area Coordinator and to be familiar with the happenings of the building. It is also expected that the CA will hold a minimum of 10 office hours per week (does not include duty office hours).

The CA is expected to make the Community Advisor position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. CAs may have another off-campus job (approval must be granted from their Area Coordinator), no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities. Expectations concerning availability will be discussed during initial meetings with the Area Coordinator.
CAs will be responsible for participating in regular duty coverage based on their individual building needs includes weekday and weekend coverage). In addition to duty requirements, a CA is expected to be on campus a minimum of two weekends per month. Time away from campus is to be communicated in a timely manner to your Area Coordinator.

**Role Model:**

As a member of the Office of Residence Life staff, the CA is expected to follow all University policies and guidelines. As a student leader, the CA is expected to conduct him/herself in a manner that provides guidance and leadership to all other student staff members. Although a student, the CA is a representative of the Office of Residence Life and should act accordingly.

**Programming:**

1. In conjunction with the Area Coordinator, develop a well-rounded program of activities to meet the developmental needs of residents and RAs.
2. Assist RAs and Hall Government members in the development of programs.
3. Teach community responsibility concepts and assist students in the development of a positive community atmosphere.
4. Plan and implement all hall programs for their building (according to the programming model) each semester. Whereas RAs program specifically for the residents on their floor, the CA should program for the entire building or campus.

**Leadership/Advising:**

1. Assist the Area Coordinator in advising of RAs where he/she resides.
2. Maintain daily contact with RAs and AC.
3. Communicate all staff issues to the AC in a timely manner.
4. Attend/assist/facilitate weekly RA staff meetings with the AC.
5. Provide input to AC regarding staff performance.
6. Assist in the training of the Resident Advisor staff campus-wide, including but not limited to attending all sessions required of RAs. This includes training for the entire year.
7. Have working knowledge of all Resident Advisor expectations, as outlined in the RA job description, as well as specific expectations assigned by the AC.
8. Each CA will advise their Hall Government and act as a liaison between the AC responsible for that building and the Hall Government Members.
9. Assist the RA Selection Committee in the ongoing selection of Resident Advisors. This includes all phases of the RA Selection process, and as staffing needs arise throughout the year.

**Administration:**

1. Process forms related to the management of the hall (e.g., RCRs, work orders, key core changes, etc.) in a timely and efficient manner.
2. Monitor the condition of the building including regular inspections for safety, cleanliness, and proper operation. The Area Coordinator will determine frequency.
3. Participate in each opening and closing of the hall, remaining until the halls are officially closed for each break period.
4. Participate in Departmental duties as needed (e.g., Housing Lottery, RA Selection, etc).
5. Be responsible for other duties as assigned by the AC.
Counseling and Confidentiality:

1. Assist students with personal, social and academic concerns.
2. Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
3. Respond to crisis situations and involve appropriate staff.
4. Inform Area Coordinator of all student issues in a timely manner.
5. Refer all calls received from parents to the AC.
6. Mediate roommate conflicts that are unable to be resolved by the RA. If a resolution does not occur once the CA has assessed the situation, then it should be referred to the AC. However, CAs should keep the AC informed when there is a roommate conflict occurring in his/her building.

Other Duties:

1. Each CA will be required to attend all of the monthly All Staff meetings and other training sessions assigned by the Residence Life department.
2. CAs will have meetings as needed with the Senior Associate Dean of Students.
3. The Area Coordinator may assign additional duties, other than those listed in the job description.
4. CAs will lead by example, while possessing an upbeat “I can do that” attitude.
5. Other duties may be assigned as a result of departmental needs.

MANDATORY DATES OF PARTICPATION:

As stated previously, CAs will be expected to participate in all break opening and closings. Each AC may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are listed:

- Thanksgiving Break (Halls close at noon on 11-24-10 and re-open at 10 a.m. on 11-28-10)
- Winter Break (Halls close at noon on 12-18-10 and re-open at 10 a.m. on 1-9-11)
- Spring Break (Halls close at noon on 3-5-11 and re-open at 10 a.m. on 3-13-11)

The following are dates that all staff are required to attend:

- Spring training: April 18, 2010
- Fall Training: August 6, 2010 – August 22, 2010
- Winter Renewal: TBA-tentatively January 8, 2011
- Group Process during RA selection: TBA-typically early February
- Homecoming Weekend: October 8-10, 2010
- Wittfest: Typically late April, Early May
- Little Sibs Weekend: March 25-27, 2010
- Family Weekend: September 17-19, 2010
- Housing Lotteries: Typically mid-March to early April
- Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff members

Evaluation:

Evaluation is an on-going process achieved through formal and informal evaluation by the AC and RA staff. A formal evaluation process will occur during the academic year and will be determined by the AC.

Compensation:
The CA is provided an apartment and all utilities during the period of employment. Community Advisors receive an hourly rate of $7.30 per hour, 26.5 hours per month, as well as $150.00 per semester for books. They will also receive a 90 meal plan and $200 Witt Gold. This pay period is for 10 months; pay to occur once per month, September through June. Failure to complete duties as assigned will result in a reduction of hours paid; this is at the discretion of the Area Coordinator and Senior Associate Dean of Students. As experienced staff members, CAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.

**H: Resident Advisor Position Description**

The Resident Advisor (RA) is assigned to a residential living area and serves as a resource to students. S/he assists in building community and with the administrative operation of the residence halls, as well as with educating students about University and residence hall policies. The Resident Advisor provides programming based on an assessment of the community and individual needs. The responsibilities of the Resident Advisor position are implemented under the supervision of and with the assistance and support of the Area Coordinator.

The Resident Advisor is a **role model** for our residential communities and supports the missions and goals of Student Development and the Office of Residence Life.

**Mission Statement of Student Development:**

Think Critically. Act Morally. Serve Others.

**Mission Statement of the Office of Residence Life:**

The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

**TERM OF APPOINTMENT**

The Resident Advisor position is an appointment with the Office of Residence Life for the period beginning Sunday, August 8, 2010, through Monday, May 16, 2011 (5:00pm).

**ELIGIBILITY**

An RA must be a full-time student and maintain a minimum 2.7 grade point average (GPA) during each semester, or a 2.7 cumulative GPA, for the duration of this contract agreement. A staff member whose grades fall below the 2.7 GPA may be placed on academic probation for the semester or dismissed from their position.

**EXPECTATIONS**

In support of the Wittenberg community, our goal as a Residence Life Staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. RAs assist in accomplishing this goal in the residence halls as follows:

**AVAILABILITY AND COMMUNITY DEVELOPMENT:**
The RA’s availability and contact with students is essential. RAs are expected to be approachable to all individuals on the floor, or in their section, throughout the academic year.

RAs are expected to initiate contact with students on the floor within the first week of classes to begin building rapport. Names of residents should be known by the end of the second week. As the year continues, try to make it a point to see each student at least three times a week so as to learn and know more about them than their names. While contact time with residents may vary by section or floor, this is to be a guideline for use in establishing and gaining knowledge of residents, and to begin the development of community.

RAs are expected to promote community within their section.

RAs are expected to make the Resident Advisor position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. RAs cannot have another job on campus. RAs may have another job off-campus, no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities. All employment must be approved through the AC.

RAs are required to be on campus and/or present in halls on certain weekends, i.e., Parents’ Weekend, Bid Weekend, Homecoming, Wittfest, Little Sibs Weekend, etc., as identified by the Area Coordinator and/or RA Contract, and according to building needs.

COUNSELING AND CONFIDENTIALITY:

An RA should be sensitive to the needs of all residents. The interest with which an RA listens to and guides students with difficulties is critical.

RAs may serve as mediators in roommate conflicts and assist residents in personal and academic development.

RAs provide residents with information about campus and community help resources, and make referrals when appropriate.

To protect the dignity of the individual, RAs should not share information given by a student with other students. All information of concern is to be communicated directly to the Area Coordinator. RAs may not guarantee confidentiality if a student is a danger to him/herself or others.

PROGRAMMING:

Providing developmental and education opportunities to residents is one of the most challenging and interesting aspects of the RA role.

RAs will support FYE programs in the Residence Halls, and may be asked to assist with the programs.

RAs are expected to do assessments of their residents either formally or informally within the first few weeks of classes in order to determine programming needs.
Because programming is a crucial part of the academic mission of Wittenberg University, each RA is expected to facilitate a minimum of five (5) programs per semester as outlined in the programming model provided to each RA during Fall Training 2010. Bulletin boards (passive programming) are also expected to be completed by each RA, as outlined in the beginning of the academic year (typically one per month).

Each RA is strongly encouraged to attend Hall Government meetings and actively participate in the planning and facilitation of Hall Government functions. One (1) RA will serve as the Hall Government Representative, thus reducing their required office hours by one (1) per week. RAs are also expected to encourage residents to participate in Hall Government and Residence Hall Association activities.

**FOLLOWING AND ENFORCING UNIVERSITY AND RESIDENCE HALL POLICIES:**

The University and Residence Life guidelines have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being an RA, one also accepts that they are to abide by and enforce the Student Code of Conduct.

- RAs are to be knowledgeable of, support and to abide by University and Residence Life policies and procedures
- RAs are to educate students on policies and procedures based upon the handbook
- RAs are to intervene, document, and/or consult on behavioral matters of concern
- RAs are to maintain confidentiality regarding disciplinary matters

**RESIDENCE HALL DUTY:**

While on duty, RAs provide assistance in monitoring and managing the residence halls. Individual staffs determine hall duty schedules based on hall needs, with a **minimum** of one staff member being on duty per evening. The RA on duty is responsible for the hall between the hours of 7:00 p.m. and 8:00 a.m., and is expected to be on time and available for all residents. There is an Area Coordinator on duty for the campus each night. A weekly duty roster will be provided to each RA via e-mail as a resource. RAs on duty must contact the Area Coordinator on duty between 6:45 p.m. and 7:00 p.m. to check-in for duty. In addition to providing first-line response for emergency situations, duty responsibilities include the following:

- Be accessible by phone at all times, unless on rounds.
- Hold office hours from 7:00 p.m. to 12:30 a.m. Sunday through Thursday and 7:00 p.m. to 2:30 a.m. on Friday and Saturday.
- Complete a minimum of five (5) sets of rounds of the hall Sunday through Thursday, and seven (7) sets on Friday and Saturday. **Any Area Coordinator may request additional sets of rounds.**
- Monitor activity and intervene when encountering policy violations or other issues of concern.
- Record observations, actions, and/or policy violations through incident reports and the RA duty log.
- Utilize duty time as an opportunity to carry out functions outlined in this contract, such as spending time with students, following-up on helping/counseling issues, being available, and planning programs.

**PERFORMING ADMINISTRATIVE TASKS:**

Completion of administrative tasks is crucial to the successful operation of the residence hall system. The following are expectations of RAs:
✓ RAs are expected to hold 5 office hours per week in addition to their regular duty office hours
✓ RAs are to attend and facilitate, as necessary, floor and hall functions
✓ RAs are expected to participate in the RA recruitment and selection process and the room selection process during the spring semester
✓ RAs are to promptly complete written administrative tasks such as program proposals, program evaluations, room condition reports, incident reports, surveys, maintenance requests, evaluations, and other forms as requested by the Residence Life Staff

**ADDITIONAL EXPECTATIONS:**

Organizations are most effective when everyone works together. Achieving unity requires tolerance for others, give and take, and the willingness to carry one’s share of the responsibility. This can be achieved through the following expectations:

**Compromise:** Compromise is a major part of working together as a team in the hall (scheduling, duty nights, office hours, etc.) RAs are expected to contribute to the staff team by working with other RAs and the Area Coordinator to define goals and objectives for the hall.

**Communication:** Effective communication helps to foster a sense of team for the hall staff. RAs are to maintain regular contact with the Area Coordinator and other staff members in order to establish effective communication and to receive direction and guidance. RAs are expected to express concerns and frustrations in a constructive manner and to the appropriate people.

**Attendance:** RAs are expected to attend meetings on time, as required, such as regularly scheduled weekly staff meetings, individual “one-on-ones,” RA All Staff meetings, pre-arranged fire drills, training and emergency meetings.

**Keys:** Each RA has access to sub-master keys. These keys are to always be signed out in the office, and returned promptly after letting a resident into their room. Your key that opens the trap box should be a key kept separate from all other keys you have, and must always be left in your room, unless you are using it. Since this key gives you access to all the rooms in the building, you would have to pay for the entire building being re-cored if it is lost.

**All Staff meetings:** Each RA is expected to attend all of the monthly All Staff meetings. These All Staff meetings may be in replacement of the weekly staff meeting for that given week. If additional meetings are needed, RAs are expected to be in attendance.

**MANDATORY DATES OF PARTICPATION:**

RAs will be expected to participate in all or assigned break opening and closings. Each AC may have specific expectations that differ by building. In order to assist you in planning accordingly, the break periods are listed:

- Thanksgiving Break (Halls close at noon on 11-24-10 and re-open at 10 a.m. on 11-28-10)
- Winter Break (Halls close at noon on 12-18-10 and re-open at 10 a.m. on 1-9-11 )
- Spring Break (Halls close at noon on 3-5-11 and re-open at 10 a.m. on 3-13-11)

The following are dates that all staff are required to attend:

- Spring training: April 18, 2010
• Fall Training: August 8, 2010 – August 22, 2010
• Winter Renewal: TBA-tentatively January 8, 2011
• Group Process during RA selection: TBA-typically early February
• Housing Lotteries: TBA-typically mid-March to early April
• Homecoming Weekend: October 8-10, 2010
• Wittfest: typically late April/early May
• Little Sibs Weekend: March 25-27, 2010
• Family Weekend: September 17-19, 2010
• Other activities, programs, and meetings assigned by the Office of Residence Life and its staff members

**EVALUATION:**

Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the residents on your floor and the Area Coordinator. RAs are to develop the basic skills necessary for the satisfactory performance of their positions. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. RAs may refer to the Student Employment Guidelines page for specific reprimand system procedures. RAs are encouraged to seek guidance and feedback from the Area Coordinator at any time if the pressure of the position and classes becomes too stressful.

**COMPENSATION:**

All RAs are provided a single room during employment. First year RAs receive an hourly rate of $7.30 per hour, 22 hours per month. Returning second and third year RAs and Community Advisors receive an hourly rate of $7.30 per hour, 26.5 hours per month, as well as $150.00 per semester for books. Each of these pay periods is for 10 months, pay to occur once per month, September through June. Failure to complete duties as assigned will result in a reduction of hours paid; this is at the discretion of the Area Coordinator and Senior Associate Dean of Students. As experienced staff members, returning RAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.
I: Police and Security Office Description

All Security and Police Officers are Wittenberg employees. The primary role of the officers is to serve, aid, and protect all persons, buildings, equipment, and property of the University community. Duties include continuous 24-hour patrol of the campus grounds, emergency Health Center and hospital calls, traffic and parking control, and other security and safety operations assigned by the Vice-President for Business Affairs. The number of officers on patrol as well as the area of surveillance is adjusted regularly in accordance with campus needs.

Officers are responsible, first, to enforce the laws of the State of Ohio, in a uniform manner, and second, to enforce the regulations of the University. They expect support and assistance from the University community in carrying out these responsibilities. Cooperation with campus officers involves being able to present University identification cards when asked by an officer. It must be recognized that failure to openly identify oneself as a member of the campus community can result in the assumption by security officers that the person is not a member of the University community.

Special facilities and equipment of Wittenberg’s Security and Safety department include a 24-hour dispatcher, and two-way radio communication. Security officers are not authorized to carry firearms while in the performance of duty on the Wittenberg campus.

Wittenberg University employs armed police officers, both from Wittenberg University and from the Springfield Police Department, during the academic year. These officers have arrest power on campus.

Members of the academic community may be cited for breaking University regulations, which may not be of sufficient seriousness to involve arrest. If, on the basis of further investigation, an offense is adjudged to be of a more serious nature, arrest may follow. Citations for violating University regulations will be brought to the attention of the appropriate University official and/or student disciplinary body.

Ia: Officers in the Halls

Ferncliff: Officer Adam Anderson & Officer Justin Adkins

Fireistine: Officer Nick Lowe & Officer Wayne Massie

Myers: Officer Chris Burns & Sgt. Chris Crowley

New Hall: Officer Joe Liming & Officer Dan Peterson

Polis: Officer Ronnie Terry

Tower: Officer Nick Lowe & Officer Jay Fent

Woodlawn: Officer Ronnie Terry & Sgt. Mark. Lopez
J: Functions of the Department of Residence Life

1. Recruit, select, and train Area Coordinators, Community Advisors and Resident Advisors.
2. Recruit, select, and train student employees.
3. Advise, support, and counsel residence hall staff and students.
4. Develop and provide quality educational, social, cultural, academic, and athletic programming.
5. Maintain records of hall occupancy, room condition forms, contracts, home addresses, withdrawals, correspondence, etc.
6. Assist in development, implementation, and enforcement of residence hall policies and regulations.
7. Coordinate and develop room selection, room sign-up, and lottery procedures for assignment of on-campus housing.
8. Keep accurate records of student billing and adjustments relating to housing.
9. Keep computer up to date on all local addresses and phone numbers of students on and off campus.
10. Provide all necessary information, materials, and assistance to Area Coordinators and resident advisors regarding the operation of the residence halls.
11. Assist in new student orientation program; coordinate residence hall facilities for special programs and workshops.
12. Grant off-campus release to upper-class students.
13. Assist with and coordinate off-campus housing program.
14. Coordinate Greek housing including maintaining records of students living in Greek houses and granting sophomore release into Greek houses.
15. Maintain open communication with students, parents, faculty, and administration regarding housing and students living in residence halls.
16. Act as liaison with Physical Plant and other campus offices.
17. Support and encourage Students in areas of academics (midterm grade checks and academic probation conferences)

K: Staff Ethics

Residence staff members bear a sizeable responsibility for the welfare of the residents. They must also maintain sound relationships within the staff itself. The following ethical considerations are important for effective relationships with students and fellow staff members.

1. Carry out to the fullest the responsibilities which you have assumed as part of your residence staff position. If you fall short because of outside activities, academic problems or personal problems, you should make an adjustment by dropping some activities or by asking to be relieved or your staff position.

2. When you observe that students’ actions need guidance, whether the student belongs to your floor/hall or not, do not hesitate to identify yourself and take action necessary for the good of the
students, the residence halls and the university. This doesn’t mean you must try to handle every situation yourself. Action may take the form of requesting help from an appropriate source.

3. Use good judgment in social relationships with students and other staff members. Watch your actions so they cannot be questioned when you may have to question others’ actions.

4. You may receive confidential materials and information from several sources. Be discreet. Information from other staff members and university administrators must be kept confidential. Be sure students confiding in your understand your position regarding confidences and inform them if you must reveal certain information.

5. Recognize the difference between consultation and gossip. You may discuss a student’s problem or situation with fellow staff members as necessary, but not where you may be overheard by others. Exercise caution in discussing student problems with staff members from other communities except for problems where mutual consultation and information is vital.

6. Disharmony among staff members, should it exist, is best kept within the staff. Suggestions and constructive criticism within the staff are the most positive outlets.

7. Griping is never appropriate. Seek out the person or office that can hear you out and deal with your complaint. Indiscriminate criticism of the administration, other staff members or students damages morale and lessens the respect of others for you.

8. Remember that your first responsibility is to help students profit from the university because of, rather than in spite of, living in a residence community.
SECTION II: Student Code of Conduct and Ethics

The Student Code of Conduct and Ethics has 30 standards students must follow. The full version is located in the Student Handbook online. Pages listed within the following test are meant to reference the policy that matches the rule in the student handbook, not the RA Manual.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action, up to and including suspension and expulsion as outlined in the Wittenberg Student Handbook:

1. Violation of any federal, state, and local laws or ordinances.
2. Disruption or obstruction, or attempting to disrupt or obstruct any lawful activity of Wittenberg University.
3. Violation of the Academic Dishonesty Policy, including cheating, forgery, bribery/threats, fabrication, plagiarism, and/or facilitating academic dishonesty.
4. Non-academic dishonesty, including but not limited to lying, falsifying information, forgery, furnishing false information to any Wittenberg University official, faculty member, or office, withholding information or misrepresentation in any transaction with Wittenberg University or with whom Wittenberg University is acting in accord with to perform the academic mission of Wittenberg University, and alterations or intentional misuse of Wittenberg University’s documents, records or identification, including but not limited to, electronic software, data, and records.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, other Wittenberg University activities, including its public services functions on or off Wittenberg University’s premises, or of other authorized activities.
6. Threats, intimidation, physical contact, physical abuse, harassment, acts of retaliation in any form, coercion and any other conduct which threatens, disgraces, degrades, or endangers any person.
7. Attempted or actual theft, unauthorized possession, and/or damage to property of Wittenberg University, any person, or any other entity.
8. Unauthorized or improper use of, or entry to, Wittenberg University’s facilities or premises.
9. Conduct which is disorderly, lewd, indecent, or constitutes a breach of peace or causes material inconvenience, annoyance or alarm. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on Wittenberg University’s premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
10. Violations of Wittenberg University’s Policy on Dissent and Disorder. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of Wittenberg University and/or infringes on the rights of other members of Wittenberg
University’s community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

11. Violations of the Wittenberg University’s Racist and Other Discriminatory Conduct Policy. Discrimination, including harassment, against another community member, including but not limited to students, faculty, staff, administrators, and independent contractors, on political grounds, or for reasons of race, religion, sex, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, Wittenberg University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

12. Harassment of any person, including, but not limited to, violation of the Policies and Procedures Concerning Sexual Harassment and Misconduct.

13. Smoking in unauthorized areas. Violation of the Smoking Policy.

14. Initiating, causing, contributing, or knowingly reporting false alarms to Wittenberg University and/or law enforcement. Tampering with fire equipment or engaging in behavior that presents a fire hazard. See False Alarms Policy.

15. Failure to comply with the directions of Wittenberg University officials or agents, including law enforcement or security officers, acting in good faith and in the performance of their duties, including the failure to identify oneself to one of these persons when requested to do so.

16. Interfering with any Wittenberg University disciplinary process, including but not limited to tampering with evidence, providing false information, filing false reports, withholding information, or inducing a witness to engage in such conduct.

17. Gambling as prohibited by law.

18. Use, possession, manufacturing, distribution, or sale of illegal drugs and/or drug paraphernalia. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. Violations of the University Drug Policy.

19. Violation of safety rules and policies.

20. Use, possession, manufacturing, or distribution of alcoholic beverages (except where expressly permitted by Wittenberg University’s regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Violation of the University Alcohol Policy. Violation of the Programming with Alcohol Policy for Student Organizations. (Code of Conduct and Ethics, p. 14-17)

21. Possession or use on Wittenberg University’s premises of any weapon (i.e. firearms, bows and arrows, other projectile firing devices and dangerous knives), dangerous instruments, explosive devices, fireworks, or dangerous chemicals.
22. Engaging in, supporting, or promoting hazing or violating Wittenberg University’s Policies on Hazing or the State of Ohio’s Hazing laws as set forth in sections 2307.44 and 2903.31 of the Ohio Revised Code. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy.

23. Unauthorized possession, duplication, or use of identification cards and/or keys of any Wittenberg University premises or unauthorized entry to or use of Wittenberg University’s premises.

24. Theft, abuse, and/or misuse of computer facilities and resources, including but not limited to (Code of Conduct and Ethics, p. 23-26):
   a. Unauthorized entry into a file, to use, read, or change contents, or for any other purpose.
   b. Unauthorized transfer of a file
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or Wittenberg University official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of Wittenberg University’s computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of Wittenberg University’s Computer Use Policy.

25. Unauthorized use of Wittenberg University’s name, logo, or symbols.

26. Violations of other published university policies in hard copy or available on Wittenberg University’s website, including but not limited to, Wittenberg University’s Academic Catalog, policies relating to discrimination, discriminatory harassment, sexual harassment, computer use and residence life.

27. Violation of the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct and Ethics or other Wittenberg University policies and regulations.

28. Aiding and abetting others to commit any of the acts prohibited therein.

29. Failure or refusal to cooperate in to interference with an investigation by Wittenberg University, including any hearings or proceedings that occur.

30. Violation of the University Commercial Solicitation Policy or violations of the Policy Regarding the Distribution of Political and Other Non-Wittenberg Printed Material. No individual student or student organization, whether affiliated with Wittenberg University or not, may sponsor activities on campus that have the express purpose of making converts of members of Wittenberg University’s community to join a particular faith, church or religious affiliation. Wittenberg University reserves the right to restrict or prohibit the on-campus activities of any individual or organization whose purposes are contrary to Wittenberg
University’s stated religious values or purposes. This policy does not discourage discussions between Wittenberg University community members of the same faith, or appropriate teaching and educational efforts about religious beliefs and organizations. In addition, the posting of written notices on Wittenberg University’s bulletin boards is restricted. If you have a message of interest to Wittenberg University, you must first submit it to the Dean of Students for approval and posting.
SECTION III: Policies

Residence Life and Housing Policies
These policies are more in depth and in addition to (not instead of) the policies listed in Section II of the Student Code of Conduct and Ethics located in the Student Handbook.

A: ALCOHOL AND DRUGS
B: BICYCLE POLICY
C: CANDLE/INCENSE BURNING POLICY
D: CHECK-IN/OUT POLICY (GENERAL COMMENTS).
   a: Check-Ins
   b: Check-outs
E: COMPUTING POLICY
F: COMPUTER LOUNGE POLICY
G: COOKING POLICY
H: DRUG POLICY
I: ELECTRICAL APPLIANCES POLICY
J: EMERGENCY EQUIPMENT POLICY
K: ENTERTAINMENT UNITS POLICY
L: UNIVERSITY FALSE ALARMS POLICY
M: UNIVERSITY POLICY ON FALSE INFORMATION
N: UNIVERSITY FIRE ARMS POLICY
O: UNIVERSITY FIREWORKS POLICY
P: FURNITURE MOVEMENT POLICY
Q: GAMBLING
R: GAMES IN THE HALLWAY
S: GUEST/ESCORT POLICY
   a: Guests
   b: Escorts
T: LEDGES/ROOF POLICY
U: LOFT POLICY
V: LOUNGES – FURNITURE AND USE POLICY
W: NOISE POLICY
X: OVERNIGHT GUEST POLICY
Y: PET POLICY
Z: POSTING POLICY
AA: REFRIGERATOR POLICY
BB: ROOM DECORATION POLICY
CC: ROOM KEY/ACCESS CARD POLICY
DD: ROOM WINDOWS/SCREENS POLICY
EE: SMOKE DETECTOR POLICY
FF: SMOKING POLICY
   a: University Policy
   b: Smoking in the Residence Halls
GG: SOLICITATION
HH: SPORTS IN THE HALLWAY
II: VIDEO USAGE
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A: ALCOHOL AND DRUGS

Alcohol and Other Drugs
Wittenberg recognizes drug/alcohol dependency as an illness and a major health problem. The university also recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to contact one of the resources listed under Alcohol and Drug Resources.

The illegal and/or irresponsible use of alcohol or drugs (including the abuse of prescription drugs) will not be tolerated and may subject involved students to dismissal and referred for prosecution. This policy is mandated by the Drug-Free and School and Communities Act of 1989.

Drug Policy
The Policy Prohibits the Following:
- The illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances
- Knowingly or recklessly administering a controlled substance to any person by force, threat, or deception with the intent to cause serious harm
- Knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle
- Obtaining, possessing, or using hypodermics for unlawful administration of drugs
- The sale to juveniles of paraphernalia for use with marijuana

Alcohol Policy
Wittenberg’s alcohol policy expects students to (1) adhere to state and local laws regarding the possession, consumption and distribution of alcoholic beverages, and (2) to adhere to university’s restrictions and prohibitions governing the use and consumption of alcoholic beverages

1. Law: Any alcohol related violation of the Ohio Revised Code including, but not limited to:
   a. Use and/or possession of alcohol under the age of 21.
   b. Distribution of alcohol to any person under the age of 21.
   c. Possessing an open container in a public place including a motor vehicle, parked or moving.
   d. Using false identification to obtain alcoholic beverages.
   e. OVI- Operating a Vehicle while impaired or under the influence of alcohol.

2. Abuse/Misuse: Consumption of alcohol that clearly impairs a student’s personal health and/or safety, regardless of age.

3. Disorderly Conduct: Any conduct occurring when a student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

4. Public Intoxication: Public intoxication and/or drinking in public.

5. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punchbowls, beer balls, etc.) and/or keg.

6. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.

7. Devises: Use and/or possession of mass consumption devices (i.e. beer bongs, funnels, etc.).
8. **Containers:** Promoting a culture of alcohol by displaying empty containers or packaging in underage residence halls.

**University regulations governing the use, possession, and consumption of alcoholic beverages by students and student organizations on University property or affiliated premises.**

1. Students may not possess or consume alcoholic beverages in any academic building.
2. Students may not possess or consume alcoholic beverages at any athletic event, including intercollegiate, club, or intramural practices or contests.
3. **University-Owned and Non-Owned Rental Properties**
   a. Social gatherings are to be held inside the house or apartment.
   b. Social gatherings that spill out onto the porch or lawn may be broken up if there is reason to believe that the hosts are unable or unwilling to maintain control.
4. **Fraternity and Sorority Facilities**
   a. Each Greek chapter is responsible for adhering to state and local laws, their national guidelines, as well as standards of the University governing the possession and consumption of alcoholic beverages.
   b. With the above provisions in mind, the possession and consumption of alcoholic beverages within each Greek chapter facility by its own membership (actives, pledges, and associates only) is the responsibility of the chapter.
   c. The use of alcoholic beverages for rush and pledge activities is prohibited.
5. **Residence Halls—Student Rooms**
   a. Students who are of legal age may consume alcohol in their room with the doors closed.
   b. Underage students may not be present in rooms where alcohol is available or being consumed.
   c. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.
6. **Student Organizations** must abide by the *Programming with Alcohol Policy* for any events in which alcohol is present.
7. **Clean up and Damage** - Clean up should be completed immediately following a social event by the sponsoring individual or group. Failure to immediately clean the premises may result in both a fine and the costs of cleaning being levied on the sponsoring individual or group.
8. **Open Containers** consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

The university will provide opportunities for education on the responsible use of alcohol. The university will also sponsor and/or support opportunities that provide alcohol-free alternatives for students who are underage and students who prefer alcohol-free.

**Responsibility**
Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.
**Federal, State, and Local Penalties**
Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, and marijuana, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Ohio law provides for mandatory fines, which must be at least $500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor.

A felony conviction may lead to imprisonment or both imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine up to $1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age, who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of $1,000 to $5,000. Ohio law requires the mandatory suspension of an individual’s license from six months to five years for violation of the Controlled Substance Act.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000. Imprisonment for 5-20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished for forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans, for up to five years, ineligibility to receive or purchase a firearm, and a civil penalty of up to $10,000.

**Health Risks**
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to
learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

### Alcohol and Drug Resources

- **Wittenberg Health and Counseling Center**
  327-7811
  001 Shouvlin Center, Campus Consultation, counseling, education, and referral

- **McKinley Hall**
  328-5300
  1101 E. High Street, Springfield, Ohio
  Evaluation, assessment, individual and group counseling

- **Mercy Reach**
  390-5338
  1343 N. Fountain, Springfield, Ohio
  Evaluation, assessment, individual and group counseling

More resources are available upon request. Please contact the Office of Student Development at 937-327-7800.
NOTE: Violations of all policies below may result in a disciplinary referral

B: BICYCLE POLICY

Students may bring bicycles to campus. It is recommended that bicycles be secured in students' rooms, or with high security shackle locks in bicycle racks located outside most residence halls. Bicycles may not be stored in public areas, stairwells, or near exit doors, due to potential safety hazards.

C: CANDLE/INCENSE BURNING POLICY

Candles, oil lamps, incense, etc., are prohibited in student rooms. Birthday candles on cakes and candles necessary for the observation of religious holidays may be burned with prior permission from the Area Coordinator. No incense may be burned in the Residence Halls.

D: CHECK-IN/OUT POLICY (GENERAL COMMENTS)

Residence hall students are responsible for the condition of rooms and room furnishings. The University recognizes that there are differences in the conditions of the rooms in the various halls. Similarly, the condition of the contents of each room varies. At check-in, it is important to review the Room Condition Report in careful detail, noting general condition of the room and its contents including the quantity of furnishings in the room.

a: Check-Ins

During staff orientation, Resident Advisors (RAs) complete Room Condition Report (RCR) forms for each room on their hall roster. When students check into their rooms, both the RA and the student review the RCR and complete a thorough examination of the condition of the room so the condition of the room is accurately reflected. At the end of the year, the RCR will be used by a staff person to determine what damages, if any, have occurred during a resident's stay. It is the student's responsibility to report all needed maintenance repairs to his/her RA as needs arise, so that repairs can be made in a timely manner as well as to avoid unnecessary charges.

b: Check-Outs

To protect the interests of students and the University, it is the student's responsibility to contact an RA to check out of his/her room prior to leaving campus at any time during the academic year. At checkout, the RA reviews the RCR and notes if there is any damage to the room or if room furnishings are missing. Fines will be assessed for any damage to the room as well as for failure to check-out appropriately, failure to sweep and/or clean the room, failure to remove personal property in the room, or failure to return the room key. Students and parents are not allowed to make their own repairs. The RA must never tell a student or a parent that he/she will or will not be charged or to say that "everything is OK". They are to simply explain that the Area Coordinator will further evaluate the room and any damage charges will be assessed at that time.
E: COMPUTING POLICY

Computing Resources, Access and Use of
A wide range of information technology is provided to students, faculty and staff in support of the University mission. Standards of behavior are spelled out in a variety of University regulations and apply to computing resources. In general, acceptable use of computing facilities and network resources includes those activities consistent with learning, the University’s academic mission and general communication on and off campus. The Wittenberg Computing Center is responsible for the integrity of computing systems and resources and for establishing guidelines for access and use of computing resources.

Faculty, staff and students are expected to use the University’s computing resources in an ethical manner, including:

a. Use of hardware/software/periphery devices;
b. Legal use of licensed software;
c. Access to and use of data, including the confidentiality of data or information;
d. Safeguarding of security passwords, user identity and system access.

All uses must comply with all federal, Ohio, and other applicable laws; all generally applicable University rules and policies, and all applicable contracts and licenses.

A user is responsible for all activity originating from his or her account and for insuring that passwords or other security measures are not breached. Users may not share passwords, attempt to circumvent security measures, interfere with the ability of others to use the network, nor make any commercial use of University network resources. Users may not use University computing resources for obscene or harassing communication. Users must abide by the provisions of copyright law. Computing resources may not be used to operate a personal business.

All students are expected to use good judgment in determining the appropriate amount of time spent in explorations on the Web and other computer applications.

Users who violated this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University.

Use of hardware/software
Equipment in offices, computer hardware, software and data is the property of Wittenberg University. Copying University purchased or leased software is not permitted. Users are responsible for taking all required precautions against importing computer viruses.

Legitimate use of a computer or network system is based on the requirements of a user’s position, not on the knowledge of the use or whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operations system or network and whether or not they can be circumvented by technical means.

The University owns licenses to a number of proprietary programs. Users who redistribute software from the computing system break agreements with its software suppliers, as well as applicable
federal copyright, patent and trade secret laws. Copyright protection also applies to many resources found on the Internet, including but not limited to images, audio and video files, and electronic version of print materials. The redistribution of any software or other copyrighted materials from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain.

**Protection of confidential information**

Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintain the security and confidentiality of those records to which they are granted access. Additionally, all faculty, staff, and students must comply with the Family Educational Rights and Privacy Act (FERPA) guidelines regarding the release of student information.

Access to and use of data

Material that is illegal, proprietary, in violation of University contractual agreements, or otherwise is damaging to the University may not be downloaded or posted to University computers or transported across University networks. Violations include, but are not limited to:

- Accessing, or attempting to access, data or information without proper authorization regardless of the means by which the is access is attempted or accomplished;
- Giving another person access to data or information to which they are not authorized;
- Obtaining, possessing, using, or attempting to use passwo4rds or other information about someone else’s account;
- Forging, fraudulently altering, or willfully falsifying electronic information identified as University records in support of electronic communications;
- Using electronic resources to hoard, damage, or otherwise interfere with academic resources accessible electronically;
- Using electronic resources to steal another individual’s works or otherwise misrepresent one’s own work;
- Interfering with the work of another uses;
- Supplying or attempting to supply false or misleading information or identification in order to access another user’s account;
- Deliberate, unauthorized attempts to access, use or manipulate University computers, computer facilities, networks, systems, programs or data.

**Right to privacy**

Though users can expect the University to respect their privacy, the privacy rights of individuals using University owned equipments have some limits. In particular, Wittenberg reserved the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and Trojan horses. Computer Center personnel will not access programs, files or data without permission from one of the following:

- The owner of the materials;
- The Dean of Students or President if the owner is a student or prospective student;
- The respective Vice President or President if the owner is a member of the faculty, staff, alumni or parent.

Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions place upon information stored or
transmitted across computers and network systems, even when the data or information is not securely protected.

Users may not change, copy, delete, read or otherwise access files or software without permission of the custodian of the files or the Director of Computing. Users may not attempt to modify software except where permitted.

**Safeguarding of security passwords, user identity, and system access.**

From time to time, especially when you are away from your desk, your supervisor or another employee may need to access your computer or files. You should not expect information left on your computer or in your files to be unconditionally private.

Investigating or reading another user’s files is considered the same as reading papers on someone’s desk a violation of the person’s privacy. Reading protected files without authorization, by whatever mechanism, is prohibited.

Students, faculty, and staff should report misuses of computing resources or potential loopholes in computer systems to security and cooperate with the Director of Computing in investigation of abuses.

Only users who have valid, authorized accounts may use computer resources that are specifically authorized. Users may only use their account in accordance with its authorized purpose and are responsible for safeguarding their own computer account. Users should not let another person use their account. Passwords should be changed often to ensure that private and secure files are kept secure.

**E-mail**

Wittenberg maintains an electronic mail system to facilitate University business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail systems should be considered official University correspondence and could be subpoenaed by a court of law.

The University expects e-mail messages to be treated as confidential by other employees and accessed only the intended recipient. The University does not permit employees to use a code, access a file or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee’s messages without permission.

**Worldwide Web applications**

The University provides bulletin boards and chat rooms for communication purposes. As such, the University reserves the right to delete posted materials that violate standards of appropriate conduct.

The University also provides the opportunity for students, faculty and staff to post individual web pages. The University does not censor nor monitor web pages but individual student or staff members should be aware the University policies regarding harassment or inappropriate conduct may be brought based on web page materials posted.
Vandalism
Any user’s account, as well as the operating system itself, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resources disruption or destruction, is considered vandalism.

Members of the University community are expected to follow all other polices, rules, or procedures established to manage computers or network systems, including those established to control access to or the use of, computer data, files or other information. Computer accounts may not be transferred or used by other individuals including family and friends.

Violations
Violations of computer use policies may result in sanctions by the University. Student violations will be referred through the student conduct or academic misconduct system. Faculty and staff violations will be referred through conduct processes outline in the Faculty Manual or the Administrative and Hourly Staff manuals. Violations can result in discipline up to and including termination of employment.

The Computing Center may terminate or restrict any person’s access to its resources, without prior notice, if such action is necessary to maintain availability, security, and integrity of operations for other users of the resources, or in the case of egregious policy violations. The Computing Center will notify the use and the appropriate Vice President when access has been restricted or terminated.

The full policy may be found at http://www4.wittenberg.edu/administration/cctr/information/policy.html

F: COMPUTER LOUNGE POLICY

Computer lounges are reserved for the use of hall residents only. Students' room keys open the computer lounge doors in their respective halls.

Each night, the RA on duty should check the computer room while on rounds. A check of the computer room should verify the following:

1. All printers/computers/monitors/cables/mice, etc. are present and in working order; and
2. The stock of printer paper in the lab is sufficient.

If supplies are needed, a list should be submitted to the Area Coordinator.

If any computers, printers, etc. are not in working order, submit a work order to the Computing Solution Center. Do not attempt repairs – Computing staff will perform repairs once notified of the problem.

If paper or toner is needed, the RA on duty should restock from the staff office. If the office is in need of paper or toner, the Area Coordinator should request from the Residence Life Office. Residence Life will track paper “consumption” and abuse may result in not restocking.

For more specific information on the computing policy, refer to the student handbook.
G: COOKING POLICY

Cooking is not allowed in the residence halls due to various problems associated with it (i.e. insects, rodents, possible damage to property, potential fire hazard, etc.). Preparation of coffee, tea, soup, and popcorn is permissible. Coffee pots and popcorn poppers are to be used expressly for these purposes.

_Ferncliff Hall is the only hall with a kitchen facility._ Students may use it only for snack preparation. Continuous meal preparation is prohibited. Care should be taken in the use of the kitchenettes—a smoking oven will trigger the fire alarm system.

H: DRUG POLICY

Wittenberg University upholds state and federal laws concerning drug use. The University will not interfere with the legal prosecution of any members of the academic community who violate these laws. A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form except under the direction of a licensed physician. No student shall sell or give such drug or substance to any other person. More specific information concerning substance abuse can be found in the alcohol section of this manual. Much of the information regarding alcohol is relevant to drugs.

_Students found in violation of this policy will be subject to disciplinary action, and/or criminal prosecution._

I: ELECTRICAL APPLIANCES POLICY

All electrical appliances have the potential to be hazardous if misused or not kept in proper repair. Recognizing that some electrical appliances are potentially more hazardous than others, it has been determined that _only_ the following appliances may be used in the residence halls:

| portable electric hair dryers | hot combs |
| electric razors              | electric rollers |
| electric toothbrush/water picks | sewing machines |
| lighted makeup mirrors       | electric blankets |
| heating pads                 | microfridges |
| electric coffee pots         | closed-coil hot pot |
| closed-coil popcorn poppers  | refrigerators (see section on these) |
| computers                    | irons |
| lamps (no halogen)           |              |
| television sets              |              |

These must be UL approved, and good judgment should always accompany their use. 14 gauge extension cords are recommended.

The following items _may not be used_ in University Residence Hall rooms. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities.
This is not an exhaustive list of the electrical appliances and pieces of equipment that are not suitable for use in residence hall rooms. The Area Coordinator must approve any appliance not included in these lists before usage. All appliances used in the halls must have the original Underwriter's Laboratory seal. If an unapproved appliance is found in a resident's room, the item is confiscated and a fine is assessed.

J: EMERGENCY EQUIPMENT POLICY

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, or any other emergency equipment. In addition, students are not allowed on ledges, roofs, or fire escapes. Fire escapes are to be used only during fire alarms.

Violations of this policy may result in disciplinary referral, billing for repair costs, and/or criminal charges.

K: ENTERTAINMENT UNITS POLICY

Students may have radios, sound systems, televisions and other musical equipment, but should use them with concern for those living in the immediate area. The amplification should be controlled so that neighbors both inside and outside the hall are not disturbed.

Residents should not place speakers or sub woofers in/facing windows or turn the volume/bass to an excessive level. Television sets are permitted so long as they are self-contained units with built-in antennas not to exceed 120 volts AC/60 cycles/125 watts. Outside antennas (including satellite dishes, etc.) are not permitted and will be removed. The installation of outside aerials is not permitted for safety reasons. They are removed by Physical Plant personnel, and residents of the room are assessed a service charge for their removal. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

L: UNIVERSITY FALSE ALARMS POLICY

Students are advised that Ohio law imposes the following penalties for false alarms made by persons 18 years of age or over: Section 2917.32A—Whoever violates this section shall be charged by the Springfield City Fire Marshall or by a law enforcement officer with a misdemeanor of the first degree carrying a penalty of imprisoned up to six months and a maximum fine of $1,000 for the first offense. A violation of inducing panic: Section 2917.31 may also be imposed, which would be an additional first degree misdemeanor charge.
The setting off of a false fire alarm jeopardizes the safety and welfare of students and other members of Wittenberg University as well as members of the Springfield community. Therefore, any student found to be in violation of this policy is subject to suspension from Wittenberg University.

*Violations of this policy will result in disciplinary referral and/or criminal charges.*

**M: UNIVERSITY POLICY ON FALSE INFORMATION**

Students are advised that the University expects full cooperation, respect, and honesty when University officials, security officers, civil officers, or Residence Hall staff are making a report of an incident or theft or inquiring about one’s identification. The failure to act in such a manner results in formal disciplinary action. Please see numbers Student Code of Conduct and Ethics numbers 4, 15 and 23 for further explanation.

**N: UNIVERSITY FIRE ARMS POLICY**

The possession and/or use of firearms or other materials, which endanger students’ welfare, is strictly prohibited and is sufficient cause for immediate dismissal from the University. Students wishing to bring firearms to campus for hunting or leisure purposes must register and store them with the Police and Security Office. Students should contact the Police and Security Office prior to bringing firearms onto the campus.

**O: UNIVERSITY FIREWORKS POLICY**

The possession and/or use of firecrackers or fireworks (including stink bombs and smoke bombs) are strictly prohibited in University buildings and on University property and are sufficient cause for immediate disciplinary action.

**P: FURNITURE MOVEMENT POLICY**

Furniture may not be removed from rooms without prior written authorization from the Area Coordinator. Students will be charged full replacement value for furnishings missing from their rooms at checkout. The addition of furniture made to the room should be with good judgment. Always consider the safety and availability of room exits. Metal hangers should never be placed over doors. They ruin the door, hinges, frame, and walls behind the door. Permanent furniture may not be altered or removed from its permanent location. This also applies to University drapes, which may not be removed or altered in any way. Students may not move their room furniture to hallways or lounge areas. Furniture that is to be moved must remain in the student’s room until the Building Services staff arrives to move and store the items. Furniture purchased by students must be removed when they move from residence hall facilities. Students are charged for any personal furniture, including couches and lofts that must be removed by University personnel.
Q: GAMBLING

Gambling of any sort, including lotteries, paid raffles, and other games of chance, is not permitted on the Wittenberg campus or in any University facility unless proceeds are designated for charitable purposes. RAs should talk with their Area Coordinators if they are planning a program involving a form of paid raffle, etc. that will have its proceeds donated to charity.

R: GAMES IN THE HALLWAY

For reasons of safety and sanitation, games in hallways, water fights, and practical jokes are prohibited within the residence halls. These are not only dangerous but also disruptive to the community. Such actions may result in disciplinary sanctions and restitution.

S: GUEST/ESCORT POLICY

a: Guests

A guest is defined as a non-resident of the building who is present at the invitation of a Wittenberg student or is received by a Wittenberg student. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence hall. Guests who are students of Wittenberg University share responsibility for their behavior with their hosts. Hosts are required to inform guests of all pertinent University regulations.

Residence hall staff members reserve the right to ask guests to leave the building if their behavior is inappropriate.

b: Escorts

Visitors entering a residence hall must be escorted at all times. Visitors who are unescorted may be asked to leave the residence hall immediately.

T: LEDGES/ROOF POLICY

For safety purposes, students are not allowed on ledges or roofs of any buildings at anytime. Fire escapes are to be used only during drills and alarms.

U: LOFT POLICY

For quality control of safety standards, beginning with the 2009-10 academic year, the only lofts permitted in the residence halls are those available through Open Space Concepts (www.openspaceconcepts.com). Lofts can be rented for all halls except Myers, Polis and the New Residence Hall.

V: LOUNGES – FURNITURE AND USE POLICY

Lounges are provided in floor sections and in a main area of the hall for residents of the respective halls. Although in most cases the lounges are used for studying, programming, or social activities, residents are encouraged to invite professors to visit the residence for informal discussions or
classes. The priority for use of floor lounges continues to be for studying and for programming. Other uses for these areas must have the approval of the Area Coordinator. Outside groups requesting use of a residence hall lounge must contact the respective Area Coordinator. Consideration should go to student groups with a majority of building residents. Problems should be reviewed so that outside groups are not infringing upon the rights of building residents.

All furniture provided in the lounges must remain in the lounges. The furniture is placed there for the use of all students living in the hall. Failure to abide by this regulation may result in disciplinary action and/or a fine. Each floor or section of a hall that has missing lounge furniture is billed for the replacement costs. Missing lounge furniture from the main lounge is billed to all students of that hall. It is the responsibility of all residents to keep the lounges clean and to remove their own trash from the area. Individual room furniture such as desks, beds, etc., may not be placed in any lounges.

**W: NOISE POLICY**

Residence halls should maintain reasonable quiet hours at all times because they are primarily educational facilities. At all times certain obvious activities are to be avoided, such as playing musical instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and annoys other residents.

Specific study hours are maintained from 9 p.m. to 9 a.m., Sunday through Thursday and 10 p.m. to 10 a.m., Friday and Saturday. Each hall may establish quiet hours beyond this time. If a student has a complaint about noise during quiet hours, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then the Resident Advisor should be notified. Twenty-four hour quiet hours are mandatory during the final week of each semester.

**X: OVERNIGHT GUEST POLICY**

Students are permitted to have overnight guests of the same gender in their rooms. Guests ages 12 and under may stay in rooms with their hosts, regardless of gender. A student wishing to host a residence hall student or other guest must acquire permission from roommate(s) prior to a guest's arrival. The student acting as host is responsible for informing the guest of university regulations and assumes responsibility for the guest's behavior. The host assumes financial responsibility for any damage that may occur. The rights of the roommate(s) and floor/hall members must be respected at all times.

An overnight guest may stay for no longer than two consecutive nights per visit within a seven-day period (this also applies to students who reside in a single room) unless the Area Coordinator grants special permission. An extended pattern of visitation may lead to immediate removal of the guest/visitor.

If an RA has reason to believe that a resident is co-habiting, the Area Coordinator should be informed immediately.

**Y: PET POLICY**

Fish are the only pets allowed in residence hall rooms and fish are the only inhabitants permitted in an aquarium. For health reasons and potential damage to the facilities, no other pets of any kind are
allowed in residence hall rooms at any time. When considering whether to have fish at school, students should be aware that during break periods, electrical items are unplugged, and residence halls are closed so that care and feeding are disrupted.

Z: POSTING POLICY

Any club or organization that is affiliated with Wittenberg University may submit materials to be posted in the residence halls. In order to ensure that posted materials are posted appropriately, the following posting policy has been implemented:

1. All materials to be posted in Wittenberg residence halls must be submitted to the Office of Residence Life.

2. Materials must meet these guidelines:
   a. materials must not promote the use of alcohol in any way or display any alcohol manufacturer or bar location/name.
   b. materials must be consistent with the University policy regarding sexist, racist, and other discriminatory conduct (published in student handbook).

3. Upon approval of the Office of Residence Life, the RA, or a staff assistant will place the materials on approved bulletin boards. This must be completed within 24 hours. Therefore, if a staff member is out of town, it is imperative that another staff member post the materials in a timely manner.

4. Approved materials may remain posted until completion of the event. It is the RA's, and/or a staff assistant's responsibility to ensure that event materials are removed upon their completion date.

5. Materials without approval (noted by the Office of Residence Life stamp) should be immediately removed and a copy given to the Area Coordinator.

RA programming publicity, RA announcements and RA bulletin board materials and information from campus offices do not need "stamped" approval.

AA: REFRIGERATOR POLICY

Refrigerators are permitted in residence hall rooms, and must meet the following specifications: power 120 volt, 60 cycle AC, 200 watts, 2 amp; compressor hermetically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition. One refrigerator is allowed per double room; two in triples and quads. Microfridges must meet the follow specifications: .8 amps and 700 watts; compressor heroically sealed, self-lubricating; Underwriters Laboratory (UL) approved, and in good condition. For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During break periods, refrigerators must be emptied, defrosted, unplugged and left standing open. The University reserves the right to inspect refrigerators and Microfridges to insure they meet proper specifications and are in good condition. Converter boxes that alternate power between a stand-alone microwave and refrigerator are not allowed.

BB: ROOM DECORATION POLICY

Students are encouraged to give their rooms personal touches. Posters and other decorations may be hung on the walls; however, excessive paper is considered a fire hazard. The placement of posters,
signs, etc., outside students’ rooms is limited to the exterior side of the room door. Students are not permitted to attach items to the walls outside their rooms. Nails, thumbtacks, tape of any kind, and other items ( decals on mirrors and doors, etc. ) which damage any paint or wood surfaces are not permitted.

Students are not permitted to use any room furnishings, which, in the opinion of the Area Coordinator or the Springfield Fire Department, violate city fire ordinances and/or would be considered unsafe. These include, but are not limited to, bookcases, platforms, overstuffed furniture, etc. Items such as flags, fish nets, large posters, lights, etc. are not to be hung from the ceiling, light fixtures, or other fixtures in the room. Any tampering with or rewiring of electrical fixtures or telephones is in violation of the total safety of the building. The University reserves the right to judge what is safe for its buildings and their occupants.

**NOTE:** RAs should not advise residents on what products will "not damage" room walls. The best response, if asked, is to state that you cannot recommend a product, as you cannot guarantee that it will not cause some damage. *The cost of damages caused by current occupants, beyond normal wear and tear, which requires repair in order to make the room presentable for the next occupants, will be charged to one or both of the current residents.*

**CC: ROOM KEY/ACCESS CARD POLICY**

Each resident is issued a room key when moving into a residence hall. Keys and access cards are the property of Wittenberg University, and are non-transferable. Students may not lend or borrow keys/access cards. Possession of unauthorized keys/cards or the duplication of keys is a serious matter in which disciplinary action will result.

Any time a resident reports that his/her assigned room key is not in his/her possession, the Area Coordinator may request a core change to occur immediately. When a room key is temporarily or permanently lost, it is assumed that access to the student’s room cannot be controlled. To obtain a core change, students contact their Area Coordinator, who will provide them with a core change form. Students then take this form to Physical Plant and the charge for a core change is $50.00. Residents should contact the RA or Police & Security if locked out of their room.

Room keys must be returned when residents vacate rooms and failure to do so will result in a charge of $50 to cover the cost of a new core lock and key. Physical Plant replaces the core lock and issues new keys.

**DD: ROOM WINDOWS/SCREENS POLICY**

Residents may not remove the screens from their room windows or other residence hall windows at any time, nor take any action that may damage the windows or screens. Residents should notify the Resident Advisor if their windows or screens are in need of repair. If screens are missing from individual rooms at the end of the academic year, assessments are made to those students who occupied the room. Failure to keep screens in place results in disciplinary action, including a fine.

Windowsills and spaces between windows and screens may not be used for food or storage areas. Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or
allowed to fall from any residence hall window. This is a serious safety hazard (it could injure or kill
individuals standing or walking below) and will result in disciplinary action and a fine.

EE: SMOKE DETECTOR POLICY

Smoke detectors are installed in each room, and as fire safety equipment, are not to be obstructed or
tampered with in any way. A smoke detector that beeps about once per minute indicates that the
battery needs to be replaced. Residents should notify their RA or AC of the need for replacement
or other problems and should not attempt to change the battery themselves. After hours, Police and
Security is to be contacted for replacement of smoke alarm batteries. Tampering with fire safety
equipment is grounds for disciplinary action, a minimum $50 fine as well as repair costs of the
equipment. Physical Plant cleans and services each detector once a year (during the summer).

FF: SMOKING POLICY

a: University Policy

Wittenberg has a long-standing smoking policy designed to provide as close to a smoke-free
environment as is practicable. Our current policy prohibits smoking in all campus buildings. To
comply with the state-wide smoking ban, University policy has been revised to extend the
prohibition of smoking to areas immediately adjacent to all University buildings. This revision means
that smoking will be prohibited near entrances, exits, windows that open, and ventilation intakes that
serve an enclosed area. So, for example, smoking is not permitted in the alcove between Recitation
Hall and the Annex, the front patios of buildings, the entrances to Hollenbeck or any other
academic building, the back stairs of Carnegie, the loading dock at the student center or the
entrances to residence halls, etc.

Ohio state law does not define how far away from a building a person must be in order to smoke.
The intent of the law is to protect the citizens, including employees, from the risks of second-hand
smoke. Some States have determined that an area twenty-five feet from the area where smoking is
prohibited is a reasonable minimum distance but, until the State of Ohio issues further guidance on
the enforcement of this law, we can only use the twenty-five feet distances as a guide. Attached is a
summary of the Smoke Free Workplace Act that was prepared by the University’s employment law
attorneys.

As is our current practice, the success of the University’s smoking prohibition policy depends upon
the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share the
responsibility for adhering to and enforcing this policy. Smokers have the added responsibility of
disposing of their cigarette butts without littering the campus or using trash receptacles because of
the potential to start a fire. Should you have a concern about the enforcement of this policy, your
career should be addressed directly to the person violating the policy or, if you are uncomfortable
doing that, you should bring your concern to the attention of your supervisor, department head or
to Human Resources.

The University will continue to offer access to smoking cessation programs to those individuals who
wish to enroll. Please contact the Human Resources Department if you are interested in this benefit.
Background and purpose

The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States. Moreover, new research findings indicate that nonsmokers who are regularly exposed to tobacco smoke also are at increased risk of illness and death.

Policy

Wittenberg University, in an attempt to respect the preferences of both non-smokers and smokers, has taken the following measures to provide as close to a smoke-free environment as is practically possible. Wittenberg is dedicated to providing a healthy, comfortable, and productive work environment for its employees and students.

Regulations

Smoking shall be prohibited in all areas of residence halls and non-resident buildings on the Wittenberg campus (including, but not limited to, classrooms, labs, offices, food preparation areas, lobbies, libraries, elevators, hallways, restrooms, and other common interior spaces). Per the Ohio revised code, smoking is also not allowed within 20 feet of entrances and windows of buildings on campus (including but not limited to porches and residence hall entrances).

Conflict Resolution

The success of this policy depends completely upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All of us share the responsibility for adhering to and enforcing this policy. Any concern should be brought to the attention of your supervisor, department head, or the Director of Human Resources.

Smoking Cessation

The University will offer access to smoking cessation programs to those individuals who wish to enroll.

b: Smoking in the Residence Halls

All residence halls are smoke-free environments, and smoking is prohibited throughout the halls, both in student rooms and public areas.

GG: SOLICITATION

No students or other outside individuals or groups are allowed to go from door to door in the residence halls selling or soliciting information or goods. Outside vendors may leave information in Student Development that can be made available to students or posted on a common residence hall bulletin board. Hall governments are the exception to this due to their status as elected officials of the hall who are charged with fund-raising and programming functions within the hall. For further explanation see number 30 in section II.
HH: SPORTS IN THE HALLWAY

Residents may not engage in any sports or sport-related activities within residence hallways, lounges, stairwells, or other public areas. Sports, including Frisbees, water fights, etc., in a confined area such as a hallway can lead to student injury and/or damage to private or University property. The University provides students with many approved facilities for sports and recreation.

II: VIDEO USAGE

The Video Copyright Law restricts the use of videos to private showings and prohibits their public performance in residence hall lounges and other common areas of campus buildings.

JJ: VISITATION

“Open” or 24-hour visitation is inconsistent with the educational philosophy of Wittenberg University; therefore, the following policy regarding visitation between members of the opposite gender in residence halls is in effect:

1. Hours for visitation are 10 a.m. to 12:30 a.m., Sunday through Thursday, and 10 a.m. to 2:30 a.m., Friday through Saturday.
2. Each residence hall community may decide to further limit visitation within their respective living units. Proposals should be submitted to the the hall’s hall government for approval.

**Procedures for making proposals are as follows:**

- The days when visitation is permitted are determined by the individual living unit.
- The vote to decide a visitation policy is determined by written ballot. The hall government decides the percentage of votes required in a living unit to act on a proposal.
- If your hall government examines a proposal and feels that a hall has not adequately dealt with the problems involved in the creation of a workable visitation system, the action of the local governing body may be invalidated. Specific suggestions for approval of the proposal are offered by your Resident Coordinator.
- If ten percent of the residents of any hall or house petition the Executive Council of your hall government to review action of their government on visitation hours, your hall government must examine the local policy and must either uphold it or invalidate it while recommending a procedure for resolving an acceptable policy. Such petitions must include detailed explanations of the factors necessitating a review of the specific policy.

3. Formal lounges—Residents within each hall may develop, with the guidance of their Area Coordinator, a 24-main or floor lounges. Controls within each hall must meet the minimum standards listed below.
   - Three visitors per resident host constitute the limit at any one time.
   - Resident Advisor or other approved agent must be responsible for enforcement of control standards.
   - Specific rules:
     1. TV must be kept on low volume,
     2. Voices must be kept low,
     3. No sleeping is permitted,
4. No rowdy or drunken behavior is permitted,
5. No playing of the piano in late-evening hours is allowed, and
6. The Area Coordinator or Resident Advisers have authority to ask people disregarding these rules to leave the residence hall.

d. The Student Development Office reserves the right to review and/or
discontinue the 24-hour open lounge policy.
e. It should be the primary concern of all involved (students and staff) that this policy not threaten the present standard of building security and at the same
time provide students further opportunity to demonstrate responsible behavior.

**KK: WATERBEDS**

Waterbeds are not permitted in residence halls.

**LL: HOUSING POLICY OVERALL**

Wittenberg University student housing includes residence halls, Greek housing, and University-owned rental properties. Only currently enrolled full-time students are permitted to live in University housing. The University has adopted the following policies, which regulate each category of housing.

**a: On-campus Housing Policy (Residence Halls)**

During their first and second academic years, all students enrolled full-time at the University live in the residence halls and participate in a University meal plan. Exemptions to the residency requirement include students commuting from the principal residence of their parent(s) or legal guardian(s) within a 30-mile driving distance to Wittenberg’s campus, student who are married, and/or student with other extenuating circumstances.

Permission to leave the residence halls is contingent upon receipt of prior written approval from the Associate Dean of Students/Director of Residence Life. Registration as a full-time student at the University during any academic year constitutes acceptance of the housing contract. Failure to reside in a residence hall or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University. Requests for exemption from the residency requirement must be made in writing to the Associate Dean of Students/Director of Residence Life. Few exemptions are made. As a liberal arts residential campus it is important that students engage in the community to take full advantage of the out-of-class experience.

**b: Commuter Housing Policy**

Any student who lives in the principal home of a parent or legal guardian or any student who is married and lives in or near Springfield, within 30 miles driving distance of campus, is considered a commuting student and is exempt from the requirement to live in a residence hall. Should a commuter student move from the parental home, he/she is expected to move into a residence hall unless otherwise exempted by securing permission from the Associate Dean of Students/Director of Residence Life. Only those students who meet the above conditions are considered commuter students. A commuter student may choose to live in the residence halls. However, the contract is binding for the entire academic year.
c: Greek Housing Policy

Affiliation with a Greek organization is a matter of individual choice and responsibility, and each chapter must rely upon the support of its membership to maintain financial stability. Students may not break a residence hall contract during the year to move into a Greek house. Students residing in fraternity and sorority houses accept the principle that, in taking up this residence, they have in no way been released from their obligation to the University. Students moving out of Greek living units at any time must reside in university-owned housing unless specifically released to off-campus housing by the Associate Dean of Students/Director of Residence Life.

d: Student Rental Properties Policy

Students who desire to live in University-owned housing must complete a “Request for Non-Residence Hall Housing” form and return it to the Residence Life Office prior to deadlines announced each year. Notifying parents that permission has been requested to live in student rental properties and whether or not such permission has been granted is the responsibility of each student. Parental approval for such a move is a matter between the student and parents, and therefore, Wittenberg University strongly encourages that agreement between the student and parents is reached prior to filing an application.

The student rental lease reflects University policy governing the terms and conditions for students living in these units.

e: Housing Assignment and Contract Policy

Requests for specific housing assignments are honored whenever possible. In the spring, returning students select their rooms for the following academic year. New students are assigned space during the summer prior to Fall Semester according to the date of their tuition deposit. Roommate requests are honored when both roommates request each other during sign-up and on the housing request card. Details and information regarding sign-up are distributed each spring.

f: Single Room Policy

When the halls are under assigned, a few rooms normally used, as doubles may be available as Super Singles. These are double rooms from which the extra furniture has been removed. A resident who contracts for a Super Single is guaranteed that room for the academic year unless the occupancy of the halls reaches maximum capacity. For more details, contact the Residence Life Office.

g: Designated Single Policy

A few designated singles are available in several halls. These rooms are designed for only one person. For more details, contact the Residence Life Office.

h: Consolidation Policy

Should vacancies occur in residence halls during any semester, Area Coordinators are asked to consolidate these vacancies by requiring the occupants of half-filled rooms to move together. This policy has been developed for the following reasons:

1. To make available an increased number of rooms that may be rented as singles and assigned fairly according to the criteria established by the Single Room Policy,
2. To accommodate prospective students who are considering Wittenberg as the possible college of their choice, and
3. To conserve on the cost of unnecessary utilities or needless “wear and tear” on a room.

Students in double rooms without roommates must adhere to the following guidelines when examining their housing options:
1. Obtain a roommate and keep the room as a double.
2. Move in with someone else in an under assigned room.
3. When available, contract for a Super Single. Availability of Super Singles is determined by Residence Life staff, and is based on factors including time of year, current occupancy, and other housing needs.
4. If a roommate cannot be found, if there are no other residents with whom to consolidate, and the resident does not wish to contract for a Super Single, the resident’s status will be defined as “involuntarily under assigned,” by which the resident agrees to accept a room-mate when a roommate becomes available.
   a. If the resident then refuses reassignment or a roommate, the room is considered to be “voluntarily under-assigned” and the Super Single room rate is charged retroactive to the date the roommate moved out.
   b. If an assigned roommate does not move into the room and indicates the resident made overt or subtle statements or actions which deterred the person from moving into the room, the resident may be held responsible for the total room charges for both spaces. The resident may also be referred for disciplinary action.
   c. If a roommate or reassignment cannot be offered, the single room rate is not charged at that time. If, at a subsequent time, a roommate or reassignment is offered and is refused, the Super Single room rate then begins on the date of the offer.
   d. If several residents declare “involuntary under assignment” at the same time, staff may consolidate. If there is disagreement as to which resident moves, new students with the highest priority numbers and upperclassmen with the lowest seniority as determined by credit hours will move.

i: Moving Within a Hall or to Another Hall

At the beginning of each semester there is a two-week hold on room changes while Residence Life staff verifies occupancy and determines where vacancies exist. After this time, students wishing to make room changes must contact their Area Coordinator for permission to move. In instances where a student desires to move from one hall to another, the new Area Coordinator must be contacted for permission to move into that hall.

Note: Prior to moving into a new room, students must check out of their current rooms and obtain a signed Room Change Form from their current Area Coordinator.

j: Room Inspection

The University reserves the right to inspect students’ rooms periodically for health and safety reasons as well as to determine the physical condition of the rooms.

k: Room Search

The Dean of Students or her designee may conduct a room search for the following reasons:
   a) In the event of an emergency
b) Health and safety matters  
c) To retrieve missing University property  
d) Suspicion of violation of University policy.

I: Room Refunds

Students who withdraw from the University within the semester will not be eligible for refund on fees. Housing and board refunds are granted on a pro-rated basis.

m: Release from Housing Contract

No student is released from the residence hall contract during the academic year unless it can be adequately demonstrated that being held to the terms of the contract causes extreme hardship. All requests for release from the residence hall contract should be directed to the Associate Dean of Students/Director of Residence Life.

MM: ROOM/BOARD CONTRACT

See the residence life website for a copy of the Room/Board Contract

NN: FERPA

The Family Educational Rights and Privacy Act of 1974 is a law, which protects students' rights and privacy and the release of information about students by educational institutions. Wittenberg's policies regarding student records are in keeping with the provisions of this law. As stated in Wittenberg's Student Handbook:

"The academic record and the student folder are maintained by the Registrar and are accessible to academic deans, their staff, faculty advisors, instructors of classes in which the student is enrolled, Admissions staff, Financial Aid staff, and Student Services staff. These people are granted access because their work and legitimate educational interests require access to these educational records. Access to any other person is granted only upon written consent of request of the student. . . .

"Information concerning academic status may be disclosed to parents or guardians if the student has been declared a dependent by the parent or guardian for federal Income Tax purposes. The University assumes such dependency unless the student notifies the Registrar otherwise, in writing."

Regarding public posting of grades, test results, and other information protected by the Privacy Act, "personally identifiable" information that cannot be used includes but is not limited to:

- student's name  
- name of student's parent or other family member  
- personal identifier, such as the student's social security number or student ID number  
- list of personal characteristics that would make the student's identity easily traceable  
- other information that would make the student's identity easily traceable
OO: COMMUNICABLE DISEASES

Policy Statement

Wittenberg University as a church-related school, in partnership with the Evangelical Lutheran Church in America, supports and defends the Church’s position that discrimination in any form is destructive to God’s gift of personhood. In the Christian perspective, the ill should be aided with compassion. No communicable disease should be used as a reason to judge or dehumanize the person afflicted. Wittenberg recognizes the tension between the rights of the afflicted individual and the safety of all members of the campus community. It strives to balance the concern for well being of the total community and the rights of the individual in making policy decisions.

Wittenberg University has a commitment to treat all faculty, students, and staff fairly and openly. This policy represents the intention to inform all people of the Wittenberg community about the risk of exposure to communicable diseases. This policy also represents a commitment to strive to preserve and protect the confidentiality of faculty, staff, or students who have developed a communicable disease. The University will protect those affected from discriminatory or unfair treatment in personal and academic decisions, and will avoid imposed isolation from the community if possible. Wittenberg assumes that informed community members would take necessary steps to protect themselves from infection. This policy applies to contagious (measles, mumps, chicken pox) and infectious (AIDS, STDs, hepatitis) diseases.

I. EDUCATION

The major focus for protection from disease will be to educate all personnel and students. Education efforts may include alert messages, informational brochures, invited speakers, films, and class discussion. Students will be informed of methods for avoiding contracting the disease and will be encouraged to take responsibility for their actions.

When a communicable disease approaches epidemic proportions or is judged to be a serious concern to the University community, Wittenberg will activate its program of education on that disease. Information will alert both students and staff to incidence rates of the disease, methods of transmission, known methods of prevention and/or cure, and the employment of universal precautions.

II. ADMINISTRATIVE RESPONSE

When a disease is identified by the University Physician to be a serious concern to the community, Health and Counseling Services will activate its procedures for education concerning prevention and treatment of the disease. The University Physician and Director of Health and Wellness Services will notify the Vice President for Student Development and Dean of Students and Director of Human resources of the dimensions of the disease and of any recommended changes in University procedures pursuant to managing the disease. The administration may at any time request the University physician for an opinion of the danger of a disease and recommendations for containment. Students will be informed of incidence rates on the college campus, but will not be told whether a given individual carries the disease.

The Director of Personnel or the Vice President will make reasonable accommodation on a case-by-case basis for Student Development and Dean of Students in consultation with health officials.
All contract services will be expected to adhere to the policy guidelines established on communicable diseases by Wittenberg University.

All applicable federal, state, and local laws will apply and recommendations of the Center for Disease Control will be followed.

The Dean of Students is charged to appoint a Communicable Disease Team, which will meet when necessary to ascertain the seriousness of a communicable disease outbreak and to recommend to the President the necessary appropriate action to be taken.

III. CONFIDENTIALITY

Communicable disease-related diagnostic information reported to the University will be treated as confidential, privileged information. Faculty, students, and staff confidentiality will be protected to the best of our ability. Health and Counseling Services will observe Public Health reporting requirements for the State of Ohio.

The HIV antibody test will not be used for employment retention decisions.

The HIV antibody test will not be used for student retention decisions unless the student's behavior endangers the community.

IV. TESTING

Students requesting information regarding testing for AIDS or other infectious diseases will be counseled by the professional student health services staff. Students will be informed about confidential testing, anonymous testing, and locations available. The student will be advised of the limitations of the test.

V. MEDICAL FOLLOW-UP

In order to receive better protection and appropriate medical care, the student with an infection should inform the professional student health services personnel.

The college urges medical follow-up for the student with AIDS. Medical services will be provided by Health and Counseling Services within the limitations of staff expertise and resources.

The student with AIDS who desires treatment at Health and Counseling Services must identify his or her private health care provider to the professional student health services personnel. Upon request, professional health services personnel will refer an individual to health care providers and/or agencies with expertise in AIDS.

A student with AIDS will be exempt from the requirement to take live virus vaccinations, e.g., measles, and rubella.

VI. RESIDENTIAL/ACADEMIC/WORK CONSIDERATIONS FOR THE STUDENT WITH AIDS

A student who has AIDS is invited to discuss his or her condition with another appropriate campus official, e.g., Associate Dean of Students, Associate Dean of Students, and Vice President for Student Development and Dean of Students. Those offices will have information about resources within the community.
Professional student health services personnel will assess the student's knowledge about transmission of HIV. Detailed information will be given to the student regarding high-risk behaviors and appropriate self-care.

The student must properly govern his or her behavior in light of known risks of transmission of AIDS based on current medical knowledge. A student whose behavior endangers others will, through appropriate procedures, be isolated or removed from the campus. The decisions to restrict or exclude will be rendered on a case-by-case basis with medically based judgments to assure the welfare of the college community and the individual.

Residential housing issues will be considered on a case-by-case basis.

The student will be allowed regular classroom attendance unless physically unable.

The student will be allowed to perform regular duties unless physically unable. The student may participate in intercollegiate athletic programs and intramural sports following individual assessment by the University Physician. Special consideration will be afforded to the student with AIDS to assist in preventing his or her exposure to certain communicable diseases, e.g., influenza, measles, and chicken pox.

VII. WORK CONSIDERATIONS FOR THE EMPLOYEE WITH AIDS

Faculty and staff who have positive HIV antibody tests are encouraged to seek medical attention and advice on obtaining proper treatment for themselves and ways to reduce the risk to others. They are encouraged to inform the Director of Human Resources and to obtain the Public Health Service recommendations for the treatment from the Human Resources office.

Food Service workers and medical staff will follow appropriate governmental regulations regarding infection control.

The faculty or staff member must properly govern his or her behavior in light of known risks of transmission of AIDS based on current medical knowledge. A faculty or staff member whose behavior endangers others will, through appropriate procedures, be isolated or removed from the campus. The decision to restrict or exclude will be rendered on a case-by-case basis with medically based judgments to assure the welfare of the college community and the individual.

Employees and contract personnel will be informed of the use of universal precautions pertinent to their area.

VIII. POLICY ON PROVIDING AND DISTRIBUTING CONDOMS ON CAMPUS

As a church-related school, Wittenberg respects the Evangelical Lutheran Church in America's position on human sexuality, which states that sexual intercourse is a gift from God intended for use in a relationship of lasting commitment between two people. In addition to supplying a forum for debate on such critical life-style issues, Wittenberg also has the responsibility to supply appropriate education concerning sexually transmitted diseases and their prevention. Wittenberg cannot regulate student sexual activities or behavior between consenting adults even when they participate in sexual practices that may endanger their health. Wittenberg does encourage students to take responsible precautions if they choose to be sexually active. It is our policy that RAs not provide condoms. Condoms are available at the Corner Store and in Health & Counseling Services. Although
Wittenberg should assist students to study options of responsible life-style, students must take responsibility for their own decisions and actions.

PP: MEDICAL/FIRST AID

For further information about medical emergencies and first aid, refer to "Wittenberg Health and Wellness Services Emergency Guide for Injuries and Illness," distributed at the beginning of the academic year.

In any critical, life-threatening emergency, dial 911 when calling from AC apartment or office, or (9)911 when calling from a student's room, and then Police and Security at 6363.

As a staff member, you should:

1. Become familiar with the Wittenberg Emergency Guide.
2. While waiting for assistance, keep people calm and the area free of spectators. Either stay with the person or have another staff member stay with him/her.
3. Contact appropriate staff, i.e. Area Coordinator/AC on duty, as appropriate.

Ground rules for first aid and related medical problems:

1. Never give medication or "home cures" to a resident.
2. Never offer a medical opinion. (The sick or injured person may assume that you know.)
3. Always refer student to Health and Wellness Services. Let trained personnel determine severity of injury or illness.
4. Do not reinforce statements about poor care at the Health and Wellness Services or hospital. You don't know the details of their previous experiences. Encourage them to go anyway. If you feel there are legitimate complaints about the Health and Wellness Services, contact Dr. Kathryn McKee, Director, Health and Counseling Services.

QQ: SEXUAL ASSAULT AND SEXIST, RACIST, OR OTHER DISCRIMINATING CONDUCT

Sexual assault is viewed as the extreme extension of sexual harassment. Sexual assault is a forced sexual act against one's will and/or without one's consent. Any sexual intercourse without mutual desire and/or consent is rape. Consent as used in this section means words and/or overt actions by a person who is competent to give informed consent. This consent must be a freely given agreement to have sexual intercourse or sexual contact. A person who is unconscious or for any other reason is physically unable to communicate an unwillingness to participate in any sexual act is presumed incapable of consent.

Sexual assault is a crime whether it is perpetrated by a stranger, an acquaintance, a date, or partner, and will be treated as such by the University. Incidents of sexual assault should always be reported.
Keep in mind that the victim does not provoke sexual assault. Every person is at risk for sexual assault regardless of age, physical appearance, race, etc. It is also important to note that, while most sexual assaults are committed against women, men can also be victims of sexual assault. Victims do not ask for this treatment and it is not "their fault."

The following is a listing of resources for assistance.

| Health and Wellness Services   | 327-7811  |
| Student Development            | 327-7800  |
| Project Woman                  | 325-3707  |
| Mental Health Services         | 399-9500  |
| Family Service Agency          | 325-5564  |
| Catholic Social Services       | 325-8715  |
| University Pastor              | 327-7411  |
| Advocates:                     |          |
| Barbara Kaiser                 | 327-7405  |
| Robin Inboden                  | 327-7064  |

Advocates can be reached after business hours by contacting the University switchboard. Please also refer to the Student Handbook for detailed information on policy and procedures regarding sexual harassment and assault.

**Policy Statement**

Sexual harassment undermines the mission of the university and threatens the careers, educational experience and wellbeing of students, faculty, staff and visitors to the campus. Therefore, it is the policy and goal of Wittenberg University that all students, faculty, staff and guests be free from sexual harassment and sexual misconduct. Although founded on and guided by the laws of the United States and of the State of Ohio, the university's policy against sexual harassment and misconduct is not limited by these laws. The policy is an expression of the academic, residential and professional standards of the Wittenberg community. The university reserves the right to investigate circumstances that may involve harassment in situations where no complaint, formal or informal, has been filed.

**Scope**

This policy applies to all students. All students are expected to abide by this policy, whether on campus or away from campus, when engaged in activities sponsored by the university or which otherwise relate to the university or its business. This policy also applies to the activities of recognized student organizations. Those who contract to use Wittenberg’s campus, conduct business on campus or visit the university are expected to adhere to the principles established by this policy. “This policy also applies to the activities of recognized student organizations”

**Responsibilities**

Members of the university community are responsible for knowing and understanding the University's policy prohibiting sexual harassment and misconduct. Students who do not understand the policy should contact the Office of Student Development.
The university reserves the right to investigate circumstances that may involve harassment whether or not the person targeted chooses either to initiate an action or to support or oppose an action begun by the university. Sanctions in accordance with this policy may be imposed when it is determined that the policy has been violated.

Any student who believes he or she has been sexually harassed or assaulted may also elect to make a complaint outside the university by initiating civil and/or criminal charges against the offending party or parties. If you request, the university will assist you in reporting an assault and filing a criminal charge. You should be aware that the Ohio criminal and civil justice systems and the Wittenberg process for investigation, adjudication and discipline are separate and distinct ways in which to seek redress. If any party initiates any civil, criminal or agency proceeding, the university reserves the right to initiate, to suspend, to terminate or continue the internal proceeding.

The resolution of sexual harassment or sexual misconduct cases can occur by pursuing an informal resolution or by filing a formal complaint.

An informal resolution is an effort to stop the harassment that has occurred or is occurring without pursing a fact-finding process or seeking sanctions. This can be done directly or with the assistance of a university official.

If an attempted direct resolution does not bring a satisfactory result, the student may initiate a formal complaint.

**Direct Efforts**
This option means that the student who believes he or she has been subjected to harassment directly communicates with the person doing the harasing. This can be done through a conversation or by written communication. The communication should include a description of the offensive behavior and a request that such behavior stop.

**With the Assistance of the University**
Under informal resolution, the role of the university official is to help stop the harassing behavior. At this point, the role of the university official does not include mediation or adjudication. A student seeking help with the direct resolution process may consult with the an Associate Dean of Students or the Chair of the Sexual Conduct Grievance Board.

These university officials can talk with you about your options for handling a direct resolution and also can provide guidance on the procedures for filing a formal complaint. Upon request and at their discretion, such persons may serve as a go-between with you and the offender and may do so without revealing your name.

University officials may not assist with an informal resolution when the complaint falls under the definition of sexual assault. All complaints concerning sexual assault are handled through the formal complaint process. Once a university official recognizes that the complaint cannot be resolved by direct resolution, the official must remove himself or herself from the direct resolution process.

A formal complaint can occur via two mechanisms.

1. Assisted resolution
a. The university believes that for a variety of reasons including privacy, speed of the resolution and a return to normal relations, it may be in the interest of both the complainant and the respondent to resolve the complaint through Assisted Resolution rather than Adjudication. Thus, unless the complainant or respondent specifically requests for resolution through adjudication, the university will attempt to resolve formal complaints through Assisted Resolution.

b. Experience has shown that Assisted Resolution is particularly appropriate in situations where there are different perceptions about whether consent was given or where thoughtless or unintentional behavior has caused distress.

2. Adjudication
   a. This involves a formal hearing before the Student Conduct Grievance Board or Administrative Hearing Panel to determine if the respondent has violated the institution's policies

*Sexual harassment may be considered adequate cause for dismissal of a student.*

Description and Definition of Behavior

**Sexual Harassment**

Sexual harassment may be verbal, visual or involve physical contact. It can be overt, such as a professor’s suggestion that a person could get a higher grade or a supervisor’s offer to an employee for a higher salary in return for submission to sexual advances. The suggestion or advance need not be direct or explicit—it may be implied by the conduct, circumstances and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a sexual one. It can range from abusive remarks about individual persons to sexual misconduct including serious criminal abuses such as assault.

A person does not have to be the target of sexual harassment to be sexually harassed. The harassment of others can be so offensive, demeaning or disruptive as to constitute a hostile work environment, even though the harassment is not specifically directed at the observer. Although no exhaustive listing of behaviors that constitute sexual harassment is possible, some examples could include:

- unwelcome sexual flirtations or advances;
- repeated sexually oriented kidding, teasing, joking and flirting;
- verbal abuse of a sexual nature;
- graphic commentary about an individual's body, sexual prowess or presumed sexual deficiencies;
- derogatory or demeaning comments directed to one's gender;
- derogatory or demeaning comments about sexual orientation;
- leering, whistling, touching, pinching or brushing against another's body; touching of an erogenous zone, offensive, crude language;
- displaying of pornographic materials on personal computers;
- and displaying objects or pictures that are sexual in nature.
All such conduct can be threatening and coercive and may create a hostile or offensive working environment that is not conducive to teaching, learning and working.

Sexual harassment also may consist of patterns or episodes of speech or other behavior that create a hostile or offensive environment for individuals based on their gender or sexual orientation; it may or may not involve unwanted sexual attention. The university will determine that a behavior or series of behaviors constitutes sexual harassment when one of the following four criteria exists:

(1) Submission to such behavior is made either explicitly or implicitly a term or condition of a person’s employment or education; is used as the basis for academic or employment decisions affecting the person; or is a condition to participate in a university activity;

(2) The behavior has the purpose or effect of creating a threatening, hostile or offensive environment;

(3) The behavior unreasonably interferes with an individual’s work, academic performance or living environment or otherwise interferes with required tasks, career opportunities or learning;

(4) The behavior causes a person to engage in a sexual act through force, threat of force, or without the person’s consent.

Sexual Misconduct
Sexual misconduct is a form of physical sexual harassment that includes a range of behaviors from unwanted touching and fondling to acts of sexual assault or rape. Any genital or oral penetration, however slight, by a part of the respondent’s body or by an object without the consent of the complainant is sufficient to constitute sexual assault, and such acts are subject to criminal charges.

Sexual misconduct is defined as engaging or causing another person to engage in a sexual act through force, threat of force or without the person’s consent.

Consent must not be impaired by mental or physical condition, by advanced age or by any drug or intoxicant, regardless of who administered the drug or intoxicant, even if it was self-administered. In sexual encounters, each participant has a duty to communicate clearly—in words or in actions—the desired level of intimacy. Consent is not presumed.

Academic Freedom
The use of valid pedagogical materials will not constitute sexual harassment. The university encourages consultation with professional colleagues to determine if the use of the materials chosen may create a hostile or offensive atmosphere within the classroom. The university does not wish to stifle valid academic expression.

Support Services

1. The university counselor provides counseling services and referrals that are available to the complainant and respondent.
2. Students may seek counseling from the university pastors. The university counselor or university pastors are able to maintain the client privilege of confidentiality to the extent that the law permits.
3. The Office of Student Development has various educational aids to help students understand what they can do if they are assaulted. In addition, the annual security report and the Student Handbook contain information on designed educational programs to promote the awareness of sexual offenses, sanctions for such offenses and the campus disciplinary procedures. Both also identify available counseling and other campus support services.

Review of Procedures

The President has appointed an advisory council which includes the Vice President of Student Development and Dean of Students, Associate Vice President for Human Resources and chairs of the SCGB to annually evaluate these procedures.

The advisory council will consult with the full SCGB and thereafter forward its recommendations to the president. After review by the President, the changes will be brought to a faculty meeting and to Student Senate before presentation to the board of directors for consideration for adoption.

All members of the Wittenberg community are encouraged to raise questions about this policy with one of the committee members, and to offer suggestions for policy revision.

**RR. LAUNDRY**

The laundry facilities located within the residence halls are for the residents of those halls only. The cost of the laundry is consumed in the room fee each residence hall student pays. It is against policy for residents to wash/dry non-resident student’s clothes, or for non-residents to use the laundry facilities in any residence hall. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the resident of the hall and the non-resident of the hall.

Please be courteous of your fellow hall members. There are a limited number of machines, and by utilizing the washers and dryers for non-residents, you are inconveniencing those that have paid to use the machines.
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A: General Confrontation Information

In Confrontations, Do…

1. Always introduce yourself by name and position.

2. Be polite. As with most circumstances, “please” helps.

3. Know the policies and the reasons behind them. Be willing to explain.

4. Be assertive. State clearly what you observe, why it is inappropriate and what corrections is necessary.

5. Talk in a calm voice. Engaging in a shouting match won’t help.

6. Identify the host of a party or a large group. Isolate that individual and confront him/her. Get his/her help in securing others’ cooperation. It is not necessary to take on a whole crowd.

7. Be aware of safety issues:
   - Use the stairs, not elevators, to escort people out
   - Maintain a safe personal space
   - Be observant of people’s movements, etc.
   - Leave yourself an exit route

8. Focus on behavior, not the person. “Having alcohol is not permitted. Please pour it out.” “Quit being a troublemaker – dump the beer,” will escalate the problem.

9. Continue contact about non-discipline issues after the confrontation is resolved. Continue to communicate your interest in people, willingness to help them and respect for them as individuals after confrontations.

10. Keep all disciplinary information confidential. It is no one else’s business.
Common Mistakes made by Resident Advisors

- If I’m “easy going,” my residents will like me.
- Failure (fear) to enforce rules
- Failure to communicate (can’t behave appropriately) rules and consequences
- Lack of professionalism (gossip, surreptitious behavior)
- Taking responsibility for resident’s behavior
- Giving up
- Fear (lack) of confrontation
- Deal with personalities instead of behavior
- Ignoring tension
- Allowing themselves to be sidetracked
- “Smoothing” over problems
- Trying to bribe residents into behaving
- Dragging things out
- Allowing disruptions to remain anonymous
- Talking about an individual without that person present

“Mistakes only become failures when we fail to learn from them.” (Anonymous)
What Happens When Poor Discipline Occurs

- Residents resent the Resident Advisor for not making disruptive students accountable
- You burn out
- Residents become non-supportive, apathetic, more isolated
- Lots of complaining
- Residents will shut themselves down just to survive; they become non-functioning
- Residents will stop expressing needs
- Talking behind back – under minding of Resident Advisor’s accountability
- Residents will begrudgingly conform
- Chaos in the halls
- Lack of participation in activities – don’t volunteer time, personal resources
- Hidden agendas – unresolved resentments and subtle retaliation
- Little loyalty and commitment to floor
- Residents fail to conform to or live up to behavioral expectations
- Less communication between residents and Resident Advisors
- Interaction is less friendly and democratic
- Less tolerance for differences of opinions/lifestyles – a breakdown of mutual respect
- Conflicts are not openly resolved
- Less self-disclosure, more territoriality
Is your discipline plan working? If not, this may be why…

**Lack of Consistency**
- Are you asking the same behavioral expectations and outcomes?
- Are you treating all residents the same?
- Do you follow up with the logical consequences every time there is an infraction?

**Lack of Communication**
- Did you educate all residents as to behavioral expectations and outcomes from day one?
- Did you get residents to agree to the behavioral expectations and outcomes?
- Did you present the expectations and outcomes in a positive manner that encourages cooperation?

**Lack of Effectiveness**
- Were the actions you took to make residents accountable tough enough?
- Or, were they consequences that the residents made fun of, presented no inconvenience to them, or even liked?
- Does your plan apply to all residents and situations?

**Poor Timing**
- Did you make residents accountable **immediately** after the infraction occurred?

**Misperceptions About Residents’ Behavior**
- Did you track **exactly** what the resident’s behavior has been rather than relying on perceptions and memory?
16 Hot Tips to Keep Confrontation Cool

1. Introduce yourself.

2. Speak to the individuals by name, not “you,” “she,” etc.

3. Say “I need to talk to you,” instead of “you need to.”

4. Take time to understand the resident.

5. Find some common ground.

6. Know your policies and stand by them.

7. Assume responsibility for your actions and decisions.

8. Don’t threaten residents with sanctions (it’s not up to you).

9. Know when to get help (from another RA, AC, or Police and Security).

10. Confront with consistency.

11. Be conscious of your tone and body language.

12. Tell the residents you are documenting them.

13. Explain the conduct process.


15. Don’t take it personally.


(Adapted from Cal Pol Pomena, Crisis and Confrontation Training Model)
B: ALCOHOL CONFRONTATION

Below are guidelines for responding to alcohol policy violations. It is the policy of the Office of Residence Life that violations be confronted whenever encountered.

Specific Alcohol Violation Responses in Residence Halls
A. Underage students with individual quantities of alcohol: in such instances, staff members are expected to confront the students regarding the violation.
   1. The student should be informed of the policy being violated.
   2. In all circumstances the underage student is not to retain possession of alcohol.
   3. If appropriate to the situation, the RA may ask the resident(s) of the room to open various units to determine if there is additional alcohol (refrigerator, closet, etc.). The resident(s) of the room must be the individuals to open these units.
   4. Should a negative response be received the staff member should seek further staff assistance (AC, Police and Security) and inform the student of possible non-compliance concerns.
   5. The student is to be instructed to dispose of all alcohol. A staff member should accompany the residents(s) to the nearest restroom to pour out all alcohol.
   6. Return to the room with the residents and inform them that a report will be filed and further disciplinary action will be forthcoming.

B. Confronting Large Alcohol Containers (kegs/beer balls). This policy is designed to help foster peaceful environments conducive to academic success, and to help avoid large, unmonitored group activities involving alcohol.
   1. The procedures in this situation are the same as those above listed in steps 1 through 4. However in step 5, the containers themselves must be confiscated by Police and Security and will not be returned to the students. This includes taps as well as the container.
   2. When an incident arises involving large alcohol containers, Police and Security should be involved. The officer will confiscate the container secure it in Police and Security, or hall office, or another secure storage place.

C. Public Intoxication in the Residence Halls
   1. Behavior, which is destructive to community living, should be confronted and dealt with as a violation of policy.
   2. If the student is heavily intoxicated and behaving wildly, do not attempt to restrain him or her. Contact Police and Security and the AC on duty.
   3. An incident report should be filed and disciplinary follow-up will occur.
   4. Repeated incidents of public intoxication or excessive alcohol use may indicate that the student has an alcohol abuse problem. These situations should be reported to the Area Coordinator for follow-up and possible referral to Health and Counseling Services.
D. Residence Hall Staff Jurisdiction
The residence hall staff is expected to confront violations of the alcohol policy in all
residence halls, not just the residence hall in which s/he is a staff member. While there is no
expectation that staff confront alcohol violations in Greek chapter houses or off-campus
apartments, violations should be brought to the attention of one’s Area Coordinator.

E. Staff Alcohol Usage
As a member of the Office of Residence Life staff, it is particularly important that you
adhere to the alcohol policy. Your position places you in the "fish bowl" as a role model
both on- and off-campus. As an RA, your behavior is under scrutiny by the entire
University community, especially that of the student body residing within the residence halls.

The integrity and respect of each staff member is dependent on the behavior of all other
staff members. This is true not only for staff alcohol consumption, but for policy
enforcement as well. Your inconsistency in either area affects other staff members, and may result in
disciplinary action, including possible termination of your RA contract.

C: ASSAULT

If you are approached by a student who’s been assaulted:

1. Contact Wittenberg Police. A police officer will respond and make a report.

2. If emergency treatment is necessary, call x6231 and ask that an ambulance be dispatched to
your location.

3. Encourage the student to seek medical care.

4. Contact Associate Dean of Students/Director of Residence Life, the Associate Dean of
Judicial Affairs and/or the Vice President for Student Development and Dean of Students
(refer to calling procedures).

5. Follow-up with an incident report.

Written information is usually sent from the Vice President for Student Development and Dean of
Student’s office to the campus community to make students aware of the incident.

If you hear that a student was assaulted after the fact, contact the student to see if a security report
was filed. If not, encourage the student to do so. Even if the suspect is not found, a description
may be helpful to other cases or to warn others in the future. File an incident report with the
information you have. You have a duty to report and follow proper protocol due to university
policy and federal law.
D: BOMB THREAT

BOMB THREAT PROCEDURES:

If you receive a bomb threat by phone, you should:

A. Attempt to keep caller on the line to obtain as much information as possible. You should ask the caller:
   1. Where is the bomb located?
   2. What building? (You may get called about another building).
   3. On what floor?
   4. In what room?
   5. Where is the room?
   6. What time is the bomb set for?
   7. What is the size of the bomb?
   8. Will the bomb cause fire alone or blast damage?
   9. Is there any special way to identify it?

B. If this works and the caller stays on the line, you should listen intently for any background noise or sounds that might give you a clue as to the location of the caller.

C. If possible, determine the gender, age, etc., of the caller.


E. See attached checklist. Fill in as you are talking or as soon after the call as possible. Give the form to Police and Security when they arrive.

F. If the caller says that the bomb is set for a time period of an hour or less, immediately evacuate the building by pulling the fire alarm. If set for longer than an hour, contact Police and Security, and call the Associate Dean/Vice President for Student Development and Dean of Students for consultation on evacuation procedures.
E: RA Chain of Command

Who to Call When Situations Arise

Below are some different scenarios, some common, some not so common, that you may run across during rounds or even just by being around campus. Although this list is not all-inclusive, it should serve as a reference for all events… When in doubt call your AC or the AC on duty.

*** Always note ALL situations on the duty log. If you don’t know whether or not to write and incident report, ask the AC or write one anyway, it is never a bad thing to have documentation.

- A student is in need of transport to the hospital; it is not life threatening.
  - 1st- Call police and security, ask them to send an officer and that you may need a squad
  - 2nd- Call the AC on duty; if it is during business hours you can call your own AC

- A student is passed out/non-responsive or has life threatening injuries.
  - 1st- Call 911
  - 2nd- Call police and security (MAD1) and let them know that a squad is coming to campus & where you are
  - 3rd- Call the AC on duty, or if it is during business hours you can call your own AC

- There is vomit in the restroom or hallway
  - If after 4 PM (week day) call MAD1 and ask for them to send One Source
  - If prior to 4PM (week day) you should be able to call Physical Plant/Building Services directly at 7316; if you do not reach a person, call MAD1
  - Weekend call MAD1
  - Repeat steps if the vomit is not cleaned up within an hour/by the next round

- A student is threatening suicide
  - 1st- Call police and security MAD1
  - 2nd- Call the AC on duty

- There is graffiti found on the interior or exterior of the building
  - 1st- Contact the AC of that building, if that AC is not available call the AC on duty
  - 2nd A- If the graffiti is offensive call police and security (MAD1), wait for police and security to arrive, cover with paper if unable to remove graffiti, or if you are unable to wait for police and security to arrive
  - 2nd B- If the graffiti is not offensive, fill out a green maintenance request to have it cleaned

- Trash is dumped over or overflowing in the hallway or restroom
  - If after 4 PM (week day) call MAD1 and ask for them to send One Source
  - If prior to 4PM (week day) you should be able to call Physical Plant/Building Services directly at 7316; if you do not reach a person, call MAD1
  - Weekend call MAD1
• You smell what could be marijuana in the hallway or outside the building
  o 1st - Call Police and Security MAD1~ Ask for assistance
  o 2nd - Call the AC on duty, or your AC if it is during business hours
  o You as an RA do NOT confront marijuana violations

F: COMMUNICATION OF EMERGENCY INCIDENTS

Any situations that might generate some degree of concern from other University offices or the surrounding community should be reported immediately. This requires judgment on the part of staff members. **All fires, instances of physical harm, or serious illness/transporting of students should be contacted to your Area Coordinator or the Area Coordinator on duty.** It is better to communicate too much than too little. It is the responsibility of Resident Advisors to keep the Area Coordinator informed.

When the media is seeking information, or statements concerning a particular incident and/or emergency, the media should be referred to the Area Coordinator.

G: CONFIDENTIALITY

In Counseling: You must realize your personal and role limitation in the area of counseling/helping. You have an ethical obligation to communicate these limitations to students at the outset of any helping relationship. Never promise students that you will not tell anyone about what they have told you in confidence. In the case of suicide attempts/gestures, you will have to reveal that information for the sake of the individual(s).

In Handling Confidential Information: The nature of your position requires you to have information that is considered confidential. This information is entrusted to you with the understanding that it will not be misused or passed on to others who do not have a need to know it. You are reminded of the student's right to privacy. Share information regarding students only with your immediate supervisor or with other professionals on a "need to know" basis.

In Talking with Parents: Often parents have concerns about their sons/daughters and will contact residence hall staff for information. Although we recognize the parents' concerns, we also need to respect the student's rights to privacy. Therefore, information must be given out in a cautious manner. If a parent comes to see you, inform your Area Coordinator immediately. If a parent calls you, refer the call to your Area Coordinator. Never call the parent without first discussing the situation with your Area Coordinator. The Area Coordinator may refer the call to the Associate Dean of Students/Director of Residence Life as necessary.

In Handling Requests for Information: Staff members get requests for information from a wide range of on- and off-campus individuals/groups. The following guidelines should be followed in responding to these requests:

All requests for information from off-campus other than program publicity (e.g., hall related policies, issues or occurrences or information on individual students) should be forwarded to the Associate Dean of Students/Director of Residence Life.
-Requests for hall-related information by University departments or personnel should only be honored on a "need to know" basis (e.g., Police and Security, Academic Advisors, etc.). Others should be directed to the Associate Dean of Students/Director of Residence Life.

H: Death of a STUDENT

In the event of the death of a student, accurate communication is essential. If a residence hall staff member is the first to be made aware of a death, use the regular emergency calling procedures: Area Coordinator>Associate Dean of Students/Director of Residence Life>Vice President for Student Development and Dean of Students.

Information is released to the public from the Office of Public Information. Residence Hall staff will be given specific information to pass along to students from the Dean of Students, Associate Dean of Students/Director of Residence Life and/or Associate Dean of Judicial Affairs.

I: RA Duty Procedures

The purpose of having an RA on duty each night is twofold: 1) the residents will know there is someone in the building to which they may go, should the need arise; and 2) there is also a regular check on the conditions within the building.

Duty Rounds

Duty RAs hold office hours in residence hall offices from 7:00 p.m. to 9:00 p.m. Prior to office hours, the duty RA completes a 6:45 p.m. round of the exterior part of the building. Then at 7:00 p.m. round should be completed right before entering the office for office hours. The rounds are to be conducted approximately 9:00 p.m., 11:00 p.m., 12:30 p.m. and on Fridays/Saturdays at 2:30 p.m. Other rounds are conducted as per the Area Coordinator’s instruction. A minimum of four sets of rounds should be conducted Sunday through Thursday, five sets on Friday and Saturday.

When RAs begin duty, the following is expected:

1. Pick up duty logs from hall offices prior to calling the AC on duty. Carry pen.
2. Record the name and phone number of the AC on duty in the RA duty log.
3. Call the AC on duty between 6:45-7:00 p.m. RAs are to give complete names, halls in which they are on duty (this may be different from the halls in which they live), room numbers, and phone numbers. If voice-mail answers, leave the same information.
4. Change all "RA on duty" signs.

When walking through the hall on rounds, it is imperative that the condition of the following items is noted in the RA duty log:

Rounds

1. Security:
   * doors should be closed and locked--check for propped doors;
* watch for unescorted visitors and suspicious behavior;
* check vending machines, computer rooms, lounges, laundry rooms, bulletin boards, and water fountains for theft and/or vandalism.

2. Fire Safety:
* watch for potential fire hazards (condition of trash rooms, kitchenettes, lounges);
* check smoke detectors (are they intact?);
* check fire extinguishers (are they present? charged?);
* close all fire doors.

3. The Building:
* check all stairwells for debris and other problems;
* if applicable, ride the elevator, checking for vandalism;
* check overall maintenance.

**Items That Should Be Noted in the Duty Log**

1. Residents you assisted--how and why?
2. Residents you confronted--for what?
3. Events taking place in lounges, student rooms
4. Policy violations
5. Maintenance needs/vandalism
6. Overall atmosphere of floors and hall

The RA duty log is an official record of what occurs in the residence halls. Records should be legible and pertain only to hall business. Since logs may be used for official business, all records should be written in appropriate language. The RA duty log does not take the place of incident or maintenance reports.

The morning after duty, RAs must place the duty log and incident reports in the area designated by the Area Coordinator. All materials should be turned in **no later than 10:00 a.m.**

**J: Building Evacuation – Relocation of Residents**

In the event of a fire alarm or other emergency evacuation of the building, it may be necessary to move the students to another building because of weather conditions. The Chapel is the relocation center for all buildings.

In cases of inclement weather at night, students should be directed to the Chapel since there is no way of knowing how long it will be before students can return to their rooms. A staff member(s) should be sent to the Chapel with students. If students choose to stay outside they may, but a staff member should be present to keep them away from the building. The Area Coordinator and two other staff members should stay with the hall to facilitate communication. Once the building is safe to re-enter, the Area Coordinator is responsible for notifying students that they can return. Care should be taken to ensure that student or staff members do not walk alone at night.
In the event of an emergency evacuation of a residence hall during the day shelter is available in the Union, Library or other open campus buildings. If for any reason there is an extended evacuation of a residence hall during the day, information regarding the situation will be made available through Student Development.

**K: Fire Safety**

Before students move in, hall staff should understand evacuation procedures and fire alarm systems for their respective halls. ACs should account for all fire safety equipment, i.e., extinguishers, fire bells, emergency lighting, room smoke detectors. Any extinguishers needing to be charged should be reported at this time. Fire extinguishers should be checked daily by the duty RA.

During fire drills or in the case of a fire alarm, each staff should meet in a designated location in order to organize efforts and work to the best of the group's ability to assist the Springfield Fire Department and Police and Security. The staff's priority is to evacuate the building, not fight the fire. The following areas are designated as meeting sights:

- Ferncliff - outside front entrance by parking spaces
- Myers - end of back driveway (north end)
- Firestone - outside front entrance (away from building)
- Woodlawn - sidewalk on Woodlawn
- Tower - back door of Tower
- Polis – front door of Tower
- New – Grass between the Student Center and the New Residence Hall

Once the staff has gathered, the Area Coordinator may assign duties to the RAs. If the AC is not there, then the duty RA is designated as the coordinator and the AC on duty should be called immediately for assistance. The AC acts as a liaison with Police and Security and the Fire Department. If necessary, RAs should escort residents to designated evacuation sites. All halls evacuate to the Chapel. Some RAs should assist in checking exits and directing residents to the proper location for evacuation. Until a building has been cleared for reentry by the Fire Department and Police and Security, no one should enter the building. The building is not secure for re-entry until Police and Security has reset the alarm.

During a drill, RAs should instruct residents to clear the building. In the event of a fire, use common sense. The luxury of time to clear a building may not be available. Staff members should not jeopardize their own safety. RAs should report to the AC the names of any residents who fail to evacuate the building, those who were a disturbance, or those who left the building unprepared (i.e. no shoes). It is the responsibility of the AC to respond as soon as possible to students who were uncooperative or not prepared.

Police and Security is required to conduct fire drills in residence halls. During the first floor meeting, each RA should explain the fire evacuation procedures with the residents. A fire drill should be held within the first month of the term.

The hall staff should be aware of and remove potential fire hazards (i.e. pizza boxes, trash in the hall, excessive paper on walls, etc.)
Setting off a false fire alarm jeopardizes the safety and welfare of students, other members of the Wittenberg community, as well as members of the Springfield community. Because of this, any student found in violation of this policy will be subject to suspension from Wittenberg University. Ohio law imposes strict penalties for false alarms made by persons 18 years of age or older, Section 2917.32A. Tampering with fire extinguishers, fire alarms or fire equipment is strictly forbidden. ACs must be sure they deal with any infractions of these policies in order to protect the safety and the lives of the residents of the building.

Individual Evacuation Plans - Residents should be informed of the evacuation route for their room/floor. The Chief of Police is currently designating these routes.

**Calling Procedures:** When the alarm rings, contact the Switchboard Operator x6231.

**L: Hall Security**

Residence hall security is an on-going concern requiring staff diligence and the continual education of students.

Staff rounds are important to hall security. It is imperative that rounds are made consistently and thoroughly. Exit doors must be checked and re-checked for propping. Students should be reminded to lock their doors—even when doing their laundry, visiting friends in the hall or using the restroom. Additionally, RA’s should model good hall security by locking their own doors.

Security phones have been installed outside each residence hall. Since the doors are locked 24 hours a day, visitors should call their host to be let into the building.

RA’s and students should always contact Police and Security (327-6231) if suspicious or unwanted guests are seen walking through the halls or on campus. In addition, Police and Security should always be contacted in the event of a theft.

Each staff should devise a plan for educating student and procedures for dealing with problems, i.e. propping open doors.

**M: Harassing Phone Calls, Cellphones, AIM (message programs), Facebook, etc.**

**Procedure for harassing phone calls:**

1. Call Police and Security and notify your Area Coordinator.
2. Have a list of possible suspects (names and phone numbers).
3. Describe the type of calls a student is getting.
4. Describe frequency of calls (students should be keeping a list and/or caller ID log and voice mails.)
5. If this does not eliminate harassing calls – then Wittenberg will change the number at no expense to the student.

N: Illegal Drug Confrontation

The following is the RA procedure for dealing with illegal drug confrontation.

Possible Marijuana Odor

When a staff member has reason to believe residents are using illegal drugs, s/he is to contact the building Area Coordinator, or the Area Coordinator on duty. The Area Coordinator should follow-up with the concern by going to the room and smelling for an odor.

Upon initial investigation of the smell, if an Area Coordinator still has reason to believe that a student has been smoking marijuana and/or using other drugs in his/her room, the Area Coordinator will consult with the Dean Staff on Duty to determine whether to request a room search and the Dean will give permission to search. An Area Coordinator must be present while a room search is being conducted.

Wittenberg Police and Security will conduct the search, after the Area Coordinator has completed and disseminated copies of an Authorization to Search form.

If an illegal substance is found, Wittenberg Police and Security should confiscate. If no illegal substance is found, a report must still be filed concerning what was observed, and how residents and staff responded.

Evidence of Drug Usage

If RAs have reason to believe that a resident is involved in the use and/or sale of illegal substances, they should talk with their Area Coordinator immediately. As always, this information should be kept confidential. Do not confront the residents, as this may interfere with an ongoing investigation. Contact Police and Security and the Associate Dean of Students/Director of Residence Life to determine follow-up procedures.

O: INCIDENT REPORTS

An incident report is a communication and record keeping tool, as well as a disciplinary form. Incident reports should be written to document emergency situations, unusual occurrences, and policy violations. Please refer to the forms section to see an actual copy of an incident report.

Incident reports should be written for the following:

1. Fire--major or minor
2. Fire alarms, including false alarms
3. Vandalism to facility, including vending machines
4. Thefts
5. Mental health situations, including suicide attempts, gestures, talk
6. Drugs/alcohol
7. Injury to student/major illness of student
8. Physical assault
9. Rape--do not use identifying information unless student consents or ID’s person
10. Disruptive behavior
11. Harassment
12. Violation of residence hall policies
13. Tampering with fire safety equipment, including discharged fire extinguishers
14. Students of concern
15. Facilities issues of concern
16. WHEN IN DOUBT - WRITE ONE OUT!

P: RA KEY USAGE

Overview

The issuance of work-related keys to staff members carries with it substantial responsibility. Both the
discretionary use of such keys as well as the maintenance of appropriate security with respect to
location rests with the staff member to whom key(s) are issued. The following are guidelines for
carrying and using work-related keys:

1. The Area Coordinator issues keys during fall training. Keys that are distributed by the AC
include a room key, office key and key to the office key box. Resident Advisors sign a
statement indicating receipt of, and responsibility for keys issued. This responsibility form
should be placed in the RA's file.
2. Staff members are responsible for all keys issued until such time as keys are returned to the
AC, or until the staff member pays for the lost keys. Under no circumstances should an
issued key be passed to a student or another staff member.
3. Staff members should not carry work-related keys outside of the hall. Work-related keys
should be carried only when present in the hall.
4. Loss of work-related keys will result in a charge and may result in further disciplinary
action. Physical Plant determines the charge for loss of keys.
5. At no time should staff member loan work-related keys to anyone.
6. Any keys issued to a staff member must be returned at the end of the staff member's term
of employment.
7. Improper use of a sub-master, or other University keys, may be grounds for dismissal.

Sub-master Key Usage

A sub-master allows entrance into all residence hall rooms in that particular hall. Sub-masters are
locked in the office key box (metal box attached to the wall) when not in use. RAs are to use the
sub-master for the following purposes only:

1. Lock-outs (refer to the following section);
2. Checking rooms at break; or
3. With authorization by AC or other Residence Hall Administrative staff.

UNDER NO CIRCUMSTANCES SHOULD THE RA UTILIZE THE SUB-MASTER FOR ANY
OTHER PURPOSES. INAPPROPRIATE KEY USAGE MAY RESULT IN DISMISSAL.
Q: LOCK-OUTS

RAs should use the following procedure if a student is locked out of his/her room. If the key is misplaced in the room and the roommate has locked the door, staff may be asked to open the door. The following are guidelines that **MUST** be followed to complete a "lock-out":

1. Make sure the student actually lives in the room. This should be verified by checking the student's name against the hall roster (found in the hall office). If still apprehensive, ask the student to recite his/her home address; this can be checked through the campus directory.
2. Make sure the student understands that there is a charge for being keyed into the room; this charge must be collected at the time of service. **($2.00 for each time they are let in to their rooms)**
3. Complete the "sub-master check-out" form prior to leaving the office.
4. Accompany the student to his/her room. Unlock the room. Ask to see his/her key (so to verify that the key is not permanently lost). Collect the appropriate fee from the student.
5. Return sub-master to trap box; place the money in the designated area.

If a student needs access to his/her room, but staff is unavailable, the student must wait until a staff member returns to the hall. Only RAs and Area Coordinators should have possession of sub-masters to "key" students into rooms.

R: LOST KEYS/CORE CHARGES

At times students will misplace their keys. Students should be encouraged to keep their keys with them at all times. If a student loses a key, s/he should be immediately sent to the AC--who will then give the student a form to be presented at Physical Plant. Students are NOT to be sent directly to Physical Plant without this form. The cost for a re-core is $50.00; this amount will be billed to their student account.

S: LOFTS

The only lofts allowed on campus are lofts rented through “Open Space Concepts” or the lofts built utilizing Myers Hall bed pieces in Myers Hall.

Myers Hall lofts consist of 2 additional bed ends and 2 stabilization bars.

Myers and New Hall are not permitted to have lofts from “Open Space Concepts.

T: MAINTENANCE EMERGENCIES

Contact Physical Plant directly during office hours, 8am-5pm. Situations that require immediate response should be called in early in the day, not delayed until the end of the day. Examples of situations that require immediate response include heat problems in a student's room or front doors that are not locking. Many workers go home after 4:30 pm, although the Physical Plant is open until 5 pm. To bring someone in after hours requires overtime pay.
If you do have an emergency after 5 pm, contact the switchboard operator. The switchboard operator has specific instructions and information about who to call.

Police and Security will come to the building, assess the situation and contact the switchboard as to whether someone should be called to campus. Explain the problem clearly--i.e., the water fountain was ripped off the wall and water is pouring into the hallway. If you feel that someone should be called in immediately, tell the switchboard operator.

Situations that should be called in after hours:
1. Flooding, major plumbing
2. Major electrical outage
3. Loss of heat in a student room in extremely cold weather
4. Front doors broken and unable to be locked
5. Any facility damage/vandalism that constitutes an immediate physical threat to students or potential increased facility damage.
6. Tower Hall elevators--when both elevators are non-functional.
7. When in doubt--consult.

If the decision is made not to call someone in and you feel someone should be called in, call the Area Coordinator on duty. If not available, call the Dean Staff Member on duty.

**U: MEDICAL/FIRST AID**

For further information about medical emergencies and first aid, refer to "Wittenberg Health and Counseling Services Emergency Guide for Injuries and Illness," distributed at the beginning of the academic year.

In any critical, life threatening emergency, dial 911 from AC apartment or office or (9) 911 from student room, and then Police and Security at 6363.

As a staff member, you should:

1. Attempt to keep people calm and the area free of spectators while waiting for assistance. Either stay with the injured person or have another staff member stay with him/her.

2. Contact appropriate staff, i.e. Associate Dean of Students, as appropriate.

3. Consult with Health and Wellness Services as necessary.

Ground rules for first aid and related medical problems:

1. Never give medication or "home cures" to a resident.

2. Never offer a medical opinion. (The sick or injured person may assume that you know.)
3. **Always** refer student to Health and Wellness Services. Let trained personnel determine severity of injury or illness.

4. Do not reinforce statements about poor care at the Health and Counseling Services or hospital. You don't know details of their previous experiences. Encourage them to go anyway. If you feel there are legitimate complaints about the Health and Wellness Services, contact Dr. McKee, Director of Health and Wellness Services.


**V: Physical Plant**

The Physical Plant department coordinates the upkeep and maintenance of the residence halls. A contract service, Source One, or Building Services, does general cleaning of the halls and reports to Physical Plant.

**Physical Plant**

225 N. Fountain Avenue.
Office Hours--M-F 8 am-5 pm,
Maintenance hours--M-F 8-4:30 pm.

Includes the following operations--Purchasing, Warehouse, Maintenance/work orders.

**ABM -- Building Services**

225 N. Fountain Avenue.
Office hours 8 am-5 pm,
Work hours--6 am-2:30 pm M-F,
Limited weekend hours to pull trash in residence halls, emergency needs--24 hours

Building Services' employees clean public areas, individual student rooms over the summer, take out trash, change light bulbs, and move furniture. Workers are in the residence halls 8 am-2:30 pm. The earliest time for an employee of the opposite sex to be on the floors is 9 am.

ACs should establish on-going communication with the cleaning staff in their building so that information is relayed about problems as they occur. Building Services' staff has been instructed to contact the Area Coordinator when a section or floor is "trashed" so that the responsible students can clean up the mess. If it is impossible to have students clean, the floor will be cleaned and students will be billed.

Area Coordinators should be notified of any lounge furniture that is removed by Building Services staff.

**Maintenance Requests/Work Orders**

**Regular Hours**--Submit maintenance requests, on a service request form, to Physical Plant work order desk (or to Building Services). Emergency requests may be called in, however should be
followed up in writing. This should be done on a daily basis, early in the morning. Area Coordinators are the only ones who should be writing or calling in maintenance requests. RAs and students should never be told to call Physical Plant directly. If you are unavailable during the day, RAs should be directed to call the Office of Residence Life with emergency maintenance issues. Do not put in duplicate requests; contact Physical Plant to see about the progress of a request if not completed within a reasonable time.

**After Hours**--Routine maintenance should never be called in after hours. Since there isn’t a work crew on campus someone must be called in, requiring overtime pay. Only emergencies should be called in (See emergency maintenance procedures). Work orders that are priority items should be brought to Physical Plant early in the morning--students should be made aware that they should report problems early in the day and that Physical Plant does not have an evening or night crew.

Work orders are generated for each request and given a priority for completion. Health and safety items are always a #1 priority. Area Coordinators will receive a copy of the work order indicating that it has been put into the system. As maintenance requests are submitted, a maintenance log should be kept in the office. Once the work has been completed ACs receive a copy of the work order. In cases of general hall damage the work order will be marked as GHD and that account will be billed.

**Bunk Beds**
Some rooms are equipped with bunk beds. These are the only bunk beds available in the hall; Building Services does not have any extras. If students would like to switch from twin to bunk beds the move must be coordinated by the Area Coordinator and noted on the RCR form. Students will need to do the moving themselves.

**Fire Extinguisher Replacement**
RAs should report any missing or discharged extinguishers on RA duty logs each night. Hall staff should contact Police and Security for replacement or recharging and leave the discharged extinguisher in the hall office to be picked up. The extinguisher should be returned or replaced within 24 hours. Problems should be reported to Police and Security. ACs will be given a list of replacement costs so that students can be made aware of charges to general hall damage.

**Furniture Movement**
All furniture must stay in student rooms. Area Coordinators and RAs are not authorized to allow students to remove anything from student rooms or public lounges. The exception to this is bunk bed switches as noted above.

Students who build lofts are not allowed to move out bed frames and box springs. If Building Services’ staff finds furniture in the hallway they will contact the Area Coordinator to have students move it back into their rooms.

Each year we have students who say that the RA told them they could store something in a closet, lounge, etc. This policy should be clearly communicated to the RAs. Students who move room furniture into the hallway or lounges without permission should be required to move it back and disciplinary action should be taken if necessary.
Key Replacement
Students who lose their keys should contact the Area Coordinator for a key request form. The student must bring this form, along with the $50 replacement charge to Physical Plant. In order to receive both keys the roommate’s key must also be returned. Physical Plant will provide Area Coordinators with a key/core code list at the beginning of the year. This must be updated when the work order is received and checked against the list for duplicate cores. All core changes are charged to the student. ACs are not authorized to make exceptions to this. ACs should consult the Associate Dean of Students/Director of Residence Life with any questions about exceptions. If a key is not returned at the time of checkout, it is a $50 fine.

Phone Problems
Problems with equipment should be reported to Physical Plant as any other work order. John Paulsen is the person you will want to contact at Physical Plant; however, you can contact him through your Area Coordinator.

Smoke Detectors
Report all problems with smoke detectors to Physical Plant immediately as they are considered safety equipment. Do not attempt to change batteries yourself. When students have tampered with smoke detectors disciplinary charges should be filed. The mandatory $50 fine should be assessed in addition to other sanctions or damage charges deemed appropriate.

Vacuums
We no longer provide vacuums in the hall offices. Your staff may choose to provide brooms and dustpans.

Vehicle Reservation
Cars and vans can be reserved for program activities through the Motor Pool office located in the Recitation Hall Annex. RAs should talk with their AC prior to making reservations. After AC approval, arrangements should be made through Sharepoint, if you have questions please contact Tim Black in the Motor Pool Office.

In order for students to be van drivers, they must be at least 20 years of age, registered drivers, and have authorization from the Motor Pool Office. To drive a car, students must be at least 18 years of age, registered drivers, and have authorization from the Motor Pool Office.

The AC must approve all online vehicle request forms. There is a charge if the vehicle is not used and the reservation is not cancelled. ACs should keep accurate records of vehicle costs in order to balance program accounts.

Vending Machines--Washers/Dryers
Coin-operated vending machines are located in each residence hall. The number of machines and selection of food products depends upon the size of the hall and the needs of the residents. In addition, washers and dryers are located in each residence hall. The number of machines depends upon the size of the hall. All vending machines are contracted outside the University.

Problems should be reported to the Area Coordinator who will contact ASI. Specific information should be reported including type of machine, type of problem, and the number (washer/dryers).
Place an "Out of Order" sign on the machine. RAs should check machines as part of their rounds and reporting information as to their condition in duty logs.

Refund sheets for the vending machines should be submitted to Susan Swank on a regular basis so that refunds can be given in a timely fashion. Refunds are sent directly to student mailboxes.

**W: Purchasing**

Office supplies can be obtained in consultation with your Area Coordinator. Most purchases will be for RA programs and should come out of one of these accounts. It is important to plan in advance because purchases over $100 require a different credit card or a purchase request.

For purchases under $100 (total bill), you will need to coordinator with your Area Coordinator to borrow the credit card.

**X: Room Condition Reports**

Residents are required to complete a check-in and check-out form (RCR) on arrival and departure. This procedure will help with the general upkeep of the room, in addition to being a check and balance procedure on the amount of damage done to a room.

You should complete these forms **BEFORE** any students check into your building. At check-in, the RA goes to the room with the student, has the student review the form and the RA returns the entire form to the check-in desk.

If a student checks-out of his/her room, this form must be completed prior to her/his departure. Even if s/he is moving into another room, the form MUST be completed and a new one for the new room filled out.

Please make sure you fill these forms out carefully in complete detail. The year-end damage is assessed based on the differences in the room at check-in and check-out. Some items to watch for:

1. Be sure the name is printed legibly.
2. Student ID number is essential for billing--make sure it has been completed.
3. It is important that dates and times be completed on all forms--billing disputes often relate to when a student moved in or out of the room.

If a student checks-out of his/her room, this form must be completed prior to her/his departure. Even if s/he is moving into another room, the form **MUST** be completed and a new one for the new room filled out. Forms have turned up missing at the end of the year, usually because when students moved, new forms were not completed.

At check-out, the RA should review the form. If there is any question as to whether a student should be billed, the RA should contact the Area Coordinator. The AC should assess all damage
charges at this time or a notation made that Physical Plant must be contacted to determine cost. Have the student sign the form to verify that they have checked out and returned the key.

Y: ROOM CHANGE PROCEDURE

1. The AC must approve all moves within the building. The AC of another building must approve any moves to their particular building. The AC always talks to the other AC directly to determine approval and makes arrangements for the move. RAs do not approve moves.

2. When confirming a move with a student, the AC explains that they must make arrangements to complete the RCR with the RA when they leave - this appointment should be made in advance. The AC also lets the student know they will be charged $50.00 for failing to check out properly and an additional $50.00 for failure to return a room key. A new RCR must be completed when they check into their new room. It is critical that the RA keep all appointments to check a student out of a room.

3. If you feel there are room damage charges, contact the AC. The AC must sign all forms where there are charges. It is critical that you charge appropriately as the University must recover damages, and the student should also be charged fairly.

4. If the student has moved into a single, the AC must notify Alexandra Kimball of the changes. If the student is moving into a designated single, Alexandra will make the changes in the computer system. If the student is moving into a super single, then a super single contract must be completed and a copy given to the student.

5. The AC must return all paperwork to the Residence Life Office within 24 hours of the move.

6. New RCRs must be completed at the time a student moves into a new room.

Z: ROOM ENTRY, SEARCH, AND SEIZURE

Residence Hall staff may not enter a resident's room without permission of the resident. Exception to this policy is under the following conditions:

1. There is an immediate serious threat to the safety or well being of persons or property.
2. To eliminate disruptive noise from stereos or alarm clocks when the noise is disrupting others and the student is known to be gone.
3. To search for missing University furniture (according to procedure below).
4. When there is reason to believe there is a violation of University policy that requires an immediate staff response. (Police and Security should be called to assist in this situation before entering the room.) This should rarely be used since most situations can be handled with a follow-up contact.

The University reserves the right to enter student rooms at any time during the day, whether the resident is present or not for purposes of safety, sanitation, and general upkeep. This specifically relates to Physical Plant and Building Services staff. Police and Security staff may enter student
rooms only in the case of an emergency where there is immediate serious threat to the safety or well being of persons or property. The Vice President for Student Development and Dean of Students and/or her designee must give permission for Police and Security to enter for any other reason.

Procedures for room entry:

1. Have another staff member with you. Most often an RA will have called you to the situation.

2. Knock and announce who you are and request that the student open the door.

3. If the resident opens the door, identify yourself again and state the reason why you need to come in to talk with the resident. "I have reason to believe that there is a violation of University regulation. May I come in to talk with you?"

4. If the resident does not open the door, announce that you will be entering the room if the student does not open the door. Contact Police and Security and use the sub-master to gain entry.

5. Once in the room you may not look in any closed drawer or closet. You may ask residents to open closets, refrigerators and drawers. If they refuse, do not do it yourself, tell them you will make a note that they refused on the incident report.

**Room Search**

The only reason for an Area Coordinator to conduct a room search is in the event University furniture is missing from a lounge. This should be avoided, since RAs should be aware of furniture in student rooms. If it becomes necessary, the Area Coordinator must first receive permission for a search from the Vice President for Student Development and Dean of Students and/or her designee. Notices must then be posted 24 hours in advance notifying students of what is missing and that a room search will be conducted if it is not back in place by a particular time. The Area Coordinator and another staff member should conduct the search. All rooms may be entered.

Police and Security can conduct a room search only with the permission of the Vice President for Student Development and Dean of Students, or his/her designee.

**Seizure**

If upon entering a room a staff member observes a substance, which constitutes a threat to health, safety, and welfare; firearms, combustibles, or explosives, the staff member should call Police and Security.

If drug or drug paraphernalia are found, contact Police and Security to confiscate. The residents should dump alcohol.

RAs should never confiscate a student's personal property. Area Coordinators should be contacted in event of unapproved appliances, etc. that are found in the rooms. Area Coordinators should have
students remove it. (Make arrangement to either, see it removed, mailed home, or offer to store it until the student leaves for vacation.) If placed in storage, there are no guarantees made to the student, it is better for them to have it stored off campus or mailed home. University property may be removed from the room. However, it is better to confront the student directly when staff and student are together in the room. Use your judgment. Disciplinary action should be taken as appropriate.

**AA: SEXUAL ASSAULT**

If the student is unconscious or severely injured call (9) 911 and notify Police and Security at x6363 and your Area Coordinator.

If the student is in need of medical treatment, offer to accompany him/her to the Emergency Room. Call Police and Security (6363) or an ambulance (911). Ask if you may involve the Area Coordinator. You can consult a Health and Wellness Center nurse @ 7811 during Health Center hours.

If the student is not injured, first ask to involve the Area Coordinator. If the student does not want the Area Coordinator involved, you can be of assistance by doing the following:

- provide protection/company;
- listen to and believe her/him;
- reinforce that the assault or rape was not his/her fault;
- offer to call an Advocate (contact an advocate by calling Health and Counseling Services at x7811);
- help the student organize his/her thoughts, but let him/her make decisions on how to proceed. The following are the student's options:

a. If the student thinks he/she may wish to file charges, he/she should have a medical examination (rape kit). He/she should go to a hospital emergency room, and should not shower or change clothing before doing so.

b. To get more information on rape, or a volunteer escort, call Project Woman, 325-3707, or contact Health and Counseling Services for an Advocate.

c. To get follow-up counseling, call for an appointment:
   University Counseling Service..........327-7811
   Project Woman...........................325-3707
   Family Service Agency..................325-5564
   Clark County Mental Health..........399-9500

d. To make an anonymous report for University statistical records on crime: call Police and Security, x6363 and report exact time and location of assault.

e. To make a complaint to the University involving assault by another student, report to the Associate Dean of Students or the Dean of Students at 327-7800.
Confidentiality is critical. Do not share this information with other students. However, you can not keep confidential the fact that an incident occurred, you have a duty to report this.
NOTE: The student should be encouraged to seek medical attention, regardless of future intentions to file charges, to address potential health concerns, such as sexually transmitted diseases, or pregnancy.

**BB: SUICIDE**

In the case of a suicide attempt or an immediate threat, follow all emergency medical and calling procedures. Dial 6231 for Police and Security and contact your Area Coordinator or the Area Coordinator on duty.

For a non-immediate or vague threat:

1. Clarify that the student is talking about suicide.

2. If during the day, try to get the student's agreement to talk to a counselor that day. Offer to accompany and/or make the appointment.

3. Contact your Area Coordinator and/or the Area Coordinator on duty for consultation and assistance.

4. Your Area Coordinator or the Area Coordinator on duty will assist in contacting the appropriate resource persons for consultation.

5. Your Area Coordinator or the Area Coordinator on duty will contact the Associate Dean of Students/Director of Residence Life, or in his/her absence, the Associate Dean of Judicial Affairs, or in his/her absence, the Vice President for Student Development and Dean of Students.

6. Write an incident report.

Communicate with your supervisor immediately when students talk about, or engage in harmful behavior. It is better to overreact than to under-react. Take every situation you encounter seriously.

**Wittenberg University**

**SUICIDE PREVENTION PROCEDURES**

Suicidal thoughts and gestures are most often the result of a combination of life stresses. Below are guidelines for identifying and helping individuals through their crises situations.

**Identification**

To identify a person who may be experiencing a crisis, look for changes in mood or character in the following areas:

1. Unhappy appearance, crying spells or irritability;
2. Loss of concentration;
3. Low self-esteem, mentions seeing no point to living;
4. Radical increases or decreases in activity;
5. Changes in everyday functions;
   Avoiding friends
   Loss of appetite
   Over eating
   Insomnia
   Loss of sex drive
6. Giving personal items away.

Of course, everyone is different. One person's crisis behavior may be normal or usual behavior for another. Identification requires some knowledge of the person over a period of time.

**Approaching the Person**

I. Once you are sure that the person's mood is unusual for him/her, engage him or her with a direct statement of concern. Say something like: "I'm concerned about you because you seem depressed (confused, angry, or whatever)" This shows that you are interested and willing to help. Show that you take the person's feelings seriously, listen and ask questions. If the student acknowledges feeling badly, ask how badly it is for him or her and if their problems seem manageable or not. If it's pretty bad, ask if it's to the point where the student has been thinking about taking his/her own life.

DO NOT GUARANTEE CONFIDENTIALITY WHEN DEALING WITH INDIVIDUALS WHO ARE TALKING ABOUT SUICIDE.

II. If no suicidal thoughts have occurred, encourage positive action by recommending consultation with resources on campus, i.e., "Do you know that you can talk to a psychologist free of charge here on campus?" and give names and phone numbers of other resource people as well.

III. If the psychologist is an unacceptable choice to this person, suggest another help source:
   - Area Coordinator
   - Associate Dean of Students/Director of Residence Life
   - Associate Dean of Judicial Affairs
   - Vice President for Student Development and Dean of Students
   - University Pastor
   - Clark County Mental Health
   - Family Service Association

IV. If indicators are present and persistent, find out what his or her immediate plans are (what is he or she planning to do in the next hour or so--stay with a friend or stay alone?)

   If the student has no constructive activities in mind, see if he or she will agree to spend time with a friend for a while to alleviate loneliness (stress that feelings of discomfort are not
permanent and that things will get better). Stay with the student until you know that some kind of constructive activity will be pursued and you have agreed on a time to check back. This may take a while.

If the student does not respond, continues to threaten destructive behavior, and has a method, call your immediate supervisor and notify Police and Security immediately.

V. Contact your Area Coordinator and/or the Area Coordinator on duty as quickly as possible for consultation and assistance.

VI. Residence hall staff should use the following calling procedure to enlist assistance:

- During Health & Wellness Services business hours (8 a.m. to 5 p.m.), contact the office at x7811, to consult with staff, and to request the University Counselor's assistance.
- After business hours, contact dispatch (dial x6231) to request assistance from the University Counselor. If dispatch is unable to reach the University Counselor, contact Mercy Mental Health at 399-9500 for consultation.
- Identify yourself as Wittenberg personnel calling for a consultation.
- Whoever you call will take over from there to give you further direction.

VII. Your Area Coordinator or the Area Coordinator on duty will inform the Associate Dean of Students/Director of Residence Life, or the Vice President for Student Development and Dean of Students, or Associate Dean for Judicial Affairs and arrange follow-up plans.

CC: TORNADO

Warnings/watches are identified over the radio and television. When the weather is hot and muggy and changes quickly, or when it appears there is a "calm before the storm," each staff member should turn on the radio or TV to monitor the weather. Know the difference between a watch and a warning. Be sure to pass severe weather information on to others.

Wittenberg Police and Security will take the following action when a "TORNADO WARNING" report is received:

1. The Associate Dean of Students/Director of Residence Life and/or the Vice President for Student Development and Dean of Students will be notified.
2. Police and Security will notify the Dispatcher who will make the necessary calls to persons on the call-out sheet.

The Vice President for Student Development and Dean of Students and/or Associate Dean of Students/Director of Residence Life will notify all Area Coordinators or other hall staff members of the emergency. Residence Hall staff will be advised that all occupants of their building should: close all drapes on outside windows, close all outside windows, close doors to outside rooms and move to a safe area such as:

1. Restrooms that do not have windows.
2. Fire-protected stairways.
3. Interior rooms that have no glass.
4. Basement areas with no glass.

In response to a warning signal, staff should immediately begin procedures to get hall residents to shelter according to each building's tornado emergency plan.

The following are take-cover locations in each of the residence halls:

- Ferncliff--lowest floor or internal hall
- Firestone--middle of hallways
- Myers--first floor, basement, others to bathrooms via northwest stairwell
- Tower--restrooms on floor or internal hall
- Woodlawn--first floor lounge
- Polis--basement of polis
- New -- first floor away from windows

Following are some recommended **DO NOTS** for occupants:

1. Do not attempt to leave the building. It is safer in the building than on the campus or in a car.
2. Do not go to the first floor lobby, as the fronts are usually glass. Persons on the first floors should go to a non-glassed-in area.

Tornados seldom touch down in areas of high-rise buildings; however they are unpredictable and this has been taken into consideration as a precaution for personal safety.

The greatest danger to persons would be from flying glass and the possibility of furniture being tossed around if a tornado hit directly.

It is essential, as part of the overall hall safety program, that emergency procedures as well as tornado information be communicated in a timely manner to students. This should be covered in floor meetings.

**TORNADO WATCHES/TORNADO WARNINGS**

Tornado watches only mean the atmospheric conditions are right for a tornado to develop. ACs should stay near the radio or TV to listen for more information about the situation.

Tornado warnings are issued when an eyewitness has reported a tornado or detected by radar. **(NOTE: Radar detects only about 50% of tornados.)** It is the take cover announcement for those in the storm's path and is issued for specific counties or parts of counties. It generally is for a period of about an hour.
DD: TRANSPORTING STUDENTS

For routine appointments, students are expected to walk to the Health and Counseling Services and drive or take a taxi to a private physician's office. Because a nurse or counselor typically work alone in the Health and Counseling Services, staff have been instructed not to leave their workstations to respond to outreach requests on campus. If you call the Health and Counseling Services, the nurse or counselor may be able to help you decide the best course of action, but will not be able to come to your aid at your location.

Students who become acutely ill on campus and are unable to walk will be transported to the Health and Counseling Services or hospital by emergency squad. RAs should contact the AC on duty so that the AC may notify Police and Security that their assistance is needed. Because the Health and Counseling Services is not equipped to deal with life-threatening emergencies, the Springfield rescue squad should immediately transport dangerously ill or injured students to the hospital emergency room. In this situation, follow these guidelines:

1. Call the rescue squad at x6231.
   a. Give your name.
   b. Explain the situation/symptoms.
   c. Give specific directions to your location.
   d. Do not hang up until told to do so by the dispatcher.
2. Attempt to get someone (other staff, student, etc.) to meet the rescue squad at the entrance of the hall.
3. Complete an incident report.

For reasons of personal liability, do not transport injured or ill students to the hospital.

EE: VENDING MACHINES

8:00 a.m. - 5:00 p.m.

If a machine is not functioning properly and/or needs service, the RA should contact the Area Coordinator. If the AC is unavailable, contact another AC or the Office of Residence Life (327-7800). It is helpful to have an idea of what the problem is when contacting the AC. If it is a washer or dryer, have the machine number available. The AC will contact ASI for service assistance. Make sure that an "out of order" sign is placed upon the machine.

After 5:00 p.m.

If a machine is not functioning properly and/or needs service, the RA should place an "out of order" sign on the machine. In addition, a note should be left for the AC for the following morning.

Refunds

Typically, there is a refund sign-up sheet that is made available to students. Check with your Area Coordinator about the location of the form.
A: THE GOAL OF PROGRAMMING

There are four basic programming goals in residence halls. They are:
1. To develop a community.
2. To educate.
3. To involve students in their own learning
4. To provide an outlet for the release of emotions.

The development of community in a residence hall is enhanced when people have mutual respect for one another, respect one another's rights, trust one another, and have a commitment to the group as a whole. Programming that creates interaction among students on educational topics related to their common interests helps build understanding and acceptance within the group. As the group becomes mutually supportive and understanding of one another through personal experiences, a respect for others' positions and rights are gained.

Programming also serves the goal of educating. Through programming, people can learn new hobbies, develop new leisure time activities, and explore new interests. A program on mountain-climbing may foster a sense of community and togetherness and at the same time provide information to students interested in exploring this aspect of their potential. Skill-development programs for personal growth in areas such as assertiveness training, time-management, and value-clarification also serve to educate the students. Parties, social exchanges, and dinners teach social and interpersonal skills that contribute to the students' general education and may aid in the release of emotions.

Students who participate in residence hall government or arrange programs are involving themselves in their own learning. People who spend time in a group discussion on values, or developing a workable study schedule are also involving themselves in their own learning. Programming brings about the opportunities for this involvement.

Programming also assists students in the release of emotions. Intramural athletics, aerobic dancing, any form of physical competition, canoe trips, overnight camping trips, and survival-training programs are examples of programs that aid in achieving this particular goal. Participation in these programs help students release aggressions, tension, stress anxiety, and similar emotions. The fun and excitement of the activity helps students escape the pressures of college and provides an opportunity for students to renew their energy.

B: COMMUNITY BUILDING

What is “Community”?

Community means different things to different people – it’s an almost indescribable set of feelings and circumstances. When does a group become a community?

Essentially, the term community refers to a group of people who work interdependently toward a common purpose. Typically, these people live in close proximity to one another, and share the responsibility for defining expectations and norms.
On a large scale, we usually think of a town or a city as a community – the residents of that town live close to one another, define expectations (laws), and share the responsibility of governance. Ideally, the common purpose is the safety and happiness of all citizens.

Students that choose to live in the residence halls should be able to consider themselves part of a community. This community includes the other residents of their floor or area and the Resident Advisor. As an RA, remember the specifics of a community:

1. Common Purpose
2. Shared Expectations
3. Interdependence
4. Close Proximity

The Need For Community

As Residence Life staff members, we all take responsibility for fostering the development of our residents and the community in which they live. As such, education is a major part of the Resident Advisor position.

An atmosphere of community in your residential area or on your floor can be one of the most positive aspects of your RA career. Building community is not the easiest task you’ll encounter, but it can be one of the most rewarding – for you and your residents.

A sense of community provides: trust, support, friendships, group identity, personal growth, mutual respect, maturity, responsibility and leadership opportunities.

In its healthiest form, community offers the resident inclusiveness, vitality, and an opportunity for “…acceptance of diversity, self-exploration, and other student development goals” (Anchors, Douglas, & Kasper, 1993, p. 461). Community can offer a number of valuable experiences that will challenge a student, and offer a supportive environment for growth. Some of these experiences can include involvement in the planning of floor or area activities, election to hall government positions, and learning to appropriately handle confrontation.

Community Development

Process of building on the collective strengths and needs of residents, working together to form expectations and guidelines, with the intent to shape the environment.

The Resident Advisor plays many roles in the community development process.

Role Model  The RA demonstrates a personal commitment to community.

Coach  The RA “recruits” all residents, and gives attention to those who might “slip through the cracks.”

Adviser  The RA encourages residents to take responsibility, and does not do everything for them.
Teacher

The RA fosters learning through doing, encourages implementation of plans; challenges residents to be open to new ideas and think creatively; supports a variety of working and leadership styles; offers clarification of purpose and procedure; exhibits and understanding of the “big picture”.

At the beginning of the year, the RA provides direction and motivation for community development. This is a continuous, ongoing process – all communities are in the process of becoming. As the year progresses, and residents take a more active role in their living environment, the RA responsibility shifts. Guidance and recognition; however, are integral to continued success. Community does not just happen; it takes commitment and effort on the part of the RA and residents.

**Getting Started**

Now that you have a general understanding of community, how do you go about making those first steps toward building it? There are many ways and no set formula. There are; however, small “tools” that you can use to get started.

Door Decorations Can reflect the community theme for the semester, as well as something unique to the floor

Bulletin Boards Can reflect community and area or floor theme

Signage Emphasize that the area or floor belongs to the residents. Use positive language.

Communication Provide information on a consistent basis. Set up a regular means of communicating, such as a newsletter or posting place.

Enthusiasm Talk it up! Your attitude toward building community can be the best form of advertisement. Encourage involvement.

Structured Fun If residents have the opportunity to get to know one another and you, then they will be better able to work together.

Area/Floor Identity Use a particular characteristic of your hall or floor to your advantage.

Role Modeling Show an interest in community development. Be involved.
Encouragement Recognize the smallest achievements.

REMEMBER: THE LITTLE THINGS THAT YOU DO CAN REALLY ADD UP. MAKE YOUR RESIDENTS FEEL AS IF THEY’RE A PART OF SOMETHING BIG, AND CHANCES ARE THEY WILL BE!!!!!!!!

*Keeping Community Once You’ve Got It*

As you read earlier, community is not an end – it is a constantly evolving process that requires some “maintenance” in order to stay healthy. As an RA, you play as much of a role as your residents in maintaining community. Some ways to keep community are as follows:

- **Trust** Encourage trust, demonstrate trust, and earn the trust of others.

- **Energy** Pace yourself to keep up with the many things going on in your life devote a percentage of your energy to the community you’ve worked to build.

- **Responsibility** Be prepared to carry through on what you have agreed to do, whether that be to plan an activity or respect the common area usage policies.

- **Consistency** Treat every member of the community with the same respect and consideration. You all have a right to be here.

***Written & Adapted by: Rick Mathis***
C: FIRST FLOOR MEETING AGENDA TEMPLATE

All Hall/First Floor Meeting Agendas

I. Introductions: for AC, introduce RAs and Peer Helpers

For RAs, get floor members to introduce themselves. Then, talk about what an RA is, and some of the roles you play, i.e., programming, resource person, someone to take issues of concern to, someone who will relay maintenance request information to the AC, etc.

II. Ice Breakers (Getting to Know You)

III. Services in the hall:
   a. Computer Lounges – location
   b. Lounges – Rules associated with furniture, etc
   c. Laundry – washers/dryers --where they are located, explain how the high efficiency washers work; explain importance of only out residents using the machines, or our cost will go up
   d. How to get refunds if the vending machines eat your money
   e. TV
   f. Need to provide own cleaning supplies; i.e. Vacuum Cleaners, brooms, etc
   g. Land Line Phones
      i. Voice Mail
      ii. No Long Distance Provided
      iii. Need a non-campus line, dial 9 first
   h. Recycling- Glass, paper, cans
   i. Other – please mention anything we’ve missed so far

IV. Safety & Security
   a. Fire Alarm Procedures – what to do – where to go when evacuating the building
   b. Tornado Procedures
   c. Escort Service – x7900
   d. Emergency Phone Numbers – x6363 – Only use in case of emergency
   e. Emergency Phones on Campus (blue light phones – you can press the red button, run away and still be heard 20 feet away)
   f. Exterior Doors – Propping Policies ($25 fine)
   g. Room Doors – lock and take your keys, even when you are just visiting floor mates
   h. Key-in Policy - $2.00 Lock-out charge
   i. Overnight Guests – no overnight guest of the opposite guest
      - limit to 2 consecutive days

V. Rules & Regulations:
   a. Alcohol (fine for first violation is now $150)
   b. Visitation (10 a.m. – 12:30 a.m., Sun – Thurs; 10 a.m. – 2:30 a.m., Fri – Sat)
   c. Quiet hours/courtesy hours (9 pm – 9 am Quiet hours weekdays, 10:00 pm – 10 am weekends
      24 hr Courtesy Hours)
   d. Candles/Incense/Fire Hazards – minimize personal risk - $50 fine, $25 /wick
   e. Bicycles – shackle locks available at Bookstore
      i. Can be stored in room, not hallways/common space
   f. Pets- NOTHING BUT FISH
   g. Window Screens (keep them in)
   h. Electrical Appliances
   i. Sports in the hallway
   j. No illegal downloading/file sharing, this is monitored by the RIAA
   k. Nothing but scotch tape on doors (new hall)
   l. Read & Be Responsible For the Handbook
VI. Hall Government:
   a. Elections will be happening Soon – Get involved
   b. What they do/have done/budget/informational meeting?

VII. Hall Closing for Breaks
Thanksgiving: close Wednesday, November 24th at noon – reopen Sunday, November 28th at 10 a.m.
Winter Break: close Saturday, December 18th at noon – reopen Sunday, January 9th at 10 a.m.
Spring Break – close Saturday, March 5th at noon – reopen Sunday, March 13th at 10 a.m.
End of academic year – close Thursday, May 12th at noon

**Students MUST leave for these breaks and can NOT return early**

VIII. Student Activities & Organizations:
   a. Give a brief overview of what things they can get involved with
      i. Talk About Union Board
      ii. Talk About Greek Life
      iii. Getting involved – Student Activities Fair & Picnic – Chapel Lawn – Thursday, September 2nd

IX. Health & Counseling Services:
   a. Hours of Healthcare, (8 am - 5 pm)
   b. University Counselor, Linda Lauffenburger
   c. Health Forms
   d. 937-327-7811

X. Ask residents for thoughts on programming – let them know your programming responsibilities and ask what they would like to see

XI. Witt Olympics!!! Get folks to create teams and sign up!

XII. Casino Night
   a. Prizes
   b. Food

XIII. Questions

XIV. CIRP Survey

XV. Hypnotist

D: STUDENT WELLNESS CONCERNS: A MONTHLY INDEX

Editor's Note: The following is a summary of an article that appeared in the spring 1977 NASPA Journal (P. Larson and W. Laramee). (William Laramee is the Dean of Student Affairs at Lyndon State College in Vermont.)

Listed are student wellness concerns, commonly experienced throughout the academic year.

September
   • Homesickness- especially for freshmen
   • Roommate conflicts caused by personality differences, lack of understanding and unwillingness to compromise, or new experience of having to live with someone for the first time.
   • Initial adjustment to academic environment- feelings of inadequacy and inferiority develop because
of the discrepancy between high school status and grades and initial college performance. Class size, particularly in mass lecture halls, lack of personal attention by professors and performance expectations are also major factors.

- Values exploration- students are confronted with questions of conscience over conflict areas of race, drugs and alcohol experimentation, morality, religion and social expectations.
- New social life adjustments- including new freedom of not having to check with parents about what time to be in, having the opportunity to experience new areas, making your own decisions on when to conduct social activities and establishing yourself in a peer group.
- Initial social rejections- creates feelings of inadequacy when not immediately accepted in a peer group, or into a social sorority or fraternity.
- In-loco parentis problems- students feel depressed because of real or perceived problems in restrictive policies and regulations of the university.
- Campus familiarization- includes becoming familiar with the campus, your classrooms, buildings, and meeting places. This is especially true on large campuses.
- Long-distance relationships- torn between being loyal to your significant others back in the hometown and going out with new people. Can the expectations of both of the people involved be adequately met?
- Inadequate feelings, especially those of being left out, ignored, or resented, by the students who were assigned to temporary accommodations. This is especially true if the temporary area is a favorite commons area for students.
- Financial adjustment involves adjusting to a somewhat tighter budget now that they are in school as opposed to when they were still living at home. Students who are supporting themselves have to adjust to budgeting their money also.
- Foreign student adjustment problems- experiencing a sense of confusion, vulnerability and a lack of any advocate in higher positions while trying to make a successful cultural and academic transition.
- Family problems seem amplified because the student may be either caught in the middle, relied on for the answer, or because they are so far away, feel helpless in helping to reach a solution.
- Adjusting to "Administrative Red Tape"- students soon realize that it is usually a long and frustrating process when trying to find an answer to what seems to be a simple question, or trying to work something through the administrative process.

October

- Academic stress from midterms builds with great demand for studying and preparation. For some students this may be their first exam of the term. For many the midterm workload pressures are followed by feelings of failure and loss of self-esteem.
- Roommate problems continue, but they are smaller in scope than in previous months.
- Values exploration continuing, especially in areas of sexuality.
- Dating/non-dating/friendship anxieties extremely high. Non-dating students sense a loss of esteem because so much value is placed upon dating. For women who do date, the pressure to perform sexually increases and consequently increases feelings of rejection, loneliness and guilt and in some instances leads to unwanted pregnancies.
- Homesickness may still be felt by a number of students.
- Job panic for mid-year graduates starts with the onset of resume preparation, and off and on-campus interviewing.
- Students decide to withdraw from school because they realize college is not the place for them, they return home for personal reasons, or they transfer to another school.
- Grief from not being a part of a group develops because of inadequate skills for finding a group, or from not being selected by one.
- Financial strain sets in from lack of budgeting experience.
• Homecoming blues develop because of no date for social affairs, and/or lack of ability/opportunity to participate in activities.
• Graduate School Syndrome starts to emerge for graduating seniors- signing up for graduate school exams, wondering if you will be accepted, wondering which schools to apply to and questioning whether graduate school is the right thing to do.
• Time conflicts between academic and social expectation emerges.
• Advance enrollment planning involves starting to think about what to take the following semester.
• Room reassignment planning involves starting to think about your housing options for next semester.
• Adjusting to new study habits includes not just being able to study the way they did in high school. More time and greater workload needs to be incorporated into their schedule for studying.
• Disenchantment with school- low reward level because students begin to realize that life at college is not as perfect as they were led to believe by parents, teachers and counselors.

November
• Increasing thoughts/deliberation about suicide occur from inability to cope with the pressures of academic and social expectations.
• Academic pressure begins to mount because of procrastination, difficulty of work assigned and lack of ability.
• Pre-finals stress starts to emerge as preparation begins for taking exams.
• Time management conflicts continue.
• Social apathy causes frustration because of academic pressures.
• Depression and anxiety increase because of feelings that one should have adjusted to the college environment by now.
• Economic anxieties increase because funds from parents and summer earnings begin to run out, loans come due.
• Problems develop from increased alcohol consumption because students see this as an easy an acceptable way to relieve stress and from not knowing how to handle stress responsibly.
• Pregnancies start to show.
• Roommate problems may start to emerge again. This is mostly due to the pressure of school; tempers become shorter and people are less tolerant of others.
• Deteriorating health starts to affect student performance. Reasons include the changing weather and either the lack of food quality or the negative feelings about institutional foods. Students tend to eat more ice cream and salads because they don’t find as much red meat, yogurt, etc., on the line, or the lack of new food items forces them to eat other places. Health is also affected by the perceived inadequacies of student health center.
• Students have given up making attempts to establish new friendship beyond two or three parasitic relationships.
• Room reassignment tensions increase: Where will I live, who will I live with, should I move out, what do I tell my roommate?
• Living unit tension causes uncomfortable feelings with residents. Results from apathy, academic pressures, need for vacation from school.

December
• Increasing thought/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
• Final exam pressures including anxiety, fear and guilt increase as exams approach and papers come due. Increased use of alcohol and drugs is related.
• Extracurricular time strains- seasonal parties, concerts, social service projects and religious activities
drain student energies.

- Financial worries occur with the thought of Christmas gifts and travel.
- Pre-holiday blues emerge, especially for those who have concerns for family, those who have no home to visit and for those who prefer not to go home because of family conflicts.
- Friendship tensions become high with onset of final exams.
- Pressure increases to perform sexually because of the approach of vacation and the extended separation.

**January**

- Anxiety about second semester performance begins because they did not go as well as expected the previous semester, and have added pressure of doing well to be able to stay in school or to keep their grades competitive with their colleagues.
- Some students lose a loved one, friend or significant other by death or separation over break and find it difficult to share the happiness and joy others experience from their breaks.
- Moving into a new environment causes feelings of intrusion because students move on to a unit where most of the friendships have been established, priorities set and expectations understood. Unfamiliarity with campus also creates some anxiety.
- Money problems begin because many students were unable to find jobs over the break.
- Post-Christmas depression occurs at the beginning of the semester because students are away from the home security and positive strokes.
- Some students experience unwanted weight gains over the break with holiday foods and home cooking.
- Reincorporating social and academic life is difficult at first with not having to worry about school for an extended period.

**February**

- Hourly exams and other academic pressures approach.
- Depending upon the weather, some people will experience cabin fever if the weather forces them to stay inside for a lengthy period of time. With the lack of organized activities to compensate for this, anti-social behavior sometimes occurs, such as excessive property damage.
- Vocational choice anxieties set in with the onset of job interviews.

- Worry of hunting for a summer job begins. This is especially high for students who were unable to work during Christmas break
- **Relationship anxieties increase as couples begin to strengthen their ties (engagement) for the upcoming year.**

**March**

- Increasing thoughts/deliberations about suicide occur from the inability to cope with the pressures of academic and social expectations.
- Academic pressure increase with approach of midterm exams.
- With the pressure of the end of the semester approaching, many students start to increase their use of drugs and alcohol. This can cause them many problems, both biologically and behaviorally.
- Existential crises for seniors- must I leave school? Is my education worth anything? Was my major a mistake?
- Senior job interviewing causes increased level of anxiety.
- Living arrangement anxieties occur with the forcing of decisions- should I move out? Live in the same building? Stay with the same roommate? Will a friend be left out?
- Summer job hunting will be heavy over spring break. Worry about finding a job or not will cause
severe anxiety.

- Trying to find money to use for spring break is a problem, especially when your peers are going to a place other than home and you are unable to join them.

**April**

- Increasing thoughts/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
- Academic pressures increase with the end of the semester approaching.
- Papers and hourly exams approach.
- With the weather becoming nicer, there is a fear from women about sexual assault.
- Summer job pressures continue.
- Senior job recruitment panic continues.
- Financial strain from spring break affects social life.
- Many students are forced to select a major and are not sure what field they would like to enter.
- Social life pressures increase during this period- formal dances, parties, and concerts.
- With spring arriving, everyone wants to fall in love. Many students go through rejection, or the rear of rejection, or envy towards their friends who have successfully found a significant other.
- Frustration rises from becoming ill because the weather changes so drastically. Causes colds, lethargic feelings, and limits their social commitments.
- As the pressures build, students tend to become disenchanted with many normal services, and food service is the primary target. They tend to get tired of eating "the same old" institutional food.

**May/June**

- Increased thoughts/deliberations about suicide occur from inability to cope with the pressures of academic and social expectations.
- Anxiety develops because of the realization that the year is ending and a deficiency in a number of academic areas still exists.
- Finals pressures are at a critical level with papers, take-home tests and studying. Some of the major effects of this pressure include: increased use of coffee, No-Doze and amphetamines; an increase or decreased in food consumption; less sleep; and a lower tolerance level with friends/peers.
- Senior job panic about employment (or lack of) increases as well as trying to determine how to finance oneself until the first paycheck arrives.
- Summer job pressures increase for those who have not yet found one.
- Anxiety for those couples who will be parting for the summer. Also, the fear that their significant other will find someone else while they are separated.
- Depression over having to leave the friends and people that you have grown close to over the school year.
- Anxiety of having to go home after having been independent the past year, especially if they are having conflicts with their parents.
E: STEPS TO PROGRAMMING

STEP 1:

Identify the interest and needs of the people for whom you want to program.

-What is the population you are programming for?
  a) How many students are you programming for?
  b) What are some of the characteristics of your population?

-You are programming for a specific population so you must know who they are.
-Implementing an interest survey is a great way to confirm your perceptions of the population.

STEP 2:

Develop a purpose.

-Once you know your population, there is a need for you to identify objectives for your programming efforts.
  a) What do you want your population to learn?
  b) What types of programs do you want to provide?
  c) What do you want to accomplish?
  d) What needs will be satisfied?

-Objectives are important because they state clearly for you and others exactly who is to be affected, what specifically will be done, how it will be done, and how you will evaluate its accomplishments.

STEP 3:

Initiate a program.

-Brainstorming ideas is a creative way of thinking by a group directed toward a solution of a specific problem.
Four basic rules apply.
  a) withhold any criticism of ideas
  b) the wilder the idea the better
  c) quantity is desirable
  d) combine and improve the ideas

-Solidify programs

STEP 4:

Implement the Program

- Submit Program Proposal form and receive approval from your Area Coordinator.
- Make sure funding is available in your budget.

- Identify possible dates, times and places.

- Contact resource people early.

- Check for scheduling conflicts (exams, major events...)

- Arrange for a specific date, time, and place.

- Reserve room and how you want it arranged- special needs (i.e., audio visual and food service)

- Accountability- when you delegate you are still responsible.

**STEP 5:**

Publicity!

- Your publicity should stand out and attract attention. Creativity is the answer! Fancy and elaborate publicity is not generally necessary. It is more important to be creative in the way the program is advertised. Some publicity ideas that have been used successfully are:
  a) A note about the program placed in a bottle hung in the shower of a residence hall
  b) Logos or buttons worn by students carrying the time, date and place of the program
  c) Table tents in the Union Dining Room (must be approved through Dining Services)
  d) Flyers in the resident hall restrooms, on the back of urinals and on the mirrors
  e) Posters distributed around campus (see the Wittenberg advertising policy before posting)

**STEP 6:**

Final Checklist

- Simply check what you have done. Go through every step and make sure that you have accomplished what you need to accomplish. The checklist should be a review of your program plan. This is the time for you to check with everyone who has been delegated something to do to confirm that he/she has completed it.

**STEP 7:**

Implement the program.

- Give a brief introduction of the speaker/group.

- Facilitate and direct the discussion if needed.

- Participate, relax, and enjoy the program.

- Remain visible. In case of a problem or question you can step in and help out.
STEP 8:

After the program...

- Evaluate the program and complete your program evaluation form.

- Follow-up with all those involved in the programming process. Thank you notes should be sent to the presenter as well as anyone who gave special effort.

F: PROGRAMMING MODEL – DEPARTMENTAL REQUIREMENTS

The “PASS IT ON” Model

Goals/Learning Outcomes of the new model

- To create/build community among the students living in the residence halls.
- To connect the residents to the college community.
- To increase the staffs’ ability to know the residents living in their buildings and to enable them to reach out/target students who may feel disconnected, troubled, or “at risk.”
- To provide an outline for Resident Advisors to utilize when intentionally planning programs for their residents.
- To promote and enhance the values and mission of the university. To ensure that both staff and students know Wittenberg’s values and to ensure that we are addressing each of those values.
- To enable students to find their light.

Wittenberg’s Values:

Liberal Arts/Academics
centered on the liberal arts as an education that envelops the individual’s capacity to think, read, and communicate with precision, understanding, and imagination.

Intellectual Inquiry
thoughtful participation of diverse people with diverse perspectives. We are committed to bringing to the lives of our students an enduring passion for learning, which requires risk-taking, persistence, reflection, and high ethical standards.

Wholeness of Person
the Wittenberg community supports each other in the personal search for balance that characterizes wholeness of person. To promote leadership, confidence, and community engagement, we help every student develop in harmony intellectual capabilities, aesthetic sense, physical well-being, spiritual identity, and social relationships.

Community of Learners
A purposeful and intentionally diverse community, centered on a residential campus, by affirming the dignity of every person and fostering a spirit of respect, we create and expand opportunities to pursue knowledge in and out of the classroom.
Lutheran Heritage
Wittenberg expresses its Lutheran heritage through its continuing relationship with the Evangelical Lutheran Church in America, its welcome to people of all beliefs and backgrounds, its commitment to academic freedom and excellence, its exploration of the relationship between faith and learning, its promotion of campus worship life, its encouragement of reflection upon religious views and values, and its commitment to service to the community and the world.

Global Citizenship
prepares students for the challenge and responsibility of global citizenship. We engage the complexity of the human experience, learning about and from cultures around the world.

Calling
values the unique contributions each individual can make in responding to the needs of neighbors both near and far.

Creativity
Creativity is central to the study of the arts and sciences and to problem solving in all areas of inquiry. Creativity requires the free and open exchange of ideas, the ability to value and imagine different perspectives, and the intellectual tools necessary to make personal contributions in any area of study.

Service
Service requires us to learn about community needs, about who we are, and about what we can contribute.

Compassion
Compassion requires a broad knowledge of ourselves and of others, and of all our joys and ills. It combines an awareness of suffering with a desire to respond.

Integrity
Integrity means honesty and fidelity to the highest ethical standards, which are fundamental to teaching, learning, and personal growth.

The PASS IT ON programming outline:

P- is for Personal Programming - During the first few months students are struggling with transitional issues (no matter what age): first-year students are feeling homesickness, loneliness, overwhelmed, nervousness, and confusion; they need to find a sense of belonging on this new campus. Programs need to be designed to meet many personal needs. Obviously many dimensions and many programs can be incorporated into this first month. RAs would be called upon to plan/find/ collaborate with to create programs that cater to personal needs and developing a sense of fit and belonging to the Wittenberg University community, along with the hall community. Ice-breakers should be utilized.

Values incorporated into P—means focusing on the WHOLE PERSON, Developing Integrity, Developing Intellectual Inquiry, and becoming part of the community.
A- is for Academics – Think about utilizing this dimension when residents are preparing for midterms and first tests of the new school year. New students will be realizing what it takes to be successful academically and probably starting to think about classes for spring semester. Other issues that might be important during this time are alcohol and time management. Focus on Academic Issues—grades, tests, studying, time management, note taking, and registering for classes.

Values incorporated into A- Liberal Arts, Intellectual Inquiry, Integrity, Community of Learners

S - is for School Spirit and Scholastics - Celebrate the liberal arts experience by attending campus sponsored events such as theatre, cultural expressions, athletic events, and anything else that encompasses Wittenberg. This dimension has been created to combine academics and the social aspect of the Wittenberg community. Wittenberg is known as one of the top schools for campus programming, think about how you can get your residents involved in the campus community and still maintain their academics.

Values incorporated into S- Community of Learners, Wholeness of Person, Liberal Arts/Academics, Intellectual Inquiry, Integrity, Compassion, Creativity

S- is for Self-Awareness – Not recommended to use as one of the first dimensions, but in the middle of the school year when residents are starting to figure out their place at Wittenberg. Who they are as college students is starting to make sense. You can begin to offer programming that allows for self exploration. Look at issues of: returning from home after the holidays, coping with change, academic pressures, wellness/health/nutrition, mental health issues, or sexual assault education. You could also introduce programs addressing diversity/cultural-awareness and spirituality. Think about reaching out to faculty and staff members about issues of interests.

Values incorporated into S- All

I - is for Involvement - Encouraging involvement builds strong communities. Exposing residents to or educating residents on the different activities and opportunities there on campus to get involved in and to benefit from is important to growth and connectedness. The goal is to get students to experience another community outside of the residence hall whether it be with another organization, a community service activity, and FYE event—plan something that takes your residents outside the hall and into another community.

Values incorporated into I- Whole person, Community of Learners, Service, Integrity

T- The Environment - Understanding the need to “Go Green in the Residence Halls” is vital for the sustainability of higher education. Helping students learn and commit to protecting the environment now will benefit Wittenberg University and future students. How can you and your residents go green?

Values - Community of Learners, Intellectual Inquiry, Integrity, Service, Creativity

O - Oppression Reduction - Cultural Awareness is a dimension that involves creating awareness about the diversity present on Wittenberg’s Campus; in Springfield, Ohio; and the World. Though this dimension could be explored at any point during the year it is important to do programming that celebrates other people more than once. You can explore and educate students on differences in traditions, values, lifestyles, and beliefs. This also allows
the Resident Advisor to share with the hall or floor differences about themselves or floor community.

**Values- Community, Whole Person, Global Citizen, Integrity, Intellectual Inquiry**

**N- is for New Knowledge** - Celebrate the new knowledge that students have obtained throughout the year. It is important to provide closure to students when leaving a community. It is recommended that this be saved for one of the final months left in the school year. Decide on an activity that will bring your entire floor together to celebrate the new friendships, the ending of the year, and balancing their new found freedom as young adults. Focus on recognizing, awarding, celebrating the memories made and the community in which your floor has built.

**Values- All**

**Minimum Requirements for RA/CA Programming:**

*One Active Program per month: Campus planned/Sponsored, Self-planned, and/or Co-planned all count as fulfilling this programming requirement. Note: At least 6 of the 10 programs need to be self-planned for individual residence hall.

*One Passive Program per month: Bulletin boards on some level need to address one of the values in the model.

*Creativity is expected to show up in all programs.

*Program proposals must be submitted by: 1st of each month, unless otherwise noted

*Prepare and distribute program evaluations at the completion of each program to attendees.

*Program Reports and Evaluations must be submitted to your Area Coordinator at your next one-on-one following the program unless otherwise instructed by your AC.

**G: PROGRAMMING RESOURCES**

- RA Source - http://www.wiu.edu/users/mirac/main_page.htm
- Resident Assistant.com – www.residentassistant.com
- Real World University – Advice for all-around college success - http://www.rwuniversity.com/articles.cfm?cid=2
- The Unofficial NCSU RA Resource Guide – Programming Ideas – http://www.lothlorien.net/collections/hr1/
- The University of South Carolina Resources for RAs – Bulletin Boards and Handouts - http://www.housing.sc.edu/raresources.asp
- Beloit College – Mindset List of Graduating Classes - http://www.beloit.edu/~pubaff/mindset/