

# STUDENT HANDBOOK

## 2024-2025





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# STUDENT CODE OF CONDUCT (SA 0101)

Manor College is a private Catholic College founded by the religious Sisters of Saint Basil the Great, who follow the teachings of the Catholic Church and the Catholic values of respect and reverence for the unique dignity of the human person.

The Student Code of Conduct makes it possible for members of a diverse student body to live, interact, and learn together in ways that protect both individual freedom and support institutional values. To ensure the fulfillment of its mission, it is important that the Manor College community be sensitive to and respectful of the rights of others. As members of the Manor College community, students are expected to be familiar with and to abide by these standards of behavior. They should demonstrate respect for College regulations and the laws of the Federal, Commonwealth, and local governments. Their conduct should be in accordance with the College Mission Statement, ideals and expectations.

Students are expected to conduct themselves in a manner that reflects decorum and the moral and ethical standards of behavior appropriate at a College based on Judeo-Christian values of respect for one's self and others. Inappropriate displays of affection are not acceptable.

1. Because Manor College affirms the uniqueness and dignity of each person, any conduct that violates the dignity of another person, including but not limited to threats of violence, verbal or physical; assault or abuse of any kind; hazing or harassment, including sexual harassment; lewd, obscene, or indecent language, behavior, or representations reasonably found offensive by others; or discrimination against another person based on race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law is a violation of the Code of Conduct.
2. Because the Manor College Community values a scholarly, supportive, and caring environment, any conduct that violates the pursuit of a scholarly, supportive, and caring environment including but not limited to obstruction or disruption of institutional activities or of the individual pursuit of learning; the damaging, defacing, destruction, of the property of another; the theft of the property of another; or the unauthorized entry into or use of College property is a violation of the Code of Conduct.
3. Because the Manor College community reflects Judeo-Christian values, any conduct that violates the stated mission and values of Manor College or local, state, or federal law, including but not limited to an incident of substance abuse, the forging or altering of College records, the use or threatened use of violence, the possession of weapons, the furnishing of false information to the College, the failure to respond to the instructions of College personnel in the pursuit of their duties, or behavior that is disorderly or irresponsible of any kind is a violation of the Student Code of Conduct.
4. In the spirit of Judeo-Christian values, students are expected to show respect for one another and for all members of the Manor College community, in person and on-line. Students must be aware that blogs, web pages and social media platforms such as Twitter, Snapchat, Instagram, Facebook, etc. are in the public sphere and are not private. These public postings can subject a student to a code of conduct violation.
5. Because students aspire to integrity as a core value, students are expected to be honest and truthful in dealings with the College regarding their identity (e.g., name or Social Security number), and in the use of College and other identification.
6. Students are expected to cooperate fully and honestly with the College's Systems, including, but not limited to, the obligation to comply with all sanctions, housing contracts, and behavioral agreements.
7. Students are expected to comply with all contracts made with the College, such as Residential Living Housing Contracts, Behavioral Contracts, and Dining Services contracts and any applicable rules and regulations. All students are subject to, and expected to familiarize themselves with the Manor College Student Handbook, including the Student Code of Conduct.

In addition, any violation of federal, state or local law shall be considered a violation of the Student Code of Conduct. All College rules and regulations apply to students and their conduct both on the College Campus and at College-sponsored events held off campus. The College reserves the right to bring charges against a student for any violation concurrent with or following criminal charges being filed in a court of law for the same act.

Manor College reserves the right to take disciplinary action against anyone who violates the Student Code of Conduct up to and including dismissal from the College. The College reserves the right to suspend, dismiss, or expel any student when their behavior disrupts, threatens, or endangers the health, safety, or well-being of the College community. In addition, Manor College reserves the right to impose penalties which include but are not limited to fines, cancellation of housing contracts, suspension, expulsion, etc. Students should be aware that if they receive any code of conduct violation, even if it is not related to academics, that their Advisor and/or Program Director may be notified.



## Philosophy of Discipline

The basic philosophy of discipline at Manor College is one of education, encouraging individual responsibility and fostering a respect for the rights of others. Through the disciplinary process, the College attempts to teach moral and ethical values and, in doing so, maintain the orderly operation of the College. The disciplinary process is intended to protect the rights of all members of the College community.

Furthermore, it is intended to redirect the behavior of students into patterns consistent with the Manor College Mission Statement. In keeping with this philosophy, the College encourages students to avail themselves of the services of the professional counselors in the Manor College Counseling Center. When an individual is willing to accept responsibility for their behavior and work toward change, potential disciplinary problems can be avoided.

## Disciplinary Policy

Students are responsible for reading and understanding the Code of Conduct and all Manor College policies. An incident report will be completed for each Code of Conduct violation and kept on file in the Vice President and Dean of Student Affairs office. Any student who commits, aids, or attempts to commit any violation of the expected standards of behavior will be subject to disciplinary proceedings. This may result in sanctions being levied against the individual or individuals involved.

Students who are in a situation or area where College policy is being violated must make a reasonable, positive effort to remove themselves from that environment. Failure to do so will result in sanctions.

Students must accept responsibility for any guests and will be held accountable for their guests' actions. Therefore, they must ensure that their guests comply with the behavioral standards of the Manor College community. Any guest who violates the Student Code of Conduct may be banned from campus.

In cases where a local, Commonwealth or Federal law may also apply, students may be subject to civil or criminal liability. In certain cases where the College's interests as an academic community are impacted, disciplinary procedures may be instituted against a student charged with a violation of a local, Commonwealth or Federal law that is also a violation of the Code of Conduct; thus, both institutional charges and civil or criminal charges may result from the same event. College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings and are unrelated.

## Violations

Violations of the Student Code of Conduct at Manor College are not limited to this list. The College reserves the right to classify other behaviors and situations not specifically defined or discussed in this handbook as violations. In such cases, the Hearing Officer or their designee may formally charge a student in writing with the specific nature of the violation.

Violations could result in serious sanctions up to and including dismissal.

## Abuse of the Student Disciplinary System

- failing to respond to a request made by the Hearing Officer, or their designee; failing to appear for presentation of charges; failing to cooperate in any investigation; failing to appear when requested, before the Student Conduct Committee;
- falsifying, distorting or deliberately omitting information provided to the investigation;
- disrupting an investigation or student conduct hearing;
- attempting to influence others not to provide information to the investigation or to appear before the Student Conduct Committee;
- attempting to influence members of the Student Conduct Committee through intimidation, harassment or promises of reward.

## Aggressive Behavior

- behavior that provokes possible or actual physical harm;
- behavior that incites others to violence;
- actions which intentionally or recklessly harm others;
- threats to harm another person, including, but not limited to, verbal and written (inclusive of text messages, emails, etc.), or physical intimidation. Also includes the use of gestures and symbols intended to threaten or intimidate; making a bomb threat; and assault. A single occurrence of these behaviors may result in disciplinary sanction.
- physically touching a Public Safety Officer; being disrespectful to a Public Safety Officer.



**Abuse of Public Space** - littering, leaving food in public space, smoking in unauthorized space etc.

**Alcohol and/or Drug Use** – Possession of alcohol or drugs; intoxication; being on the Manor College campus intoxicated; dispensing alcohol or drugs to others.

### **First Strike**

A first strike will result in a meeting with the Hearing Officer. A warning will be issued and a written copy of the warning will be sent to the student. A copy will also be placed in the individual student's file. The student will be required to visit with the Manor College Counselor and a \$50 fine will be applied to their student account.

### **Second Strike**

A second strike will result in a meeting with the Hearing Officer. The student will be required to visit with the Manor College Counselor, and a \$150 fine will be applied to their student account. The counselor may recommend further intervention. There will also be a requirement that the student complete an online drug and alcohol course. A copy of the outcome letter will be sent to the student and a copy will be placed in the student's file.

At the meeting with the Hearing Officer, the student will be notified that an additional violation of the College's alcohol and drug policy will result in dismissal from the College.

### **Third Strike**

A third strike will result in dismissal from Manor College.

### **Medical Amnesty**

In situations where a student has contacted Security or Manor Residence Life Staff for medical treatment either for themselves or for a fellow student, neither the student calling nor the student receiving medical attention will receive a strike through the student conduct system. Students transported to the hospital in association with the consumption of alcohol or marijuana will have a conversation with the college's counselor, and a letter will be sent home to their parents. If a student is transported to the hospital more than once, college staff will explore whether a medical leave is appropriate.

Situations involving a transport to the hospital as a result of illegal drugs other than marijuana or involving other non-strike violations (such as assault, disorderly conduct, etc.) fall outside the scope of the medical amnesty policy and may be handled through the student conduct system. (See Alcohol and Drug Policy for complete information.)

**Bullying** – a form of aggressive behavior in which someone intentionally and usually repeatedly causes another person injury, fear or discomfort. Bullying can take the form of physical, verbal, written or more subtle behaviors. Cyberbullying can be particularly destructive. Bullying can cause physical and psychological harm, which are also violations.

**Dangerous Materials** – Possession or unauthorized use of flammable liquids or gases, explosives, acids, fireworks, pepper spray, or any other substances which are hazardous, dangerous, or illegal is prohibited on the Manor College campus.

**Disorderly Conduct** – A breach of peace, which includes, but is not limited to, disruption of any of the functions of the College, disruption of the peace, or disruption of a class or meeting.

**Disrespect for Authority** – Failure to cooperate with legitimate requests of College employees in the performance of their duties. Examples: failure to produce an ID upon request, failure to open bags for bag checks.

**Drugs** – The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or drug paraphernalia, as well as the unauthorized distribution of prescription drugs. First offense may result in strict sanctions up to and including dismissal from the Residence Hall and/or the College.

**Ethnic Intimidation** – Subtle or blatant acts, words or deeds, symbols or gestures, which may be offensive to an individual or group of a particular race, color, religion or national origin.

**Falsification** – Making a statement intended to deceive a College representative, including, but not limited to dishonesty, fraud, using false identification, altering official documents, misrepresentation; forging, altering or using College documents or instruments of identification with intent to defraud the College or any other person or institution.





**Fire and Safety Equipment Violations** –Tampering with safety equipment including, but not limited to, removing batteries from smoke detectors or otherwise interfering with the operation of smoke detectors, turning off hallway/stairwell lights, tampering with fire extinguishers or AED. Causing a false fire alarm, arson (setting any kind of material on fire), smoking in a campus building, and obstructing stairwells. Smoking of any kind in the residence hall will result in immediate removal from Residence Hall. Tampering with the smoke detectors will result in immediate removal from Residence Hall.

**Gambling** – Games of skill or chance involving illegal gambling for money or other items of value including prizes, whether on campus or at College sponsored activities. Exempted are College events for which gambling is officially approved.

**Harassment** – See Harassment Policy under General Campus Policies

**Lewd Speech or Behavior** – Explicit or vulgar speech or behavior that is sexual or provocative in nature, including the distribution of such materials on campus or via electronic means.

**Online Presence** - In the spirit of Judeo-Christian values, students are expected to show respect for one another and for all members of the Manor College community, in person and on-line. Students must be aware that blogs, webpages such as Twitter, Facebook, Snapchat, Instagram, etc. are in the public sphere and are not private. These public postings can subject a student to a code of conduct violation.

### **Physical Harm**

- Intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or
- Taking any action for the purpose of inflicting bodily harm, whether or not harm actually occurs; or
- Taking any reckless action that results or could result in bodily harm to any person.

### **Psychological Harm**

- Intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or
- Taking any action for the purpose of inflicting mental harm, whether or not harm actually occurs; or
- Taking any reckless action which could result in mental harm to any person; or
- Leading a person to reasonably believe that someone is likely to cause that person harm; or
- Any act that demeans, degrades, or disgraces any person.

**Sexual Assault and Harassment** – See Policy on Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence.

**Suspicion of Marijuana** -- Defined as smell or evidence of use. This includes smells permeating through residence halls and community areas or on an individual. If found responsible, students will receive a \$50 fine and be required to attend one mandatory counseling session.

**Stalking** – A pattern of conduct, repeated actions toward, or repeated communications with another person, including following the individual without proper authority, under circumstances intended to create fear of bodily injury or to cause substantial emotional distress to such another person. Includes conduct, actions and communications through texting, e-mail, instant messaging, and social media.

**Theft / Attempted Theft** – The unlawful taking or attempted theft of personal or College property, including taking food and merchandise from the dining hall, campus store or vending machines. Possession of stolen property is also a major violation.

**Trespassing** – See Trespassing under General Campus Policies.

**Vandalism** – Vandalism is defined as the deliberate, attempted, or actual destruction, reckless damage, misuse or defacement of College property or the property of a member or guest of the Manor College community on College premises. Vandalism causing damage to an educational facility may also be a violation of Commonwealth law.

**Weapons** – Possession of firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit are STRICTLY PROHIBITED on campus. Weapons can include clubs, bats, knives and other objects for which the person has no legitimate use. Students are required to contact Campus Security immediately to report their knowledge of the presence of any weapon.



## **Incident Reports, Sanctions, and the Student Disciplinary System**

### **Incident Reports**

The disciplinary system begins with the filing of an incident report. Complaints against a student or group of students' behavior are made by completing an incident report. Incident report forms are available online at <https://manor.edu/incident-report/>. Any member of the Manor College community (students, faculty, administrators, and staff) may initiate complaints about the behavior of a student or group of students. Incidents may also be reported directly to Public Safety by calling 215-885-2360, x2292 or the Dean of Students by calling 215-885-2360 x2276

### **Sanctions**

Students, staff, and faculty are responsible for reading and understanding the Code of Conduct and all Manor College policies. This policy explains the process for students who are assigned a sanction due to conduct.

### **Scope of Policy:**

This policy applies to all students.

### **Administrative Guidelines**

A. The sanctions defined below may result from the disciplinary system, and are set forth to assist students in meeting the expectation for conduct that the College has set out:

1. Official Warning: An official warning indicates that a student's pattern of behavior, if continued, may lead to probation or more severe sanctions. The warning may be verbal or written.
2. Probation: Probation means that the student may be endangering their continuation as a student at the College (or as a resident student of the Residence Hall). Probation may also include stated prohibitions (e.g., temporary loss of Residence Hall visitor or visitation privileges) until such time as the student's behavior warrants the lifting of said probation.
3. Suspension: Suspension from the College means that the student loses all privileges and connection with the College (or as a resident student, with the Residence Hall) for a specified period of time, which is not less than one week, or more than one academic year. The student may not enter College property without the express permission of the Dean of Students. If any, financial refunds will be made in accord with the College's published refund policy. Students who have been suspended from the College or leave the College for more than one academic year may return after the specified suspension period. This does not guarantee a student will meet any time-limited degree requirements.
4. Dismissal: Dismissal means the permanent termination of any relationship between the college and the student. A permanent disciplinary record is maintained in the Dean of Students office. The student may not enter College property under any circumstances. Financial refunds, including those from Residence Life, if any, will be made in accord with the College's published refund policy.

B. The additional sanctions below, which are not meant to be an all-inclusive list, may be imposed as required by policy statements or at the discretion of the hearing officer, Student Conduct Committee, or Dean of Students.

1. Parent/Guardian/Family Notification: College officials may, within their discretion, contact a student's parent, guardian or family, when there is significant concern for the student's behavior, safety, or health, in accordance with FERPA.
2. Fines: Students must pay fines in cash or by check, made out to Manor College. Fines accrued due to any violation will be added to the student's account from the date of the sanction. If fines are not satisfied, students are not able to access grades, register for the following semester, or be eligible for student housing.
3. Withdrawal by Mutual Agreement: This sanction may be imposed by the Dean of Students, independently or on the recommendation of the Student Conduct Committee when, in the opinion of any, the future interest of the student would be best served by the use of this sanction rather than a more severe sanction that may result in a permanent record.
4. Interim Suspension/Dismissal: The immediate suspension of a student from the College, on an interim basis, may be enacted by the Dean of Students, until a formal conduct hearing can be held if, in the opinion of the Dean of Students, the incident may be serious enough to warrant suspension or dismissal from the College.
5. Restitution: Restitution for damaged or stolen property is always required.



6. Loss of Resident Status: A decision may require a resident student to move off campus, if they have exhibited behavior that violates the rights of the resident community.

### **Administration of Sanctions**

Except where specifically designated otherwise, the Dean of Students is responsible for administering sanctions for violations of the Code of Conduct and for violations of policies that provide for specific sanctions as set forth in this Student Handbook.

### **Failure to Comply**

Students who fail to complete the terms of the sanctions will be held accountable in the following ways:

1. All fines and/or restitution will be added to the student's bill and must be paid to the Student Accounts Office by the date assigned. Fines may also be paid with cash, check, or credit card.
2. Campus services and privileges, such as residing on campus and free gym membership, among other services, may be suspended or limited due to failure to pay.
3. Students are fully expected to continue attending classes and completing all course work.

### **Student Disciplinary Records**

Student disciplinary records are kept on file with all case records in the Dean of Students Office.

### **STUDENT DISCIPLINARY SYSTEM**

Students accused of violating College policy have the right to due process as outlined below if they choose. This process may also be initiated if, in the opinion of the College's Hearing Officer, it would be in the College's best interest. The Hearing Officer is appointed by the Dean of Students. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community at all times.

The college may audiotape any conduct processes. Any audiotape that is made by the college may be listened to by the responding student, but not copied, and will be kept for as long as deemed necessary.

1. The Hearing Officer will review the incident report to verify that the stated allegations are in violation of college policies.
2. Within three (3) days of receiving the incident report, the Hearing Officer will inform the student(s) named in the incident report that an incident report has been filed and of the date they are required to meet with the Hearing Officer.
3. On the date of the scheduled meeting, the Hearing Officer will meet with the student(s) accused of violating college policy.
4. If the accused student(s) does not appear for their meeting with the Hearing Officer, and does not contact the Hearing Officer prior to the scheduled meeting to reschedule, a decision for sanction will be rendered based on the incident report, information provided by witnesses, and any other information pertinent to the report, and issued to the student by the Dean of Students. Additional sanctions may be added for a student's failure to respond to the process.
5. At the onset of this meeting, the Hearing Officer will inform the student(s) of the alleged violation indicated in the incident report.
6. The student(s) has the right to review the incident report that was filed, and will be provided with a copy that has been redacted (identifying information has been deleted), to the extent necessary to protect the personal privacy of individuals discussed in the report.
7. The student(s) has two options to settle a disciplinary matter, unless otherwise deemed by the Hearing Officer to be in the College's best interest to proceed with a formal hearing:
  - i. The student may choose to proceed with an Informal Meeting with the Hearing Officer to settle the matter, and forgo a Formal Hearing, before the Student Conduct Committee, or
  - ii. The student may choose to proceed with a Formal Hearing, before the Student Conduct Committee





## Informal Meeting

Student(s) may choose to dispose of the matter during the meeting with the Hearing Officer. The matter will be settled, as long as both the accused student(s) and the Hearing Officer mutually and satisfactorily agree that a violation of policy did in fact occur, and are then able to settle on a mutually acceptable sanction for the violation. At that point, there shall be no other meetings, hearings, or appeals. (If no mutually acceptable agreement can be reached between the accused student(s) and Hearing Officer, the case shall go to the Student Conduct Committee for a formal hearing.) All cases involving Dismissal from the College will be sent to the Student Conduct Committee for a hearing.

At any time during an informal meeting, the accused or the Hearing Officer may cease discussion of the case and choose to send the matter to the Student Conduct Committee. The Hearing Officer may direct the student to the handbook for information regarding the formal hearing process.

Once a mutually acceptable agreement is decided upon, it shall be put in writing. The Hearing Officer will forward the decision to the Dean of Students for approval. If the decision is upheld, the Dean of Students, or their designee, will notify the student in writing of the final ruling, and a copy of the decision will be kept on file with all case records in the Dean of Students office. If the decision is denied, the Dean of Students will refer the matter to be heard by the Student Conduct Committee at a Formal Hearing.

## Formal Hearing

The Hearing Officer will notify the Student Conduct Committee that a request for a Formal Hearing has been made. The Hearing Officer will schedule the hearing and notify all parties concerned, including witnesses, when and where the hearing will take place.

If the accused student(s) does not appear for their meeting with the Hearing Officer, and does not contact the Hearing Officer prior to the scheduled meeting to reschedule, a decision for sanction will be rendered based on the incident report, information provided by witnesses, and any other information pertinent to the report, and issued to the student by the Dean of Students. Additional sanctions may be added for a student's failure to respond to the process.

### The Student Conduct Committee

The Student Conduct Committee has four members, three of whom are voting members, approved by the Vice President of Academic Affairs and the Dean of Students.

Voting Members include:

- One (1) student, elected by the Student Senate
- Two (2) staff members appointed by the Dean of Students
- The Hearing Officer appointed by the Dean of Students counts towards determining a quorum. The Hearing Officer only votes if a  $\frac{3}{4}$  quorum is not met.

The duty of the Hearing Officer is to organize the Committee, preside over its hearings, and act as an impartial facilitator for the work of the Committee. The Student Conduct Committee's hearings are not formal legal proceedings; that is, neither the rules of evidence nor the procedures of a court of law apply to these proceedings. The purpose of these proceedings is for a community of members to pass judgment on the behavior of one or more of its members in terms of its Catholic values, policies, and the mission as stated in official publications such as the Student Handbook and any Manor College Catalogs.

A student is presumed innocent until proven otherwise by a preponderance of evidence. The Student Conduct Committee is bound to follow the sanctioning guidelines stated in the Student Handbook.

## Procedures of the Student Conduct Committee Formal Hearings

The Hearing Officer conducts the procedure for the hearing. The procedure for hearings is as follows:

1. The Student Conduct Committee must have a  $\frac{3}{4}$  quorum to hold a hearing. A  $\frac{3}{4}$  quorum must be present at all times during the hearing including deliberations and sanctioning.
2. The Hearing Officer will read the Incident Reports and provide copies to the Committee members.
3. The Hearing Officer may place limits on testimony and rule on admissibility of such testimony.



4. The Hearing Officer will set the number of witnesses permitted to testify, and shall rule on admissibility of information. While not an official voting member of the Student Conduct Committee, the Hearing Officer is expected to be present at all sessions of the hearing.
5. The Hearing Officer presents testimony/evidence concerning the Incident Report.
6. The Hearing Officer remains during deliberation, to answer questions for clarity and will vote only in the event that a 3/4 quorum is not met.
7. The accused student is required to be in attendance for all sessions of the committee (with the exception of deliberation), during which time the accused student will have the opportunity to provide information.
8. Witnesses will be asked to leave and wait at another location until they are called by the Hearing Officer to give testimony. The accused student and the Hearing Officer shall have the right to call witnesses to support their positions.
9. Witnesses must be named in previously submitted written statements, and approved by the Hearing Officer before their testimony will be heard. Anonymous testimony is not admissible.
10. No party, neither the accused, nor the Student Conduct Committee members, nor any witness or participant in the hearing, may be represented by legal counsel at the hearing. No person other than the Hearing Officer, accused student, Committee members, and witnesses will be permitted to attend the hearing.
11. The members of the Committee shall maintain confidentiality, except as prescribed by law, or permitted by FERPA.
12. The hearing shall be tape-recorded, with the exception of the Committee deliberation; the recordings will be kept on file with the incident report and disposition records, in the Dean of Students office.
13. The Student Conduct Committee shall deliberate on the information presented, and a simple majority vote shall determine the Committee's final decision. The Student Conduct Committee shall report its decision(s), in writing within three class days, after the close of the hearing, to the Dean of Students, who will either uphold the Committee's decision, or overrule it. The Dean of Students or their designee will notify the student and the Hearing Officer of the final ruling. All case records, including the incident report, hearing recordings, and final disposition, will be maintained in the Dean of Students office.
  - 13a. Where the conduct matter involved a charge of a violent crime, as defined by the Family Educational Rights and Privacy Act ("FERPA"), the Dean of Students or their designee will also advise the accuser of the final outcome.
- The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.
14. The Dean of Students' ruling is final unless there are reasons for an appeal as set forth in #2 under Appeal Procedure below.
15. No rulings, other than College Dismissal, shall appear on the student's transcripts as part of their permanent academic record.

## **APPEAL PROCEDURE**

Students found in violation of the Student Code of Conduct may appeal the administrative decision to the Student Conduct Appeals Committee. The Student Conduct Appeals Committee consists of one faculty member, one staff member and two students. One member of the Committee will serve as recording secretary.

1. The student must submit to the Dean of Students a written request for appeal within two class days of the notification of their sanction. The student must include their email address to receive the Dean of Student's response in a timely manner. It is the student's responsibility to check their email during this time frame for the response. If the student who is appealing would like to request that witnesses appear before the Committee, the witnesses' names must be included in the petition letter. A maximum of two witnesses are allowed and they should be persons who can give specific input to the case, not merely offer support or character reference. The Dean of Students will forward this request to the Chair of the Student Conduct Appeals Committee who is appointed by the Dean of Students. .



2. For an appeal to be heard, students must be able to demonstrate one or both of the following in the letter to the Dean of Students:

a. They did not receive a hearing consistent with the established disciplinary procedures listed above in the section entitled “Disciplinary Procedure.”

b. New evidence is available. The student must include in the appeal request letter documentation of new evidence that was not provided for the Administrative Hearing.

3. The Chair of the Student Conduct Appeals Committee will make a decision regarding the request within two class days and notify the student in writing of the decision. It is the student’s responsibility to check their email during this time frame for the response. If a hearing is allowed, it will be held in a timely manner. The decision of the Appeals Committee to grant or deny an appeal shall be final.

4. Attendance at the appeals hearing is limited to the individuals on the Student Conduct Appeals Committee, the individual/s who filed the charges against the student, the student appealing the charge/s and witnesses allowed by the Committee.

5. Following testimony by the student who requested the appeal, the witnesses will be called separately to testify privately in the presence of the Student Conduct Appeals Committee.

6. If the student fails to appear for the hearing, the Student Conduct Appeals Committee shall automatically uphold the original decision and sanction.

7. The Student Conduct Appeals Committee shall render their decision by a majority vote and the Chair will notify the student and the Dean of Students of the decision at the conclusion of the appeals hearing. This decision is final.

8. The student who appealed is expected to assert in writing their agreement to abide by the sanction imposed.

The decision and the student’s written response will be included in the student’s disciplinary record, which is maintained by the Dean of Students. Only College dismissal shall appear on the student’s transcript as part of the student’s permanent academic record. All other disciplinary actions shall become part of the student’s disciplinary record.

9. A written record of the appeals hearing proceedings will be prepared by the Appeals Committee and filed with the Dean of Students.

10. Notification of parent/s or legal guardian/s regarding the charge, the sanction, and the findings of the Appeal Committee by the Dean of Students will be according to FERPA guidelines.

NOTE: Any individual who retaliates or attempts to retaliate against a complainant, witness or member of the Student Conduct Committee or Student Conduct Appeals Committee will be subject to disciplinary action. Please see Abuse of the Student Conduct System for more information.

## **Off-Campus Misconduct Policy**

### *Statement of Policy:*

Manor College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct will be reviewed by the College.

### *Manor College addresses off-campus violations to:*

- Reduce and prevent behavior that undermines academic success and that negatively detracts from the mission of the College
- Ensure the health and safety of students and the community
- Provide timely support and resources for students
- Prevent violence in and around the College community

Manor College does have the right to set expectations and to hold students responsible for violating these standards off-campus. Manor approaches off-campus violations as a community standard issue, paying special attention to high-risk patterns of behavior, with an underlying focus on our care for student health and safety.





*Scope of Policy:*

This policy applies to all students.

*Policy & Procedure(s):*

Upon receipt of a complaint alleging off-campus student misconduct the Hearing Officer will review the allegations and, if necessary, consult with a Vice President and Dean of Students to determine the appropriate course of action by the College. When students are found responsible for behavior off-campus that violates the Code of Conduct, sanctions will be applied. The primary types of off-campus violations addressed by Student Code of Conduct include, but are not limited to, the following:

- Felony charges
- Acts of harm charges including, but not limited to, assault, harassment, or threats
- Unlawful use or possessions of weapons
- Driving while impaired (DWI) charges
- Repeated or high-risk alcohol misdemeanor charges
- Repeated or high-risk drug misdemeanor charges
- Hazing
- Behavior that occurs at any college or university may be processed under this Code in the same manner as on-campus behavior
- Activities of a student or group of students that conflict with the College's interests and mission, including, but not limited to, patterns of behavior that put the health and safety of others at risk or show disregard for the policies of the College

If a student is assigned similar sanctions in the court system and the Manor College Code of Conduct process (such as community service or counseling), fulfillment of the court system sanction may satisfactorily complete the sanction from the College. However, if both entities require different outcomes, students must complete all of the requirements for both.



# POLICY REGARDING SEXUAL MISCONDUCT, SEXUAL HARASSMENT, SEXUAL EXPLOITATION, STALKING, DATING VIOLENCE, AND DOMESTIC VIOLENCE, NON-DISCRIMINATION, SEX DISCRIMINATION, SEX-BASED DISCRIMINATION

In the event of an emergency, or if you or someone else is in danger, dial 911 or contact Public Safety at 215.885.2360 ext. 3292.

## **Statement of Policy:**

Manor College (the “College”) prohibits sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence, domestic violence in all forms, non-discrimination, sex discrimination, sex based harassment (collectively, “Prohibited Conduct”). This policy details the College’s prohibition on Prohibited Conduct, the process for investigating and resolving complaints of Prohibited Conduct (including possible sanctions), and resources available to victims of Prohibited Conduct specifically and to members of the College community generally. This policy conforms with Title IX of the Higher Education Amendments of 1972 and its implementing regulations (including the Rule on Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 85 Fed. Reg. 30,026 (May 19, 2020) (to be codified at 34 C.F.R. pt. 106)) and other applicable federal and state law.

## **Scope of Policy:**

This policy applies to all College students and College employees.

There is no time limit for reporting allegations of Prohibited Conduct, the College strongly encourages the reporting of Prohibited Conduct as promptly as possible to allow the College to respond promptly and effectively. The passage of time may limit the College’s ability to respond to a report of Prohibited Conduct. Further, the College’s response to a report of Prohibited Conduct may be limited if the Respondent is no longer a student or employee at the College. The College therefore strongly encourages any individual with information related to an incident of Prohibited Conduct to report that information to the College as soon as possible.

## ***Application of Title IX:***

Title IX applies to all sex discrimination occurring under a recipient’s education program or activity in the United States and provides additional detail about what conduct is covered. Also a recipient has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient’s education program or activity outside the United States.

## **I. Prohibited Conduct**

Definitions of conduct constituting Prohibited Conduct are set forth below. Alleged conduct that does not constitute one or more types of Prohibited Conduct, as defined below, may still be alleged conduct in violation of one or more College policies, including without limitation the Student Code of Conduct and, separately, the Employee Code of Conduct.

### ***Sex Discrimination: 106.2, 106.10–***

Clarifies that sex discrimination includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. (106.10) Sex-Based Harassment includes harassment on these bases and further clarifies when sex-based harassment creates a hostile environment. (106.2)

### ***Sex-Based Harassment: 106.2***

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the bases described in 106.10, when it takes the form of:

- quid pro quo harassment (e.g. when an employee conditions a benefit on a person’s participation in unwelcome sexual conduct)
- specific offenses (e.g. sexual assault, dating violence, domestic violence and stalking and/or hostile environment).
  - Hostile environment harassment- unwelcome sex-based conduct that based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from Manor College’s education program or activity.

### ***Sexual Misconduct:***

Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or is committed by force, intimidation, coercion, or manipulation. Sexual misconduct violates the rights of others and demonstrates blatant disregard to the values of the Manor Community. Sexual misconduct can vary in its severity and consists of a range of

behavior that can, in some cases, include attempted behavior. It includes but is not limited to, the following: non-consensual penetration, non-consensual sexual contact, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking.

***Sexual Harassment in all forms:***

Sexual harassment means conduct on the basis of the sex that satisfies one or more of the following: (1) a College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or (3) "sexual assault," "dating violence," domestic violence," or "stalking"—all as defined by this Policy.

Sexual harassment can be committed by individuals of any sex against individuals of any sex including those who are transgender or gender-neutral. Sexual harassment sometimes involves a person in a greater position of authority than the person being harassed; however, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately might not rise to the level of sexual harassment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Promising, directly or indirectly, a reward to an individual if the person complies with a request for sexual conduct.
2. Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a request for sexual conduct.
3. Denying an individual, directly or indirectly, an opportunity related to education or employment, if the individual refuses to comply with a request for sexual conduct.
4. Engaging in unwelcome sexually suggestive conversation or physical contact of a sexual nature.
5. Displaying unwanted offensive, obscene photos, posters, or other sexually oriented materials; distributing unwanted sexually offensive materials.
6. Engaging in indecent exposure.
7. Making sexual or romantic advances toward an individual and persisting despite the individual's express rejection of the advances.
8. Retaliating or threatening to retaliate against an individual who makes a report of misconduct under this Policy.
9. Stalking on the basis of another's gender or sex.

***Sexual Harassment also includes (1) all forms of non-consensual sexual contact and non-consensual intercourse as defined below, and (2) Sexual Exploitation as defined below. This Policy also prohibits crimes of sexual assault, dating violence, domestic violence and stalking as defined by the Commonwealth of Pennsylvania. Please refer to the Addendum for these state-law definitions.***

***Non-consensual Sexual Contact***

Non-consensual sexual contact is: (a) any touching of the sexual or other intimate parts of another person for the purpose of arousing or gratifying sexual desire, with any body part or object, by an individual upon another person without Consent; or (b) an individual compelling, forcing, or coercing any other individual, without the other individual's Consent, to touch the sexual or other intimate parts of a person for the purpose of arousing or gratifying sexual desire, with any body part or object. Non-consensual sexual contact includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of another's intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts) or causing another to have indecent and unwanted contact with intimate body parts.

***Non-consensual Intercourse***

Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any body part or object, by an individual upon another person without consent. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person's will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is incapacitated due to alcohol or other drugs, is incapacitated due to physical or emotional trauma, is less than 17 years of age, or is





otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).

### ***Sexual Exploitation***

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for the person's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: non-consensual observation of individuals who are undressed or engaging in sexual acts; non-consensual video or audio-taping of sexual activity; prostituting another person; going beyond the boundaries of consent (such as allowing any individual to hide in a closet to watch otherwise consensual sexual contact); and knowingly transmitting a sexually transmitted infection (STI) or the human immunodeficiency virus (HIV) to another.

### ***Stalking***

The term "stalking" means engaging in a course of conduct directed at another person that would cause a reasonable person to fear for their physical safety or the safety of others; or suffer substantial emotional distress that may, but does not necessarily, require medical or other professional treatment or counseling. This fear may include the fear of being subjected to sexual harassment or sexual misconduct. A "course of conduct," for purposes of this definition, means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

### ***Dating Violence and Domestic Violence***

Dating violence is a type of physical relationship violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim including, but not limited to, sexual or physical abuse or the threat of such abuse. The existence of such a relationship is determined based on the complaining party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence is distinct from domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

### ***Intimidation and Retaliation***

Intimidation includes any act to deter an individual from making a report of sexual harassment or sexual misconduct, or to deter an individual from participating or assisting in an investigation or proceeding related to a report of sexual harassment or sexual misconduct, by imposing fear through threats of physical or emotional harm to the targeted individual(s) or the individual's or individuals' associates.

Retaliation includes any act or attempted acts to seek retribution against anyone who has reported prohibited activity or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

Sex Discrimination-Modified Retaliation definition- intimidation, threats, coercion or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any rights or privilege secured by Title IX or the regulations, or because the person has reported possible sex-discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in a recipient's Title IX process.(106.2)

Peer retaliation- defined as retaliation by one student against another student, is also prohibited.

### ***Discrimination Based on Pregnancy or Related Conditions: (106.2, 106.21(c), 106.40, 106.51(b)(6), 106.57)***

Title IX Regulations require Manor College not discriminate based on pregnancy or related conditions, including childbirth, termination of pregnancy, lactation, related medical conditions, or recovery (106.2), including by providing reasonable modifications for students(106.40(b)(3)(ii)), reasonable break time for employees for lactation(106.57(e)(1) and a clean, private lactation space for both students and employees. (106.40(b)(3)(v) and 106.57(e)(2)).

- ***Parents***

Title IX prohibits treating parents differently on the basis of sex, including by defining "parental status" to include, e.g. adoptive



parents or stepparents or legal guardians,

***General Prohibitions on More than De Minimis Harm: Application to Policies and Procedures that Prevent Participation Consistent with Gender Identity:***

The final regulations prohibit a recipient from separating or treating any person differently based on sex in a manner that subjects that person to more than de minimis harm, except in the limited circumstances where the statute allows otherwise, such as in the context of sex-separate living facilities and sex separate athletic teams. Also clarified in this general prohibition is policy and procedures that prevent a student from participating in a recipient's education program or activity consistent with their gender identity, impose more than de minimis harm on that student on the basis of sex and therefore generally violate Title IX's non-discrimination mandate.

**II. Other relevant definitions under these Policies**

***Actual Knowledge*** means notice of Prohibited Conduct or one or more allegations of Prohibited Conduct to the College's Title IX Coordinator or any College official who has the authority to institute corrective measures on behalf of the College. The College officials referenced in the previous sentence include: The President, Provost and Vice President of Academic Affairs, Vice President and Dean of Student Affairs, Vice President of Enrollment, Vice President of Finance and Facilities, Vice President of Marketing Communications and Advancement, Director of Human Resources (for employees only), Student Code of Conduct Hearing Officer, Student Conduct Committee Voting Members, Student Conduct Appeals Officers, Assistant Director of Residence Life, Public Safety Personnel, Senior Dean/Dean of Arts & Sciences Division, Dean of Allied Health Division, Dean of Academic Services, and Dean of Education Division/ Director of Instructional Design and Learning. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. The standard is not met when the only official of the recipient with Actual Knowledge is the Respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.

***Advisor*** means an individual designated by a Complainant or Respondent to accompany them to any interview, meeting, or proceeding related to a Formal Complaint and to receive information about a Formal Complaint from the College. An Advisor is also the person who asks, on behalf of a Complainant or Respondent, questions of a witness or of a Complainant or Respondent during cross-examination at a hearing.

***Appeal Officer*** means a trained individual authorized by the Title IX Coordinator to consider an appeal of an Investigator's determination of responsibility or the College's imposition of sanctions under this Policy.

***Appellant*** means a Complainant or Respondent who files an appeal under this Policy from a determination regarding responsibility or from the dismissal of a Formal Complaint or any allegations in a Formal Complaint.

***Coercion*** is pressure for sexual activity that is unreasonable, from the point of view of a reasonable person, under the circumstances. Coercive behavior differs from seductive behavior based on the type of influence someone uses to get consent from another. If an individual communicates that they do not consent to sexual activity (either a particular act or any sexual activity, generally), the continued use of influence could be viewed as coercion. Consent can never be obtained by coercion.

***Complaint*** means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Complainant means:

- (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination

***Consent*** is permission to engage in particular sexual activity. Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter. Consent must be knowingly, voluntary, active, present, and ongoing agreement to engage in a particular sexual activity. Consent is active, not passive. Consent can be communicated verbally or by actions, but non-verbal consent is less clear than talking about what is acceptable or allowable. Consent, in whatever way it is communicated, must be mutually understandable. Silence, in and of itself, cannot be interpreted as Consent. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does



not want. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or previous consent does not imply consent to future acts. Consent can be withdrawn at any time. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Effective consent cannot be given by mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, misconduct, or violence, and intoxication or impairment does not diminish one's responsibility to obtain consent.

When determining whether a person has the capacity to provide Consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not Consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

**Disciplinary sanctions** mean consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

**Education Program and Activity** means the locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

**Formal Complaint** means a signed document filed with the College by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the College investigate the alleged Prohibited Conduct.

**Hearing Officer** is a College appointed, and trained, employee or third party who conducts the hearing set forth in the grievance process under this Policy.

**Incapacitation** is a mental state where an individual cannot make a rational, reasonable decision because they lack the ability to understand the "who, what, when, where, why or how" of their interaction.

**Investigator** is a College appointed, and trained, employee or third party who conducts the investigation set forth in the grievance process under this Policy.

**Party** means a complainant or respondent. Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

**Remedies** means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred. Respondent means any individual alleged to have engaged in Prohibited Conduct.

**Retaliation** means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the 24 person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

**Sex-based harassment** is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) *Quid pro quo harassment*. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:



- (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
- (ii) The type, frequency, and duration of the conduct;
- (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- (iv) The location of the conduct and the context in which the conduct occurred; and
- (v) Other sex-based harassment in the recipient's education program or activity; or (3) Specific offenses.

(i) Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

(ii) Dating violence meaning violence committed by a person:

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(1) The length of the relationship;

(2) The type of relationship; and

(3) The frequency of interaction between the persons involved in the relationship; (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:

(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;

(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

(C) Shares a child in common with the victim; or

(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

**Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, as non-exhaustive examples only, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing adjustments, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may include placing a student-employee Respondent on administrative leave (with pay) during the pendency of the grievance process. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.



**Witness** means any individual who has information related to alleged Prohibited Conduct, the Complainant, the Respondent, or any other information connected in any way to an allegation of Prohibited Conduct.

### **III. Procedures when there is alleged Prohibited Conduct.**

#### ***A. Options for Immediate Assistance***

The College encourages those who have experienced, witnessed, or are aware of any form of Prohibited Conduct to report the incident promptly, to seek all available assistance, and, should they wish, to pursue College discipline proceedings and criminal prosecution.

***In a crisis, get help immediately. The College encourages any individual to seek assistance from local law enforcement or local medical facility immediately after an incident of sexual misconduct, dating violence, domestic violence, stalking or sexual violence.***

***In the case of sexual assault or violence, preserve physical evidence*** by making certain that the incident area is not disturbed. (The decision to make a formal complaint or criminal report does not have to be made at this time. However, following these procedures will help preserve this option for the future). The individual should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed. But if they have been, place original clothing in a paper bag. (Plastic bags may damage evidence).

***If you have been assaulted, seek immediate medical attention at an area hospital*** and take a full change of clothing, including shoes, for use after a medical examination. It's recommended that a physical exam be conducted within 72 hours of the assault. Please keep in mind that having a sexual assault exam does not mean the individual is mandated to press charges. This action only keeps the options open. (Individuals under the age of eighteen should be aware that, as a minor (child), their parent(s) or legal guardian may have the right to obtain information from their medical records.) If you decide to complete a forensic rape kit, call your local hospital and ask if they have a SANE (Sexual Assault Nurse Examiner) nurse. A SANE nurse has received specialized training in collecting evidence and providing comprehensive care to sexual assault victims. Hospitals in Montgomery County with a SANE nurse include:

- Einstein Montgomery, East Norriton
- Abington Memorial, Abington
- Pottstown Memorial, Pottstown
- Phoenixville Hospital, Phoenixville
- Bryn Mawr Hospital, Bryn Mawr

Contact either of the following for immediate assistance for any crime of sexual assault, dating violence, domestic violence, or stalking:

- Abington Township Police Department
  - Emergency numbers: 911 or (215) 884-2700
  - Non-emergency: (267) 536-1100
- Manor College Department of Public Safety
  - 24-hour St. Josaphat Residence Hall post: 215-885-2360 ext. 3292 or ext. 3292 (from on-campus phone)
  - Switchboard operator: 215-885-2360 ext. 1200 or ext. 1200 (from on-campus phone)

Public Safety can arrange transportation to a local hospital or local police department if requested. **You have the right to report, and the right to not report, a crime of sexual assault, dating violence, domestic violence or stalking that you have suffered to law enforcement.**

Some individuals may prefer to work directly with **Off-campus Counselors, Advocates and Health Care Providers** who generally maintain confidentiality and will not share information with others unless the client requests disclosure and signs a consent or waiver form. The actual confidentiality afforded by these providers and agencies may vary, and prospective clients should verify the provider's policy before receiving any service.

Confidential resources for an immediate or emergency response include:

- **Manor College Director of Counseling (for student Complainants, Reporters, or Witnesses) – Students may call (215) 885-6299 (or ext. 2258 via campus phone) to request to speak to a confidential counselor.**

- **Montgomery County Crime Victims Center:** (610) 227-5200
- **Abington Hospital,** 1200 Old York Road, Abington, Pennsylvania 19001; (215) 481-2000
- **BUCKS COUNTY NETWORK OF VICTIM ASSISTANCE (NOVA)**  
Phone: 1-800-675-6900 Website: <http://www.novabucks.org>
- **CATHOLIC SOCIAL SERVICES**  
Phone: 267-331-2490 Website: <http://catholicsocialservicesphilly.org/index.php>
- **CORA**  
Phone: (215) 342-7660 Website: <http://www.coraservices.org>
- **CRIME VICTIMS CENTER OF CHESTER COUNTY**  
Hotline: (610) 692-7273 Website: <http://www.cvcofcc.org>
- **DELAWARE COUNTY WOMEN AGAINST RAPE**  
Hotline: (610) 566-4342 Website: <http://delcowar.org>
- **VICTIM SERVICES OF MONTGOMERY COUNTY**  
Hotline: 1-888-521-0983
- **PA CRIME VICTIMS COMPENSATION BOARD**  
Phone: 1-800-233-2339 Website: <http://www.pacrimevictims.org>
- **WOMEN AGAINST ABUSE DOMESTIC VIOLENCE HOTLINE, PHILADELPHIA**  
Hotline: 1-866-723-3014 Website: <http://www.womenagainstabuse.org/index.php/about-us>
- **WOMEN ORGANIZED AGAINST RAPE (WOAR)**  
Hotline: (215) 985-3333 Website: <http://woar.org>
- **WOMEN'S CENTER OF MONTGOMERY COUNTY**  
Hotline: 1-800-773-2424 Website: <http://www.wcmontco.org/index.html>

*A. Seeking support from a College employee.*

Sometimes an individual may not require or want immediate emergency assistance or may need more time before sharing any information about the incident. An individual may feel more comfortable sharing details about an incident of sexual misconduct with someone they know, such as an academic advisor, campus work supervisor, or coach and choose to seek advice from them about the college process or college resources before deciding on next steps.

This is completely understandable; however, most employees of the College are considered “**Responsible Employees**” and must share any information about a report of sexual misconduct, sexual harassment, sexual exploitation, stalking, dating violence and domestic violence with the Title IX Coordinator.

*B. Completely confidential reporting locations for students.*

If a student is seeking complete confidentiality, the best option is to consult first with a College Counselor. The Counselor can provide confidential advice, share resources, and inform the student about the process for making an official report to the College without any requirement to disclose information to the Title IX Coordinator.

- Manor College Director of Counseling. Call (215) 885-6299 (or ext. 2258 via campus phone) to request a confidential counseling appointment. Outside of normal business hours, students should contact Public Safety to say they need confidential counseling assistance. The student’s contact information will be taken and relayed to the Counselor via the Dean of Students or the Chief of Public Safety. The counselor will contact the student promptly. Confidential messages may be left 24 hours/day at 215-885 6299.

*C. Mostly Confidential Locations*

Staff in Health Services offices can speak with a student Complainant without being required to disclose personally identifiable





information about the Complainant to the Title IX Coordinator. Students can seek assistance and support from any employee who is not Responsible Employees without triggering an investigation that would reveal the identity of the Complainant. These employees (i.e. those who are not a Responsible Employee) are only required to share a limited report to inform the Title IX Coordinator of the date, time, general location and nature of the incident but not information that would identify the Complainant. This general information is necessary in order for the College to appropriately track patterns, evaluate the prevalence of sexual harassment at the College, and formulate appropriate campus-wide responses.

#### ***D. Responsible Employees***

As noted above, unless an individual is making a report at a “completely confidential” location or a “mostly confidential” location, they are reporting to a Responsible Employee of the College. According to this Policy, whenever a Responsible Employee becomes aware of any information related to a report of sexual misconduct, sexual harassment, sexual exploitation, stalking, dating violence, or domestic violence, the Responsible Employee, as a general matter, must share all relevant details about the alleged incident, and available to the Responsible Employee, with the Title IX Coordinator. This information includes all the details necessary for the College to determine what happened—including the names of the Complainant, Alleged Victim and Reporter, the Respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report. **A Responsible Employee generally will not share information with local law enforcement without the Complainant’s consent, or unless the Complainant has also reported the incident to law enforcement.**

Before a Complainant or Witness reveals any information to a Responsible Employee about an incident covered by this Policy, the Responsible Employee will make all best efforts to inform the Complainant or Witness about the limitations for confidentiality and the obligations to disclose personally identifiable information to the Title IX Coordinator. If the Complainant or Witness prefers to consult with a more confidential resource person, the Responsible Employee should assist with an appropriate referral.

If the Complainant or Witness decides to report an incident to a Responsible Employee, but then requests that the Responsible Employee maintain confidentiality or requests that no investigation into the incident be conducted or no disciplinary action be taken, the Responsible Employee should inform the Complainant or Witness that the Title IX Coordinator will review the information and provide the Complainant with Supportive Measures.

No Responsible Employee will ever pressure a Complainant or Witness to request confidentiality or pressure the Complainant or Witness make a full report.

Confidential community resources for an immediate or emergency response include:

- Manor College Director of Counseling (for student Complainants, Reporters, or Witnesses) – Students may call (215) 885-6299 (or ext. 2258 via campus phone) to request to speak to a confidential counselor.
- Montgomery County Crime Victims Center: (610) 227-5200
- Abington Hospital, 1200 Old York Road, Abington, Pennsylvania 19001; (215) 481-2000
- Victim Services Center—Crisis Hotline: (888) 521-0983; [www.victimservicescenter.org](http://www.victimservicescenter.org)
- Full list of resources available on page 8-9.

#### **IV. Making a report of Prohibited Conduct.**

The College encourages the prompt reporting of violations of Prohibited Conduct. The College’s ability to respond to an incident of alleged Prohibited Conduct may be limited if that alleged incident is not reported in a prompt fashion.

Any individual, who is not a Responsible Employee, but who is aware of an alleged violation of this Policy may decide to (1) file a criminal complaint only, (2) file a criminal complaint and make a report to the College, (3) make a report to the College, but not file a criminal complaint.

An individual may also file a report to the College online via the Manor College webpage on Title IX Information: <https://manor.edu/student-life/title-ix-information/title-ix-policy-violation-reporting-form/>. Additionally, an individual may file a report to the Title IX Coordinator in person, by mail, by telephone, or by electronic mail, or by any other means resulting in the Title IX Coordinator receiving a verbal or written report. A report may be made at any time (even during non-business hours) by using the telephone, electronic mail address, or mailing address of the Title IX Coordinator. While anonymous reports are accepted, the

College's ability to address Prohibited Conduct reported anonymously may be limited because of the College's inability to contact the Reporter. As set forth in section V of this Policy, the formal grievance process is available only after the filing of a Formal Complaint. Formal Complaint can be filed online: <https://manor.edu/student-life/title-ix-information/title-ix-policy-violation-formal-complaint-form/>

#### ***A. The College's response to a report of Prohibited Conduct.***

A report of Prohibited Conduct will trigger the College's obligations to respond to alleged Prohibited Conduct only when the Title IX Coordinator or any official with the authority to institute corrective measures on behalf of the College is notified.

Within two days after the receipt of a report of Prohibited Conduct, the Title IX Coordinator will: (1) contact the Complainant; (2) apprise the Complainant of the availability of Supportive Measures; (3) consider the Complainant's wishes regarding supportive measures; (4) apprise the Complainant of the availability of supportive measures without a formal complaint; and (5) explain the formal complaint process to the Complainant.

As discussed below, a Complainant may file a Formal Complaint alleging Prohibited Conduct. In doing so, a Complaint is requesting that the College investigate the Prohibited Conduct as alleged in the Formal Complaint. A Complainant may submit a Formal Complaint to the Title IX Coordinator in person, by mail, by electronic mail, or via the College's online reporting form located at <https://manor.edu/student-life/title-ix-information/title-ix-policy-violation-formal-complaint-form/>.

The Title IX Coordinator, in their discretion, and in the interest of promoting safety and wellbeing at the College, and to ensure that the College's response to alleged Prohibited Conduct is not deliberately indifferent, may sign a Formal Complaint based on a report of Prohibited Conduct even if a Formal Complaint is not signed by a Complainant. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator does not become a Complainant or party to the proceedings.

At any point following the receipt of an allegation of Prohibited Conduct, the Title IX Coordinator, who may consult with the Vice President and Dean of Student Affairs, may assign and implement any Supportive Measures that the Title IX Coordinator deems necessary. In the same vein, the Title IX Coordinator, in their discretion, may amend, supplement, or discontinue interim measures to maintain the safety and well-being of any individual and to ensure that all students have equal and appropriate access to the College's education activities and programs. Any individual seeking a Supportive Measure (or any modification of an existing supportive measure) should contact the Title IX Coordinator.

#### ***B. Making a criminal complaint to law enforcement.***

Any individual may make a report of Prohibited Conduct to the police. The making of a report to law enforcement is not a condition precedent to the College providing Supportive Measures, investigating or adjudicating alleged Prohibited Conduct, or otherwise taking action to enforce this Policy or any College policy. The College can assist anyone in making a report to local law enforcement. An individual who would like assistance with making a report to the police should contact any of the following:

- **Manor College Department of Public Safety:**
  - St. Josaphat Residence Hall 24-hour Security Post
  - (215) 885-2360 ext. 3292
- **Title IX Coordinator:**
  - Tracey White-Peay
    - Exec. Assistant to the President
    - Title IX Coordinator
    - [TitleIX@manor.edu](mailto:TitleIX@manor.edu)
    - 215-885-2360 ext. 1202
- **Title IX Investigators:**
  - John Dempster,
    - Athletic Director
    - [jdempster@manor.edu](mailto:jdempster@manor.edu)
    - 215-885-2360 ext. 2206
  - Chris Hartman,
    - Director of Financial Aid
    - [chartman@manor.edu](mailto:chartman@manor.edu)
    - 215-885-2360 ext. 1208
  - Ayisha Sereni
    - Assistant Professor of Business



- [asereni@manor.edu](mailto:asereni@manor.edu)
- 215-885-2360, ext 1303
- **Title IX Hearing Officer:**
  - Carol Havens-Dobbs-Candidate in Training, May 2024
  - Human Resource Generalist and DEI Officer
  - [chavens@manor.edu](mailto:chavens@manor.edu)
  - 215-885-2360, ext.1273
  - Beverly Bisaccia
  - Assistant Professor and Education Coordinator, Manor College Program of Veterinary Technology
  - [bbisaccia@manor.edu](mailto:bbisaccia@manor.edu)
  - 215-885-2360, ext 2227
- **Title IX Appeals Officer:**
  - Allison Mootz,
  - Vice President and Dean of Student Affairs
  - [amootz@manor.edu](mailto:amootz@manor.edu)
  - 215-885-2360 ext. 2276

To make a direct report to local law enforcement without assistance from the College, individuals should contact the Abington Township Police at **911 (emergency)** or **(267) 536-1100 (non-emergency)**. Local law enforcement officials may meet with individuals making a report on campus or elsewhere.

### ***C. Filing a Formal Complaint of Prohibited Conduct.***

To investigate or adjudicate alleged Prohibited Conduct, the College must first receive a Formal Complaint. As defined above, a Formal Complaint is a document that is submitted and signed by the Complainant (or, alternatively, the Title IX Coordinator). The Formal Complaint may be submitted and signed digitally or physically (i.e. hard copy).

A Complainant may electronically submit a Formal Complaint via the College's online portal: <https://manor.edu/student-life/title-ix-information/title-ix-policy-violation-formal-complaint-form/>. Alternatively, if a Complainant wishes to physically submit a Formal Complaint, they may do so by personally delivering their Formal Complaint to the College's Title IX Coordinator at [office location]. To be deemed a Formal Complaint, the document submitted by a Complainant must allege Prohibited Conduct against a respondent and must request that the College investigate the allegation of Prohibited Conduct.

Though a report of sexual harassment may be anonymously submitted, the College's ability to respond to an anonymous report—including the provision of Supportive Measures, conducting an investigation, and adjudicating the allegation(s) of Prohibited Conduct—may be materially hindered. The College therefore strongly encourages any Complainant to include detail, to the extent a Complainant is aware of such detail, in any Formal Complaint, including identifying information.

### ***D. Prohibition on Retaliation and Intimidation.***

**The College strictly prohibits Retaliation, Intimidation, threatening conduct, coercion, or other discrimination** against any person for making a report, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of violations of this Policy. The College will take immediate and responsive action to any report of Retaliation or Intimidation, each of which is a violation of this Policy.

### ***E. Confidentiality.***

Every Formal Complaint, and all related evidence and proceedings, are confidentially maintained by the College to the extent possible under the law. Consistent with this Policy, the College will share information related to a Formal Complaint with others only on a need-to-know basis as set forth in section V of this Policy. The Complainant and Respondent each have an equal right to any information set forth in a Formal Complaint, any investigative report, and any evidence related to any allegation in a Formal Complaint. The College will not disclose personally identifiable information in publicly available record keeping (Timely Warnings, Emergency Notifications, Daily Crime and Fire Log, and the Annual Security and Fire Safety Report).

Because the College is under a continuing obligation to address the issue of sexual harassment campus-wide, reports of sexual violence (including general, non-identifying reports) will prompt the College to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; or revisiting College policies and practices.

#### ***F. Amnesty for students who report alleged Prohibited Conduct.***

The College encourages the reporting of Prohibited Conduct. Sometimes, individuals are hesitant to report to College officials because they fear that they themselves may be charged with a violation of the Code of Conduct, such as underage alcohol consumption. A witness to or individual who experiences Prohibited Conduct, acting in good faith, who discloses any incident of Prohibited Conduct to the College or law enforcement will not be sanctioned under the College's Code of Conduct for violations of alcohol or drug-use policies occurring at or near the time of the incident(s) of Prohibited Conduct. The College may request the individual attend an approved alcohol or drug education program and without assessing any charges for such program. This amnesty provision also applies to student groups making a report of sexual misconduct. Amnesty does not preclude or prevent action by police or other legal authorities, including the filing of criminal charges.

#### ***G. Timeframe for filing a Formal Complaint.***

To ensure that the College can respond in a meaningful, timely fashion, the College encourages any individual who is a Complainant to submit a Formal Complaint as soon as practicable following an incident of Prohibited Conduct. Although there is no specific deadline by which a Formal Complaint must be filed, if the Respondent is no longer enrolled or employed by the College, the College's ability to investigate and adjudicate a Formal Complaint may be limited. Similarly, due to the passage of time, the College may not be able to conduct a fulsome investigation because of the inability to gather evidence. Even if the College is unable to adjudicate and resolve a Formal Complaint, the College will provide Supportive Measures to the Complainant and Respondent as discussed in section IV(A) of this Policy.

#### ***H. False reports of Prohibited Conduct.***

The College very seriously considers all allegations of Prohibited Conduct. An individual who intentionally falsifies information related to an allegation of Prohibited Conduct may be subject to disciplinary action and sanctions. For students, disciplinary action may be taken in accordance with the College's Student Code of Conduct, and sanctions may include suspension and expulsion, as two examples. For employees, disciplinary action may be taken in accordance with the College's Employee Handbook and/or faculty handbook, and sanctions may include suspension or termination of employment, as two examples.

#### ***I. Notification of parent/guardian and College officials.***

In accordance with the Family Educational Rights and Privacy Act, the College reserves the right to notify parents/guardians regarding any health or safety emergency. The College also reserves the right to designate which College officials have a need to know information regarding any Formal Complaint or other allegation of Prohibited Conduct.

### **V. Grievance procedures.**

The College's Title IX Coordinator oversees the College's grievance process. Any individual who has any questions about the College's grievance procedures should contact the College's Title IX Coordinator.

When a period of time is stated in a number of days, the following conditions apply: (1) the day of the event that triggers the period is excluded; (2) every day is counted, including intermediate Saturdays, Sundays, and days in which the College is closed for business; and (3) the last day of the period is included, but if the last day is a Saturday, Sunday, or day in which the College is closed for business, the period continues to run until the next day that is not a Saturday, Sunday, or day in which the College is closed for business.

- Title IX Non-Discrimination Policy (Section 106.8(b)) and Grievance Procedures Non-Discrimination (Section 106.8(c))

[Title IX Non-Discrimination Policy\(Section 106.8\(b\)\) and Grievance Procedures\(Section 106.8\(c\)\)](#)

- Title IX-Sex-Based Harassment Policy (Section 106.45) & Grievance Procedures Sex-Based Harassment(Section 106.46)

[Title IX-Sex-Based Harassment Policy\(Section 106.45\) and Grievance Procedures for Sex\(Section 106.46\)-Based 2024 Regulations](#)

#### ***A. Notice of filed Formal Complaint and allegations of Prohibited Conduct.***

Upon receipt of a Formal Complaint, the College will provide a written notice to the Complainant and Respondent who have been identified by the Complainant. The written notice will consist of the allegations of Prohibited Conduct, including the identities, if known, of the Complainant and Respondent, the conduct allegedly constituting Prohibited Conduct, and the date and location of the alleged incident, if known. The written notice will include a statement reaffirming that the Respondent is presumed not to be





responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process by evaluating the preponderance of the evidence.

Further, in accordance with section V(D) of this Policy, the written notice will inform the Complainant and Respondent that they may have an Advisor of their choice, who may be, but is not required to be, an attorney. The written notice will also apprise the Complainant and Respondent that they may inspect and review evidence consistent with section V(F) of this Policy. Finally, the written notice will inform the Complainant(s) and Respondent(s) that the College's Student Code of Conduct and Employee Handbook, respectively, prohibit knowingly making false statements or knowingly submitting false information during the grievance process. The Title IX Coordinator or their designee will issue the written notice of allegations no later than five (5) business days after receiving the Formal Complaint. The written notice will be simultaneously, but separately, sent to each Complainant and Respondent via their College email address.

***B. Emergency removal (for student Respondents) and administrative leave (for non-student employee Respondents).***

In limited circumstances (discussed below), the Title IX Coordinator may remove a student Respondent, on an emergent basis, from any or all of the College's education programs or activities. Similarly, the Title IX Coordinator, in consultation with the College's Direct of Human Resources, may place an employee Respondent on administrative leave.

Any emergency removal, or administrative leave, does not effectuate in any way a prejudgment of any allegation against a Respondent. Nor does an emergency removal or administrative leave reduce or affect the presumption that a Respondent is not responsible for any alleged conduct and that the determination of responsibility for any alleged conduct will be made in accordance with the College's grievance process.

***1. Emergency removal (for student Respondents).***

If a student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from an allegation of Prohibited Conduct, the Title IX Coordinator may remove that student Respondent from any or all of the College's Education program or Activity. The Title IX Coordinator may remove a student Respondent only on an emergency basis and after conducting an individualized safety and risk analysis.

The Title IX Coordinator will inform the Respondent in writing of the terms of their being removed from any of the College's education programs or activities. Within three days after the date on which the Title IX Coordinator notifies the Respondent of their removal, the Respondent may challenge their removal through a written response. Within five days after receiving any written challenge from a Respondent, the Title IX Coordinator will issue a final decision on the removal of the respondent. In their discretion, the Title IX Coordinator may consult with other College employees before making this decision and gather additional information.

***2. Administrative leave (for non-student employee Respondents).***

Subject to the process set forth in the Employee Handbook, at any time following the filing of a Formal Complaint, the Title IX Coordinator, in consultation with the College's Director of Human Resources, may place a non-student employee Respondent on administrative leave (with pay) during the pendency of the grievance process.

***C. Dismissals of Formal Complaints.***

Generally, the College will investigate the allegations in a Formal Complaint. But if the conduct alleged in the Formal Complaint would not constitute Prohibited Conduct even if proved, did not occur within the College's Education Program or Activity, or did not occur against a person in the United States, then the College will dismiss the Formal Complaint for purposes of this Policy. If a Formal Complaint is dismissed under this section, the College may institute disciplinary proceedings against the Respondent under the College's Student Code of Conduct or the College's Employee Handbook.

The College may dismiss a Formal Complaint at any time under the following circumstances:

- The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or the allegations in the Formal Complaint;
- The Respondent is no longer enrolled as a student at the College or the Respondent is no longer employed at the College; or

- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations contained in the Formal Complaint. Circumstances that may result in a Formal Complaint being dismissed include, by way of examples only:
  - No Complainant is identified during the investigation;
  - When a Formal Complaint contains allegations that are precisely the same as allegations that the College has already investigated and adjudicated;
  - When the length of time elapsed between an incident of alleged Prohibited Conduct, and the filing of a Formal Complaint, prevent the College from collecting enough evidence to reach a determination;
  - When the Complainant has stopped participating in the investigation but has not sent a written withdrawal request and the only inculpatory evidence available is the Complainant's statement in the Formal Complaint or as recorded in an interview by the investigator.

In considering whether to dismiss a Formal Complaint, the College will not make an assessment of whether the evidence gathered (if any) has met any threshold of evidence or other measure of the quality or weight of the evidence. Instead, the above reaffirms that the College will only dismiss a Formal Complaint only when specific circumstances prevent the College from gathering sufficient evidence to reach a determination under this Policy of the alleged Prohibited Conduct.

If the College dismisses a Formal Complaint, the Title IX Coordinator will simultaneously, but separately, notify in writing the Complainant and Respondent. The Title IX Coordinator will send written notification of the dismissal of the Formal Complaint to the College email addresses of the Complainant and Respondent, respectively. Along with providing notice about the dismissal of a Formal Complaint, the written notification will include the reason(s) for the dismissal.

A Complainant or Respondent may appeal the dismissal of a Formal Complaint in accordance with section VIII of this Policy.

#### ***D. Role of Advisors.***

Every Complainant and the Respondent has the right to be accompanied by one Advisor of their choice during the course of any investigative or resolution meeting or proceeding under this Policy in which a Complainant or Respondent is attending. The Advisor may be any person, including an attorney, but as discussed below, beyond cross-examination at a hearing, the Advisor's role is limited to that of a support representative and not an advocate.

Two days before any scheduled meeting or proceeding, the Complainant or Respondent must provide the name of their Advisor, if any, to the Investigator or Title IX Coordinator; otherwise, the College reserves the right to prohibit a Complainant's or Respondent's Advisor from attending any resolution meeting or proceeding. The College reserves the right to have its own legal counsel present during any meeting or proceeding, regardless whether the Complainant or Respondent has an Advisor present.

Generally, the College will not delay a proceeding due to the scheduling conflicts of an Advisor. Other than during cross-examination at a hearing, an Advisor may not speak, respond, or otherwise participate in the meeting or proceeding.

If an Advisor disrupts any process, meeting, or proceeding authorized by this Policy—including but not limited to failing to abide by this Policy or instructions from the Title IX Coordinator, Investigator, Hearing Officer, or Mediator—the College may disallow the presence of the Advisor. Additionally, the College reserves the right to reschedule or continue a proceeding without the presence of that same Advisor.

#### ***E. Fact-Finding and investigations.***

An investigation will be initiated within five days after the Formal Complaint is received by the College. While each case is unique, an investigation may require sixty days after the filing of the Formal Complaint to complete. Depending on the exact circumstances (e.g. timing relative to the academic calendar, availability of witnesses or other limitations in gathering evidence), the College may require additional time to complete the investigation. The Title IX Coordinator will apprise the Complainant and Respondent if additional time is needed to complete the investigation.

The Title IX Coordinator will designate an Investigator, which may be (but is not required to be) the Title IX Coordinator or other employee of the College, and will simultaneously send an official notice of investigation to the Complainant and Respondent that will identify the investigator. A Complainant or Respondent who wishes to object to an investigator on the basis of a conflict of interest must submit their objection, in writing, to the Title IX Coordinator within five business days after the date that the Title



IX Coordinator provides written notice of the identification of the investigator. Any objection to an investigator will be resolved in accordance with section VI of this Policy.

The investigation may include interviews of the Complainant and Respondent, witnesses, and the gathering of information related to the Formal Complaint. The Complainant and Respondent each have the right to bring an Advisor to any interview, meeting, or other procedure related to the Formal Complaint, as discussed in section V(D) of this Policy.

As part of the investigation, the Complainant and Respondent have an equal opportunity to submit evidence to the Investigator in support of their respective positions. By written notice simultaneously (but separately) provided to the Complainant, Respondent, and their Advisors (if any), the Investigator will establish a deadline for the receipt of evidence from the Complainant and Respondent. The deadline for the submission of evidence will be no sooner than five (5) business days after the date on which the Investigator provides written notice. At the discretion of the Investigator, the deadline may be extended so long as the deadline is equally extended for both the Complainant and Respondent.

#### ***F. Inspection and review of evidence.***

Before the completion of the Investigative Report, the investigator will simultaneously (but separately) send to the Complainant and Respondent, and their respective advisors (if any), any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint. The evidence subject to this section includes evidence that may not be considered during the hearing and also includes any inculpatory or exculpatory evidence regardless of source.

As part of the transmission of the evidence to the Complainant and Respondent, the Investigator will set a deadline for the Complainant and Respondent to respond in writing to the evidence. The deadline for such written responses will be equally applied to the Complainant and Respondent and will be no sooner than ten days after the date that the Investigator sends the evidence to the Complainant and Respondent. Written responses should not include evidence not already provided to the Investigator unless the evidence could not have been obtained by the deadline set by the Investigator (and extended, if at all) in accordance with section V(E) of this Policy. If a party submits new evidence as part of their written response, the Investigator will share that new evidence with the other party and allow them no less than seven additional days to provide a written response to the new evidence. At the discretion of the Investigator, the deadline may be extended so long as the deadline is equally extended for both the Complainant and Respondent.

Some cases may include allegations that a student violated this Policy and separately violated a different section of the Student Code of Conduct or the Employee Code of Conduct. Where those alleged violations arise from the same alleged conduct or occurrence(s), or where the alleged conduct or occurrence(s) are reasonably interrelated, the College's Title IX Coordinator may consolidate the investigation and adjudication of those alleged violations. Consolidated cases will be investigated and adjudicated under the procedures of this Policy. In adjudicating alleged violations of the Student Code of Conduct that are not also violations of this Policy, the College will follow the definitions and related substantive material of the Student Code of Conduct or Employee Code of Conduct, depending on whether the Respondent is a student.

#### ***G. Investigative report and written responses of the Complainant and Respondent.***

After the deadline for the submission of written responses to evidence, the Investigator will prepare a written investigative report that fairly summarizes the evidence relevant to the Formal Complaint. The evidence summarized in the report may be relevant whether it is inculpatory or exculpatory. The investigator may omit or redact from the report information that is not relevant, even if that information is contained in documents or evidence that is relevant. The investigative report will not include any findings or determinations, including any finding or determination of the Respondent's responsibility for any Prohibited Conduct alleged in the Formal Complaint.

The investigator will simultaneously, but separately, send the investigative report to the Complainant, Respondent, and their respective advisors (if any). As part of the investigative report, the Investigator will include the written responses, if any, received from the Complainant or Respondent, in response to the evidence sent to them by the Investigator.

The Complainant and Respondent may each submit written responses to the investigative report. Any written response to the investigative report must be submitted within ten days after the date on which the investigative report was sent to the parties and must be sent to the College's Title IX Coordinator from the Complainant's or Respondent's College email address.

#### ***H. Hearing* - \*optional for Title IX Non-Discrimination Policy(Section 106.8(b) and Grievance Procedures Non-Discrimination (Section 106.8(c) & Sex-Based Harassment(Section 106.46) *Refer to Section V: Grievance Procedures***

##### ***1. Scheduling, identification of Hearing Officer, and notification of hearing. After the earlier of (1) the Title IX***



*Coordinator receiving written responses to the investigative report from both the Complainant and Respondent or (2) the due date for written responses, the Title IX Coordinator will schedule a hearing on the allegations raised in the Formal Complaint, subject to the limitations set forth in sections V(C) of this Policy. Additionally, the Title IX Coordinator will identify a Hearing Officer for the hearing. Upon the scheduling of a hearing and the identification of a Hearing Officer, the Title IX Coordinator will simultaneously, but separately, issue a notice of hearing to the Complainant and Respondent, and their respective advisors (if any), containing the following information:*

- Date of the hearing (not to occur sooner than ten days after the date of the notice);
- Time of the hearing;
- Identification of the Hearing Officer together with a statement that any objections to the appointment of a hearing officer must be submitted to the Title IX Coordinator in writing no later than five days after the date of the notice;
- A reference to the Hearing Procedures to be used as set forth in section V(I) of this Policy;
- A statement referencing the standard of proof to be used, as set forth in section V(I)(7) of this Policy, to determine whether the Respondent is responsible for Prohibited Conduct as alleged in the Formal Complaint; and
- A statement that the Respondent is presumed not to be responsible for Prohibited Conduct and that the determination of whether the Respondent is responsible for Prohibited Conduct will be made after the conclusion of the hearing.

A Complainant or Respondent who wishes to object to the identity of the Hearing Officer must submit their objections to the Title IX Coordinator within five days after the date that the notice of hearing was sent by the Title IX Coordinator. Upon receipt of a timely objection, the Title IX Coordinator will simultaneously, but separately, notify the Complainant and Respondent, and their respective advisors, if any, that the hearing is postponed and will be rescheduled following the disposition of the objection(s) to the identification of a Hearing Officer.

### ***I. Hearing procedures.***

#### ***1. Presence of the Title IX Coordinator.***

To assist with logistics, decorum, and other needs of the Hearing Officer, the Title IX Coordinator may be present for any portion or all of the hearing. The College's legal counsel may also be present for any portion or all of the hearing and may provide confidential, privileged legal advice to the College, through its representatives.

#### ***2. Location of hearing.***

*3. Hearings are conducted with the Complainant and Respondent physically present, along with their respective advisors (if any), in the same geographic location. However, at the Hearing Officer's discretion, the Complainant, Respondent, any witness, or any other participant (including any individual appearing on behalf of the College) may appear at the hearing virtually, with technology enabling participants to hear and see each other. Further, at the request of the Complainant or Respondent, cross-examination may occur with the Complainant and Respondent in separate rooms using technology that enables all hearing participants to hear and see the person answering questions.*

#### ***4. Record of hearing.***

The College will record the hearing via an audio recording, audiovisual recording, or stenographic means that creates a written transcript. The Title IX Coordinator has the discretion on determining the official record of the hearing.

#### ***5. Conduct of the hearing.***

At the start of the hearing, the Hearing Officer will remind all participants about the hearing procedures set forth in this Policy. The Hearing Officer will also remind all participants, including advisors, about proper decorum and proper conduct throughout the hearing process. At any point, the Hearing Officer may seek the confidential, privileged legal advice of the College's lawyer.

The Hearing Officer will then allow the Investigator to present a summary of their Investigative Report, including evidence. The Complainant and Respondent, in that order, may then cross-examine the Investigator. The Hearing Officer may also ask questions at their discretion.





The Complainant and Respondent, in that order, will then have equal opportunity to present their respective cases, which may include testifying, examining witnesses, and introducing exhibits. Consistent with section VIII of this Policy, the Complainant and Respondent will each be afforded equal opportunity to conduct cross-examination of any hearing participant who offers testimony or evidence. The Hearing Officer may also ask questions at their discretion.

#### *6. Determination of relevance after each question.*

After a question is asked of a Complainant, Respondent, or Witness, the Hearing Officer will determine, before any answer is provided, whether the question is relevant. If the Hearing Officer determines that a question is not relevant, the Hearing Officer must explain the decision to exclude that question.

The basic test for relevance that the Hearing Officer will employ is whether the question posed is probative of the question of the Respondent's responsibility for Prohibited Conduct. The Hearing Officer will focus on evidence pertinent to proving whether facts material to the allegations under investigation are more or less likely to be true.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are irrelevant unless: (1) such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or (2) the question and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Other forms of evidence and information not relevant include: information protected by a legally recognized privilege; evidence about a Complainant's prior sexual history; and a Complainant's or Respondent's medical, psychological, and similar records unless the subject of those records has given voluntary, written consent. Furthermore, questions that are duplicative or repetitive may fairly be deemed not relevant and thus excluded.

The Hearing Officer has the discretion to set reasonable limits regarding the conduct of the hearing so long as those limits are equally applied to the Complainant and Respondent and written notice of any limitation is provided to the Complainant, Respondent, and their advisors (if any) no less than three days before the hearing.

#### *7. Cross-examination.*

All individuals who testify at a hearing—including any Complainant, Respondent, and Witness—must submit to cross-examination at the hearing. If any testifying individual does not submit to cross-examination at the hearing, the Hearing Officer may not rely on any statement of that individual in reaching a determination of the Respondent's responsibility for Prohibited Conduct. However, the Hearing Officer may not draw an inference about a determination regarding the Respondent's responsibility for Prohibited Conduct based solely on an individual's absence from the hearing or refusal to answer cross-examination or other questions.

Cross-examination is to be conducted only by an Advisor and never by a Complainant or Respondent themselves. If a Complainant or Respondent does not have an Advisor at the hearing, the Title IX Coordinator will provide without fee or charge to the Complainant or Respondent an Advisor of the Title IX Coordinator's choice to conduct cross-examination on behalf of the party who does not have an Advisor at the hearing. In that case, at the discretion of the Title IX Coordinator, the hearing may be continued.

#### *8. Standard of proof.*

The standard of proof that the Hearing Officer will use to determine whether the Respondent is responsible for Prohibited Conduct is preponderance of all the relevant evidence. That is, whether it is more likely or not that the Respondent is responsible for Prohibited Conduct.

#### *9. Written determination.*

*10. Following the hearing, and after the Hearing Officer has made a determination of whether the Respondent is responsible for Prohibited Conduct, the Hearing Officer will issue a written determination to the Title IX Coordinator. The written determination will include the following components:*

- Identification of the allegations potentially constituting Prohibited Conduct;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the Complainant and Respondent, interviews with the Complainant Respondent, and any witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of facts supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided by the College to the Complainant; and
- The College's procedure and permissible bases for the Complainant and Respondent to appeal.

The determination does not become final until the date when the Complainant and Respondent receive written notification of the results of any appeal or, if no appeal is filed, the date on which the appeal would no longer be considered timely under the Policy.

As soon as practicable, the Title IX Coordinator will simultaneously, but separately, send the written determination to the Complainant and Respondent, and their respective advisors (if any), via their College email addresses.

### ***J. Respondent's withdrawal or resignation from the College during the pendency of the Grievance Process.***

If a Respondent withdraws or resigns from the College during the pendency of the grievance process, and the College does not dismiss the Formal Complaint, this Policy will continue to apply to the Respondent as if the Respondent were a student or employee at the College. In other words, the Respondent has all rights and responsibilities under this Policy as if the Respondent were a student or employee. It is the Respondent's responsibility to provide the Title IX Coordinator with an active email address maintained by the Respondent for purposes of receiving official correspondence and other written information from the College as part of the grievance process.

If a student Respondent is found responsible for violating this Policy, a notation indicating that the student Respondent is not in good standing at the College will be added to the Respondent's official College transcript until all sanctions are completed. If a non-student employee Respondent is found responsible for violating this Policy, a notation indicating the non-student employee Respondent is not in good standing at the College will be added to the Respondent's official personnel file until all sanctions are completed. Further, if a sanction of disciplinary expulsion or disciplinary suspension is imposed, the Respondent's transcript or personnel file will include a notation reflecting that sanction.

Sanctions must be completed by a student Respondent, to the satisfaction of the Title IX Coordinator, before the Respondent will be eligible to be readmitted to the College and to register for classes.

If a Respondent, who is a former non-student employee, is found responsible, the Respondent will no longer be eligible for rehire at Manor College.

## **VI. Objecting to the Investigator, Hearing Officer, of Appeal Officer for bias or conflict of interest**

The College expects that the Title IX Coordinator and every Investigator, Hearing Officer, and Appeal Officer will be free from bias or conflicts of interest. Indeed, no person appointed as an Investigator, Hearing Officer, or Appeal Officer may have a conflict of interest or bias for or against any Complaint or Respondent—generally or on an individual basis. This means that the Title IX Coordinator, every Investigator, Hearing Officer, Appeal Officer, and Mediator must not be biased for or against any Complaint or Respondent. An individual's status as a Respondent must not be considered as a negative factor during the Grievance Process. This includes discounting the account of a Respondent, or otherwise not giving a Respondent's account its due weight, because of an individual's status as a Respondent. Similarly, an individual's status as a Complainant does not mean enhancing the account of a Complainant, or otherwise adding to the weight of a Complainant's account, because of the individual's status as a Complainant.

A Complainant or Respondent who wishes to object to the appointment of a particular Investigator, Hearing Officer, of Appeal Officer must state any objection in writing and deliver that writing to the Title IX Coordinator no later than 5:00 p.m. on the fifth day after the Complainant or Respondent has been notified of the appointment of the Investigator, Hearing Officer, or Appeal Officer.

The Title IX Coordinator will promptly share with the non-objecting party and the official whose independence is subject to an objection (i.e. the Investigator, Hearing Officer, or Appeal Officer) the objection(s) received from the objecting party. The non-objecting party and Investigator/Hearing Officer/Appeal Officer may each submit to the Title IX Coordinator any written response to the objection(s) no later than 5:00 p.m. on the five days after the date on which the Title IX Coordinator shares the objection(s).

The Title IX Coordinator will use an objective standard to assess whether the Investigator/Hearing Officer/Appeal Officer has a



bias or conflict of interest that prevents that official from serving in their respective capacity. The Title IX Coordinator will assess whether a reasonable person would believe that a bias or conflict of interest exists. This assessment will be made on a case-by-case basis and without using generalizations by which a bias is unreasonably assumed, such as based on the official's research or advocacy background. The Title IX Coordinator may, in their discretion, gather additional information to assess the merits of the objection. No further proceedings in the grievance process will occur until the Title IX Coordinator rules on the objection(s).

The Title IX Coordinator will simultaneously, but separately, provide written notice to the Complainant and Respondent, and their respective Advisors (if any) of whether the objection(s) is/are sustained or overruled. If an objection is sustained, the Title IX Coordinator will identify a new Investigator/Hearing Officer/Appeal Officer in the written notice issued to the Complainant and Respondent.

Consistent with section VIII of this Policy, a Complainant or Respondent may appeal the Title IX Coordinator's decision regarding an objection to the appointment of a particular Investigator, Hearing Officer, or Appeal Officer.

## VII. Sanctions.

If, as the result of a hearing, a Respondent is found responsible for Prohibited Conduct, one or more sanctions may be assigned. Appropriate and reasonable sanctions will be based on the Respondent's current and previous violations of this Policy or any other College policy (e.g. the College's Student Code of Conduct, the College's Employee Code of Conduct, etc.). When determining sanctions, the College will consider the concerns and rights of the Complainant, the Respondent, and the broader campus community. When sanctions are warranted, they will be assigned on a case-by-case basis.

### *1. Sanctions for student Respondents.*

More than one sanction may be imposed for a single violation. Students are required to complete sanctions; failure to comply may result in additional disciplinary action or the activation of a hold on the student's academic record, which may impact the student's ability to register for classes, receive a College diploma, or otherwise participate in the College education programs and activities. Sanctions may be imposed upon groups or organizations as well as individual students.

- **Disciplinary Expulsion** is a permanent separation from the College for disciplinary reasons. An individual who has been expelled from the College is not permitted on campus for any reason without permission of the Dean of Students. For full Disciplinary Expulsion policy, please see Academic Policies and Procedures in the College Catalog: <https://sites.google.com/a/manor.edu/manor-college-catalog/college-policies-procedures>. Documents supporting the student conduct decision are maintained in the student's confidential file for seven years. Parents/guardians, coaches, academic advisors, some academic, and co-curricular program advisors may be notified of the student's status.
- **Disciplinary Suspension** is a separation from the College for one or more semesters. When a student is placed on Disciplinary Suspension, a hold is activated on the student's academic record, the student is not permitted to register for classes, may not be on campus, and may not attend any college-sponsored events (on or off campus) without written permission from the Dean of Students or designee. For full Disciplinary Suspension policy, please see Academic Policies and Procedures in the College Catalog: <https://sites.google.com/a/manor.edu/manor-college-catalog/college-policies-procedures>. Documents supporting the student conduct decision are maintained in the student's confidential file for seven years. In some cases in order to allow the student to complete the current semester, disciplinary suspension may be deferred to begin the following semester. Special conditions, at the discretion of the Student Code of Conduct Chair, may apply during a deferred suspension. The College will not accept transfer credits earned at another institution during a period of disciplinary suspension. At the conclusion of the suspension period, the student must petition the Dean of Students in writing for permission to return to the College. The Dean may require a personal meeting to determine eligibility. Returning to the College after a disciplinary suspension is not automatic, as special conditions or considerations imposed by the Dean of Students may apply. Approval for re-entry must be secured three weeks before the start of the semester in which the student wishes to return. Parents/guardians, coaches, academic advisors, some academic programs, and co-curricular program advisors may be notified of the student's status.
- **Disciplinary Probation** is written notice to the student that the student is not in good standing and may be applied for one or more semesters. Disciplinary Probation status may negatively impact the student's ability to participate in certain campus clubs and organizations. It may also impact the student's eligibility for study abroad and other off-campus study, tuition remission, certain selective academic programs, campus leadership programs and positions and campus employment opportunities. Parents/guardians, coaches, academic advisors, some academic programs and co-curricular program advisors may be notified of the student's probationary status.
- **Formal Warning** is a written notice to the student that he/she has violated College policy and that continued behavior may lead to more significant disciplinary action.



Other possible sanctions include but are not limited to:

- **Advisor Notification/Conference** is notice to the student's academic advisor, international student advisor or other program advisor. The advisor will be notified that the student has been found responsible for a violation of this Policy, and the student may be required to meet with the advisor.
- **Alcohol/Drug Assessment** requires students to complete an alcohol or other drug (AOD) assessment with a college staff counselor or approved off-campus provider. The student is responsible for the cost of the assessment and must provide evidence of successful completion.
- **Assessment/Counseling/Education** requires the student to complete a psychological assessment by a counselor and/or participation in educational sessions facilitated by a professional. Student is responsible for the cost of the assessment, counseling and/or educational program and must provide evidence of successful completion.
- **Athletic Director Notification/Conference** is notice to the Department of Athletics. The Athletic Director will be notified that the student athlete has been found responsible for a violation of this Policy, and the student athlete may be required to meet with the Athletic Director or team coach.
- **College Employer Notification/Conference** informs the student's college employment supervisor that the student is responsible for a violation of this Policy; the student may be required to meet with the supervisor.
- **Community Service** requires the student to complete a service project in the College community, surrounding community, or student's home community.
- **Dean of Students' Conference** requires the student to meet with the Dean of Students.
- **Educational Project** requires the student to review an article or video, write a paper, complete a project, etc. at the discretion of the Title IX Coordinator.
- **Fees and/or Fines** may be imposed in conjunction with any sanction at the discretion of the Student Conduct Administrator.
- **Group Deactivation** includes removal of College recognition and funding for a specified period of time.
- **Loss of Privileges** restricts participation in particular activities/programs or campus events. Denial of privileges may include, but is not limited to, ability to represent the College in any way, use of facilities, participation in co-curricular activities, holding a leadership position, housing lottery privileges and housing privileges. Loss of privileges may also apply to groups, athletic teams, clubs and organizations.
- **No Communication/No Contact** restricts the student from any contact, whether in person, electronic, or via third parties, with one or more students.
- **Parent /Guardian Notification** alerts a student found responsible for a violation of this Policy that parent/guardian will be notified of the violation.
- **Residence Expulsion** results in student being permanently removed from College housing.
- **Residence Relocation** results in a student being administratively moved to a different on-campus residence.
- **Residence Restriction** results in restricted access to certain College housing buildings.
- **Residence Suspension** requires a student to terminate occupancy of on-campus residence for a specified period of time. Specific restrictions on access to residence halls during the period of suspension may also be involved.
- **Restitution** requires a student to make compensation for loss or damage to the College or an individual whose property was lost or damaged due to the student's actions. This may take the form of appropriate service and/or monetary or material replacement.

## *2. Sanctions for non-student employee Respondents.*

More than one sanction may be imposed for a single violation. Failure to comply may result in immediate termination.





- Termination is a permanent separation from the College for disciplinary reasons. An individual who has been terminated from the College is not permitted on campus for any reason without permission of the Director of Human Resources. For terminations, please see Termination Policy in the Employee Handbook. <https://docs.google.com/a/manor.edu/viewer?a=v&pid=sites&srcid=bWFub3IuZWV1fG1hbm9yY29sbGVnZWludHJhbmV0fGd4OjMzMjAxMjgwY2Y4NGVhZDg>. Supporting evidence of the employee conduct decision are maintained in the employee's confidential file for seven years.

- Disciplinary Suspension is a separation from the College for one or more months. When an employee is placed on Disciplinary Suspension, the employee is not permitted back on campus, nor will the employee have access to Manor's email, computer applications and any other online programs etc. The Corrective Discipline policy can be found in the Employee Handbook, <https://docs.google.com/a/manor.edu/viewer?a=v&pid=sites&srcid=bWFub3IuZWV1fG1hbm9yY29sbGVnZWludHJhbmV0fGd4OjVhOGNjNjc2ODhiMDU3NWM>. Documents supporting the suspension are maintained in the employee's confidential file for seven years.

- Disciplinary Probation is written notice to the employee that the employee is not in good standing and may be for any length of time.

- Formal Warning is a written notice to the employee that he/she has violated Manor's policy and that continued behavior may lead to more significant disciplinary action.

Other possible sanctions include but are not limited to:

- Alcohol/Drug Assessment requires employee to complete an alcohol or other drug (AOD) assessment with a college staff counselor or approved off-campus provider. The employee is responsible for the cost of the assessment and must provide evidence of successful completion.

- Assessment/Counseling/Education requires the employee to complete a psychological assessment by a counselor and/or participation in educational sessions facilitated by a professional. Employee is responsible for the cost of the assessment, counseling and/or educational program and must provide evidence of successful completion.

- No Communication/No Contact restricts the employee from any contact, whether in person, electronic, or via third parties, with one or more students.

### VIII. Appeal Process

Within seven days after: (1) the date on which the Title IX Coordinator informed the Complainant and Respondent that the Formal Complaint was dismissed; or (2) the date on which the Title IX Coordinator sent the Complainant and Respondent the Hearing Officer's written determination, the Complainant or Respondent may file an appeal from a determination regarding responsibility or from the dismissal of a Formal Complaint or any allegations in the Formal Complaint. A Complainant or Respondent may file an appeal by submitting a writing to the Title IX Coordinator. The writing must be personally sent from the Complainant or Respondent and cannot be sent by a third party purportedly acting on behalf of the Complainant or Respondent. The College reserves the right to refuse to consider any document sent by someone other than the Complainant or Respondent. The College will not consider any appeal that is not timely filed.

An appeal must be based on one or more of the reasons identified below; the College may refuse to decide an appeal if sufficient grounds have not been articulated for an appeal.

1. **There was a procedural irregularity that affected the outcome of the disposition of the Formal Complaint.** Some examples of a procedural irregularity include: (1) the failure to objectively evaluate all relevant evidence, including inculpatory evidence, during the grievance process; (2) an erroneous determination of relevance, if that determination affected the outcome.

2. **There is new information, unavailable at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.** The party must outline the source of new information, the name(s) of the individual(s) who can present this information, the reason(s) why this information was not available at the time of the Interactive Resolution process, and the reason(s) why this information may contribute to a different decision.

3. **The Title IX Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.**

In the appeal, the Appellant must articulate, with specificity, which of the three above reasons forms any basis of the appeal. The College will not consider any of the above reasons that is not specifically raised and discussed in the appeal.



Within five days after an appeal is filed, the Title IX Coordinator will appoint an Appeal Officer. The Title IX Coordinator will notify the Complainant and Respondent, and their respective Advisors (if any), of the appointment of the Appeal Officer via written notice. If the Respondent is a non-student employee, the Title IX Coordinator will inform the Director of Human Resources. Within five days after receiving notification of the appointment of the Appeal Officer, a Complainant or Respondent may file an objection consistent with section VI of this Policy.

Separately, the Title IX Coordinator will notify in writing the Complainant and Respondent, and their respective advisors (if any), of the availability to review the recording or transcript of the hearing. Any review of the hearing recording or transcript is by appointment only.

Within ten days after the date on which the Title IX Coordinator provides written notice of the availability of the hearing recording or transcript, the Complainant or Respondent may submit additional writings in support of or against the determination subject to appeal.

Disciplinary sanctions generally are stayed pending appeal, unless the Title IX Coordinator, in consultation with the Vice President and Dean of Student Affairs (student Respondents) or the Director of Human Resources (non-student employee Respondents), determines that sanctions should be immediately implemented because the underlying offense involved serious harm to another person or the Respondent otherwise presents a continuing risk of harm or disruption to the community.

#### **The Appeal Officer Will:**

- Review the record only. The record consists of the evidence received by the Hearing Officer, the hearing recording or transcript, and any submissions related to the appeal.
- Affirm the determination of responsibility or dismissal unless the Appeal Officer concludes based on the record that the determination or dismissal should be reversed based on the basis or bases identified by the Appellant in the appeal.
- Provide a final written decision and explanation to the Title IX Coordinator, generally within fourteen days after the deadline for the Complainant and Respondent to submit written information related to the appeal. Some cases may require additional time, which may be due (as one example only) to the timing of the appeal relative to the College's academic calendar. The Title IX Coordinator will then simultaneously but separately notify in writing the Complainant and Respondent, and their respective advisors (if any) of the appeal outcome as soon as practicable after receiving the written decision from the Appeal Officer.

#### **IX. Voluntary Mediated Resolution.**

Any time after the filing of a Formal Complaint, but before the scheduling of a hearing, the Title IX Coordinator may at their discretion notify in writing the Complainant and Respondent, and their Advisors (if any), of the voluntary option of resolving the Formal Complaint via Voluntary Mediated Resolution. As the name implies, Voluntary Mediated Resolution is a process that requires the informed, written consent of the Complainant and Respondent. Voluntary Mediated Resolution will never be used in cases involving allegations where the Complainant is a student and the Respondent is a non-student employee.

The notice provided by the Title IX Coordinator will disclose the allegations in the Formal Complaint, the requirements of the Voluntary Mediated Resolution process, and that any time before agreeing to a resolution, the Complainant and Respondent have the equal right to withdraw from the Voluntary Mediated Resolution process and resume the grievance process, including a hearing. The Title IX Coordinator will also share the consequences resulting from participation in the Voluntary Mediated Resolution process, including giving up the right to a hearing. Finally, the Title IX Coordinator will inform the parties that the College will retain written materials submitted by the parties or otherwise used by the Facilitator, consistent with section XI of this Policy.

A Complainant or Respondent who wishes to participate in Voluntary Mediated Resolution may do so only by providing their signed, written consent to the Title IX Coordinator. The signed, written consent must state that the signer voluntarily consents to the Voluntary Mediated Resolution process and that, by agreeing to the Voluntary Mediated Resolution process, the signer understands that they will lose the right to proceed to a formal hearing (including the right to conduct cross-examination of witnesses) if they agree to a mediated resolution. A Complainant or Respondent may provide their informed, written consent via a form created by the Title IX Coordinator.

If both the Complainant and Respondent provide informed, written consent to participate in Voluntary Mediated Resolution, all proceedings related to the Formal Complaint will be suspended. The Title IX Coordinator will appoint a Mediator to conduct the Voluntary Mediated Resolution.



The Mediator will separately contact the Complainant and Respondent, and their Advisors (if any), to schedule mediation one or more mediation sessions. At the option of the Complainant and Respondent, the mediation may be conducted via virtual/remote means, in person (i.e. both parties in the same room) or in different rooms. If the latter, all negotiations will be conducted through the mediator via “shuttle diplomacy.” The Mediator is not bound by any rules of confidentiality between a Complainant and Respondent (or any of their Advisors). Instead, a Complainant and Respondent, and their Advisors (if any), should expect that any information shared with the Mediator may be shared with the other party, including their Advisor.

At any time before the mediation, a Complainant or Respondent may submit a written statement or other written information in support of their position. As soon as practicable, the Mediator will share with the other party any information received in advance of the mediation.

The Voluntary Mediation Resolution process will conclude in one of three ways.

1. The Complainant and Respondent agree to a final, binding resolution of the Formal Complaint. The resolution may include the full range of sanctions, including discipline, under this Policy. Any such agreement must be made in a writing signed by the Complainant and Respondent.
2. In the estimation of the Mediator, and due to the respective positions of the Complainant and Respondent, or for other good reason, the mediation has reached an impasse or is otherwise unlikely to result in a final, binding resolution. However, the Mediator, with the consent of the parties, may schedule one or more additional mediation sessions.
3. At any point before reaching a final, binding resolution, the Complainant or Respondent notifies the Mediator of their withdrawal from the Voluntary Mediated Resolution process. The Complainant and Respondent have the equal right to withdraw their participation for any reason.

As soon as practicable following the conclusion of the Voluntary Mediated Resolution process, the Mediator will notify the Title IX Coordinator of the outcome. In the event that the parties have agreed to a final, binding resolution, the Title IX Coordinator will implement that resolution, including any sanctions. In the event that Voluntary Mediated Resolution does not result in a final, binding outcome, the College will resume proceedings related to the investigation and adjudication of the Formal Complaint.

All written information related to the Voluntary Mediated Resolution process, including any written notes of the Mediator, will be retained by the College consistent with section XI of this Policy.

In the event that Voluntary Mediated Resolution does not result in a final, binding resolution, any testimony from the Mediator at any hearing related to the Formal Complaint is not relevant per se. Similarly, any communication of a Complainant or Respondent made in the course of the Voluntary Mediated Resolution process is not relevant per se. Nothing in this paragraph forecloses a Complainant or Respondent from adducing evidence or testimony, or making an argument, at a hearing so long as that evidence, testimony, or argument is independent of a communication made in the course of the Voluntary Mediated Resolution process.

#### X. Maintenance of Records.

The College’s Title IX Coordinator maintains the College’s records and files related to allegations of Prohibited Conduct. The College will maintain for no shorter than seven years records of:

- Each investigation under this Policy including any determination regarding responsibility and any audio or audio visual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College’s Education Program or Activity;
- Any appeal and the result of the appeal;
- Any Voluntary Mediated Resolution and the result of that process; and
- All material used to train any Title IX Coordinator, Investigator, Hearing Officer, Appeal Officer, and Mediator.

Additionally, where the College is required to Respond to an allegation of Prohibited Conduct, the Title IX Coordinator will create, and maintain for no less than seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Prohibited Conduct. The Title IX Coordinator will document the basis for its conclusion that its response to the alleged Prohibited Conduct was not deliberately indifferent, and document that the College has taken measures designed to restore or preserve equal access to the College’s Education Program or Activity. If the College does not provide a Complainant with Supportive Measures, then the Title IX Coordinator will document the reasons why the College’s response was not clearly

unreasonable in light of known circumstances. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

## **XI. Educational programming.**

Manor College prohibits sex discrimination, sexual misconduct, sexual exploitation, stalking, domestic violence and dating violence and offers educational programming and awareness campaigns to various groups such as: all college personnel; incoming and returning students; Resident Assistants and other student leaders.

Educational programming and awareness campaigns will address matters such as: a definition of what constitutes sexual harassment and sexual misconduct (including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking), what to do if assaulted, an explanation of this Policy, how to file charges within the College discipline system and/or with the local police department, campus community resources to assist both the Complainant and the Respondent, and bystander intervention and risk reduction techniques.

Educational programming and awareness campaigns may also address matters such as: the causes of sexual harassment, myths involved with sex harassment, the relationship between sexual harassment, dating violence and alcohol use, the nature of a rape examination, and men's issues and sexual assault.

Educational programming occurs on a regular basis, and at least annually for all employees including faculty, staff and seasonal employees. Specialized resources and training are available for summer program staff, study abroad and international student orientation. Ongoing educational programming occurs throughout the academic year for all students with special emphasis and targeted training for new student orientation and residence hall programming. Topics that can be covered are: consent, bystander training and intervention, reporting, alcohol awareness, dating violence prevention and digital citizenship. This is not an exhaustive list, but a sample of educational program topics. For more information about educational programming, please contact the Title IX Coordinator.

## **XII. Written notification of available resources.**

The College makes available to all students and employees information about support and assistance granted to victims of sexual assault, stalking, dating violence or domestic violence. The support and assistance the College can provide includes accessing advocacy resources; academic support; counseling, disability, health or mental health services; legal assistance; visa/immigration assistance; and will provide other security and support measures as appropriate, including by issuing a no-contact directive, arranging a change of living or work assignment or class schedules (including for the Respondent pending the outcome of an investigation), or making adjustments for assignments or tests, etc. and assisting with reporting crimes to local law enforcement if the victim chooses. This information is available on the Manor College Title IX webpage and in informational brochures available in the Counseling Center.

## **XIII. Prevention of Prohibited Conduct.**

Prevention of the Prohibited Conduct under this Policy requires a commitment from all members of the campus community in order to foster and maintain an optimal environment for learning and development. Manor College promotes a campus climate in which individuals will use their best judgment to assist with situations if it is safe to do so. It is our goal to create a caring and responsible community. To assist in supporting this type of community, the following suggestions are provided.

- Active bystanders are those who address biased and/or sexist attitudes and beliefs to challenge behaviors that support sexual violence. The College supports active bystanders.
- Avoid being a passive bystander to situations which could potentially evolve into sexual misconduct. Pay attention to the verbal and non-verbal signals of those around you and intervene in situations where a friend or acquaintance may be at risk for assault.
- Simply checking in with someone can interrupt the potential for something bad happening. Ask yourself, "If I were in this situation, would I want someone to help me?"
- Encourage your friends to show respect for others by respecting their boundaries, physical and otherwise. This includes a personal decision to be alcohol-or drug-free.
- Know that if a person is drunk to the point of incapacitation, the individual cannot consent to sex.





- Keep campus emergency numbers in your cell phone, iPod or other device and call for help.
- Make a report of the incident by contacting Public Safety or using the online incident report form available on the Public Safety homepage.

### **Warning Signs of Abusive Behavior**

Dating and domestic violence occur in all socio-economic, educational, racial, and age groups. The issues of power and control are at the heart of this type of violence. Below are some of the signs of abusive behavior:

#### ***Behavioral Signs:***

- Intimidation: Smashing things, abusing pets, destroying victim's property, displaying weapons.
- Threats: Making and/or carrying out threats to harm the victim, to commit suicide, to report the victim to child welfare, to make the victim drop charges.
- Isolation: Controlling what the victim does, sees, and reads, limiting who the victim talks to.
- Emotional abuse: Putting the victim down, calling the victim names, making the victim think of themselves as crazy, playing mind games.

#### ***Warning Signs:***

- Someone involved in an abusive relationship might display certain behavioral signs including:
- Inconsistent explanations: Victims may provide inconsistent explanations as to the cause of their injuries due to fear of alerting others to the severity of their situation.
- Alcohol abuse: Victims may use alcohol as a means of escape from their everyday reality of abuse.
- Injuries in multiple stages of healing: Bruises are the most common form of injury and have the following stages of healing: purple to green to yellow.

### **XIV. Registered sex offender information.**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a Federal law that provides for the tracking of convicted sex offenders enrolled or employed at institutions of higher education. The Federal law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The names of any of these registered offenders is maintained and available online through the Pennsylvania State Police by visiting <http://www.pameganslaw.state.pa.us/>. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

### **XV. Title IX.**

Manor College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of sex discrimination and sexual misconduct, sexual harassment, sexual exploitation, stalking, dating violence and domestic violence. Title IX of the Educational Amendment Act of 1972 states that: *No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. Sex discrimination violates an individual's fundamental rights and personal dignity.* Students, employees and college visitors are encouraged to contact the Title IX Coordinator or any Deputy with questions or comments about this Policy:

#### **Title IX Coordinator and Team Members**

Manor College has designated a Title IX Coordinator and team members for all matters related to sex discrimination at the College, and to coordinate the efforts of the College to comply with Title IX law:

- **Title IX Coordinator:**
  - Tracey White-Peay
    - Exec. Assistant to the President
    - Title IX Coordinator
    - [TitleIX@manor.edu](mailto:TitleIX@manor.edu)
    - 215-885-2360 ext. 1202
- **Title IX Investigators:**
  - John Dempster,
    - Athletic Director
    - [jdempster@manor.edu](mailto:jdempster@manor.edu)
    - 215-885-2360 ext. 2206
  - Chris Hartman,
    - Director of Financial Aid
    - [chartman@manor.edu](mailto:chartman@manor.edu)
    - 215-885-2360 ext. 1208
  - Ayisha Sereni
    - Assistant Professor of Business
    - [asereni@manor.edu](mailto:asereni@manor.edu)
    - 215-885-2360, ext 1303
- **Title IX Hearing Officer:**
  - Carol Havens-Dobbs-Candidate in Training, May 2024
    - Human Resource Generalist and DEI Officer
    - [chavens@manor.edu](mailto:chavens@manor.edu)
    - 215-885-2360, ext.1273
  - Beverly Bisaccia
    - Assistant Professor and Education Coordinator, Manor College Program of Veterinary Technology
    - [bbisaccia@manor.edu](mailto:bbisaccia@manor.edu)
    - 215-885-2360, ext 2227
- **Title IX Appeals Officer:**
  - Allison Mootz,
    - Vice President and Dean of Student Affairs
    - [amootz@manor.edu](mailto:amootz@manor.edu)
    - 215-885-2360 ext. 2276

Questions about the application of Title IX at Manor College should be directed to the Title IX Coordinator, Tracey White-Peay, at [titleix@manor.edu](mailto:titleix@manor.edu) or to the U.S. Department of Education, Office for Civil Rights, Washington, D.C., <http://www2.ed.gov/about/offices/list/ocr/index.html>.

The Title IX Coordinator:

- helps to ensure that the College is in compliance with Title IX's administrative requirements;
- coordinates the implementation and administration of the College's procedures for resolving Title IX complaints, including educating the campus community on how to file a complaint alleging a violation of Title IX, investigating complaints, working with law enforcement when necessary, and ensuring that complaints are resolved promptly and appropriately;
- coordinates the College's response to all complaints involving possible sex discrimination to monitor outcomes, identify and address patterns, and assess effects on the campus climate;
- monitors students' participation in athletics and across academic fields to identify programs with disproportionate enrollment based on sex and ensure that sex discrimination is not causing any disproportionality or otherwise negatively affecting a student's access to equal educational opportunities;
- provides training and technical assistance on College policies related to sex discrimination and develop programs on issues related to Title IX to assist the institution in making sure that all member of the campus community, including students and staff, are aware of their rights and obligations under Title IX;
- regularly assesses the adequacy of current training opportunities and programs and proposes improvements as appropriate; and



- is available to meet with members of the campus community, including employees and students, as needed to discuss any issues related to Title IX.

## **XVI. Related College policies.**

It is possible that an alleged occurrence or series of occurrences giving rise to a report of sexual harassment (or other conduct prohibited under this Policy) may relate to conduct prohibited under other College policies. For example, alleged sexual harassment that is motivated in part by racial or ethnic discrimination would, if proven by a preponderance of the evidence, violate both this Policy and the College's Policy on Harassment. In situations like this example where alleged prohibited conduct falls under both (a) this Policy and (b) any other policy of the College, the procedures outlined in this Policy control.

However, the Title IX Coordinator has the discretion to sever from the proceedings under this Policy the fact finding, adjudication, or sanctioning related to the alleged violation of a different College policy. If the Title IX Coordinator so exercises this discretion, this Policy will govern the processes and procedures related to the resolution of the alleged sex discrimination (in whatever form that falls under this Policy), while the policies and procedures of any other relevant College policy will govern the resolution of the other alleged misconduct.

### **Mandatory Child Abuse Reporting Policy - GP 0108**

See "Mandatory Child Abuse Reporting Policy" in the Manor College Student Handbook located at <https://manor.edu/student-life/handbook/> (page 53 of the Student Handbook)

### **Student Code of Conduct Policy – SA 0101**

See "Student Code of Conduct" in the Manor College Student Handbook located at <https://manor.edu/student-life/handbook/> (page 3 of the Student Handbook)

### **Employee Code of Conduct Policy – HR 0101**

See "Employee Code of Conduct in the Manor College Employee Handbook located on the intranet: <https://sites.google.com/a/manor.edu/manorcollegeintranet/policies-handbooks/human-resources>

### **Lactation Space-Regulation 106.40(b)(3)(v)**

Lactation Info. Regulation 8. 2024.pdf

## **ADDENDUM**

### **Local Laws – Commonwealth of PA**

While **dating violence** is not a specific crime in Pennsylvania, the act of dating violence would be covered under existing statutes related to assault and/or domestic abuse.

Pennsylvania law defines **domestic abuse** as an occurrence of one or more of the follow acts between family or household members, sexual or intimate partners or persons who share biological parenthood: (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon. (2) Placing another in reasonable fear of imminent serious bodily injury. (3) The infliction of false imprisonment (4) Physically or sexually abusing minor children or (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. (23 Pa. C.S.A § 6102).

Pennsylvania law defines **stalking** when a person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. (18 Pa. C.S.A § 2709.1).

Pennsylvania law applies the following definitions to **sexual offenses**:

**"Complainant."** An alleged victim of a crime under 18 Pa. C.S.A. chapter 31.

**“Deviate sexual intercourse.”** Sexual intercourse per os or per anus between human beings and any form of sexual intercourse with an animal. The term also includes penetration, however slight, of the genitals or anus of another person with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures.

**“Forcible compulsion.”** Compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied. The term includes, but is not limited to, compulsion resulting in another person’s death, whether the death occurred before, during or after sexual intercourse.

**“Foreign object.”** Includes any physical object not a part of the actor’s body.

**“Indecent contact.”** Any touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire, in any person.

**“Serious bodily injury.”** As defined in section 2301(relating to definitions).

**“Sexual intercourse.”** In addition to its ordinary meaning, includes intercourse per os or per anus, with some penetration however slight; emission is not required. (18 Pa. C.S.A. § 3101).

Pennsylvania law defines **rape** as a felony in the first degree when a person engages in sexual intercourse with a complainant:(1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; or (5) who suffers from a mental disability which renders the complainant incapable of consent. (18 Pa. C.S.A. § 3121).

Pennsylvania law defines **statutory sexual assault** as a felony in the second degree when a person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either: (1) four years older but less than eight years older than the complainant; or (2) eight years older but less than 11 years older than the complainant. Statutory sexual assault is considered a felony in the first degree when a person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other. (18 Pa. C.S.A § 3122.1).

Pennsylvania law defines **involuntary deviate sexual intercourse** as a felony in the first degree when a person engages in deviate sexual intercourse with a complainant:(1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; (4) where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (5) who suffers from a mental disability which renders him or her incapable of consent; or(6) (Deleted by amendment); (7) who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other. (18 Pa. C.S.A. § 3123).

Pennsylvania law defines **sexual assault** as a felony in the second degree when, except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent. (18 Pa. C.S.A. § 3124.1).

Pennsylvania law defines **aggravated indecent assault** as an occurrence, except as provided in sections 3121(relating to rape), 3122.1 (relating to statutory sexual assault), 3123 (relating to involuntary deviate sexual intercourse) and 3124.1 (relating to sexual assault), where a person who engages in penetration, however slight, of the genitals or anus of a complainant with a part of the person’s body for any purpose other than good faith medical, hygienic or law enforcement procedures commits aggravated indecent assault if:(1) the person does so without the complainant’s consent;(2) the person does so by forcible compulsion;(3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution;(4) the complainant is unconscious or the person knows that the complainant is unaware that the penetration is occurring;(5) the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance;(6) the complainant suffers from a mental disability which renders him or her incapable of consent;(7) the complainant is less than 13 years of age; or(8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (18 Pa. C.S.A. § 3125).

Pennsylvania law defines **indecent assault** when a person has indecent contact with the complainant, causes the complainant to have indecent contact with the person or intentionally causes the complainant to come into contact with seminal fluid, urine





or feces for the purpose of arousing sexual desire in the person or the complainant and: (1) the person does so without the complainant's consent; (2) the person does so by forcible compulsion; (3) the person does so by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (4) the complainant is unconscious or the person knows that the complainant is unaware that the indecent contact is occurring; (5) the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance; (6) the complainant suffers from a mental disability which renders the complainant incapable of consent; (7) the complainant is less than 13 years of age; or (8) the complainant is less than 16 years of age and the person is four or more years older than the complainant and the complainant and the person are not married to each other. (18 Pa. C.S.A. § 3126).



## ALCOHOL AND DRUG POLICY (SA 0106)

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Manor College has an official drug-free campus policy. Because of the devastating effects of alcohol and drug abuse on the individual student including assault behaviors, alcohol poisoning, vulnerability to sexual assault, academic failure, injury, and even death, Manor College is very serious about enforcement of its Alcohol and Drug Policy. The College complies with the Federal, Commonwealth, and local laws, including those which regulate the possession, use or sale of controlled substances and non-controlled substances.

Alcoholic beverages and containers are prohibited at all times, except at College approved functions. All first alcohol violations will result in strict disciplinary sanctions. Both on campus\* and at all College-sponsored or College-related activities, whether on or off campus, this policy prohibits, regardless of the age of the student, the possession (including containers, whether full or empty), consumption, sale, or distribution of alcohol, and the possession, use, sale, distribution or manufacture of illegal drugs or drug paraphernalia, as well as the unauthorized distribution or sale of prescription drugs or possession of prescription drugs not prescribed to the student. Possession, use, sale or distribution of non-controlled substances used for the purpose of getting high is also prohibited. Indications of the presence of marijuana use such as, but not limited to, the odor of marijuana, lack of cooperation with room search or other obstructions, attempts to mask or eliminate odors during or prior to a search or other behaviors designed to avoid detection are considered major violations of this policy. Being intoxicated or under the influence of a controlled substance or non-controlled substance either on campus or at any College-sponsored or College related activity, whether on or off campus, is also a violation of this policy. Any drugs or drug paraphernalia found on the Manor College campus will be turned over to the proper authorities and, if deemed appropriate, the person involved will be turned over to the proper authorities as well. Manor College will not protect students from possible legal consequences of alcohol or drug possession and use. All alcohol and drug violations will result in strict disciplinary sanctions up to and including dismissal from the College.

Students who have a guest on campus are responsible for her/his conduct and for advising the guest of the Manor College Alcohol and Drug Policy. It is the student's responsibility to require any guest in violation of this policy to leave the Campus. If the guest will not leave, Public Safety should be called. Otherwise, it will be assumed that the student is engaging in the same behavior as the guest.

### Three Strike Policy

To address alcohol and marijuana use and abuse in a clear and consistent manner, we have adopted a Three Strike Policy. This policy acknowledges that there are some behaviors that are inherently more problematic or risky for our students.

Incidents involving the distribution of marijuana or involving illegal drugs other than marijuana are handled outside of the strike system and will result in a referral to the Code of Conduct Committee. These referrals to the Code of Conduct Committee can result in suspension or expulsion and may include police involvement.

Strikes are not removed annually and strikes received remain with students throughout their tenure at Manor College. For incidents where other violations are involved or where the conduct is particularly egregious, sanctions in addition to the ones listed below may be required. The incident may also be referred directly to the Code of Conduct Committee where sanctions of suspension and expulsion are considered.

Incidents not involving alcohol or illegal drugs are not considered part of the Three Strike Policy, but they may be considered when determining the outcome of a strike violation. Similarly, strikes may be considered when determining the outcome of cases not involving alcohol or illegal drugs.

### First Strike

A first strike will result in a meeting with the Hearing Officer. A warning will be issued and a written copy of the warning will be sent to the student. A copy will also be placed in the individual student's file. The student will be required to visit with the Manor College Counselor and a \$50 fine will be applied to their student account.

### Second Strike

A second strike will result in a meeting with the Hearing Officer. The student will be required to visit with the Manor College Counselor, and a \$150 fine will be applied to their student account. The counselor may recommend further intervention. There will also be a requirement that the student complete an online drug and alcohol course. Length of service time will be decided by the Hearing Officer. A copy of the outcome letter will be sent to the student and a copy will be placed in the student's file. At the meeting with Hearing Officer, the student will be notified that an additional violation of the College's alcohol and drug policy will result in dismissal from the College.



### **Third Strike**

A third strike will result in dismissal from Manor College.

### **Medical Amnesty**

In situations where a student has contacted Public Safety or Manor Resident Life Staff for medical treatment either for themselves or for a fellow student, neither the student calling nor the student receiving medical attention will receive a strike through the student conduct system. Students transported to the hospital in association with the consumption of alcohol, marijuana, or other illegal substances will have a conversation with the college's counselor, and a letter will be sent home to their parents. If a student is transported to the hospital more than once, college staff will explore whether a medical leave is appropriate.

### **Use of Alcohol at Special Events**

#### *Administrative Guidelines:*

#### I. Permission:

- A. Allowances are made for Manor College special events whose majority of guests are 21 or older and whose organizers receive written permission from the Dean of Students or their designee.
- B. Alcohol is only permitted to be served in locations approved by the Dean of Students, with preference to be given to:
  - 1. Auditorium in the Academic Building.
  - 2. Dining Hall in the Academic Building.
  - 3. Learning Commons in the Academic Building (non-carpeted areas).

#### II. Guidelines:

- A. No event may include the sale of alcoholic beverages.
- B. Individuals sponsoring an event must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated.
- C. At functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated as the server(s).
- D. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
- E. Nonalcoholic beverages must be available as prominently as alcoholic beverages.
- F. Reasonable portion of the budget for the event shall be designated for the purchase of food items.
- G. Institutionally approved security personnel shall be present at all times during the event.
- H. Event should be by invitation only.

#### III. Prohibitions:

- A. Serving alcoholic beverages to a minor, or to a visibly intoxicated person, potentially exposes the event's individual sponsors and the College to civil penalties as well as criminal penalties.
- B. No event shall include any form of "drinking contest" in its activities or promotion.
- C. Alcohol will not be used as an inducement to participate in a campus event.
- D. Alcohol may not be advertised for or depicted in any way in advertisements for the event.
- E. Alcohol cannot be sold, distributed or consumed outside on campus grounds, public spaces, or at any athletic event sponsored by the College.

#### IV. Violations

- A. Public Drunkenness
- B. Drinking under the legal age of 21.
- C. Providing alcoholic beverages to individuals under the age of 21

#### V. Policy References:

- A. All other College policies relating to Alcohol are incorporated herein including the Drug Free Campus Policy (HR 0108), the Student Code of Conduct, and Residential Life Policies.

#### VI. Sanctions:

Violations of this policy or any other policy may result in Human Resources determining the appropriate sanctions, including, without limitation:

- A. Suspension of "alcohol use" privileges.
- B. Fines.

- C. Referral for counseling and/or evaluation (in case of individuals) concerning possible drinking related issues.
- D. Suspension of College approval for sponsoring organization or group.
- E. Disciplinary action up to and including expulsion or termination of employment.
- F. Other College disciplinary action.

#### VII. Pennsylvania Liquor Control Board:

In addition to violations of the College Policies, there are state and local laws, including, without limitation, Title 18( Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

A. Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Brewed Beverages); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by A Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)).

B. Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3208 (c) (Highest Rate of Alcohol); 3802 (d) (Controlled Substances); 3802(e) (Minors); 3802 (f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence. Pennsylvania Liquor Laws: <http://www.lcb.state.pa.us/>

**Note: To request to hold an event that includes serving alcohol, the request must be emailed to the Dean of Student or her designee.**

#### **Voluntary Seeking of Help**

In addition to strict enforcement, because the concern of Manor College is the overall well-being of the student, we encourage the student who may be abusing alcohol and other substances to seek free, confidential counseling through the Manor College Counseling Center. A student who seeks help out of concern for their substance use through the Counseling Center, not in response to a sanction for violation of the Student Code of Conduct, will be assisted with referrals for rehabilitation and/or other services and supported in their recovery process. These contacts, like all personal counseling sessions in Counseling Center, are strictly confidential and do NOT become part of the student's academic or disciplinary record.

As per the provisions of the Family Education Rights to Privacy Act (section 99.31), notification will be made to the parents or legal guardians of any student under the age of 21 who violates the Manor College Alcohol and Drug Policy.

#### **Legal Sanctions**

Detailed information about the applicable legal sanctions is available in the complete Drug-Free Campus Manual, which is available on Manor's website and, in hardcopy format, in the Counseling Center Office. The Pennsylvania Liquor and Penal Code prohibits minors from attempting to purchase, consume, possess, or transport any alcoholic beverages, and prohibits others from selling or furnishing alcoholic beverages to minors. The penalty for anyone who is at least 18 years of age and distributes drugs to anyone under the age of 21 is imprisonment and/or fine up to twice what is otherwise specified by law, with a minimum prison sentence of one year.

Federal, State, and Local laws regulate the possession, use and sale of controlled substances. The sanctions for violating these laws, in many cases, consist of mandatory imprisonment along with substantial fines. Sanctions vary with the nature of the offense and the type and quantity of the drug involved. For example, under Federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine between \$1,000 and \$5,000. If the substance contains a cocaine base and the amount exceeds 5 grams, the offender may be imprisoned for not less than five years and not more than 20 years, fined, or both.

#### **Alcohol and Drug Use**

As an alcohol and drug-free campus, Manor College is committed to the safety of its students and seeks to educate them regarding the dangers and consequences of substance abuse. The following information is provided as an adjunct to the extensive materials available in the Counseling Center and on the Manor College webpage under Drug Free Campus Manual.

Health Risks of Alcohol and Drug Abuse and other commonly-abused drugs – The abuse of alcohol and drugs is progressive – the longer the person continues the abuse, the greater the damage and the higher the likelihood of developing addiction. Chronic alcohol use may reduce life expectancy by 15 years, with the leading causes of death being heart disease, cancer, accidents, and suicide (in decreasing order of frequency). Ninety-three percent of those alcoholics admitted to treatment had at least one important medical problem in addition to their alcoholism.





Short-term, or acute, effects of alcohol abuse include: increased heart rate, loss of muscle control, impaired judgment, painful hangovers, and possible death from alcohol poisoning.

Long-term, or chronic, abuse of alcohol leads to problems with the digestive system, including the liver, the heart and circulatory system, the central nervous system, and emotional problems.

The effects of drug abuse vary with the various substances, but all have the risk of death by accidental overdose and dependency is progressive. Detailed information about the health risks of drugs and alcohol is available in the complete Drug-Free Campus Manual.

### **Drug and Alcohol Counseling and Referral Services**

Manor College strives to educate the “whole person” – intellectually, physically, spiritually, and socially. As a Catholic College, it is especially concerned about the threat to each of these aspects of the individual that is presented by the abuse of alcohol and drugs. Therefore, the college offers both professional and spiritual counseling as valuable resources for prevention and supportive intervention. Spiritual counseling is available through the Campus Ministry Department and Professional counseling, evaluation and referral is available on-campus through the Counseling Center. Both are offered at no charge to current students. Students who have received an alcohol-related disciplinary sanction are encouraged to seek counseling either through the Counseling Center or through their own private insurance, in order to help avoid more serious consequences. Counseling services are confidential (except in cases when a student is deemed as an immediate danger to self or others).

A student who seeks help through the Counseling Center out of concern for their substance use, not in response to a sanction for violation of the Student Code of Conduct, will be assisted with referrals for rehabilitation and/or other services and supported in their recovery process. By law, use of personal counseling services does not appear on any student records. Professional counseling can help individuals with substance abuse concerns, as well as with the development of healthy coping strategies and interpersonal skills.

Seeking help for personal problems requires self-awareness and courage. It is often very difficult for people to acknowledge their own addiction-related problems.

Confidential, non-judgmental, objective feedback from a professional counselor can be extremely helpful. Counseling services are non-sectarian in nature and do not assume that the person seeking help has a specific religious belief. All are treated with respect and dignity. The counselors may make referrals to off-campus counseling resources, rehabilitation or detoxification programs, and 12 step (self-help) programs (including Alcoholics Anonymous and Narcotics Anonymous).

### **Prevention**

Because the abuse of alcohol and drugs can have such devastating effects on the lives and academic performance of students, the Counseling Center and the Residence Hall offer prevention programs. In addition, information is provided about addictions, the legal, social, and health consequences of drug and alcohol use, and also about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The Counseling Center provides information about addictions and risk factors which are associated with the development of addictions (such as growing up in a dysfunctional family or having an alcoholic parent.)

If you have any concerns about drug/alcohol abuse, you may contact the Counseling Center at (215) 885-6299.

#### **Stimulants**

Amphetamines—heart problems, hallucinations, malnutrition, dependence, and even death

Cocaine—confusion, depression, hallucinations, convulsions, coma, death, destruction of nasal membranes, lesions in lungs, dependence.

#### **Depressants**

Barbiturates, tranquilizers, methaqualone—confusion, loss of coordination, dependence, coma, death Cannabis, marijuana, hashish—confusion, loss of coordination, damage to lungs, dependence

#### **Hallucinogens**

LSD—hallucinations, “flashbacks,” possible birth defect

Mescaline, MDA, DMT, STP, psilocybin—hallucinations, panic, “flashbacks”

#### **Narcotics**

PCP—depression, hallucinations, confusion, irrational behavior. Overdose can result in convulsions, coma and death.

Heroin, morphine, codeine, opium—lethargy, apathy, loss of judgment and self-control, malnutrition, infection, hepatitis, and dependence. Overdose can cause convulsions, coma, and death.



## Deliriants

Aerosol products, lighter fluid, paint thinner, amyl nitrate, etc.—loss of coordination, confusion, hallucinations, damage to lungs, brain, liver, and bone marrow, psychological dependence. Overdose can result in coma and death.

## ANTI-HAZING POLICY (Policy No.: SA 0103)

Issued: 01/15/2019

### Statement of Policy:

Manor College does not tolerate hazing. Any student, student group, student organization, team, or other person associated with a student organization or social group found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this policy, whether occurring on or off campus, may face disciplinary action from the College and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. §2801, et seq.

Manor College is committed to providing an environment of well-being, learning and accountability of its members. This policy informs students of their individual and community responsibilities regarding hazing and the college's response to violations of this policy.

### Scope of Policy:

This policy applies to all students.

### Administrative Guidelines:

Manor College prohibits hazing. This policy applies to both officially recognized and unrecognized student groups and to any acts of Hazing, Aggravated Hazing, or Organizational Hazing activities on or off campus.

Definitions and Hazing as defined by the Commonwealth of Pennsylvania:

Individual Student: (as defined by the Commonwealth of Pennsylvania §2801 of the Timothy J. Piazza Antihazing Law): An individual who attends or has applied to attend or has been admitted to an institution [Manor College].

Organization: (as defined by the Commonwealth of Pennsylvania in §2801 of the Timothy J. Piazza Antihazing Law): Is any of the following:

- (1) A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization, an institution or secondary school.
- (2) A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph (1) is affiliated.

Hazing (as defined by the Commonwealth of Pennsylvania in §2802 of the Timothy J. Piazza Antihazing Law):

(a) Offense defined. A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes coerces or forces a minor or student to do any of the following:

- (1) Violate Federal or State Criminal law.
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- (5) Endure brutality of a sexual nature.
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

- (b) Grading.



(1) Except as provided under paragraph (2), hazing is a summary offense.

(2) Hazing shall be a misdemeanor of the third degree if it results in or creates a reasonable likelihood of bodily injury to the minor or student.

(c) Limitations. Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Aggravated Hazing (as defined by the Commonwealth of Pennsylvania in §2803 of the Timothy J. Piazza Antihazing Law):

(a) Offense defined. A person commits the offense of aggravated hazing if the person commits a violation of section 2802 (relating to hazing) that results in serious bodily injury or death to the minor or student and:

(1) the person acts with reckless indifference to the health and safety of the minor or student; or

(1) the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

(b) Grading. Aggravated hazing shall be a felony of the third degree.

**Organizational Hazing (as defined by the Commonwealth of Pennsylvania in §2804 of the Timothy J. Piazza Antihazing Law):**

(a) Offense defined.--An organization that intentionally, knowingly or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing) commits the offense of organizational hazing and shall be subject to any of the following penalties:

(1) A fine of not more than \$5,000 for each violation of section 2802.

(2) A fine of not more than \$15,000 for each violation of section 2803.

(b) Penalties.--In addition to any other sentence imposed, if an organization commits the offense of organizational hazing, the organization shall be subject to such other relief as the court deems equitable.

**Institutional Hazing (as defined by the Commonwealth of Pennsylvania in §2805 of the Timothy J. Piazza Antihazing Law):**

An institution which intentionally, knowingly or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing) commits the offense of institutional hazing and shall be subject to any of the following penalties:

(1) A fine of not more than \$5,000 for each violation of section 2802.

(2) A fine of not more than \$15,000 for each violation of section 2803.

For the purpose of this policy, the term “hazing” will incorporate all of the above types of hazing.

**Defenses prohibited:**

The permission/consent of a minor or student to participate in hazing is not permitted. The hazing conduct was sanctioned or approved by the institution or organization.

**Student Responsibilities:**

Any violation of this Policy shall be deemed a violation of Manor’s Student Code of Conduct and the Timothy J. Piazza Antihazing Law. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated.

Any student suffering or witnessing any hazing abuse as defined above should report the incident to the appropriate College officials. Possible points of contact include, but are not limited to:

- The Dean of Students,
- The Student Concern Team,
- Public Safety,
- Assistant Director of Residence Life,
- The Athletic Director.

**Activities or situations that violate this policy shall include but are not limited to the following:**

- Forced consumption and/or excessive use of alcohol, food, or drugs.
- Paddling, beating, or physical abuse of any kind.
- Sleep or food deprivation.
- Physical or psychological harm.
- Personal servitude.
- Withholding organizational/group member's privileges granted to other members of said organization/group.
- Forced confinement, abandonment, and kidnapping.
- Degrading or humiliating activities or games.
- Unreasonable exposure to weather and unsafe environments.
- Any activity that negatively affects academic progress and/or completion.
- Activities that are out of compliance with local, state and federal law.
- Any activity that is so egregious that it may result in dismissal from the College.
- Any form of sexual misconduct as state in college's policy.

**Guidance: Students unsure if an activity crosses the line into hazing should consider the following:**

- Activity that a person would not participate in in broad daylight in front of family, friends, and faculty.
- An activity that makes a person feel uncomfortable talking about with other groups, friends or family.
- An activity that possibly could have foreseeable negative repercussion (activity that could become harmful, humiliating or degrading to the subject of the activity; activity that is uncomfortable to discuss in general public).

Student organizations shall be held responsible for any action or situation in violation of this policy, whether incurred by new member, active member, alumni/ae, or guest.

Any reprisal or threat of reprisal taken against a person for reporting a violation of this policy shall be considered in violation of this policy, even if the organization is found innocent of the initial alleged charge.

Students are responsible for reading and understanding the Timothy J. Piazza Antihazing Law.

**Amnesty under this policy:**

Students who report hazing or seek medical attention, for a victim of hazing, to a school or emergency official, may qualify for amnesty if the student can establish the following:

Based on a reasonable belief that another individual was in need of immediate medical attention, the individual contacted a school official/public safety officer/law enforcement officer or called 911 as soon as they could.

The student reasonably thought they were the first one to report the hazing incident. The student provided their name and contact information.

In the case of a medical emergency, the student remained with the individual needing medical attention. Other facts that may be considered:

The length of time between the incident and the submission of the report. If a report was made in good faith.

A student will also receive medical amnesty if they are the individual needing medical attention.

Please note that under the Timothy J. Piazza Antihazing Law has stricter "Safe Harbor" rules under §2810.

**College Response:**

Manor College's Code of Conduct Hearing Officer will investigate all allegations of hazing.

Accused students (residents and commuter students) will be sent through the Code of Conduct process per Student Code of Conduct Policy and appropriate disciplinary action will be taken against student(s) deemed responsible for the hazing.

All policy violations will be maintained in College records and in the record of the responsible individual(s).

**College Responsibilities:**

This policy is available to all students, employees, and organizations on a publicly accessible web page housed on the Manor website and a hard copy will be provided annually to each recognized organization by the Student Engagement Coordinator.

The College's Manager of Policy, Compliance and Risk will be responsible for maintaining an institutional report of all violations of this policy and State or Federal laws related to hazing that are reported to the institution.

The report will include the following information:

- The name or description of the subject of the report;





- This will not include the personal identifying information of an individual.
- E.g. An organization that is engaging in hazing practices may be named in the report but the names of individuals within the organization will not be named. If it is just one person hazing other students, the person may be described as male or female and include other characteristics, but will not be detailed enough to identify the individual by the description.
- The date when the subject was charged with a violation of the institution's anti-hazing policy and Federal or State laws related to hazing;
- A general description of the violation, any investigation and findings and if applicable, the penalties; and
- The date on which the matter was resolved.

The report will be updated biannually on January 1 and August 1.

The report will be published on a publicly accessible page of Manor College's Public Safety page by the Manager of Policy, Compliance, and Risk with assistance of the Marketing Communications Department.

The first report will be available by January 15, 2019 on Public Safety's webpage and will include reported hazing violations for the five years prior to the effective date. Manor College will retain reports for five years.

**Sanctions:**

Failure to comply with the above policy may result in disciplinary action, up to and including expulsion from the College and/or termination from employment.

Organizations and chapters of a national organization that are found responsible for hazing conduct may have their permission to operate on campus rescinded by the College and/or the headquarters of the national organization.

Any penalties imposed by the College and/or national organization shall be in addition to any penalty(ies) imposed for violation of an offense under the Timothy J. Piazza Anti-hazing Law or any other state or federal law.

**Policy Reference:**

Student Code of Conduct – SA 0101

Policy on Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence – SA 0102

# GENERAL CAMPUS POLICIES

## Abandoned Vehicle Policy

Any vehicle parked on the Manor College campus, which is without a current parking decal, inoperable, unregistered, expired or with no license plates for more than 48 hours will be deemed an abandoned vehicle. The owner of an abandoned or unregistered motor vehicle parked on the Manor College campus will be given written notice, sent via email to their college issued email account; a return receipt will be requested with the mentioned email. If the vehicle is not removed within 24 hours of receipt of the digital notice, the vehicle will be towed. If the owner of an abandoned vehicle cannot be determined, or cannot be contacted by phone or address, the abandoned vehicle will be towed 48 hours after the first parking violation ticket has been issued to that vehicle. The owner of said vehicle will be responsible for all fees associated with the removal process.

If there are special circumstances surrounding the parking of a vehicle on the campus that would normally constitute an abandoned vehicle, the employee, contractor, or student must get written permission from the Public Safety Manager or their designee.

Abandoned bikes and scooters:

- Manor College's Public Safety will confiscate bikes and personal transportation devices, such as scooters, that are either abandoned or unclaimed. A bike/scooter is considered abandoned if it is not registered with the college, inoperable, and/or displays signs of significant neglect, such as flat or bent tires or missing parts.
- Manor College Public Safety will ticket individual bikes or scooters that display signs of neglect for up to 7 days before removing them. If the bike or scooter is registered, Public Safety will contact the owner.
- A bike or scooter is considered unclaimed if the owner does not pick up their bike within 7 days of confiscation.
- If the bike or scooter is not claimed at the end of the holding period (7 days), it will be donated offsite, recycled, or scrapped. Abandoned items are not considered the property of Manor College. Manor College is not responsible for damaged locks when removing abandoned property.

## Animals

Animals in the Care of Manor College – Manor College owns animals for the purpose of educating veterinary technician students as required by the American Veterinary Medical Association for accreditation. In the event that a student has concerns or questions regarding the care and use of animals, the student should contact Michael Landis, Chairperson of the Institutional Animal Care and Use Committee (IACUC). The IACUC supports and enforces the Animal Welfare Act, which establishes criteria for the care and treatment of animals used in education.

## Appropriate Attire (SA 0108)

- All students are expected to wear appropriate, modest attire while on campus and in the classrooms.
- Clothing should not be offensive.
- Tight jeans and other tight clothing, short shorts, short skirts, halter tops and plunging necklines are discouraged. They are distracting to other persons and do not constitute a good learning environment.
- Please remove hoods and hats when in any Manor College building.
- Pants need to be worn around the waist.
- Wearing pajamas to class, the dining hall or publicly while on campus is not acceptable.
- Except as necessary for religious reasons, the face must be clearly visible when entering and leaving the Residence Hall. Anyone may be required to show their face for safety reasons.

## Appropriate Behavior

Students are expected to conduct themselves in a manner that reflects decorum and the moral and ethical standards of behavior appropriate at a College based on Judeo-Christian values of respect for one's self and others. Inappropriate displays of affection are



not acceptable. Inappropriate language (swearing, name-calling, threatening) is not acceptable. Students are expected to dialogue with staff, faculty, and other students in a non-aggressive manner, listening thoughtfully and responding respectfully. Failure to do so may result in a sanction. Behavior that is distressing, disruptive or abnormal will be considered a threat to the normal operations of the College and will not be tolerated. Students exhibiting such behavior may be referred for behavioral contract, asked to take a voluntary leave of absence in order to be evaluated and/or treated, or given a suspension.

#### **Auditorium / Gymnasium Policy (SA 0109)**

Only sneakers or appropriate athletic shoes are permitted on the Gymnasium floor when the gym floor is not covered for an auditorium program. Food (including chewing gum) and drink are prohibited in the auditorium/gymnasium at all times. No music of any kind is to be played unless it is for a sanctioned game. The use of vulgar and foul language is prohibited. Disruptive behavior (profanity, fighting, shoving, etc.) will not be tolerated

#### **Bulletin Boards and Fliers (SA 0301)**

Individual departments are responsible for reviewing material posted on the bulletin boards dedicated to their departments. All advertising materials for club events should include: the name of the sponsoring club, and the date, time and location of the event. Anything posted inappropriately on any bulletin board will be removed immediately. Posters and flyers may not be taped on the glass section of doors, or in any way impede vision nor may they be placed on the windshields of cars in the parking lot.

Students may post flyers listing book sales only on the bulletin board in the hallway on the ground floor of the Mother of Perpetual Help Hall. Note: Since the bulletin boards are open to the Manor community, Manor College does not assume responsibility for the content of flyers posted there and urges students to use caution when responding to these advertisements.

#### **Children/Minors on Campus (SA 305)**

Children/Minor under the age of 17 are not permitted on campus except when accompanied by a parent, guardian, administrator, staff, or faculty member, or a registered student who is also a relative of the child. No children/minors are permitted in classrooms, labs, or in any teaching area while class is in session. Nor are they permitted to attend extra-curricular activities with students, except those to which the public is invited, such as sporting contests.

Children/minors may not be left in any lounge, the cafeteria, library, or any other place while their parent/guardian/babysitter attends class or is otherwise involved in activities as a student at Manor. Students are responsible for any guest they bring on campus, including children/minors, and will be held accountable for their guest's action.

Children/minors are not permitted in the Residence Hall except as described in the Guest Policy.

#### **Communicable Disease Protocol (SA 0207)**

**Policy No.: GP 0113**

**SA 0207**

**Issued: 6/25/2020**

Statement of Policy:

Manor College is committed to providing a working and learning environment free of health hazards for its students and employees. The purpose of this policy is to establish procedures to prevent and/or limit the spread of an infectious communicable disease as well as procedures to be followed when a member of its community is infected with a communicable disease. Such diseases include, but are not limited to, influenza, tuberculosis, conjunctivitis, hepatitis, meningitis, mumps, Coronaviruses (e.g. COVID-19), among others.

Scope of Policy:

This policy applies to all employees, independent contractors, third-party vendors, students, patients, and guests.

Administrative Guidelines:

##### **I. Definitions:**

A. Communicable Disease: A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet exposure. Examples of communicable diseases include:

1. Pandemic Influenza
2. Coronavirus
  - a. Specifically COVID-19
3. Meningococcal meningitis (TB)



4. Measles
5. Mumps
6. Hepatitis A
7. Bioterrorism Event – using a communicable agent
8. Other less serious infectious diseases, such as chicken pox, influenza, and community acquired MRSA skin infections will be handled on a case-by-case basis.

See full list of reportable communicable diseases in Appendix I as stated by the State of Pennsylvania (PENNSYLVANIA STATUTES TITLE 35. HEALTH AND SAFETY CHAPTER 3. PREVENTION OF SPREAD OF DISEASES DISEASE PREVENTION AND CONTROL LAW OF 1955 35 P.S. § 521.1 (2011))

## II. Individual Responsibilities

### A. Responsibility of the student:

1. Students should see a medical professional immediately if the student suspects that they may have a communicable disease.
2. Students who suspect that they may have a communicable disease must inform Health Services. If the student is unable to contact Health Services, then they must report to the Vice President and Dean of Student Affairs. Resident students shall also inform the Assistant Director of Residence Life (ADRL).
3. Once confirmed of a communicable disease, students are to inform the VP and Dean of Student Affairs.
4. Student should self-quarantine as appropriate. For example, the recommended self-quarantine period for COVID-19 is 14 days.
  - a. Student shall not engage in physical contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control (CDC).
  - b. In general, resident students diagnosed with a communicable disease are to self-quarantine in their permanent residence, not the residence hall, for the advised period. (For example: If diagnosed with COVID-19, the student is to self-quarantine for 14 days at their permanent residence).
    - i. If there is space available, a resident student may be permitted to stay in the residence hall during this self-quarantine period.
    - ii. If more than two students on the same resident floor become diagnosed with a communicable disease, the entire floor will be self-quarantined for at least 14 days.
5. If required, student must wear an appropriate face mask on campus.
6. If the illness is documented and considered significant and communicable, the student is eligible to receive a Medical Accommodation or Medical Withdrawal.
  - a. Medical Accommodations request must be filed with the Disability Services Officer (DSO) and follow the procedures for acquiring medical accommodations.
  - b. Medical Withdrawal requests must be filed through the Provost/ Vice President of Academic Affairs Office. Medical documentations must be included. If approved, the documentations will be filed through the Registrar's office. Approved Medical Withdrawals will result in all withdrawn classes receiving a W in the course for the semester.
7. Failure to comply with stated policies will result in referral to Student Code of Conduct for endangering the health and safety of the campus community.

### B. Responsibility of the Employee

1. Employees should see a medical professional immediately if the employee suspects that they may have a communicable disease.
2. Employees who suspect that they may have a communicable disease must inform their immediate supervisor and Human Resources (HR) Director.
3. Once confirmed of a communicable disease, employees are to inform their direct supervisors and HR.
4. Employees shall self-quarantine as appropriate. For example, the recommended self-quarantine period for COVID-19 is 14 days.
  - a. Employees shall not engage in physical contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control (CDC).



5. If required, employee must wear an appropriate face mask on campus.
6. Employees are to use PTO and may be eligible for short term disability or Family Medical Leave. To determine benefits, please contact HR.
7. If employee is diagnosed with a communicable disease but able to perform their professional responsibilities, they may be eligible to telework. Employees must contact their immediate supervisor and HR to discuss telework possibilities.
8. Failure to comply with stated policies will result in referral to Employee Code of Conduct for endangering the health and safety of the campus community.

#### C. Responsibility of Third Parties and Guests

1. If a third-party vendor or guests are suspected of having a communicable disease, they are to remove themselves from Manor's campus.
2. Third parties/guests are to alert the Vice President of Finance and Facilities or Public Safety of an outbreak of a communicable disease among their own employees and contractors.
3. Third parties/guests shall provide documentation that they are no longer contagious before entering the campus. This must be sent to the public safety office or the Vice President of Finance and Facilities prior to arrival on campus.

#### D. General Responsibilities

1. If the CDC, federal, state and/or local government requires all community members to have their temperature checked, all individuals must comply or will be removed from campus.
2. If the CDC, federal, state, and/or local government requires all community members to be tested, all individuals must comply or will be removed from campus.
3. Any concerns should be addressed to HR and the CDC about the above requirements.

### III. College's Responsibility

#### A. Care & Quarantine of Ill and Exposed Individuals

##### 1. **Ill student:**

- a. Students who are required to temporarily self-quarantine in their own permanent residence are not eligible for room and board reimbursement.
- b. Students who prove that they cannot return home and are approved by the Dean of Students will be provided reasonable accommodations, such as assistance with Culinart to receive meals delivered.
- c. The Disability Services Officer and faculty will provide approved requested accommodations that are reasonable to the ill student.

##### 2. **Ill employees:**

- a. The College shall request from the employee, and the employee will provide, a medical report from a licensed physician which may be reviewed by a physician designated by the College. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis.
- b. HR Director and the ill employee's direct supervisor will determine if telework is appropriate for this individual. The employee may be placed on an appropriate leave status or suspended if it is determined that their continued association poses an unacceptable risk to themselves or to the Manor Community.

#### B. Sanitation:

1. Upon notification of a confirmed serious communicable disease, the Dean of Students or HR will inform the Vice President of Finance and Facilities, who will, in turn, inform Janitorial Services. Janitorial Services will follow established guidelines regarding sanitation efforts. If necessary, external companies will be utilized to meet sanitation needs if the College's current Janitorial Service provided is not equipped or trained to address. Biohazard items will properly be disposed of. The College will make available and encourage frequent use of hand sanitizer solutions when appropriate.

#### C. Communication & Consultation

1. **Executive Leadership Team (ELT):** This group will be notified in the event of a potential outbreak. ELT will also determine if the potential outbreak is a reportable disease for the Commonwealth of Pennsylvania (as listed on the PA Department of Health government's website <https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable->



Diseases.aspx) and as listed on the CDC (as listed on the CDC's website for 2020 <https://wwwn.cdc.gov/nndss/conditions/notifiable/2020/>). A Member of ELT will be designated at this time to make the report to the Commonwealth and to the CDC (as applicable) in consultation with Campus Health Services.

**2. Student and their family:** The Dean of Students Office will keep in ongoing contact with the student and their family regarding the student's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary).

**3. Employee and their family:** HR will keep in ongoing contact with the employee and their family regarding the employee's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary).

**4. Potentially exposed Manor College community members:** Those individuals exposed to the individual with a serious communicable illness and at reasonable risk for contracting the illness themselves will be notified according to medical, ethical and legal guidelines related to medical information disclosure. The definition of a significant exposure varies by the type of illness. Those at risk for such exposure will be advised of the nature of the illness, potential symptoms, any steps for self-care, and other direction as needed.

**5. Other College constituents:** The broader College student, faculty, and staff community, the Trustees, parents, and others may be notified if a communicable illness outbreak has broader implications for College community members or the College's well-being. Reasonable efforts will be made to honor the confidentiality of impacted community members.

**6. Expert medical resources and government agencies:** The following governmental agencies can serve as reporting and consultative resources for the Manor community:

a. Montgomery County Health Department 1430 DeKalb Street  
PO Box 311  
Norristown, PA 19404-0311  
Phone: 610-278-5117  
Website: <https://www.montcopa.org/513/Health-Department>

b. Center for Disease Control Website: <http://www.cdc.gov/>

**7. Media:** Office of Marketing Communications will follow the steps necessary while communicating with media.

#### **D. Operational Considerations**

Delivery of educational curriculum: Every effort will be made by Manor College to ensure seamless delivery of our educational curriculum while also attending to reasonable steps to prevent the spread of serious communicable illnesses. Should it be necessary to cancel physical classes for any period of time, our educational programs may be delivered to our students through the following means – conversion of all physical classes to online classes, altering and extending the duration of the traditional term schedule to complete essential instruction in the traditional format, use of distance instructional methods and/or any other reasonable form of curricular delivery the College deems appropriate. No refunds will be issued for tuition, fees, room and board, or any other costs, except as the College may decide, based upon degree and severity of any closure, and/or unless the College is reimbursed by the federal government or another party, e.g. under the CARES Act..

#### **E. Major College-sponsored on-site events with or without the public:**

The College will make every effort to maintain contractual and other commitments to implement scheduled major events. In the event of a communicable illness outbreak and it is determined that it is reasonable to proceed with the event, then individuals with the illness (or exposed to it) will be asked to not attend the event and event organizers may use the opportunity to further educate attendees on prevention of the illness. Should the event require postponement or cancellation, reasonable efforts will be pursued to adequately notify those potentially impacted through communication tools available to the College.

#### **F. Programs or Events Involving Travel Away from Campus:**

Athletic, service, and other College-related travel will be evaluated to determine if the risk is worth continuing with planned travel based upon health conditions and resources at Manor College, the travel route, and point of destination. Certain means of travel may reduce risk of either exposure or transmission and should be evaluated for safety. The College will not knowingly send students, faculty, staff, or others into areas where the possibility of significant exposure to communicable illness is high. The College will follow the same procedures outlined for events in paragraph III.D. above with or without the public to determine program/event continuation, alteration, or postponement.



**G. Essential Personnel:**

The Executive Leadership Team (ELT) will make a determination as to what personnel may be deemed “essential” in the event of a prolonged communicable illness crisis. If possible, staff members will be equipped with preventative equipment in order to avoid acquisition of the illness themselves (i.e. masks, gloves, immunizations, hand cleaner, etc.). Possible essential personnel include the following:

1. Public Safety
2. Maintenance
3. Janitorial Services
4. Residence Life
5. Food Services
6. Business Office (Billing/checks/payroll)
7. Human Resources

**IV. Violations:**

- A. For Students: Failure to comply with the above policy may result in disciplinary action up to and including expulsion from the College.
- B. For employees: Failure to comply with the above policy may result in disciplinary action up to and including termination of employment.

**V. Relevant Policies**

- A. Social Distancing for Infectious Disease Prevention – HR 0125
- B. Visitor Policy For Infectious Disease Prevention – GP 0114
- C. Student Code of Conduct – SA 0101
- D. Employee Code of Conduct – HR 0101
- E. PTO Policy – HR 0304
- F. Leave of Absence – HR 0307
- G. FMLA – HR 0308

**Confiscation and Disposal of Contraband (SA 0210)**

Contraband may be seized by any college official. It will be the responsibility of the official seizing the items, to turn all seized item(s) over to the Department of Public Safety for proper storage, the only exception will be alcoholic beverages; in this circumstance the alcoholic beverage containers will be photographed after which the beverage container and its contents will be disposed of.

The Department of Public Safety will maintain possession of the contraband unless turned over to the Abington Police Department for destruction or criminal prosecution. The property will remain with the Department of Public Safety until such time as a college judicial officer has rendered a finding, or in keeping with the Department of Public Safety protocols concerning property, except in the case of litigation assumed to occur. Contraband will not be returned to the student. Contraband is defined as:

- Alcoholic beverages
- Narcotics
- Paraphernalia used for the consumption or use of narcotics
- Tobacco or similar products including smoking paraphernalia
- Prescription medication outside of its approved container
- Prohibited weapons

**Dangerous Materials**

Possession or unauthorized use of flammable liquids or gases, explosives, acids, fireworks, pepper spray, guns, knives, weapons of any kind or any other substance or object which is hazardous, dangerous or illegal is prohibited on the Manor College campus.

**Dining Hall Policies (SA 0110)**

All students are required to clean up after themselves when finished eating in the Manor Café (Dining Hall). Not cleaning up after one's self constitutes littering. Appropriate language and respectful behavior is expected at all times. Disrespect to dining hall personnel is a major violation.

**Emergency Contact Forms**

At New Student Orientation, students are asked to complete emergency contact forms, so that next of kin may be contacted in case of emergency or incapacitation. The forms are kept in the Registrar's Office while students are enrolled at the college. If any student has not filled out this form, she or he is urged to go to the Registrar's Office to do so. Students are responsible to complete a new

form and give it to the Registrar's Office if their emergency contact changes or the emergency contact's information changes.

### **Gang Activity (SA 0105)**

This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs), presenting a physical safety hazard to self, students, staff, faculty or other persons on the college campus, communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang, defacing college or personal property with gang-related graffiti, symbols, or slogans, soliciting others for gang membership.

### **Grievance Procedure – Non-Academic (SA 0107)**

A Student Grievance Reporting Form (Non-Academic), available [HERE](https://manor.edu/student-life/student-grievance-reporting) (manor.edu/student-life/student-grievance-reporting) must be completed and filed with the Dean of Students.

### **Statement of Policy:**

The grievance procedure may be used to resolve any student complaint except those that are covered by a specific college procedure (e.g. College Code of Conduct Process, Student Academic Grievance Procedures, Harassment Policy, etc.)

No disciplinary or other unfavorable action may be taken against any student or anyone who may represent a student using the grievance procedures.

### **Scope of Policy:**

The Grievance Reporting Form is intended for use by any student wishing to make a formal complaint about a person, policy or university process. If a student feels that there has been a violation of the Manor College Student Code of Conduct, then the appropriate form to use is the Incident Report Form, which is available in the Public Safety Office or online at <https://manor.edu/student-life/security-and-safety/reporting-crimes-campus/>.

### **Administrative Guidelines:**

#### **I. Applicability**

A. It is perhaps inevitable in any college that some students may at times feel improperly treated, and that concerns about unfairness (including potential discrimination and harassment) may also at times arise.

1. In this regard (and although this grievance procedure is not limited to concerns of discrimination), the Manor College Non-discrimination Policy provides in part: "Manor College is an equal opportunity/affirmative action employer and educational institution. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline."

B. At Manor College, there are two grievance procedures through which students can raise and seek redress for what they believe to be unfair, improper or discriminatory decisions, actions, or treatment:

1. If the matter involves an academic decision, the Academic Grievance Procedure may be the applicable procedure.
2. If the matter involves a non-academic decision, the Non-Academic Grievance Procedure may be the applicable procedure.

C. The purpose of the Non-Academic Grievance Procedure is to provide a process for students to seek resolution of disputes and grievances that may not fall within the scope of one of the Academic Grievance processes.

D. The Dean of Students is responsible for administering this Non-Academic Grievance Procedure.

1. The Dean may be contacted at: Dean of Student Office, Mother of Perpetual Help Hall, 700 Fox Chase Rd. Jenkintown, PA 19046; (215) 885-2360 x276, [amootz@manor.edu](mailto:amootz@manor.edu).

2. The Dean, in their sole discretion, can decide whether to refer a grievance brought under this procedure to another grievance process.

- In cases involving student employment, the Dean may wish to consult with the College's Human Resources



- Department.
- In cases involving allegations of sexual harassment in particular, the Dean may wish to consult with the Title IX Coordinator as to the most appropriate way to proceed. In cases involving student employment, the Dean may wish to consult with the College's

Department of Human Resources.

## **II. Informal Resolution**

- A. As a general proposition (and although particular circumstances may warrant an exception), the student should first discuss the problem and seek a solution with the individual(s) most directly involved.
- B. If no resolution results (or if circumstances make discussion inappropriate with the person most directly involved), the student should then consult with the individual at the next (higher) administrative level in the department, school, residence or College administrative unit. Serious efforts should be made to resolve the issue locally at an informal level without resort to a formal grievance; such efforts may continue even after the formal process is underway.

## **III. Formal Grievance**

- A. If informal means of resolution prove inadequate, the student should set forth in writing with the Non-Academic Grievance Report Form, the substance of the complaint, the grounds for it and the evidence on which it is based, and the efforts taken to date to resolve the matter. It is at this stage that the complaint becomes a formal grievance.
- B. The grievance document should be submitted to the Dean of Students, who will review the case and, if any Manor College staff or faculty are involved, consider it a formal grievance.. A grievance should be filed in a timely fashion, i.e., within five (5) days of the event in which the action that is the subject of the grievance occurred. Except in extraordinary circumstances, delay in filing a grievance will be grounds for rejection of that grievance.
- C. The Dean will promptly initiate a review, which should normally be completed within seven (7) days. The Dean may attempt to resolve the matter informally, and may refer the matter (or any part of it) to a designee, who will look into and/or address the matter as the Dean directs. The Dean may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.
- D. In undertaking this review, either the Dean or their designee may request a response to the issues raised in the grievance from any individuals believed to have information the reviewer considers relevant, including faculty, staff and students.
- E. The Dean (or their designee) will issue their decision in writing, and take steps to initiate such corrective action as is called for (if any). Conduct meriting discipline will be brought to the attention of the appropriate disciplinary process.

## **IV. Appeal**

- A. If the student is dissatisfied with the disposition by the Dean (or their designee), they may appeal to the Provost/Vice President of Academic Affairs (215-885-2360 x1223). The appeal should be filed in writing with the Provost/ Vice President of Academic Affairs within ten days of the issuance of the decision by the Dean (or their designee); a delay in filing the appeal may be grounds for rejection of that appeal.
- B. The Provost/Vice President of Academic Affairs may attempt to resolve the matter informally. The Provost/Vice President of Academic Affairs may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.
- C. The Provost/Vice President of Academic Affairs should normally complete their review of the appeal and issue their decision in writing within fourteen (14) days. That decision is final.

## **V. General Provisions**

- A. Time Guidelines—The time frames set forth herein are guidelines. They may be extended by the Dean or Provost/Vice President of Academic Affairs as applicable, in their discretion for good cause (including for reasons relating to breaks in the academic calendar), and will nearly always be extended during summers and the winter closure.
- B. Advisers—A student initiating or participating in a grievance under this procedure may be accompanied by an adviser in any discussion with the Dean, the Provost/Vice President of Academic Affairs or their designees, any adviser must be a current



Manor faculty, staff member or student.

C. Sexual Harassment and Sexual Assault—For information and resources concerning Sexual Misconduct, Sexual Harassment, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence, students should refer to the Title IX Information page of the Manor College website: <https://manor.edu/student-life/security-and-safety/title-ix-information/>.

D. No retaliation—Manor College prohibits retaliation or reprisals against individuals based on their pursuit in good faith of a grievance under this procedure, or their participation in good faith in the grievance process.

E. Standards for Review—If the grievance involves a decision that is being challenged, the review by the Dean, as well as the review by the Provost on appeal, usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
3. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?

## Harassment Policy

Every student has the right to an educational environment conducive to equal opportunity and free from discriminatory action. Harassment of individuals, on the basis of race, creed, color, national origin, citizenship status, sex, age, religion, disability, military leave or veteran status, or any other characteristic protected by law (“Protected Classifications”) is strictly prohibited and will not be tolerated by the College. Such conduct interferes with the ability of Manor College to maintain an academic environment conducive to equal opportunity and is injurious to the parties involved. It is the intent of this policy to define the obligation of all members of the Manor College community to refrain from engaging in the harassment of other members of the Manor College community, and to set forth a procedure for any student who believes they have been subject to harassment in violation of this policy.

### Definition of Harassment

Harassment is unwelcome, offensive verbal, written, or physical conduct directed at an individual based on any of the Protected Classifications which unreasonably disrupts or interferes with the individual’s performance, or which creates an intimidating, offensive, or hostile environment. Examples of prohibited conduct include (but are not limited to):

- use of insulting epithets or nicknames
- the display of insulting pictures, cartoons, slogans, or symbols
- intimidation through physical violence or threats of violence
- unwanted “kidding” or “joking” or “teasing” or “practical jokes” about one or more of the characteristics protected by law attributed to the targeted individual. Such comments are not only in violation of the policy but are damaging and hurtful both to the individual to whom they are directed and the perpetrator.

## Insect and Pest Infestation Protocol (SA 0208)

### *Statement of Policy:*

The purpose of this policy is to have to an effective and efficient response to our residential students who suspect they may have an infestation of insects or pests, including but not limited to ants, bats, bees, bugs, cockroaches, fleas, flies, lice, mice, squirrels, termites and other insects or pest. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

### **Scope of Policy:**

This policy applies to all full-time, part-time, and temporary employees and faculty and all students.

### **Administrative Guidelines:**

- I. As soon as a student suspects that s/he may have an infestation of insects or pests, s/he should contact the Assistant Director of





Residence Life (ADRL). If another administrator or office learns of a potential problem, their first call should be to the ADRL or the Dean of Students.

II. The ADRL will contact the College's exterminator as soon as possible to request an inspection of the room. Please note that should a student notify the ADRL on a weekend or holiday day, the exterminator will be contacted on the next work day. It is recommended that students contact the ADRL as early on a regular business day as possible. The exterminator may not be available for dispatch on weekends or holidays.

A. Students who report suspected infestation of insects or pests on a work day when the exterminator can be dispatched within 24 hours will NOT be granted an immediate temporary room change nor will they be issued a new mattress. This is CRUCIAL so that we can prevent the spread of infestation if they are found to be in the student's room and belongings.

B. If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residential Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to dry, wash and dry again whatever clothing s/he needs to take for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with him/her to the temporary room. We want to ensure that if there is an infestation in the student's room, they do not travel to another room with the student.

C. Students may not, at any time, deny the College's exterminator or Maintenance staff access to their living space (see Fines and Sanctions below).

### III. Exterminator Findings

If the exterminator finds that there is no infestation of insects or pests present in the student's room, then no further action will be taken. The student will be asked to continue monitoring their living space, and to notify the ADRL immediately if there are further problems.

B. If the exterminator concludes that there is an infestation of insects or pests in the room or suite, the ADRL will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items, if necessary (See Resident Responsibility below). While Residential Life can provide the student(s) with garbage bags, laundry detergent and some funds toward the cost of the laundry machines on campus, the office will not cover the cost of anything a student wishes to dry clean, or have laundered for her/him by an outside vendor.

C. Only the College's exterminator can confirm or deny the presence of an infestation of insects or pests – NOT Health Services or any outside person.

### IV. Resident Responsibility within 24-hours of a confirmed case of bed bugs:

A. Bed bugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them within 24 hours if bed bugs have been confirmed within their living space.

B. Pull all furniture at least 2 feet from the wall so that the pest control company can get around the room to do treatment.

C. Using the giant black plastic garbage bags provided to you by Residential Life, bag ALL clothing items in your room. This includes everything in your closet, under your bed, in dresser drawers, towels, curtains, bedding, shoes, bookbags, everything. Please be sure to tightly tie the bag off and leave it in your room until you are ready to do your laundry.

D. All bagged clothing items must be washed. If you elect to do this on campus, you are assured that the water is hot enough (120 degrees or higher) to kill the bugs and their eggs. If you decide to go off campus to do your laundry, you should make it a point to inquire about the temp of their hot water. As noted above, the water needs to be 120 degrees or higher in order to do the job. Dry clothes in the dryer at the highest heat possible FIRST, then wash and dry again.

E. Leave your laundered items in a friend's room until the exterminator has treated your room. Placing your clean items back into your untreated room will require you to do your laundry AGAIN! Following this system will help you keep washed and unwashed clothes separate so that you can ensure that everything gets washed.

F. Make sure you leave yourself enough clothes to last until the exterminator arrives, which should be no more than three days after official confirmation. Once the treatment has finished, all clothing not washed prior to treatment should be immediately bagged and washed.

G. Remove everything from under the beds, the dressers and nightstands, and the floor of the closets.



H. All cardboard boxes must be removed from your room/apartment. They must be broken down and placed in garbage bags and disposed of in the garbage dumpster.

I. All throw rugs and carpets must be bagged and/or removed from your room prior to extermination.

J. Items that cannot be washed or chemically treated shall be carefully cleaned and vacuumed by the residents, these items may include: books, alarm clocks, phones, lamps, desk accessories, etc. All suitcases, other luggage and furniture should be vacuumed thoroughly. Pay special attention to corners, crevices, and the underside of shelves. (Make sure to dispose of the vacuum bag or, if using a bagless vacuum, the contents outside in the dumpster immediately.)

K. Be prepared to leave your room for treatment for, at minimum, 4 hours. If you have any environmental sensitivity, be prepared to leave for, at minimum, 6 hours.

## **V. Fines and Sanctions**

A. Failure to comply with these procedures with 24-hours of a confirmed case of infestation will result in a \$250.00 fine.

B. The College retains the authority to remove students from housing who fail to comply with above recommendations.

C. The College may remove students from housing who are the believed cause of the infestation based on repeated attempts to exterminate and reasonable investigation by the ADRL.

D. If a resident's room is subject to repeated reports of infestation, the College retains the right to request compensation to the institution for causing the infestation, including a flat fee of \$180 for each room where the infestation started or progressed.

ID/ManorCard

## **Identification Cards (SA 0302)**

Identification cards are provided to all members of the Manor College Campus Community as an essential component of campus safety and security. ID cards must be used to access all campus buildings, in the campus store, online bookstore, library, vending machines and the dining hall. Students must possess a card at all times while on campus or attending a campus sponsored function.

The ManorCard is more than just your official college ID, it is the most important piece of plastic you'll have while at Manor College. It will cover the essentials, everything from using your dining plans to checking out books from the Basileiad Library to attending student activities and making purchases in the Manor College campus store. Your ManorCard is all you'll ever need for everything while living and learning at Manor.

CONVENIENT. Because it's always with you, your ManorCard is the simplest way to pay for everything you need.

FAST. Since ManorCard transactions are processed similar to a credit or debit card, the ManorCard is one of the fastest forms of payment around, plus, you can monitor your account online at any time by visiting the Web Account Care Center at <https://manor.campuscardcenter.com>.

SAFE. If your ManorCard is lost or stolen, simply visit the Web Account Care Center at <https://manor.campuscardcenter.com> to deactivate your account. If you find your ManorCard after it has been reported lost, you may reactivate the Blue Jay Bucks account if (1) the re-activate request is received within two days of the card being suspended and (2) a new card has not yet been issued. You can reactivate your Blue Jay Bucks account at the Web Account Care Center by visiting <https://manor.campuscardcenter.com>

## **Obtaining an ID Card**

ID cards are issued by the Department of Public Safety, which is located in St. Josaphat Hall (Residence Hall), first floor, Suite 103. Office hours for obtaining an ID card, during the regular academic year, are Monday through Friday, 9:00am to 7:00pm. You may call the Department of Public Safety Office at ext. 3292 or email [security@manor.edu](mailto:security@manor.edu) to arrange an appointment if these times do not work for your schedule.

## **ID Cards Must Be Worn at all Times**

All members of the Manor College Campus Community must either display their ID card by a lanyard or clipped on an outer garment at all times while on campus.



**ID Cards must not be defaced, tagged or destroyed**

Altered, damaged and/or defaced ID cards must be replaced IMMEDIATELY through the Department of Public Safety Office. Failure to do so will result in a verbal warning. The cost for a replacement student ID Card is \$10.00.

**Immunization Policy (SA 0206)**

A medical form that includes immunization records and a physical exam (within 1 yr) must be completed and signed by a medical provider as well as the student or their parent if under 18 yrs. This form must be submitted upon admission to Manor College. Grades will be withheld until the completed form is filed with the Admissions Office. Be aware that certain immunizations are required for specific majors. Students are advised to follow the directions on the Medical Health Form or check with their program advisors.

**Insurance**

All students are encouraged to carry health insurance. Certain academic programs require health insurance. Student health insurance information is available through the Student Engagement Office. All those wishing to participate in Manor's intercollegiate athletic programs must carry some form of health insurance prior to the start of the season's practice. All international students must submit proof of health insurance coverage valid in the United States. The Manor College Admissions Office has information on a health plan available to international students.

**International Students**

The Manor College Student Affairs Department will be happy to assist international students with any questions they may have and help them with obtaining information regarding off-campus housing (if not staying in the Residence Hall), banking, shopping and other area resources.

All international students must submit proof of health insurance coverage valid in the United States. The Manor College Student Affairs Department has information on health plans available for international students.

All international students residing in the Residence Hall are required to complete the International Student Absence Form prior to leaving the Residence Hall overnight (including holiday and semester breaks). The International Student Absence Form may be obtained from the Residence Hall Coordinator or a RA. It must be returned to and signed by the Assistant Director of Residence Life or a Residence Hall Assistant prior to the student leaving the Residence Hall.

If an international student will be traveling outside the United States of America for any period of time and for any reason, they must receive authorized signature/approval on their I-20 form from the Associate Director of Admissions prior to departure. Questions regarding visas or immigration matters should also be directed to the Registrar.

**Mandatory Child Abuse Reporting Policy****Statement of Policy:**

This policy mandates that employees who are considered as Mandated Reporters are obligated to report when child abuse is suspected. This policy will cover what is required in the reporting process and details on how to file a report and with whom. This policy is consistent with requirements of the Pennsylvania Child Protective Services Law (CPSL). 23 PA. Cons. Stat. §6301-6386.

**Scope of Policy:**

This policy applies to employees and volunteers.

**Administrative Guidelines:***I. Definitions (for the purposes of this policy):*

- a. Minor/Child – any individual under the age of 18.
- b. Child Abuse: (as defined in 23 Pa.C.S. § § 6301–6385) intentionally, knowingly or recklessly doing any of the following:
  1. Causing bodily injury to a child through any recent act or failure to act.
  2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
  3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.

4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent (as defined below) acts:
  - i. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - iii. Forcefully shaking a child under one year of age.
  - iv. Forcefully slapping or otherwise striking a child under one year of age.
  - v. Interfering with the breathing of a child.
  - vi. Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - vii. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
  - a. Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
  - b. Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
  - c. Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).
- d. Recent – defined as any act of child abuse committed within the previous two years. (Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit).
- e. Mandated Reporters: the following adults are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse (Pennsylvania Child Protective Services Law (CPSL)):
  1. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
  2. A medical examiner, coroner or funeral director.
  3. An employee of a healthcare facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
  4. A school employee. (defined below)
  5. An employee of a child-care service who has direct contact with children in the course of employment.
  6. A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
  6. An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children.



7. An employee of a social services agency who has direct contact with children in the course of employment.
  8. A peace officer or law enforcement official.
  9. An emergency medical services provider certified by the Department of Health.
  10. An employee of a public library who has direct contact with children in the course of employment.
  11. An individual supervised or managed by a person listed under paragraphs (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11) and (13), who has direct contact with children in the course of employment.
  12. An independent contractor.
  13. An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.
  14. A foster parent.
- f. School Employee - Any individual who is employed by the College or who provides a program, activity or service sponsored by the College, whether paid or unpaid.

1. This does not apply to administrative or other support personnel unless they have direct contact with children.

g. Direct Contact With Children: the care, supervision, guidance or control of children or routine interaction with children.

## *II. What must be Reported:*

- a. A school employee must report child abuse (as defined above), that they know about, see, or have reasonable cause to suspect.

## *III. Reporting Procedure:*

- a. Immediately report to Human Resources AND to the Pennsylvania Department of Public Welfare's ChildLine: 800-932-0313

1. If Human Resources is unavailable, please contact Manor's Department of Public Safety at: 215-885-2360 x 3292.

- i. Public Safety will inform the appropriate College officials.

- b. Within 48 hours of calling the PA ChildLine, submit an online report to the Pennsylvania Department of Human Services at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).

- c. Write an official report with HR (or Public Safety if HR is unavailable) with as much of the following information:

1. The name, age, address and whereabouts of the child
2. The name and address of the child's parents or caregiver
3. The nature and extent of the suspected child abuse
4. Any information that may help in identifying the abuser or neglecter.

- d. If an employee sees a child in imminent danger or a crime against a child in progress on campus or at a College-sponsored event/activity, the employee must immediately call 911.

1. After contacting 911, the employee should file a report with HR. The Director of Public Safety/HR will inform the appropriate College Officials in order to ensure the safety of the Manor College community.

## *IV. Responsibilities of Human Resources or Public Safety*

- a. HR/Public Safety must make an oral report to the Pennsylvania Department of Public Welfare's ChildLine: 800-932-0313
- b. Submit an online report within 48 hours to Pennsylvania Department of Human Services at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- c. Maintain and secure all records made under this policy.





#### *V. Permissible Reporting:*

- a. Any uncertainty about whether reporting is required or whether abuse has actually occurred should always be resolved in favor of making a report.
- b. If you are not someone with a mandatory reporting obligation under the law, you are still permitted to report known or suspected child abuse as a private citizen

#### *VI. Non Retaliation:*

- a. Complaints made in good faith under this policy will not result in any adverse action against the Complainant.
- b. No one who participates in good faith in an investigation will be treated adversely because of that participation.
- c. Individuals, who believe they have been subjected to any adverse action because of a complaint of harassment or participation in an investigation, should immediately report the matter to Human Resources in accordance to this policy.
- d. Individuals engaging in retaliation will be subject to discipline or termination.

#### *VII. DO NOT:*

- a. Investigate
- b. Try to obtain proof
- c. Try to solicit information from the child.

These are the responsibility of the Pennsylvania Department of Human Services.

#### **Medical Policy**

Notification of an emergency room visit will be made to the parents or legal guardians of any student requiring hospital treatment for medical or psychiatric emergencies.

Students who have a physical and/or psychological condition that may subject themselves or other people to a health risk or physical danger may be required by the College to follow certain guidelines in order to remain at and/or return to the College. These requirements may include, but are not limited to, obtaining proper medical treatment and an official letter from a licensed physician/ psychiatrist/psychologist.

Students who have been diagnosed with a psychological condition and/or are taking medication prescribed for a mental health problem, are encouraged to visit the Counseling Office at least once each semester. This check-in visit will be treated with the utmost confidentiality as determined by legal and ethical guidelines.

Residents with highly communicable diseases (which may include, but are not limited to, Measles, Meningitis, Mumps, German Measles, and Chicken Pox) MUST follow the Communicable Disease Policy above. Resident students will be assisted in making necessary arrangements to notify parents or guardian. Residents with other diseases, ailments, and/or illnesses will be dealt with on an individual basis.

**NOTE:** Prior to entering the Residence Hall, all residents are required to have a physician complete the Manor College Medical/ Immunization form, including the Meningitis vaccination form. All residents are required to have the following: Tetanus/ Diphtheria; MMR#1; MMR#2; PPD; Hepatitis B #1; #2; #3; Meningitis; and Rabies #1; #2; #3 (Rabies for Veterinary Tech Students ONLY).

#### **PREFERRED NAME AND PRONOUN POLICY (Policy No.: SA 0309)**

##### **Statement of Policy:**

Manor College recognizes that students, staff, faculty, and adjuncts may prefer to use a name or pronoun other than their given first name as recorded on official documents and records including circumstances where student safety or productivity may be a risk. When formally requested by a student, staff, faculty, or adjunct the College may use a preferred first/given name or pronoun in College documents and processes except where the use of the official legal name is required by College business or legal obligation.



While anyone is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students, transgender students, for safety reasons, others who prefer the use of a nickname and those in the processes of legally changing their name but wish the name to be reflected in a timelier manner.

Once someone has communicated their preferred name and pronoun, campus members are expected to use the pronouns and name consistent with that person's gender identity.

### **Scope of Policy:**

This policy applies to all students, staff, faculty, and adjuncts.

Keywords and phrases:

**Given Name:** Also commonly known as first name or legal first name, the College acknowledges that the given name is what is recorded as the official name.

**Family/Last Name:** The name officially recorded in College systems and documents. This name can only be changed by submission of appropriate legal documentation that authorizes such a change.

**Preferred Name:** The given name of the student that the student prefers to be known on campus.

**Legal Name:** The name of the student that is generated from the admissions application and is the official name of record.

### **Policy & Procedure(s)**

Students may request a preferred name by contacting the Registrar's Office. Staff, faculty, and adjuncts may do so by contacting Human Resources. Individuals are free to determine the preferred name by which they want to be known within College systems and processes.

The use of a preferred name is used solely for Manor College internal systems and does not change the legal name within Manor College. Official records, such as but not limited to, transcripts, degree audits, financial records, W-2 forms, payroll, enrollment data, financial aid documents, or mailings, will show the legal name of the individual.

Preferred first names will be used in the following systems and records:

- Identification Cards (ID cannot be used as official identification off campus)
- Official Student or Employee Email and Display Name
- Individuals must contact the Help Desk to request this change.
- Commencement Bulletins
- Class and Grade Rosters (when possible based on system requirements)
- Housing Rosters
- Athletic Team Lists
- Newspaper articles, College social media, and other publicity formats will also use the preferred name, unless otherwise requested to the Marketing and Communications office.

Legal names will continue to be used for official College records including, but not limited to the following:

- Legal documents and reports produced by the College
- Student Account statement (bills)
- Financial Aid and scholarship documents
- Transcripts
- Enrollment verifications
- Degree verifications
- Student employment documents
- Employment verifications
- Employment documents
- Paychecks, W2s, and other payroll documents
- Benefits enrollment

Preferred names may consist of a first and/or middle name and are limited to alphabetical characters, a hyphen, and/or a space. A student is permitted to make one preferred name request during the student's career at Manor College. Students are not permitted to designate a preferred family/last name. Extenuating circumstances that require an additional change will be reviewed by the Registrar.

The Manor College Registrar reserves the right to deny preferred name requests that are deemed inappropriate including but not limited to avoiding a legal obligation, fraud, offensive language, or misrepresentation. In such cases, students will be subject to disciplinary action in accordance with College policy and the Student Code of Conduct.

Any appeals for denial may be addressed to the Vice President and Dean of Student Affairs.

Students requesting a preferred name must contact the Office of the Registrar and complete a Preferred Name Request Form. Upon receipt, the Registrar, in consultation with the Vice President and Dean of Student Affairs, will determine the validity of the request. Upon approval, the preferred name will be established and recorded in applicable College systems. The student will receive notice from the Registrar's Office within ten (10) days on the determination of the request. Only preferred name changes completed through the Registrar's Office will be considered official and be reflected within College systems. The Registrar will inform the faculty of the preferred name.

### **Missing Student Notification (SA 0211)**

Students, staff, and faculty are responsible for reading and understanding the Code of Conduct and all Manor College policies. This policy explains the process for students who appear to be missing.

#### **Scope of Policy:**

This policy applies to all employees, students, and visitors. Administrative Guidelines:

#### *I. Missing Student Reporting Process:*

- A. Any individual on campus who has information that a student may be missing from Manor College must notify Manor's Public Safety Department as soon as possible
  - 1. To report a missing person to Manor's Public Safety Department, dial 292 from a campus telephone, dial (215) 885-2360 ext. 3292 from off-campus/cell phone or you can contact the Abington Police Department at (267) 536-1100.
  - 2. You may report a missing student in person to the Public Safety Office in St. Josaphat Residence Hall, suite 103.

#### *II. Missing Student Follow Up Process*

- A. The Public Safety Department will conduct a thorough investigation and obtain all necessary information (including, but not limited to, the person's description).
- B. The Public Safety Department may also request assistance from Assistant Director of Resident Life, Resident Assistants or others to assist in a search for the student.
- C. If it is apparent immediately that the student is a missing person, the Chief of Public Safety will contact the appropriate local law enforcement agency to report the student as a missing person and will assist the investigating jurisdiction upon request.

#### *III. Contact Process*

- A. Students residing in on-campus housing have the option to complete the Confidential Contact Information form, which will identify an individual to contact by the Manor Public Safety Department in the event the student is determined to be missing for more than 24 hours.
  - 1. The Assistant Director of Residence Life will collect the forms and provide copies to the Vice President of Student Affairs/Dean of Students and the Chief of Public Safety.
- B. No later than 24 hours after determining that a student is missing, and if the above actions are unsuccessful in locating the student, the Chief of Public Safety will use the following notification process:
  - 1. If a student has identified such an individual on the Confidential Contact Information form, Manor Public Safety Department will notify that individual no later than 24 hours after the student is determined to be missing.
  - 2. If a missing student is under 18 years of age and not emancipated, the College will notify a custodial parent. In cases in which the student is over 18 and has not identified a contact person, appropriate law enforcement officials will be notified.

### **Restricting Resident Hall and Other Campus Access Policy**

Students, staff, and faculty are responsible for reading and understanding the Code of Conduct and all Manor College policies. This policy explains the process for students who are considered a safety risk and are restricted from the resident hall. This policy may



also apply to other areas of campus as deemed necessary.

Scope of Policy:

This policy applies to all employees, students, and visitors.

Administrative Guidelines:

*I. Residence Hall*

- A. If a student is displaying concerning behavior that may endanger the health and/or safety of residents of the college, they may be recommended for Residence Hall Access Restriction.
- B. Once a concern is identified, the following process should be followed:
  - 1. Inform the Dean of Students, Chief of Public Safety, and the Assistant Director of Residence Life of the student's name and reason for concern via email.
  - 2. After all parties have reviewed and discussed the concern, a decision will be made to confirm or deny the access restriction.
    - a. Timeline for access restriction must be established (i.e. start and end date).
  - 3. The Dean of Students and/or her designee will contact the student via email to inform him/her of the decision.

*II. Other Areas of Campus*

- A. If a student is displaying concerning behavior that may endanger the health and/or safety of students, staff, or faculty of the college, they may be recommended for Campus Access Restriction.
- B. Once a concern is identified, the following process should be followed:
  - 1. Inform the Dean of Students, Chief of Public Safety, and the Executive Leader or Manager of the area in question of the student's name and reason for concern via email.
  - 2. After all parties have reviewed and discussed the concern, a decision will be made to confirm or deny the access restriction.
    - a. Timeline for access restriction must be established (i.e. start and end date).
  - 3. The Dean of Students and/or their designee will contact the student via email to inform them of the decision.

*III. Conduct*

- A. In the event of a serious threat or emergency, all staff above may make an immediate decision regarding access to be followed up with the process.
- B. If the reason for concern is conduct related, an Incident Report must be filed.
- C. The onus to comply with restrictions is on the individual for whom the restriction is in place. However, all students at Manor College St. Josaphat Residence Hall are expected to adhere to these restrictions. Knowingly assisting someone in an effort to gain entry into a building from which that person is banned is a violation of the code of conduct.

*IV. End of Term Review*

- A. Public Safety and the Dean of Students will maintain a running list of students with restricted access. This list will be reviewed with all necessary parties at the end of each term to determine if risk still applies.

Policy: GP 0108

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Policy No.: GP 0108 Issued: 09/20/2017

## MANDATORY CHILD ABUSE REPORTING

### Statement of Policy:

This policy mandates that employees who are considered as Mandated Reporters are obligated to report when child abuse is suspected. This policy will cover what is required in the reporting process and details on how to file a report and with whom. This policy is consistent with requirements of the Pennsylvania Child Protective Services Law (CPSL). 23 PA. Cons. Stat. §6301-6386.

### Scope of Policy:

This policy applies to employees and volunteers.

### Administrative Guidelines:

#### I. Definitions (for the purposes of this policy):

- a. Minor/Child – any individual under the age of 18.
  - b. Child Abuse: (as defined in 23 Pa.C.S. § § 6301–6385) intentionally, knowingly or recklessly doing any of the following:
    1. Causing bodily injury to a child through any recent act or failure to act.
    2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
    3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
    4. Causing sexual abuse or exploitation of a child through any act or failure to act.
    5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
    6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
    7. Causing serious physical neglect of a child.
    8. Engaging in any of the following recent (as defined below) acts:
      - i. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
      - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
      - iii. Forcefully shaking a child under one year of age.
      - iv. Forcefully slapping or otherwise striking a child under one year of age.
      - v. Interfering with the breathing of a child.
      - vi. Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
      - vii. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
  - a. Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
  - b. Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
  - c. Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).
  - a. Recent – defined as any act of child abuse committed within the previous two years. (Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit).
  - b. Mandated Reporters: the following adults are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse (Pennsylvania Child Protective Services Law (CPSL)):
    1. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
    2. A medical examiner, coroner or funeral director.
    3. An employee of a healthcare facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.





4. A school employee. (defined below)
5. An employee of a child-care service who has direct contact with children in the course of employment.
6. A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
7. An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children.
8. An employee of a social services agency who has direct contact with children in the course of employment.
9. A peace officer or law enforcement official.
10. An emergency medical services provider certified by the Department of Health.
11. An employee of a public library who has direct contact with children in the course of employment.
12. An individual supervised or managed by a person listed under paragraphs (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11) and (13), who has direct contact with children in the course of employment.
13. An independent contractor.
14. An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.
15. A foster parent.
  - a. School Employee - Any individual who is employed by the College or who provides a program, activity or service sponsored by the College, whether paid or unpaid.
1. This does not apply to administrative or other support personnel unless they have direct contact with children.
  - a. Direct Contact With Children: the care, supervision, guidance or control of children or routine interaction with children.

## *II. What must be Reported:*

- a. A school employee must report child abuse (as defined above), that they know about, see, or have reasonable cause to suspect.

## *III. Reporting Procedure:*

- a. Immediately report to Human Resources AND to the Pennsylvania Department of Public Welfare's ChildLine: 800-932-0313
1. If Human Resources is unavailable, please contact Manor's Department of Public Safety at: 215-885-2360 x 292.
  - a. Public Safety will inform the appropriate College officials.
  - b. Within 48 hours of calling the PA ChildLine, submit an online report to the Pennsylvania Department of Human Services at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
  - c. Write an official report with HR (or Public Safety if HR is unavailable) with as much of the following information:
2. The name, age, address and whereabouts of the child
3. The name and address of the child's parents or caregiver
4. The nature and extent of the suspected child abuse
5. Any information that may help in identifying the abuser or neglecter.
  - a. If an employee sees a child in imminent danger or a crime against a child in progress on campus or at a College-sponsored event/activity, the employee must immediately call 911.
1. After contacting 911, the employee should file a report with HR.
 

The Director of Public Safety/HR will inform the appropriate College Officials in order to ensure the safety of the Manor College community.

## *IV. Responsibilities of Human Resources or Public Safety*

- a. HR/Public Safety must make an oral report to the Pennsylvania Department of Public Welfare's ChildLine: 800-932-0313
- b. Submit an online report within 48 hours to Pennsylvania Department of Human Services at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- c. Maintain and secure all records made under this policy.

## *V. Permissible Reporting:*

- a. Any uncertainty about whether reporting is required or whether abuse has actually occurred should always be resolved in favor of making a report.

- b. If you are not someone with a mandatory reporting obligation under the law, you are still permitted to report known or suspected child abuse as a private citizen

#### VI. Non Retaliation:

- a. Complaints made in good faith under this policy will not result in any adverse action against the Complainant.
- b. No one who participates in good faith in an investigation will be treated adversely because of that participation.
- c. Individuals, who believe they have been subjected to any adverse action because of a complaint of harassment or participation in an investigation, should immediately report the matter to Human Resources in accordance with this policy.
- d. Individuals engaging in retaliation will be subject to discipline or termination.

#### VII. DO NOT:

- a. Investigate
- b. Try to obtain proof
- c. Try to solicit information from the child.

These are the responsibility of the Pennsylvania Department of Human Services.

#### **School Closing (SA 0212)**

Emergency and weather related school closings are sent via text message to all members of the College community who have registered with the Manor College Text Messaging System. Registration can be completed at any time at <http://manor.website.student-life/campus-alerts/> Call the Department of Public Safety at 215-885-2360 ext.3292 for assistance. Closings will also be listed on the Manor College website: [www.manor.edu](http://www.manor.edu).

Weather related school closings are only broadcast on KYW 1060 AM radio station, online at [kyw1060.com](http://kyw1060.com), or by calling KYW directly at 1-215-925-1060.

Manor's school closing numbers are: 405 (day classes) and 2405 (eve classes)

#### **Smoking-Free Campus Policy (SA 0111)**

Statement of Policy: Manor College is dedicated to maintaining a safe and healthy work and academic environment and therefore has instituted this smoke-free campus policy. Effective July 1, 2018, Manor College and all Basilian property are smoke free. Scope of Policy: This policy applies to all employees, students, and visitors. Administrative Guidelines: I. Definitions A. Electronic Smoking Device: any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, vape pen, e-cigar, e-pipe, or e-hookah, or under any other product name or descriptor. B. Basilian Property: includes Manor College, Saint Basil Academy High School, the Sisters of Saint Basil, and the Basilian Spirituality Center. II. Prohibition: A. Smoking is prohibited on all Basilian property. This includes all Manor College facilities, property, vehicles (owned or leased), regardless of location. 1. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including but not limited to: all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, and private residential space within Manor College housing. 2. Smoking, including smoking with an electronic smoking device, is prohibited outdoors on all Basilian Property, including but not limited to: the parking lots, paths, fields, sports/recreational areas and in all personal vehicles while on campus. B. This prohibition applies even in the absence of posted "No Smoking" signs.

#### *III. Procedure:*

- A. Public Safety Officers patrolling the campus will instruct individuals to adhere to the Smoke-Free Campus policy and will respond to any complaints regarding a violation of this policy.
- B. Each department chair, director, or supervisor is responsible for ensuring policy compliance within their areas.
- C. When a Faculty or Staff member's supervisor is informed of a violation of this policy by Public Safety, s/he will handle the situation directly with the Human Resource Manager.
- D. Students who violate this policy will be referred to the Student Code of Conduct Committee.
- E> Visitors who violate this policy will be asked to stop smoking. If the visitor refuses to do so, Public Safety will escort the visitor off the campus.



#### *IV. Discipline:*

- A. First-time offenders – Unofficial Warning with a copy of this policy provided.
- B. Second-time offenders – Verbal Warning and one hour of litter clean up on campus
- C. Third-time offenders – Employee will receive a written warning and must meet with the direct Supervisor and Manager of Human Resources. Student will receive a written warning and must meet with the Student Code of Conduct Committee and the Dean of Students.
- D. In certain situations, violations may result in disciplinary action up to and including expulsion/termination of employment.

#### **Solicitation (SA 0112)**

The sale of tickets or soliciting for events and activities other than those sponsored by Manor College is forbidden on campus. The Dean of Students or a designee shall render a decision as to what are legitimate College events.

Policy No.: GP 0113;

SA 0207

Issued: 10/7/2020

#### **ADDITIONAL STUDENT HEALTH SAFETY PROCEDURE POLICY**

##### **Statement of Policy:**

This addendum is to provide guidance and procedures for when special health safety measures are being enforced. This will be implemented when the Communicable Disease Protocol is active for specific communicable disease, such as COVID-19.

##### **Scope of Policy:**

This policy applies to all students

##### **Administrative Guidelines:**

###### *I. Implementation of this Addendum:*

- A. The Vice President and Dean of Student Affairs will send an email notification to all students of the active status of this addendum.
- B. Enforcement of this policy will begin immediately after the email notification is sent out.

###### *II. General Responsibilities*

- A. Monitor your health and comply with the measures described in the Manor Pledge (<https://manor.edu/pledge>) and all other applicable college guidance or directions related to the COVID-19 pandemic at <https://manor.edu/about/return-to-campus/>.
  - 1. Practice good personal hygiene: washing hands frequently with soap and water, or a hand sanitizer with at least 60% alcohol if soap is unavailable.
- B. All students are required to wear a face mask while on Manor College's campus. This includes wearing a mask outdoors on the campus grounds of Manor College.
  - 1. Face masks may not display offensive messaging or images. If wearing such a mask, the student will be referred to the Student Code of Conduct Hearing Officer for violation of the Appropriate Apparel policy - SA 0108.  
*The President & Vice Presidents have discretionary authority to send a notice instead of or in addition to HR.*
- C. All students must wear face masks that comply with CDC, state and local requirements. Face masks MUST be worn to cover BOTH the nose and mouth.
  - 1. Exceptions:
    - a. If a student has a medical condition that prevents them from wearing a mask, they must contact the Office of Disability Services prior to arriving on campus for an accommodation. Alternative accommodations may include wearing a face shield.
    - b. A student may remove their mask if they are eating or drinking. Students should eat away from others or outside, while maintaining the required social distancing guidelines implemented by the federal, state and/or local governments.



2. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the Residence Hall.

3. Students who do not want to wear a face mask/shield may only participate in remote learning and online classes.

D. As recommended by the CDC, cloth masks should:

1. Fit snugly but comfortably against the side of the face,
2. Be worn over the mouth and nose,
3. Be secured with ties or ear loops,
4. Include multiple layers of fabric,
5. Allow for breathing without restriction,
6. Can be laundered and machine dried without damage or change to shape or efficacy.

E. Maintain six (6) feet of physical distance at all times on campus, whether indoors or outdoors.

F. Complete the daily COVID-19 screening questionnaire if planning to be on campus.

1. Stay home and do not come to campus if you are sick, become unwell, or are experiencing COVID-19 symptoms.

G. Be screened or tested for COVID-19 as required.

H. Cooperate fully with contact tracing conducted by the College and/or public health officials.

I. All faculty and staff are authorized to assist with the enforcement of this policy.

1. Faculty and staff are to give a warning/directive to the student who is in non-compliance with this policy.

2. Faculty or staff will fill out an incident report online (<https://manor.edu/incident-report>) when a student refuses to either:

1. Place the face mask/ shield on properly; 2. to keep the face mask/ shield on after a warning/directive has been given; and/
- or 3. Refuse to maintain social distance from others when feasible.

### *III. Sanctions for students not wearing face mask/shield properly:*

A. First offense - If a student is found not in compliance, a warning/ directive will be given to the student to instruct them on how to be back in compliance.

B. Second Offense - The student will receive an official warning from the Code of Conduct Hearing Officer.

C. Third Offense - The student will be officially referred to the Code of Conduct Hearing Officer with the possibility of receiving further sanctions and disciplinary violations.

D. Fourth Offense - If a student fails to comply with this policy (3) times, for any reason, the student should not expect to continue to remain enrolled or affiliated with the College. Refusal to comply with the health and safety guidance and directions will result in immediate suspension and/or expulsion from the College.

### *IV. Violations:*

A. Failure to comply with the above policy may result in disciplinary action up to and including suspension and/or expulsion from Manor College.

## **Telephone Calls**

Incoming calls to students are for emergency purposes only. Classes will not be interrupted in non-emergency situations. In accordance with FERPA regulations, no one, including a family member, calling the campus in an attempt to contact a student will be informed of the student's whereabouts. In an emergency, however, a message may be left with a staff member and communicated to the student.

Policy No.: SA 0213



## TEMPORARY EMERGENCY HOUSING ACCOMMODATION POLICY

### *Statement of Policy:*

Manor College is dedicated to providing access to its programs and services and supporting students.

### *Scope of Policy:*

This policy applies to students.

### **Administrative Guidelines:**

#### *I. Guidelines:*

- A. The student must show the following to qualify for temporary emergency housing
  1. Currently enrolled
  2. Attending classes
    - a. Or, in the case of incoming first year students, registered for upcoming term.
  3. Documentation of current housing issue.
    - a. In limited circumstances, this can be in the form of a written sworn statement.
- B. Living/housing conditions that may qualify a student to receive temporary emergency housing (when available)
  1. Homelessness
    - a. This includes individuals who are currently living in substandard housing such as motels, hotels, or campgrounds due to lack of alternative adequate accommodations.
    - b. Living in emergency or transitional shelters.
    - c. Individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.
  2. Imminent loss of primary nighttime residence (with proof of an eviction notice)
- C. Students are considered on a first come, first serve basis along with the severity of their living situation and the availability of space in the Residence Hall.
- D. Emergency Housing is granted for a 14 day cycle. The maximum stay granted is 30 days.

#### *II. Application procedure:*

- A. The written application must include the following information:
  1. Name
  2. Student ID Number
  3. Student's Manor email address
  4. Statement of why the student requires temporary emergency housing
  5. Evidence or sworn statement that the student is providing a truthful statement about their current housing issue.
- B. The written application must be submitted to the Vice President and Dean of Student Affairs at: <https://docs.google.com/forms/d/1jyI26tIIAu5XAA1TRQh6a9bziSOiFjUdS8imFVCBAzc/edit?ts=5d9b7728>
- C. The VP and Dean of Student Affairs and the Assistant Director of Residence Life will review the written application and determine if the student qualifies for temporary emergency housing and the availability of housing.
- D. Once a decision has been made, the Assistant Director of Residence Life will send a written notification through regular mail, email to the student's Manor email, or hand-delivery.
- E. An approval and temporary emergency housing accommodations is granted for up to 14 days stay in the Residence Hall. For an extension, the student must meet with the Assistant Director of Residence Life.
  1. An extension will be based on the viability of securing long-term housing within an additional 14 day cycle, as well as upon the student's noticeable commitment to continually work with Manor College to seek and utilize campus and area resources.
  2. Approval for an extension of 14 additional days will be determined by the VP and Dean of Student Affairs
- F. The VP and Dean of Student Affairs will notify the VP of Finance and Facilities of any approved temporary emergency housing accommodations within one business day.

#### *III. Obligations of the Student*

The student is required:

- A. To sign a Residence Life Housing Contract
- B. To abide by all policies as per the Student Code of Conduct.
- C. To meet with the Director of Counseling to develop a long-term housing solution.

#### *IV. Rights of the College*

- A. The College may institute additional policies at any time regarding the residence hall and campus. The student guest is expected to abide by them.





B. The College may remove the student at any time without notice. When feasible the College will provide early notice of termination, however in situations that require the quick removal of an individual based on violations of policy, threats to campus safety, and other reasons determined by the College, the College may remove the student immediately and without notice.

C. At no point does the acceptance of an application turn the relationship between the student and Manor College into a landlord/tenant relationship.

#### *V. Limitations/Restrictions*

A. No free meal plan/Board provided

B. No Guests

C. Limited space. Requests will be based on the severity of the need, on availability, and on the order in which the request came in.

D. No pets.

#### *VI. Fees*

A. A housing fee will not be charged during the stay. It is expected that the student will properly clean the room after they leave the Residence Hall. Any damage (outside of normal wear and tear) incurred during the stay will be billed to the student.

B. A meal plan is not included in the temporary emergency housing accommodation.

#### *VII. Sanctions*

A. Failure to comply with the above policy may result in disciplinary action, up to and including expulsion from the Residence Hall and/or expulsion from the College.

### **Threats or Acts of Violence Committed by a Student (SA 0104)**

#### **Statement of Policy:**

Manor College is committed to maintaining a safe and secure environment for students, faculty, staff and guests. The college prohibits all threats and acts of violence on its campus. The college encourages anyone who has been the subject of threats or violent behavior or who has witnessed such acts or behavior to immediately contact Manor College Public Safety.

#### **Scope of Policy:**

This policy applies to students, faculty, and staff. Administrative Guidelines:

#### *I. Manor Core Values:*

A. Manor College CARES about our students and our community, evidenced by our core values: Catholic Basilian Tradition of Community, Hospitality and a Global Vision of Humanity Academic Excellence Through Personalized Education, Effective Teaching and a Belief in Lifelong Learning Respect for the Dignity of Each Person Experiences that Transform Our Students Service to the Community

#### *II. Definitions:*

Violent behavior includes any behavior, whether intentional or reckless, that results in bodily injury to oneself or to another person and/or causes damage to property of another.

Threatening behavior includes any behavior, whether intentional or reckless, that may be interpreted by a reasonable person as intending to harm one's self or another person or property. Threats may be physical, verbal, or written and include communication through email, conventional mail, fax, texting, voicemail, telephone, or any other source or method of communication.

Violent or threatening behavior may include, but is not limited to:

- Physical assault upon a person;
- Threats to inflict physical harm;
- Possessing and/or carrying a firearm or other weapon while on Manor College premises as described by Manor College Policy No. PS 0102;
- Displaying a weapon or any object that could be interpreted to be a weapon in a threatening manner as described by Manor College Policy No. PS 0102;
- Using greater physical strength or size to intimidate another;
- Directing threatening language, hostile or abusive language toward another that communicates an intent to engage in violence and that would lead a reasonable person to believe that violent behavior may occur;
- Engaging in a pattern of bullying intended to intimidate another;



- Engaging in harassment and/or stalking behavior;
- Engaging in unwanted physical contact with another;
- Arson, vandalism, damaging or destroying the property of another.

### *III. Protection from Abuse/Restraining Orders:*

Protection orders are civil court orders that are intended to protect victims who have experienced or are in reasonable fear of physical violence, sexual assault or stalking by another individual.

All individuals who have a temporary or permanent Protection from Abuse Order or Restraining Order listing Manor College as a protected area must provide the Manor College Department of Public Safety with a copy of the order. Such individuals should keep a copy of the order on their person at all times. The Public Safety Department understands the sensitivity of this information and respects the privacy of the reporting person. Procedures are in place to maintain the confidentiality of the information however local law enforcement will be notified if, in the sole determination of the Public Safety Office, there is serious risk to person or property pursuant to this policy.

### *IV. Penalties for Violation:*

Any person who makes threats or engages in violent behavior while on Manor College property may be removed from the premises as quickly as safety permits. They may be required to remain off college premises pending the outcome of an investigation. Any student who violates this policy may also be subject to disciplinary action in accordance with college policies and procedures and which include, but are not limited to official warning, probation, suspension or dismissal from the college, parent or guardian notification, and fines and/or restitution. Such behavior may result in criminal arrest and prosecution.

### *IV. Policy References:*

#### A. Weapons Policy

### **Trespassing (SA 0113)**

ALL students should remain on Manor College property. This includes three buildings: the Basileiad Manor, Mother of Perpetual Help Hall (the Academic Building), and St. Josaphat Hall (which houses the Residence Hall), the grounds and parking lots. Students are NOT permitted to go on any property or grounds behind the Library Building for any reason. ANY student who does so will be considered to be trespassing. Trespassing is against the law and the owners and occupants of the adjoining properties may contact the authorities. The only exception is students enrolled in the Veterinary Technician programs who have scheduled assignments off campus.

Policy No.: GP 0109  
Former Policy No.: 29  
Issued: 08/02/2005  
Revised: 09/20/2017,  
07/25/2019

Policy No.: GP 0115  
Issued: 12/16/2020

### **VACCINATION GUIDELINES FOR FLU AND COMMUNICABLE ILLNESSES/DISEASES**

#### **Statement of Policy:**

Manor College is committed to improving and protecting the well-being of its community members, visitors, and volunteers. Due to the potential severity of the seasonal flu and communicable illness (such as COVID-19), Manor College strongly recommends and encourages all community members to get vaccinated.

#### **Scope of Policy:**

This policy applies to students, employees, independent contractors, and volunteers.

#### *Administrative Guidelines:*

#### *I. Guideline for annual flu vaccination*

- A. Routine annual influenza vaccination is recommended by the Centers for Disease Control and Prevention (CDC) for ALL

persons aged 6 months and older who do not have contraindications. A licensed vaccine appropriate for age and health status should be used. Consult your primary doctor.

- B. All Manor community members are strongly encouraged to receive the annual seasonal influenza vaccination in the fall.
1. Employees who wish to share their vaccination status, should notify the HR Director of their vaccination status by November 15.
  2. Students who wish to share their vaccination status, should notify the Director of Health Services of their vaccination status by November 15.

## *II. Guideline for a communicable illness vaccination (such as COVID-19)*

A. All Manor community members are strongly encouraged to receive relevant communicable illness/disease vaccinations according to the recommendation of their primary physician. In particular it is important to receive the relevant vaccination prior to the start of the fall semester, as there are a larger number of new members of Manor's community starting each year.

B. All Manor community members are strongly encouraged to receive the COVID-19 vaccination as soon as possible when it becomes widely available.

1. Employees are encouraged to share their vaccination status and should contact the HR Director.
2. Students are encouraged to share their vaccination status and should contact the Director of Health Services.

## **ANIMAL CONCERN/REPORTING PROCEDURE**

### **Statement of Policy:**

Manor College owns and cares for animals for the purpose of educating Veterinary Technician students as required by the American Veterinary Medical Association for accreditation.

### **Scope of Policy:**

This policy applies to all employees and students.

### **Administrative Guidelines:**

If a student, faculty, or staff member has concerns or questions regarding the care and use of the animals, they should contact:

### **Stephanie Marks, DVM**

Program Director of Veterinary Technology

Program Veterinary Technology

Phone: 215-885-2360 Ext. 2226

Email: smarks@manor.edu

## **Medical Single Policy**

### *Statement of Policy:*

The purpose of the video surveillance policy is to outline the rights and responsibilities of students, faculty and staff; to formalize guidelines on the acquisition and standardization of security cameras throughout the campus which is associated with video monitoring and recording systems on College property.

The Manager of Public Safety, along with the Vice President and Dean of Student Affairs and, as necessary, the College President will review all external (i.e., Police, Fire, FBI, etc.) requests to release records obtained through security camera surveillance for criminal investigation.

All recording or monitoring of activities of individuals or groups by campus security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

### *General*

- No audio shall be permitted.
- Unless being used for criminal investigations, all video camera installations should be visible.
- Signage posted on campus to give notice of recording.



- Video recordings may be used in code of conduct investigations and may become part of a student's educational record.
  - Video surveillance records will generally not be released to the public, students, general employee, and parent or law enforcement agency. The content of the video is a student and College educational record subject to administrative regulations regarding confidential student records (see <https://studentprivacy.ed.gov/fdq/fdq-photos-and-videos-under-ferpa>). While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

#### *Placement of Cameras*

The locations where cameras are installed may be restricted access sites such as a departmental computer lab; however, these locations are not places where a person has a reasonable expectation of privacy.

- Video camera positions and views of residential housing shall be limited to entrances, hallways, and common areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.
- Unless the camera is being used for criminal investigations, monitoring by security cameras in the following locations is prohibited:
  - Student dormitory rooms in the residence halls
  - Bathrooms
  - Locker rooms
  - Offices
  - Classrooms (not used as a lab-scientific & electronic equipment)

#### *Retention and Storage of Recordings*

- No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information, unless requested by Campus Security or law enforcement.
- Surveillance records shall be stored by individual departments and in coordination with Public Safety. All surveillance records shall be stored in a secure college centralized location for a period of two weeks and will then promptly be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Manager of Public Safety.

## **RESIDENCE LIFE POLICIES**

The following information pertains to Manor College students who reside in the St. Josaphat Residence Hall.

### **Occupancy**

#### *Admittance*

Students must have all financial obligations incurred for living in the Residence Hall met prior to moving in. The student has the full responsibility of communicating with the various departments such as Admissions, Financial Aid and Student Accounts to provide what is needed to assure they are cleared financially. This includes payments being made through a payment plan. The Residence Hall does NOT handle billing or financial aid matters. To protect the student from financial complications (debt collection, negative reports to credit agencies, etc.) verification that financial obligations are met is strictly enforced. In order to be admitted to the Residence Hall, students MUST submit a COMPLETED and official student medical form and immunization record. An emergency contact person is required and must be a parent or legal guardian. Students are required to update this information with the Residence Coordinator as changes occur.

#### *Age Requirements*

Students aged 26 years and older are not permitted to reside in the Manor College Resident Hall without special permission.

The following requirements must be met for students under 18 years of age in order to reside on campus:

- Meet with the Director of Student Engagement and Residence Life, and/or the Dean of Students, accompanied by their parent/s or guardian.
- Students under 18 years of age at the time they sign the contract must have a legal guardian dually review and sign the Manor College Residence Hall Room and Board Contract along with the student.
- Parental/Guardian consent denotes that the parent/guardian and the student have read this Agreement which is for a full

- academic year (or appropriate portion thereof) and agree to accept and abide by all of its terms and conditions.
- Should the student receive any conduct sanction, the parent/guardian will be notified immediately as FERPA does not apply to students under 18 years of age.

### *Break Housing Policy*

Thanksgiving, Winter, Easter, and Spring Break

Applications for Break must be submitted no later than two weeks before the final move out date. The weekly charge to remain on campus can be found here: <https://manor.edu/admissions/tuition-fees/> under Room and Board. Rates will be prorated for winter break, as it is not a full four weeks. This cannot be prorated for any other reason. Meaning you may not choose how many days and the charge. The fee is a flat fee that will be billed onto your student account. During your break stay you may still come and go like you do during the regular days, but guest policies remain the same for break housing. It is your responsibility to bring your guest down on time, if you are late security will report this to the RC, and you will receive a fine and loss of guest privileges, as well as the potential loss for future break housing.

We expect you to take necessary safety precautions for building security and your own personal safety. Security is present at all times as well, if you need assistance. Manor Colleges dining services are not open, but if you would like to purchase a food package for the break, you may work with the RC and dining to swipe for grocery items you may need before the break. Dining needs are the student's full responsibility. You have access to kitchens in the residence hall, and are responsible to maintain cleanliness of the facilities.

If for some reason you trigger the fire alarm, and it is deemed your responsibility, then you may be charged a fee for their service, which may be upwards of \$500.

Applications to stay during break, for break housing need to be submitted no later than two weeks ahead of time, and are subject to approval of the Assistant Director of Residence Life, and is determined by need and conduct.

*Break Housing Dates are as follows:*

Thanksgiving Break: Wednesday-Sunday

Winter Recess Break: Last day of finals-reopen date Easter Break: Wednesday-Tuesday

Spring Break: Dates Vary

- Make certain nothing is blocking the heater. Move all items 10-12 inches away from the heater.
- Keep all windows and curtains closed to keep out drafts.
- Use lights and personal electrical appliances sparingly.
- Make certain that the heat register is open by turning the knob to the left.

### **Medical Single Policy**

*Statement of Policy:*

Manor College is dedicated to providing access to its programs and services and supporting students with disabilities. There are a limited number of medical single rooms available for students with medical, psychological, psychiatric, mobility, visual or hearing impairment related conditions, whose conditions prohibit the student from living with a roommate.

*Scope of Policy:*

This policy applies to Resident students.

### **Administrative Guidelines:**

#### *I. Definition:*

A. Disability. In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on physical or mental disability. A student who self-reports a disability that requires single occupancy of a dormitory room must comply with all of the following procedures. The College will make all reasonable accommodations for such individuals. Determinations will be made on a case by case basis.

#### *II. Approval Process:*

A. A student requesting a Medical Single Room Accommodation in the Residence Hall must contact the Disability Services





Officer with the request and provide the following information at least four (4) weeks prior to move in:

1. A Doctor's Note from the student's doctor (who has no familial relations to the student and who is a trained, licensed medical professional who is qualified in the area of diagnosis and treatment) on the doctor's official letterhead stating the following:
    - a. The student's specific diagnosis;
    - b. A description of how the student's condition will be impacted by the student's participation in residential life; and
    - c. A description and recommendation as to how a single room accommodation will benefit the student.
  2. The following documents are not considered acceptable forms of documentation if submitted alone:
    - a. Diagnosis on prescription pads.
    - b. Self-evaluation found on the internet or in any print publication.
    - c. Research articles.
    - d. Correspondence from healthcare providers or insurance not directly addressed to Manor College.
    - e. Documentation of a disability alone, without justification, does not constitute grounds for a Medical Single.
  3. All medical information and treatment will be kept confidential.
- B. The student will then meet with the Disability Services Officer to review the above documentation.
- C. The Disability Services Officer will determine if the student is eligible to receive a Medical Single Room Accommodation.
- D. The Disability Services Officer will notify the Dean of Students of the determination within five (5) business days of having met with the requesting student and receiving the necessary documents. The Disability Services Officer will consult with the Dean of Students about the availability of a Medical Single Room.
- E. The Dean of Students will notify the student on whether or not the request of the Medical Single Room request has been granted within five (5) business days of receiving the determination from the Disability Services Officer.

### *III. Medical Single Room Awards:*

- A. Medical Single Rooms are awarded on a space available basis.
- B. Medical Single Rooms are awarded once a year. Students must provide updated documentation according to this policy, when requesting a renewal of a Medical Single Room.

### *IV. Temporary Medical Conditions:*

- A. Select injuries, surgeries or illnesses will not be considered a disability.

### *V. Sanctions:*

- A. Failure to comply with the above policy may result in disciplinary action, up to and including expulsion from the Residence Hall and/or expulsion from the College.

## **Moving Out**

It is the resident's responsibility to officially check out of their room. All residents must arrange a checkout time at the end of each academic semester, if permanently exiting mid-semester, or for a room change. During this time the Residence Hall staff will note any damages on the Room Inspection Form. Failure to complete the move out process will result in a \$35 fine. Room keys must be turned in if the resident is permanently exiting the Residence Hall or exiting at the end of the spring semester.

- Room keys must be turned in.
- Rooms are to be left in the same condition they were in upon entering.
- Refrigerators must be defrosted and cleaned.
- All trash must be removed from the room.
- Resident/s will be charged for any room damages that occurred while they were occupying the room and for any missing keys or room furnishings.
- Checkout procedures are the responsibility of each resident. A friend or roommate may not check out for a resident.

## Opening and Closing of the Residence Hall

Dates and times of the Residence Hall opening and closing will be posted in the Residence Hall. No student may remain in the Residence Hall after a scheduled closing time or enter the Residence Hall before the scheduled opening time without special permission from the Assistant Director of Residence Life.

## Room Conditions

Manor College is a private Catholic College founded by the religious Sisters of Saint Basil the Great, who follow the teachings of the Catholic Church and the Catholic values of respect and reverence for the unique dignity of the human person. These values teach that human sexuality is a God-given gift which is not to be trivialized. Therefore, the proper context for sexual union is an all-encompassing union of life within the sacred context of marriage. All behavior in Manor College's Residence Hall is to be governed by these core values.

## Room Assignments

- All housing is based upon availability of spaces.
- To be eligible for on-campus housing, a student must be full-time. A student who drops to part-time status may remain in the residence hall only if they are in good academic, disciplinary and financial standing, and with the permission of the Assistant Director of Residence Life.
- Returning students will have the opportunity to request their room during the spring semester. Priority is then given to new full-time students, according to the date that the housing deposit is received by the College.
- Room assignments for new students will be made during the summer months.
- Because of limited residential space, Manor College cannot guarantee on-campus housing.
- Students with special circumstances that would necessitate their living on campus may petition the Assistant Director of Residence Life, in writing, for a higher priority for housing than the policy might otherwise stipulate.
- Students who live within a commutable distance may be asked to consider commuting for a semester or more, until such time as a room assignment is available.
- Students will be permitted to begin residency only upon full payment of their bill and submission of both a completed vaccination record, including the meningococcal vaccination, and a completed health form, signed by the student and physician (and parent, if required).

The Assistant Director of Residence Life makes room assignments according to students' requests whenever possible. Residents who find themselves without a roommate during the semester will be asked to accommodate another student.

## Term Switch

- If your roommate moves out of your room, you will have 14 days to complete room consolidation.
- The Assistant Director of Residence Life will appoint you a new roommate and the two students must consolidate into the appointed room.

## Room Changes

Room changes may be permitted during the first two weeks of the fall semester and at any other time designated by the Assistant Director of Residence Life. In order to change rooms, residents must fill out a Room Change Request Form at which time a Room Inspection Form will be completed. Keys must be returned to the Security Information Officer. Furniture cannot be removed from any room or public area. The Assistant Director of Residence Life approves all room changes and has the right to make room/ roommate changes for the welfare of the Residence Hall and its residents. No resident is allowed to move without going through the proper procedure.

## Policies and Procedures

### Alcohol and Drug Policy

The Alcohol and Drug Policy can be found here: [INSERT LINK](#). In addition, Resident Assistants will review the Manor College Alcohol and Drug Policy with ALL resident students at floor meetings. There will be TWO MANDATORY educational programs on Drug and Alcohol Abuse per academic year. Resident students not attending these sessions may receive a fine or conduct violation.



## General Policies

### Assistance Animal Policy

#### *Statement of Policy:*

The College is committed to providing access to its programs and services, and as such, the College permits qualified students with disabilities to have an Assistance Animal as a reasonable accommodation in the College Residence Hall. An Assistance Animal will be permitted to live in a student's personal residence provided it is in compliance with this policy.

#### *Scope of Policy:*

This policy applies to current Resident students.

### Administrative Guidelines:

#### *I. Definition:*

A. Assistance Animal: As defined by the U.S. Department of Housing and Urban Development an Assistance Animal is "an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability." Assistance Animals are not Service Animals as defined by the Americans with Disability Act. Please see the Service Dog Policy – GP 0104.

Dangerous, poisonous, illegal and any other animals that pose a direct threat to the health and/or safety of the campus community will not be permitted as Assistance Animals. Exotic Animals banned by the USA and/or the Commonwealth of Pennsylvania will also not be accepted as an Assistance Animal.

Size restrictions may also apply.

B. Emotional Support Animal (ESA): Assistance Animals that provide emotional support to alleviate one or more identified symptoms or effects of an individual's disability. Animals whose sole function is to provide comfort or emotional support are Emotional Support Animals.

C. Owner: The Owner is the resident student who has an approved Assistance Animal in College housing under this policy.

D. Pet: A pet is an animal kept for pleasure and companionship. Pets are not considered as an Assistance Animals or Service Animals. Pets are not permitted on College property without proper authorization.

#### *II. Requirements of an Assistance Animal and their Owner:*

A. Under Control of Owner: The Owner must be in full control of the Assistance Animal at all times. The care and supervision of an Assistance Animal is solely the responsibility of its Owner. The Assistance Animal must remain in the Owner's residence hall room at all times, with the exception of when the Assistance Animal must relieve itself and during the transportation to and from campus. Assistance Animals are not allowed in any of the other campus buildings. During transportation, the Assistance Animal must be leashed or in an appropriate crate or carrier (if applicable) when being transported to and from the student's residence hall room.

B. Health: The Assistance Animal must be in good health according to medical and governmental standards. The Assistance Animal on campus must have an annual clean bill of health from a licensed veterinarian. The Assistance Animal must receive all required and recommended immunizations against diseases in accordance with local ordinances and regulations.

C. Licensing: The animal must be appropriately licensed or permitted in accordance with Jenkintown township and Montgomery County, Pennsylvania.

D. Cleanup Rule: a) Always carry equipment sufficient to clean up the Assistance Animal's excrement (e.g. urine, excrement, fur, cage shavings, etc.); b) Never allow the Assistance Animal to defecate on any property, public or private, unless the Owner immediately removes the waste; c) Properly dispose of the excrement.

The Owner must remove and properly dispose of Assistance Animal's excrement, which must be placed in a sturdy plastic bag before disposal and must be disposed of in a designated outside trash receptacle.



### *III. Approval Process:*

A. A student requesting an Assistance Animal to live with them in the Residence Hall must contact the Director of Academic Support and Retention with the request with the following information four (4) weeks prior to move in:

1. A Doctor's Note from the student's doctor on the doctor's official letterhead stating that the student requires an Assistance Animal. If the disability is not readily apparent or known, the Doctor's Note should include the disability and the student's disability-related need for an Assistance Animal.

- a. A note on a prescription pad will not be accepted.

2. Recent Veterinary Records (within the last 12 months), including but not limited to veterinary notes, animal behavioral notes and any documentation of the Assistance Animal being exposed to a communicable disease.

3. A Veterinary Note from the Assistance Animal's licensed veterinarian stating that the Assistance Animal has a clean bill of health and that it has received all required and recommended immunizations against diseases in accordance with local ordinances and regulations. This Veterinary Note must be dated within 60 days of request by a licensed Veterinary.

B. The Disability Services Officer and the Dean of Students must consider the following (as per the U.S. Department of Housing and Urban Development requirements):

1. "Does the [student] seeking to use and live with the animal have a disability – i.e., a physical or mental impairment that substantially limits one or more major life activities?"

2. "Does the [student] making the request have a disability-related need for an assistance animal? In other words, does the animal work, provide assistance, perform tasks or services for the benefit of the [student] with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a [student's] existing disability?"

C. If the answer to either of the above questions is "No", then the College may deny the Student the request for an Assistance Animal.

D. An Assistance Animal will qualify as a 'reasonable accommodation' when that animal is necessary to afford the student equal opportunity to use and enjoy a dwelling, assuming that the use of the animal does not pose a direct threat.

E. The Dean of Students will provide an approval or disapproval notice within five (5) business days of the student's request.

F. An approval of an Assistance Animal, does not mean that the Owner will be placed in a Single Occupancy Room.

### *IV. Additional Conditions:*

A. The Owner is responsible for ensuring the safety of their Assistance Animal and the College community. If it is suspected that an Assistance Animal is being neglected, mistreated, has been abandoned, or that in any way constitutes a threat to the community, the College may contact the local Animal Control Unit or the police.

B. Any confinement that, in the opinion of a licensed Veterinary, constitutes inhumane or life-threatening treatment to the animal will not be permitted.

C. Assistance Animals may not be left overnight in the Residence Hall without the Owner being present. Owner must make arrangements for the removal and care of an Assistance Animal while the Residence Hall is closed for breaks. Please note that the care for an Assistance Animal is not on its own a valid reason to receive permission to stay on campus when the College Residence Hall is closed.

D. Assistance Animals are not permitted to display behaviors or create noises that are deemed disruptive to others unless said noise is specifically part of the needed disability service to the Owner and the disruption is not so great as to violate other policies, such as curfew, quiet hours, etc.

E. If the Assistance Animal is a small animal (not a cat or dog), it must be in a cage or aquarium with no damage as to ensure that the animal does not escape.

F. The Owner is financially responsible for the Assistance Animal, including for any bodily injury or property damage caused



by the Assistance Animal. This may include replacement of furniture, carpet's and the costs of damage to other College-owned property. The Owner will also be responsible for all damages the Assistance Animal does to the Owner's roommate's or others' property or for any personal injury.

#### *V. College Responsibilities:*

A. The College may use pesticides, pest control devices, cleaning supplies and other materials for maintenance and operation of the College. The College will make an effort to notify the students in advance of any of the above uses in the Residence Hall. The College is not responsible/liable for harm to an Assistance Animal on campus.

#### *VI. Removal of an Emotional Support Animal:*

A. Disruption: If an Assistance Animal is unruly or disruptive, (e.g. making loud noises) then the Owner may be asked to remove the Assistance Animal from College facilities.

B. Ill or Poor Health: An Assistance Animal that is ill or in poor health should not be taken into public areas. An Owner may be asked by the College to remove the Assistance Animal from the Residence Hall if the illness is severe enough or a hazard to the campus community.

C. Safety: If an Assistance Animal's behavior poses a direct threat to the health or safety of others, it may be excluded regardless of training or certification.

#### *VII. Guests:*

A. Only Assistance Animals that provide assistance to a guest with a physical disability will be allowed to bring their Assistance Animal on campus with prior notification to Public Safety. No guests are permitted to bring ESA's into the Residence Hall.

#### *VIII. Sanctions:*

A. Failure to comply with the above policy may result in disciplinary action, up to and including expulsion from the Residence Hall and/or expulsion from the College.

#### *IX. Policy References*

A. Service Dog Policy - GP 0104

### **Babysitting**

Babysitting is not permitted in the Residence Hall under any circumstances. All children under the age of thirteen must be supervised by the visiting adult at all times and are not permitted to stay in the Residence Hall overnight under any circumstances.

### **Biohazardous Matter Clean Up**

The clean up of blood, urine, feces, condoms, or vomit) will result in a \$100 fine per instance. If the incident was accidental and an attempt was made to clean up, no charge will occur. Situations that are accidental will be looked upon differently than ones that are purposeful. For example, a person who had a nose bleed and bled in the bathroom will be treated differently than an injury, resulting in blood loss, due to drunkenness or violence.

### **Conservation**

It is important, especially during the coldest periods of the year, that students use electrical energy wisely. The following suggestions will assist in the conservation of heat:

### **Electrical Appliances**

All appliances must be UL listed. Cooking is not permitted in the Residence Hall rooms (with the exception of Micro-Fridge use). All extension cords must be UL listed and surge protected with built-in circuit breakers. Overloaded extension cords and cords under rugs are not allowed. Appliances permitted in resident rooms: Small lamps, heating pads, small fans, TV/VCR/DVD, computers, radios, electrical power surge strips, grooming aids with auto shut-off, micro-fridges provided by the College.





Appliances NOT permitted in resident rooms: Heating and immersion coils, space heaters, electric cooking devices (i.e. hot plates, skillets, toasters, toaster ovens, popcorn poppers, Foreman grills), air conditioners, electric blankets (unless medically necessary - doctor's note is required), free-standing halogen torchiere lamps, and electrical items with frayed wires. Also NOT permitted in resident rooms are electrical grooming aids without auto shut-off (hair curlers, flat irons, etc.). Ironing should be done in common areas or laundry rooms and not in resident rooms.

## **Email**

Students residing in the Residence Hall must establish their Manor College e-mail account within 24 hours of occupying their rooms, at the beginning of the semester. (Instructions to achieve this are made available on the Manor Website, and in the Computer/Study Room 104, on the first floor of the Residence Hall.) Failing to establish a Manor College e-mail account will not be considered an acceptable excuse for not knowing information issued by staff and/or faculty of the college.

## **Family Visitation**

Families may visit resident students in their rooms. The resident student must register their family members using the sign-in procedure at the Security Department Main Desk. Additionally, all family members age 13 and older MUST present a photo ID to enter the Residence Hall. If a family member does not have a picture ID card, they must still be signed in, but can visit only in the social lounge on the first floor. Please see the Assistant Director of Residence Life for arrangements for overnight housing.

## **General Courtesy**

Standards of common courtesy and respect for the rights of others are essential. Student behavior that infringes on the rights of others is not acceptable. Each resident has the right and is encouraged to directly ask students who are engaging in disruptive or inappropriate behavior to stop. If the problem is not corrected, the resident should contact a Residence Hall staff member. Violators will be held accountable.

## **Guest Policy**

The guest policy provides resident students with the opportunity for informal social interaction and interpersonal growth. The College views any visitation within the Residence Hall as a privilege. This privilege, however, may be revoked if safety, privacy or any other concerns warrant such action. It is expected that each resident and her/his guests will conduct themselves with respect for the rights of others. All guests must adhere to General Campus and Residence Hall Policies. Resident students are responsible for the actions of their guests. Resident hosts must remain with their visitors at all times while in the Residence Hall. The resident student must personally sign in their guests at the Residence Hall 24-hour Security Office Window. Students MUST personally escort their guests back to the Security Station at the end of their visit.

Each Residence Hall Student may sign in a maximum of two visitors at any one time.

- Female guests are not permitted to use the male restrooms and male guests are not permitted to use the female restrooms.
- Male residents are permitted on the female resident floor(s) and female residents are permitted on the male resident floor only during visitation hours.
- Each room may have two guests per resident (of the room). Example: A double room may have only four visitors at a time, but only if both roommates are available.
- In the event of a predicted snowstorm, non-residents will not be permitted to be signed in for visitation.
- Violations or misuse of policies will result in suspension of guest privileges.
- The Assistant Director of Residence Life has the right to cancel visitation at any time.

All guests (friends and family members), when visiting the residents' rooms, must leave a copy of their picture ID card with the Public Safety Officer on duty at the Residence Hall 24-hour Public Safety window. Visitors with no picture ID will only be permitted to be signed in to visit the lounge on the first floor. However, subject additionally to the Children on Campus policy, minors who are vouched-for and signed-in relatives of resident students, may be present in the residence hall, but only if accompanied at all times by the resident student and their parent(s) / guardian(s) in the residence hall. All non-resident Manor students visiting the dorm must leave their Manor College student ID with Security Office upon entering.

## **Overnight Guests**

- No overnight guests will be allowed in the Residence Hall during midterms and finals.
- No overnight guests under 18 years of age are permitted.
- Overnight guests are welcome in the Residence Hall Thursday through Saturday only.
- All overnight guests must be signed in by 12 midnight. All overnight guests must leave by 12 noon. Students must personally



escort overnight guests back to the Security station, and/or they must be re-signed in as a day guest for four additional hours only.

**\*NO STUDENT MAY SUBLEASE OR RENT OUT THEIR ROOM AT ANYTIME. (Violations of this will result in immediate dismissal of the Residence Hall)**

Permission from the roommate, a written request from the host student and authorization from the Assistant Director of Residence Life are all necessary. Forms are available at the Assistant Director of Residence Life's Office. The authorization form and request form must be submitted at least 24 hours in advance.

An individual who does not reside in the Residence Hall may stay in the Residence Hall no more than two consecutive nights and a maximum total of eight (8) overnight stays are allowed per semester, regardless of whose guest they are. For example, if an individual stayed one night with eight (8) separate resident students in one semester, that person would not be allowed to stay overnight in the Residence Hall for the rest of that semester.

## **Visitation**

### **Hours**

- Sunday -Thursday from 10:00 a.m. – 11:00 p.m.
- Friday - Saturday from 10:00 a.m. - 1:00 a.m.

Visitors are allowed in the residents' room for the duration of the day when they sign in at the security desk. Guests must have a picture ID to be copied by security. No visitors or overnight guests are permitted during midterms and finals with the exception of the Student Lounge or Computer Lab. Commuters using the Residence Hall Computer Lab and Student Lounge during these times should do so for the purposes of studying, completion of assignments and general computer research only.

Non-resident students must vacate the Residence Hall no later than 11:00 PM Sunday through Thursday, and 1:00 AM Friday and Saturday, unless utilizing the Student Lounge or Computer Lab for study purposes or as otherwise stated (i.e., during midterm and final exams, hazardous conditions, etc.).

## **Hall Sports**

For safety, playing sports and bouncing or throwing balls in the Residence Hall is prohibited.

## **Hallways and Stairwells**

All stairwells should be kept clear and allow for easy passage at all times. Resident students and their guests are not permitted to socialize in the stairwells due to fire safety regulations. No personal property should be stored in the hallways at any time. An item not removed after one warning will be confiscated.

## **Housekeeping Personnel**

Housekeeping is responsible for maintaining the public areas in the Residence Hall: hallways, lounges, kitchens, bathrooms, and stairwells. Housekeeping is not responsible for cleaning resident rooms or emptying waste baskets from resident rooms.

## **Inspection**

Room inspections are conducted on an as-needed basis. Resident Students whose room inspections fail will have 24 hours, or less, to correct the issues indicated, in order to avoid fines and/or sanctions. Resident Students who do not maintain a clean room free of garbage and debris will be subject to possible fines and/or sanctions.

## **Keys**

Upon entering the Residence Hall, all residents are issued a room key. If the resident should lose their key, they must notify the Assistant Director of Residence Life. If a key is broken off in the key core, the resident will be responsible for the cost of a new key core and key, plus any other costs involved. Total charge will be determined by the locksmith at time of service. A fee of \$25 will be charged for lost keys.

## **Lock-Outs**

If a resident is locked out of their room, they must go to the Public Safety desk for assistance. A Public Safety Officer, the Assistant Director of Residence Life, or a Resident Assistant may let a student into the student's assigned room. No individual will be granted access to a room that they are not assigned to. The RC reserves the right to impose lockout charges if lockouts become a burden to security and staff.

## **Mail Delivery**

Mail can be picked up from the Residence Coordinator's Office during office hours only. Large packages and boxes can be picked up from the College Receptionist in the Library Building.

## **Mandatory Meetings**

Residents must attend all mandatory meetings. Failure to do so is deemed a violation and will result in appropriate sanction.

## **Meal Plan**

Included in your room and board charge for use in the dining hall. All unused meal plan dollars are non-refundable and expire at the end of the term.

## **Medical Policy (SA 0204)**

Notification of an emergency room visit will be made to the parents or legal guardians of any student requiring hospital treatment for medical or mental health emergencies. Residents who have a physical and/or psychological condition that may subject them or others to a health risk or physical danger may be required by the College to follow certain guidelines in order to remain in the Residence Hall and/or at the College. These requirements may include, but are not limited to, obtaining proper medical treatment, and providing certification by a licensed, approved health care provider that the student has no communicable disease and not other restrictions to living in the residence hall or attending class.

In order to return to the campus and/or the Residence Hall from an extended or serious illness or psychological crisis, a student must provide a doctor's note with signature and contact information, and any other required documentation releasing him/her to return to the Residence Hall and College. This will be reviewed by the appropriate staff member/s including: the Dean of Students, the Health Services Coordinator, the Assistant Director of Residence Life, and the Director of Counseling Services.

Residents with highly communicable diseases (which may include, but are not limited to: Measles, Meningitis, Mumps, German Measles, and Chicken Pox) MUST leave the campus for the duration of the disease. Resident students will be assisted in making necessary arrangements to notify parents or guardians. Residents with diseases of lower communicability (which may include, but are not limited to, hepatitis, HIV, AIDS) will be dealt with on an individual basis.

## **Medical Form / Immunization Record**

Prior to entering the Residence Hall, all residents are required to have a physician complete the Manor College Medical/Immunization Form, including the Meningitis vaccination form. All residents are required to have the following: Tetanus/Diphtheria; MMR #1; MMR #2; PPD; Hepatitis B #1; #2; #3; Meningitis; & Rabies #1; #2; #3 (Rabies for Veterinary Tech Students only). NO STUDENT WILL BE PERMITTED TO MOVE INTO THE RESIDENCE HALL WITHOUT THE COMPLETED MANOR COLLEGE MEDICAL FORM.

## **Medications**

All students are responsible for their own over-the-counter and/or prescribed medications. All personal medications must be kept in a safe and secure place. It is against the Manor College Drug and Alcohol Policy for students to share with or sell their prescription medication to others or to be in possession of prescription medication that is not expressly labeled for their use. Please keep medications in the original container.

## **Parking**

All students residing in the Residence Hall MUST register their cars with the Assistant Director of Residence Life and Security. Manor is not responsible for any damage to your car or for any theft of the car or its contents. Cars should be locked at all times.



## **Pets**

Pets are not permitted in the Residence Hall.

## **Quiet Hours**

It is the responsibility of all residents to keep noise to a minimum. Each resident has the right to reasonable quiet for studying purposes and for rest. Residents have the right to request that other residents control their noise. If the student making noise does not comply with the request, the student who made the request should inform a Residence Hall staff member who will pursue the matter. Violators of this policy are subject to disciplinary action.

**Quiet hours are Sunday-Thursday from 11:00 p.m. - 10:00 a.m. and Friday and Saturday from 1:00 AM – 10:00 AM**

**Quiet Hours are in effect 24 hours during Midterms and Finals. Violations during 24 Hour Quiet Hours will result in a fine.**

*The following should be practiced during Quiet Hours:*

- No shouting in or near the building.
- Keep voices at a normal volume in hallways, bathrooms, stairwells, and on the benches outside the Residence Hall.
- No running or boisterous behavior in the halls or stairwells.
- No loud conversations in front of the Dental Center.
- No loud music that can be heard outside of residents' rooms.
- To control noise after midnight, students are not permitted to congregate near the Residence Hall. When leaving the grounds after 12 midnight, students are requested to do so quietly.

*Noise is considered too loud when:*

- It can be heard outside a room with the door closed.
- It can be heard at the other end of the hallway.
- It can be heard on the floor above or below.
- It is produced inside the Residence Hall and can be heard outside.
- It is produced outside and can be heard inside the Residence Hall or any other campus building.

Conduct and Outside Noise (from 11:00 pm to 10:00 am)

Expectation of Residence Hall students while on Manor College grounds (including sitting or riding in a vehicle): Refrain from using abusive and profane language, engaging in provocative or sexual activities, participating in the distribution and/or consumption of any illegal substance, including alcohol. (See Appropriate Behavior under General Campus Policies.)

## **Refrigerator Rentals**

Micro-fridge units are provided in each room. Personal refrigerators are not permitted. Students are responsible for keeping the unit clean and not abusing its purpose. Failure to do this will result in charges for damages.

## **Room Repairs**

Requests for room repairs should be submitted via the Manor College web page at <https://manor.edu/student-life/live-on-campus/work-order-fix-it-form/>.

## **Room Responsibility**

Students are responsible for their room and furnishings. All rooms are furnished with a bed, dresser, and desk, chair. No furniture may be removed from the room. Items are not allowed to be screwed or nailed to walls, ceilings, or doors. Beds are not permitted to be dismantled nor may mattresses be placed on the floors. For safety, no beds may be placed on each other or on furniture to form a "bunk bed". Failure to comply with this policy will result in a fine. Posters and other items to be displayed on walls and doors must be attached with painters tape only. Damages to the wall can result in assigned fines to fix damaged walls.

## **Social Lounge**

Open 24 hours to all Manor College students. Commuters will not be allowed to visit resident's rooms without being signed in as a guest with a resident. After midnight, the volume of the television will be lowered and the Social Lounge door will remain open. Sleeping is not permitted in the Social Lounge. Lights are to remain on except for RA Sponsored movie nights. Commuters using



the Student Lounge after quiet hours should do so for the purposes of studying, completion of assignments and general computer research only. Residential Life staff reserves the right to deny commuters access to the lounge and may ask commuters to leave if behavior or activity is deemed as disruptive or not beneficial to the residence hall community at that time.

## **Storage**

The Residence Hall does not provide storage space for students' personal belongings.

## **Window Screens**

Window screens should not be removed or tampered with. If a screen is damaged, the resident/s will be charged for the replacement of the screen.

## **Fees and Fines**

### *Fees*

The Student Accounts Office handles ALL BILLING.

## **Liability for Damages**

Damage done to the College's property by resident students or their guests is the full responsibility of the resident students. Resident students causing damages will be charged for repairs and may be subject to further disciplinary action. When damage is in public areas and the resident or residents responsible for the damage cannot be ascertained, assessment will be in the following ways:

- Damage occurring on a specific floor is charged equally among all members of the floor.
- Damage occurring in public areas and the social lounge is charged equally among all members of the entire Residence Hall.

Examples of fines and charges that can be accrued:

### **Late/Improper Check-Out:**

- Late Check-Out (without RC's permission): \$25
- Improper Check-Out: \$50

### **Lock Charges:**

Lock Out (2 free lock outs per semester): \$10

- Lost Key: \$25
- Lock Change: \$60
- Key Core Replacement: per Locksmith

### **Health and Safety Infractions:**

- Tampering with Smoke Detector: \$50/person
- Refusal of Health and Safety Inspection: \$75/person
- Biohazardous Matter (clean up of blood, urine, feces, condoms, or vomit) \$100 per instance

### **Replacement Fees:**

- Broom/Mop: \$15
- DVD: \$20
- Board Game: \$15
- Outdoor Game Equipment: \$20

### **Room Condition:**

- Trash Clean Up: \$10/trash bag
- Residue on Walls/Ceiling (tape, sticky tack, stickers, command strips, etc.): \$10/wall
- Residue on Deck/Dresser: \$10





- Sweep/Mop: \$10
- General Fridge Cleaning: \$10
- Deep Fridge Cleaning (ex. Mold): \$25/person
- Microwave Cleaning: \$10
- Broken Door: Charges as appropriate to level of damage
- Broken Window Screen: Charged as appropriate to level of damage
- Broken Window: Charged as appropriate to level of damage
- Tear in Mattress: Charged as appropriate to level of damage
- Hole in Wall: Charged as appropriate to level of damage
- Broken Furniture: Charged as appropriate to level of damage
- Other Damages: Charged as appropriate to level of damage

**All fees are subject to change.**

## **Safety and Security**

### **Bag Checks**

Public Safety officers will conduct random bag checks throughout the year. This policy applies to both students and visitors to the Residence Hall. Items checked will include book bags, gym bags, luggage, laundry hampers, pocketbooks, boxes, grocery bags, and any containers brought in or out of the dorm when the contents cannot be clearly seen and identified. All checks are recorded by the security officer with student or visitor name, time, and date. Refusal of bag checks will result in disrespect for authority violation.

## **Emergency Contact Information**

Students are required to inform the Residence Coordinator, in writing, and, as soon as possible, about any changes to the parent/legal guardian contact information.

## **Fire Drills**

Evacuation - Residence Hall – Resident students are responsible for familiarizing themselves with the Fire and Emergency Evacuation Procedures, as well as all emergency procedures listed in the handbook. Lives depend on every member of the Manor community knowing how to respond in emergency situations. Fire drills are conducted on a regular basis in the Residence Hall and planned by the Chief of Public Safety and the Assistant Director of Residence Life according to State law. The Assistant Director will also be responsible for twice yearly fire safety training for residents. In addition to knowing and following the directives given under Emergency Procedures, the following information is specifically for resident students.

When the Fire Alarm is sounded, you and any guests you may have **MUST EXIT IMMEDIATELY** – regardless of whether it's food fire, fire drill, or fire. **NEVER** listen to anyone suggesting staying behind in the room when the alarm is sounded. **YOU MUST EXIT.** ALL occupants of the building must immediately evacuate in a quick, calm, orderly manner via the nearest exit. Please refer to the fire map located in each room. If exits are blocked, stay near a window and yell for help.

Once you exit, **YOU MUST GO TO THE BASKETBALL COURT. YOU MUST GET AWAY FROM THE RESIDENCE HALL BUILDING.** Do not stand in front of the building. Do not go to your car. Do not attempt to leave campus, either on foot or in a vehicle. Roll call will be taken at the tennis court to make certain everyone has exited the building.

No student is permitted to re-enter the building until the Assistant Director of Residence Life or a designee has given the "all clear" signal.

Any student who does not exit the building in response to a fire alarm will receive a sanction and a fine.

Fire Safety - Please see Dangerous Materials and Tampering with Safety Equipment under Major Violations.

- All persons entering the Residence Hall must **ALWAYS** leave their ID cards with the Security Officer on duty at the Residence Hall 24 hour Security Office window.
- No ID in the box could result in a **SERIOUS TRAGEDY** during a fire. It indicates a student is not in the building, when the student might actually be in her/his room sleeping. Avoidable tragedy could result.
- Open Flame Devices including but not limited to candles, incense, potpourri pots, and oil burning lamps, are prohibited in the Residence Hall, even if only for decorative purposes.



- **Holiday Decorations:** Natural Christmas trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed. Holiday decorations that are considered excessive and a potential fire hazard are prohibited. (See the Assistant Director of Residence Life for approval of any questionable decorations.)

## **ID Cards-Resident**

All Resident Students are required to possess a Manor College Student ID card.

**Lost ID Cards** - In the event a resident student loses their ManorCard, a Temporary ID card will be issued, which will be valid until the following business day. The student must return the Temporary ID card to the Security Services Office, Room 103, by the due date indicated on the Temporary ID card, and either produce their Permanent ID card, or obtain a new one. Resident students who fail to return their Temporary ID card by the due date will be issued a new Permanent ID card, and the Temporary ID card will be taken and logged in as returned. A fee of \$10.00 is charged for lost Temporary ID cards.

If you believe your ManorCard is lost or stolen and cannot be found, simply visit the Web Account Care Center at <https://manor.campuscardcenter.com> to deactivate your account, or call 215-885-2360 x274 to have it deactivated for the safe-keeping of your accounts.

If you find your ManorCard after it has been reported lost, you may reactivate the Blue Jay Bucks account if (1) the re-activate request is received within two days of the card being suspended and (2) a new card has not yet been issued. You can reactivate your Blue Jay Bucks account at the Web Account Care Center by visiting <https://manor.campuscardcenter.com>

## **Illness and Absence**

Students are required to report all illnesses and absences to the Assistant Director of Residence Life or Resident Assistant as soon as possible. If prolonged absence is necessary or planned, students must notify the Assistant Director of Residence Life and the Dean of Academic Affairs. If a Resident Student becomes aware of the need for an extended absence from the Residence Hall (24 hours or more), you are asked to contact the Assistant Director of Residence Life as soon as possible to advise him/her of your absence. This can be done via e-mail or by calling 215-885-2360 ext. 3295, between the hours of 9:00am and 5:00pm. After 5:00pm and before 9:00am, you should contact the Campus Security Department directly, at 215-885-2360 ext. 3292.

## **Main Entrance Access**

For security reasons, the outside door will be locked at all times. Students must use the doorbell to enter the Residence Hall. All other access doors are locked and alarmed. These doors are used for emergencies and fire drills only.

## **Parking Lot**

For safety reasons the Speed Limit for the Parking Lot is 10mph. Any violations will result in fine. Local police departments might be notified for repeated offenders.

## **Right of Entry/Room Search**

While the office of Residence Life makes every reasonable attempt to respect students' privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, Residence Life personnel will limit room entry to the following instances:

1. **Health and Safety Inspections** - To adequately maintain the residential facilities, health and safety inspections are conducted to ensure a clean environment and that no policy violations are occurring.
2. **Administrative Searches** - Administrative searches are conducted because of suspicion that a college rule or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Dean of Students, Resident Coordinator, or Manager of Public Safety. The student whose room/belongings are in question shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search. Administrative searches are not generally conducted for the purpose of criminal prosecution.
3. **Facility Work** - to provide routine, emergency, or preventative custodial and/or maintenance work.



4. Personal Emergencies - to respond to an indication of danger to life, health, or property.

5. Policy Violation – to respond when there is reasonable cause to believe that a violation of College or Housing policy is occurring.

Only authorized college personnel are permitted to conduct room searches. When it is necessary for authorized college personnel to search a student's room when an occupant is not present, two authorized college personnel must observe the search

Residence Hall staff have certain rights to enter a resident's room without the resident's permission if there is reasonable cause to believe that the College rules are being violated and/or medical or maintenance emergencies need immediate attention. For safety reasons, during dorm closings, the Assistant Director of Residence Life will enter every room to make certain that all electrical appliances have been removed from their outlets and check that all windows are properly secured and smoke detectors are working properly.

## **Room Security**

Room Security is very important for the protection of all residents' personal belongings. It is mandatory that students keep their doors locked when leaving their rooms for any reason, even for a short length of time. Failure to do so will result in sanctions and/or fines. Manor College is not responsible for the loss, damage or theft of any personal belongings under any circumstances.

## **Resident Hall Probation and Dismissal Policies**

Resident Hall Academic Probation and Dismissal Policy Scope of Policy:

This policy applies to students.

### **Administrative Guidelines:**

#### *I. Manor Core Values:*

A. Manor College CARES about our students and our community, evidenced by our core values: Catholic Basilian Tradition of Community, Hospitality and a Global Vision of Humanity  
Academic Excellence Through Personalized Education, Effective Teaching and a Belief in Lifelong Learning Respect for the Dignity of Each Person  
Experiences that Transform Our Students Service to the Community

#### *II. New Resident Student Minimum GPA Requirement*

New students interested in residing in the St. Josaphat Residence Hall at Manor College must have a high school or transfer GPA of 2.0 or higher.

### **Statement of Policy:**

This policy provides staff, faculty, Program Directors, Department Chairs, Deans, and the Vice President for Academic Affairs at Manor College with the definitions of each level of academic deficiency students must meet to reside in the Manor College Residence Hall.

#### *III. Academic Warning*

When a student has earned a GPA below 2.0 for 1 semester, they are placed on Academic Warning. The student receives a letter from the Registrar's Office outlining their academic status and requesting that they meet with their assigned academic advisor. The Assistant Director of Residence Life will be notified and student will be placed on Residence Hall Academic Warning. When a student has earned a GPA below 2.0 for two (2) consecutive semesters or earns a 0.00 GPA for 1 semester, they have placed on Academic Probation. An academic improvement plan is created and supervised by the student's academic advisor. The student receives a letter from the Registrar's Office outlining their academic improvement plan:

1) the student will be registered for less than 15 credits, 2) the student will be mandated to attend regular tutoring, and 3) the student must meet with their academic advisor at least 2 times during the semester.



#### *IV. Academic Probation*

The student receives a letter from the Assistant Director of Residence Life informing them of their Resident Hall Academic Suspension status.

The student can appeal their Resident Hall Academic Suspension. The student must submit a letter of appeal (with supporting documentation) to the Assistant Director of Residence Life. If the appeal is granted, the student is placed on Resident Hall Academic Probation and receives an academic improvement plan that is created and supervised by the student's academic advisor. If the student's appeal is not granted, the student will not be permitted to live on campus for at least one semester. If the student is able to increase their GPA to a minimum of 2.0, on-campus residency will be re-considered.

#### *V. Residence Hall Academic Suspension*

Students who have earned a GPA below 2.0 for two (2) consecutive semesters will be suspended from the Residence Hall.

If a student earns a GPA below 2.0 or earns a 0.00 GPA after returning from Residence Hall Academic Suspension, they will be dismissed from the Residence Hall. If a student displays violent/threatening behavior or if a student displays any behavior that is not aligned with Manor College's mission, they will be dismissed from Manor College.

#### *VI. Dismissal*

Disciplinary Policy Related to Suspension or Dismissal from the Residence Hall

The Dean of Students' primary concern is the safety and welfare of all students attending Manor College. Therefore, if a disciplinary sanction results in a suspension or dismissal of a Residence Hall student from the Residence Hall or the College, at any time other than at the end of the semester, a phone call will be made to the parents/guardians or a certified/return receipt requested letter will be mailed to the parents/guardians notifying them of the action that was taken. Resident students age 21 and over must have signed a disciplinary waiver in order for the Dean of Students to disclose to parents or guardians the full details for the suspension or dismissal.

Violations of Residence Hall Policy that occur during a single semester will be reviewed by the Assistant Director of Residence Life before a Resident Student's Contract will be renewed for the following semester. Manor College reserves the right to not renew a Resident Student's Room and Board Contract.

Resident students whose Room and Board Contract is not renewed will be notified by the Assistant Director of Residence Life, and told to remove their belongings from the room in which they have resided, and to complete the necessary move-out process, including cleaning the room, returning their room key and ID card to Campus Security, and, if necessary, obtaining a new ID card that indicates their status change.

The Dean of Student reserves the right to immediately dismiss a student. The student can still appeal the infraction, but they cannot live in the Residence Hall during the interim.

Students suspended from the Residence Hall are responsible for providing their own housing during the suspension and any appeals process. No refunds are given for room or board for the remainder of the semester in which a student is dismissed. Students dismissed from the Residence Hall may purchase their meals in the Dining Hall. Students dismissed from the Residence Hall for disciplinary reasons will not be able to return to the Residence Hall for the remainder of their time at Manor College.

#### **Facilities**

##### *Lower Level*

*First, Second and Third floors each have a bathroom, kitchen, laundry, and a trash chute:*

- Kitchens - Equipped with a stove, microwave, refrigerator, and eating area. Students are responsible for maintaining an orderly kitchen.
- Laundry - Card-operated washers and dryers are available for student use. Each student supplies their own laundry products.
- Trash Chute: Students are responsible for emptying their personal trash. Bottles and large boxes may NOT be put in the trash chute since this causes blockage. Large amounts of trash should be deposited directly into the trash dumpster located on the side of the Residence Hall.
- Vending Machines: An assortment of snacks and beverages is available.

##### *First Floor*

- Student Rooms: 101, 102, 105, 106



- Residence Hall 24 hour Public Safety Office: Residence Hall Entrance
- Assistant Director of Residence Life's Office: Center for coordination of all activities regarding the Residence Hall. Office hours for the Assistant Director of Residence Life are posted outside the office door.
- Co-Ed Social Lounge: Open 24 hours to all students. Commuters may use the lounge for studying, completion of assignments and general computer research only during quiet hours. Equipped with vending machines, furniture, a TV and DVD for use by students and their guests. No furniture or electronic equipment shall be removed from the lounge for private use. Any groups interested in using this lounge for programs must obtain permission from the Assistant Director of Residence Life. Residential Life staff reserves the right to deny commuters access to the lounge and may ask commuters to leave if behavior or activity is deemed as disruptive or not beneficial to the residence hall community at that time.
- Computer Lab (Room 104): Open 24 hours. Equipped with computers for use by residents and commuters. Commuters must provide a Manor ID. A printer is also available. Students should supply their own paper and may ask a resident assistant for help with loading. Quiet hour rules apply at all times in the Computer Lab. Use of the Residence Hall Computer Room is for studying, completion of assignments and general computer research only. No food or drink are allowed in the Residence Hall Computer Lab at any time inappropriate computer use will result in loss of privileges.

#### *Second Floor*

- Student Rooms: 201 – 222
- Sun Porch: Furnished with modern outdoor furniture where students can socialize and relax without leaving the Residence Hall. Hours: Open daily from 10am – 10pm, weather permitting.

#### *Third Floor*

- Student Rooms: 301 - 323.

## **STUDENT AFFAIRS STAFF**

The Student Affairs staff is here to assist in all non-academic areas of college life and to help students feel at home at Manor. The Student Affairs staff is guided by our belief in the following Mission Statement:

The Student Affairs Department, in union with the administration, faculty and staff of Manor College, assists students in acquiring an education based upon the Judeo-Christian traditions, the educational traditions of the Ukrainian Sisters of Saint Basil the Great, and the Manor College Mission Statement. Therefore, the Student Affairs Department is an integrated component in the development of all students.

The Student Affairs staff strives to know each student personally. Through extracurricular activities and services, students are encouraged to grow and mature spiritually, intellectually, and socially.

The goal of all programming, services, discipline, and activities is to encourage students to develop fully as individuals, to respect life and human dignity, to develop respect and sensitivity for self and for others, to value honesty, and to develop awareness for a just society in today's world. Please visit <https://manor.edu/student-life/student-affairs-staff/> to learn more about the Student Affairs Department and staff.

### **Athletics**

Manor College offers intercollegiate competition in both men's and women's soccer, basketball, and track & field along with women's volleyball, and men's baseball. Our team mascot is Manny the Blue Jay, and our teams are known as the Manor College Blue Jays. We compete as part of the United States Collegiate Athletic Association (USCAA). Students may also serve as team managers or statisticians for the athletic program. To be eligible to participate on an intercollegiate team in the USCAA, each athlete must enroll full-time and remain full-time throughout their term of competition. Athletes must also be in good academic standing and maintain the credit/GPA requirements established by the USCAA.

Any students interested in participating on an intercollegiate team should contact the Athletic Director or a member of the coaching staff.

### **Campus Ministry**

Campus Ministry is a call to grow in relationship with God, oneself and others. It works to nurture the development of religious faith and practice at Manor. It approaches this in an authentic way which fosters genuine ecumenism and inter-religious dialogue within the community.

Campus Ministry is responsible for the total person ...

As human beings, we need sensitive persons who will help us gain insight into understanding and clarifying life's "priorities".



To achieve this goal, the Campus Ministry Department coordinates prayer gatherings in the chapel, online prayer reminders and requests and daily prayer reflections. It also organizes and cultivates specific ministries, such as Bible Study groups and Basilian Bread Baking sessions, in order to emphasize fellowship and life-giving connections. More information can be obtained by reaching out to (cam- pusministry@manor.edu)

Campus Ministry is rooted in relationships ...

Relationships between God and each individual; between the individual and their College community; between the Chaplain, Campus Ministry Coordinator and Student Chaplains; all work together to promote the greater glory of God.

A primary goal is to build this relationship with God through the Divine Liturgy, which is held in the college chapel; through the Sacrament of Reconciliation; and through our partnership with the Young Adult Ministry of the Philadelphia Archdiocese. A variety of spiritual brochures, books, pamphlets and flyers are offered. One can request appointments with the Chaplain or Student Chaplains as needed. This is a place where a good listener and friend can be easily found. Make an appointment and come visit our Campus Ministry Space in the Student Affairs Office!

Campus Ministry is a call to the community ...

By coming together in the spirit of service to one another, we develop the tight bonds and common goals of a community. Students are offered the opportunity to work with numerous community outreach programs suited to the students' interests, abilities, and time constraints.

## **Chaplaincy**

Manor College has a Student Chaplaincy Program in place. Each year, Student Chaplains are selected from among the student population in order to assist in planning and supporting Campus Ministry initiatives. They receive training and support in this role from the Manor College Campus Ministry Coordinator.

Manor College Campus Ministry and the Athletics Department also sponsor a Team Chaplaincy Program to help students see the spiritual side of sports. Team Chaplains are mentors who encourage, respect and understand the student and the demands of academic life and sports. As a Catholic College, and with full support of our President, we are committed to helping our students grow in relationship with God as they grow in knowledge, wisdom and personal relationships.

The Chaplain's Voice of Mission and Ministry Committee is also in place in order to institutionally support and foster effective Campus Ministry plans and undertakings. It has broad membership from varying constituencies within the Manor Community.

## **Counseling**

Counseling Center

The Counseling Center offers personal counseling to support students in being successful at Manor College and beyond.

### **Personal Counseling**

Personal Counseling provided by professional Counseling Center staff is free of charge to Manor students. Personal counseling helps students to deal with problems which may interfere with academic achievement, such as difficulty adjusting to college, roommate issues, relationship or family problems, stress, anxiety, depression, and substance abuse. Counseling is confidential within limitations set forth by law, and is not part of the academic record. When appropriate, referrals are made to community resources, such as mental health or substance abuse clinics, private therapists, or support groups.

The Counseling Office is open during the fall and spring semesters, and appointments are available during the summer sessions. It is closed on holidays and semester breaks.

## **Health Services**

Health Services is staffed by a Registered Nurse. The services provided attend to the needs of the Manor College Community including resident and commuter students.

At Health Services, we take your health and well-being personally. Maintaining good health is important to the successful completion of your college career. If you don't feel well, it's hard to concentrate on your studies or to participate in extracurricular activities. Time can make a difference, so don't wait until you feel worse. See us at the onset of illness so that we can evaluate you



and start you on a course of treatment early. You'll be back in good health sooner, which means you'll be able to get back to your studies and other activities more quickly.

Health Services provides programs and services that address the health needs of Manor College students.

Primary assessment and treatment of health problems and injuries

- Distribution of certain over-the-counter medications at no cost
- Health education/information
- Referrals to campus and community resources
- Blood pressure screening
- Health Services operates on a walk-in basis. There is always a nurse available to assist you during the posted office hours. Hours are posted outside the office.

There is no charge for Student Health Services. However, if you need to see a doctor or make a visit to the emergency room for evaluation and treatment, you will be asked to supply your health insurance information and you are responsible for any charges. It is a good idea to always carry a copy of your insurance card in your wallet

**Note that there is NO physician on campus. Please bring any prescription medication you may need with you to campus.**

The Health Services office is located in Mother of Perpetual Help Hall on the second floor. Hours vary, so please see our website. The office is closed from mid-May to mid-August.

NOTE: All information regarding a student's health record is completely confidential

## **Residence Life**

The Residence Life Department values the philosophy of educating the total person, and the Residence Life staff is challenged to create an environment that is an educationally, culturally, spiritually and personally enriching experience for all residents. Thus, the Assistant Director of Residence Life and the Resident Assistant (RA) positions are vital within the College, as they involve direct contact with the resident students. The Resident Assistant (RA), the cornerstone of the hall to which they have been assigned, is a dedicated and trained individual who is available for information, counsel, support, and encouragement.

Residence Life staff members:

- Bring out individual identities and strengths.
- Help students weather the inevitable changes in their values, ideas, maturity, and intellectual achievements.
- Work together to organize various learning experiences for the residents.
- It is the Residence Life staff members who prevent on-campus living from becoming an impersonal experience where residents are just another face in the crowd. For more information on Residence Life, please refer to the section of this handbook entitled RESIDENCE LIFE POLICIES.

## **Student Engagement**

College is the perfect time to discover your talents, explore new interests, and interact with diverse types of people. Getting involved on campus will help you achieve all these goals and make your time at Manor a truly enjoyable and memorable experience.

In addition to our many campus clubs, Office of Student Engagement department hosts a number of special events that give you the chance for fellowship with other Manor Community members.

**The Office of Student Engagement also has information regarding:**

*Student Activities:* Special activities (i.e. Trips, Holiday Celebrations, Picnics etc.) happen frequently on campus. Most events are free and open to all Manor College students.

*New Student Orientation:* Manor College offers two different New Student Orientations each year: one one-day session in January, and one one-day session in August. Our Orientations are designed to acquaint new students with the various personnel, places, and policies of Manor College and attendance is highly encouraged for all new students.

*Student Clubs:* Manor College offers a variety of student-run organizations for students to get involved in. A wide variety of interests are represented, such as Academic, Artistic, Cultural & Global Awareness, and Service. Students should visit the Office of Student Engagement to get involved!

*L.E.A.D. Program:* The Office of Student Engagement oversees a leadership development certificate program for Manor College Students. The acronym L.E.A.D. stands for “Leaders Evolving and Developing”. Through workshops and presentations, the L.E.A.D. Program is designed to assist emerging student leaders enhance their leadership skills. The goal of the program is for students to feel empowered to lead within their personal and professional communities.

## **Student Clubs**

Research shows students who are involved with campus clubs and extracurricular activities have a more satisfying college experience and tend to achieve greater academic success. Working from the belief that God has blessed each person with individual gifts, and that our role as a Catholic College is to provide our students with opportunities to express those gifts and develop fully as individuals, Manor College offers a variety of clubs to fulfill academic, artistic, cultural, and service interests.

General members of all organizations are required to:

- Maintain a minimum GPA of 2.0. If a club member’s GPA falls below a 2.0, that student must be put on probation for one semester. If the student fails to improve their GPA, they will be required to cease participation in club activities until their GPA is improved. It is the responsibility of the organization advisor to review members GPA on a semesterly basis and determine probation or removal status.

**NOTE:** Some organizations such as Student Senate and academic honors societies require a higher minimum GPA. Please see the individual club descriptions located at <http://manor.edu/student-life/clubs/>.

- Remain in good standing with the college. Any disciplinary action will be reviewed on a case-by-case basis to determine if a student may remain in a student organization.

## **Officer Eligibility**

Officers of all student organizations are required to:

- Maintain a minimum GPA of 2.0.

**NOTE:** Some organizations such as Student Senate and academic honors societies require a higher minimum GPA. Please see the individual club descriptions located at <http://manor.edu/student-life/clubs/>.

- Remain in good standing with the college. Any disciplinary action will result in a club officer being removed from their position. The option to remain a general club member will stand with the advisor and the remaining club leadership.

## **Sign-up for Student Clubs**

Primary sign-up for clubs is at the annual New Student Orientation and during Week of Welcome (WOW) in August and September, but students are welcome to join throughout the year. Any ideas for new clubs or activities should be brought to the Office of Student Engagement. Any event or program that a student club wishes to schedule needs to be cleared by the Office of Student Engagement to ensure there are no conflicts with previously scheduled events.

# **SAFETY & EMERGENCY**

## **Campus Safety**

Students should immediately notify the Manor College Department of Public Safety of all emergencies at 215-885-2360 ext. 3292

## **Campus Emergency and Crisis Procedure**

The Dean of Students and the Director of Public Safety are responsible for campus emergency and/or crisis situations. The following are considered campus emergency or crisis situations: threats to the campus, fire and emergency evacuation, assault.



Confidentiality is maintained at all times in all situations. However, for the health and safety of the student, notification of an emergency room visit will be made by the Dean of Students or a designee to the parents or legal guardians of any student requiring hospital treatment for medical or mental health emergencies.

Note: In order to protect students' confidentiality, it is requested that students refer all media requests to the Marketing and Communications Office.

Students, faculty, staff and guests are encouraged to report any criminal, unusual, or suspicious activities to the Office of Public Safety as soon as possible. From a campus phone, dial ext.3 292 (emergencies) or 3229 (information), from off campus dial 215-885-2360 ext. 3292 or 3229.

### **JEANNE CLERY ACT AND ACT NO. 73**

Manor College is committed to assisting all members of the Manor community in providing for their own safety and security. In compliance with the Jeanne Clery Act of 1998 and the Pennsylvania Act No. 73 of 1988, the College and University Security Information Act, Manor College publishes an Annual Security and Fire Safety Report which is available online at <https://manor.edu/student-life/security-and-safety/annual-security-fire-safety-report/>

This report is required by federal law and contains information regarding campus security and personal safety. Topics include the following:

- College Crime Statistics
- Missing Student Notification
- Emergency Response and Evacuation Procedures
- Emergency Response Plan
- Fire Safety
- Residence Hall Safety and Security

A paper copy of the college Crime Statistics may also be requested from Public Safety, located in St. Josaphat Hall, Suite 103, or by calling x3292 from a campus phone.

Threats – In the event a student receives information regarding any type of threat toward an individual or the campus community as a whole, they should contact the Manor College Department of Public Safety (215-885-2360 ext. 3292) immediately, and provide all information to the responding officer.

#### **Active Shooter**

- Learn the signs of a potentially volatile situation and ways to prevent an incident by reporting concerns to Public Safety or the police. Learn the best steps when faced with an active shooter situation.
- RUN if it is safe to do so. Run out of the building and move far away until you are in a safe location. Call 911 when safe to do so & give your location.
- HIDE if running is not a safe option, hide in as safe a place as possible and lock or barricade the door.
- FIGHT if neither running nor hiding is a safe option, fight as a last resort when confronted by the shooter.

Lockdown – IF YOU RECEIVE A TEXT OR E-MAIL MESSAGE FROM MANOR COLLEGE, AND ARE ON CAMPUS, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- Evacuation is NOT recommended.
- Go to the nearest room/office and lock or block doors.
- Stay away from windows and doors.
- Keep down and stay quiet.
- Put cell phones on vibrate.
- DO NOT open the door.
- IF POSSIBLE, CALL 911 and stay on the line until the dispatcher tells you otherwise.

#### **Assault Procedures**

#### **VERBAL ASSAULT:**

If an individual attempts to engage you in a verbal confrontation, please follow the steps below to prevent the confrontation from escalating into a physical assault:

- Remain calm.
- Maintain an adequate distance (at least an arm length away).
- Watch your body language. Avoid glaring or intense eye contact. Make slow and deliberate gestures. Maintain a relaxed body position.
- Avoid sarcasm and use a soft tone of voice.
- If possible, try to safely remove yourself from the situation and suggest an alternate time for discussion. Also suggest the use of a mediator, such as the Manor College Counseling Center, the Residence Hall Coordinator, or another Man- or College staff person.
- Notify the Manor College Office of Public Safety (215-885-2360 ext. 3292) to file an incident report.

## **PHYSICAL ASSAULT:**

In instances where a physical assault of a non-sexual nature has occurred, follow these procedures:

- Notify a Manor College Public Safety Officer (215-885-2360 ext. 3292) or the Dean of Students (215-885-2360 ext. 2276).
- You may request the Public Safety Officer to contact the Police Department and/or an ambulance.
- An incident report must be filed with the Public Safety Department by all parties involved.
- You may want to contact the Victims Service Center, 527 Swede Street, Norristown, PA at (610) 277-5200. This agency can provide many services, at no charge, including assistance with the filing of a claim for reimbursement of medical expenses not covered by your insurance, and accompanying you to court proceedings and providing support.
- You may also call the Pennsylvania Crime Victims Compensation Board at 1-800-233-2339.

**NOTE: Please be advised that you must report the crime within 72 hours in order to be eligible for reimbursement of your expenses by this Board.**

Policy on Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence Please see policy located [HERE](#)

## **Safety Tips**

WE OFTEN FEEL SAFEST IN THE MOST FAMILIAR PLACES – BUT CRIMES CAN HAPPEN ANYWHERE. EVEN THOUGH THE VICTIM IS NEVER TO BLAME FOR A CRIME, YOU CAN MINIMIZE YOUR RISK.

Some tips for staying safe:

- Use a buddy system - Walk or jog with others, especially at night or in out-of-the-way places. Never go to a party or club alone. Look out for each other and agree never to leave without each other. Never leave your open drinks unattended.
- Trust your intuition - If someone looks suspicious, report it to Manor College Office of Public Safety or the local police. Never accept a ride from someone you just met, no matter how nice they seem. Never pick up hitchhikers or give a ride to someone you just met. If you are uncertain about a person or situation, avoid it.
- When using Uber/Lyft: Refer to the Uber website for safety tips: [www.uber.com/us/en/ride/safety/tips/](http://www.uber.com/us/en/ride/safety/tips/).
- Safeguard your privacy and possessions - Don't give out personal information to someone you just met. Lock personal items in your car (out of view), dorm room or locker.
- Be aware of your surroundings - Avoid dark streets when walking. Park near a street light. If a driver asks for directions, don't get too close to their car. Always lock your car door as soon as you get in. Don't sit inside talking on your cell phone with the door unlocked.
- Use the internet wisely - The internet has brought many people together, but it has also created many opportunities for predators to victimize unsuspecting, trusting people. Never arrange to meet someone in a private place. Take a friend with you. Tell someone close to you what you are doing and give them all the information you have.
- For more tips click on the article "Crime Prevention Tips" on the Manor College Office of Public Safety webpage, found at <http://manor.edu/offices/security.php> or go to <http://ecampustours.com/campuslife/healthandsafety/safeatcollege> for more tips.

## **Referral Organizations**

BUCKS COUNTY NETWORK OF VICTIM ASSISTANCE (NOVA)

Phone: 1-800-675-6900 Website: [www.novabucks.org](http://www.novabucks.org)

CATHOLIC SOCIAL SERVICES

Phone: 267-331-2500 Website: [www.cssphiladelphia.org](http://www.cssphiladelphia.org)





CORA

Phone: 215-342-7660 Website: [www.coraservices.org](http://www.coraservices.org)

CRIME VICTIMS CENTER OF CHESTER COUNTY

Hotline: 610-692-7273 Website: [www.cvcofcc.org](http://www.cvcofcc.org)

VICTIM SERVICES OF MONTGOMERY COUNTY Hotline: 610-277-5200

PA CRIME VICTIMS COMPENSATION BOARD

Website: [pcv.pccd.pa.gov](http://pcv.pccd.pa.gov)

WOMEN AGAINST ABUSE DOMESTIC VIOLENCE HOTLINE, PHILADELPHIA

Hotline: 1-866-723-3014 Website: [www.womenagainstabuse.org/index.php/about-us](http://www.womenagainstabuse.org/index.php/about-us)

WOMEN ORGANIZED AGAINST RAPE (WOAR)

Hotline: 215-985-3333 Website: [woar.org](http://woar.org)

WOMEN'S CENTER OF MONTGOMERY COUNTY

Hotline: 1-800-773-2424 Website: [www.wcmontco.org/index.html](http://www.wcmontco.org/index.html)

### **Fire/Emergency Evacuation**

IN THE EVENT OF FIRE OR OTHER EMERGENCY, WHEN EVACUATION IS NECESSARY, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- Exit the building immediately.
- Use the nearest available exit – If exits are blocked, stay near a window and yell for help.
- Move quickly, quietly, and calmly – DO NOT RUN.
- Assemble near the tennis court at the end of the parking lot.
- Stay away from all buildings and cars.
- Do NOT attempt to drive your vehicle.
- Be aware of any arriving fire and emergency vehicles.

### **Medical Emergency/Non-Emergency**

Attend to the injured/ill person to determine the nature of the emergency.

If you determine the situation is a non-emergency and you CAN safely leave the person, do so and call the Manor College Office of Public Safety (215-885-2360 ext. 3292)

If you determine the situation is an emergency and you CAN NOT safely leave the injured person, request assistance from a bystander by having them call 911 and then call the Manor College Office of Public Safety (215-885-2360 ext. 3292)

Callers should provide the following information to the Manor Public Safety Officer and/or the 911 operator:

- Your identity
- Location of the injured/ill person
- Name of the injured/ill person (if known)
- Location of phone from which you are calling
- STAY ON THE LINE UNTIL YOU ARE TOLD OTHERWISE.

All costs incurred, including transportation to the hospital, are the responsibility of the injured/ill party.

### **Location of First Aid Kits**

- MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING) – Student Engagement Office
- BASILEIAD MANOR (LIBRARY BUILDING) – Library
- ST. JOSAPHAT RESIDENCE HALL – Office of Public Safety, Main Desk

### **Location of Automated External Defibrillator (AED)**

- MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING) – First Floor near Gymnasium Entrance
- BASILEIAD MANOR (LIBRARY BUILDING) – Library Main Desk
- DENTAL HEALTH CENTER – Reception Desk
- PUBLIC SAFETY- Portable AED located in Public Safety Office



### **Location of Intranasal NARCAN Kits**

Located in all of the AED boxes around campus:

- MOTHER OF PERPETUAL HELP HALL (ACADEMIC BUILDING) – First Floor near Gymnasium Entrance
- BASILEIAD MANOR (LIBRARY BUILDING) – Library Main Desk
- DENTAL HEALTH CENTER – Reception Desk
- PUBLIC SAFETY- Public Safety Office

## **FACILITIES**

Manor College property/campus includes three buildings: the Basileiad Manor; Mother of Perpetual Help Hall; and St. Josaphat Hall; the grounds, parking lots, and any vehicles rented or leased by the College.

NOTE: Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, a sponsoring department or Public Safety. A contact person from the College is always needed.

*Basileiad Manor* is also known as the Administrative Building or Library.

*Mother of Perpetual Help Hall* is also known as the Academic Building.

*St. Josaphat Hall* houses the Residence Hall, Ukrainian Heritage Studies Center, Dental Health Center, Public Safety, and Maintenance.

### **Manny's Market**

Manny's Market is located in Mother of Perpetual Help Hall, also known as the Academic Building, on the ground floor. The market sells Manor spirit wear, school supplies, and offers a wide selection of coffee beverages as well as grab-and-go food items.

### **Hours**

Regular store hours are Monday thru Friday from 7:45 a.m. to 6:30 p.m. Extended hours are available during home sporting events. Hours subject to change.

### **Online Bookstore (FOLLETT)**

The Manor College Bookstore is online only. It is found by going to the Manor College website, select Offices and Services, then select Bookstore (<http://manor.edu/offices/bookstore.php>). The link connects you to our third party vendor-Follett Virtual Bookstore-to purchase your books. Books for the courses will be listed in the Student Portal. Books will be posted in the Student Portal approximately four weeks prior to the start of the semester.

Acceptable forms of payment on the Follett website are major credit cards and the Manor Student ID Card.

### **Book Buybacks**

Follett Virtual Bookstore conducts used book buybacks on-line through the Follett Virtual Bookstore website. (<http://manor.edu/offices/bookstore.php>)

### **Classrooms**

**12 -14:** Basileiad Manor, Ground Fl.

**15 - 15A:** Veterinary Tech Lab - Mother of Perpetual Help Hall, Ground Fl.

**18:** Radiology Lab - Mother of Perpetual Help Hall, Ground Fl.

**19:** Veterinary Tech Classroom - Mother of Perpetual Help Hall, Ground Fl.

**20 - 22:** General Classrooms - Mother of Perpetual Help Hall, Second Fl.

**23:** Faculty and Staff Lounge

**28:** Computer Lab - Mother of Perpetual Help Hall, Second Fl.

**31:** Chemistry Lab - Mother of Perpetual Help Hall, Third Fl.

**32:** Biology Lab - Mother of Perpetual Help Hall, Third Fl.

**33 - 34:** Veterinary Technology Labs - Mother of Perpetual Help Hall, Third Fl.

**35 - 39:** General Classrooms - Mother of Perpetual Help Hall, Third Fl.

### **Basileiad Manor**

### **Academic Departments:**

### **Vice President of Academic Affairs Office and Assistant Dean of Academic Support & Retention Office**

- Main floor library (right from library entrance stairway and library circulation desk)



**Division of Business, Education, and Professional Studies**

- Library Mezzanine, right from stairway, second door on the right

**Division of Education and Professional Studies**

- Library Mezzanine, right from stairway, far right end

**Division of Arts and Sciences**

- Library Mezzanine, left from stairway, far left end

**Division of Allied Health**

- 2 locations: EFDA and DH are in the Dental Health center, Vet Tech is in the Academic Building, 2nd floor

**Learning Center:** Second Floor-Basileiad Library

Provides professional and peer tutoring - learning assistance/academic support for all enrolled students at no charge. Offers assistance in and support for most of the courses offered at the College as well as general academic skills (time management, note taking, test preparation, reading, writing, math, etc.). The Learning Center also houses a computer lab, including nine networked PCs and a printer. Hours are posted throughout the campus and on the College website.

**Admissions** - Ground Floor**Student Accounts Office:** Ground Floor

Responsible for billing and processing tuition payments; distributes work-study payments.

**Advancement Office:** Ground floor

Responsible for fundraising for program development, campus improvement, new equipment and capital campaign projects. Manages alumni contact and support programs.

**Faculty Conference Room:** Main Floor Library**Finance Department:** Ground Floor

Responsible for all College funds and coordinating fiscal planning and budget.

**Financial Aid Department:** Ground Floor, Room 15

Awards financial aid and college work-study positions on the basis of demonstrated financial need.

**Basileiad Library:** The Basileiad Library; First Floor

Offers a professional librarian on staff at all times to help you with all your re- search needs. The Library currently contains 40,000 books, journals, magazines, and newspapers including 20 online databases. On- line and on-site citation tools and research help is also available. The Library also houses resources on the Civil War and Ukrainian culture, a Law Library and Special Reference Collection. There are 21 computers, wireless access, as well as a printer, scanner and copier. The Library offers extensive space for quiet and group study and a private Group Collaborative Room.

**Hours:**

Monday and Friday: 9:00 am – 5:00 pm

Tuesday, Wednesday, and Thursday: 9:00 am – 7:00 pm

Saturday and Sunday: CLOSED

\* Library hours are subject to change. Please consult the Library's web page for current hours and closures. Summer may affect these hours.

**Mail Room (faculty and staff):** Ground Floor

Has a copier for faculty and staff use.

**Marketing and Communications Office:** Ground Floor:

Responsible for media relations and advertisements via newspapers, radio and television, as well as all Manor publications. Assists other Manor offices with event planning and creation of recruitment and promotional materials.

**President's Office:** Ground Floor

The President of Manor College is responsible for the general operation of the College. Reception: Ground floor, main entrance  
Registrar's Office: Ground floor: Responsible for course registration; assists with officially adding or withdrawing from classes; evaluating transferrable credits; maintains student academic records; verifies enrollment for students; issues official transcripts; reserves classrooms for meetings. Computers are available for student use and for assistance navigating the Student Portal.

**Mother of Perpetual Help Hall** (Academic Building)

**Athletic Office:** Second Floor, left and right of the stage in the gymnasium/auditorium  
Offices for the Athletic Director for all Manor sports programs.

**Auditorium/Gymnasium:** Second Floor**Campus Ministry Office:** Second Floor

Coordinates prayer services and liturgies throughout the year in Our Mother of Perpetual Help Chapel; organizes community service/outreach programs, retreats, music ministry.

**Campus Store:** First Floor

School supplies, snacks, clothing, and gift items bearing the College name and logo. Hours: Regular store hours are Monday thru Friday from 7:45 a.m. to 6:30 p.m. Extended hours are available during home sporting events. Hours subject to change.

**Chapel** (Our Mother of Perpetual Help Chapel): Second Floor

Available for private or group devotions and meditations at all times. Liturgies offered on major Church holy days – Religious prayer services as needed for special circumstances.

**Counseling** (Personal): Second Floor, across from the gym

Provides free, confidential, personal counseling during the fall and spring semesters.

**Dining Hall - The Manor Café:** First Floor

A fully-staffed cafeteria, complete with a large flat screen television, open for fall and spring semesters, provides hot and cold food selections for students, faculty and staff. See menus online at: <http://www.manor.edu/student-life/dining.php>

Note: Meal hours may be altered due to inclement weather and special events.

**Meal hours:**

Mon – Fri

Breakfast: 7:30am – 10:00am

Lunch: 11:00am – 2:00pm

Dinner: 3:00pm – 6:00pm

**Manny's Market Hours:** Mon – Fri 7:30am – 6:30pm**Health Services Office:** Second floor

Nurse's Office and storage center for all medical records. Hours: Vary

**Information Technology - Director's Office:** Second Floor

Maintains technology network throughout campus. Establishes student technology access, user I.D., and directory space. Monitors Internet use for violations to campus electronic communications systems policies.

**Student Engagement Office:** Second Floor, center hallway

Works with students to encourage participation in various clubs and campus activities. Home base for Campus Activities Board. Location for information regarding: student activities, student clubs, orientation, and student health insurance.

**Student Affairs Offices:** Second Floor

Administrative Offices for Dean of Students, Counseling Services, Campus Ministry, Student Engagement, and Athletics.

**Student Lounge:** First Floor

A place for students to gather, to socialize between classes, to study or watch television. St. Josaphat Hall



## **St. Josaphat Hall / Residence Hall**

### **Dental Health Center**

Provides dental care for Manor and the surrounding community at fees less than private practices charge. Serves as a hands-on learning site for Manor students enrolled in the Expanded Functions Dental Assisting Program (EFDA) and the Dental Hygiene Program. For an appointment, call (215) 887-7617.

**Lost and Found:** Public Safety, First Floor, Suite 103

**Maintenance Office and Garage:** St. Josaphat Hall - Ground floor (on the side of the building)

**Residence Hall Coordinator:** First Floor, Suite 106

**Office of Public Safety:** First Floor, Suite 103

**Ukrainian Heritage Studies Center:** First floor

Promotes Ukrainian culture, tradition, heritage and folk art. Houses a Ukrainian

Folk Art collection. Curator conducts workshops, lectures, educational programs in the community and tours of the campus museum. Sponsors art exhibits, special museum displays and other cultural events in the Manor community, the Delaware Valley, and various other locations. Tours are available by appointment by calling (215) 885-2360, ext. 293 or ext. 3200.

### **Around Campus**

**Athletic Field:** Located between the Academic Building and Forrest Avenue

Home field for Manor College soccer games.

**WiFi Hotspots:** The Basileiad Manor, Academic Building, Manor Café, and St. Josaphat Residence Hall

**Mailbox:** A US Postal mailbox is located in front of the Basileiad Manor.

**Recycle Bins:** Basileiad Manor - Ground floor

Faculty/Staff mailroom

**Mother of Perpetual Help Hall – First floor**

Faculty Copy Room Throughout campus, near waste receptacles

### **Restrooms:**

Academic Building – Ground floor, across from the campus store: Women's and Men's

Basileiad Manor - Ground floor, across from Allied Health Department Office: Women's

Ground floor, next to main desk: Handicap accessible, Gender Neutral

First floor, inside the Library: Women's and Men's

**Outdoor Basketball Courts:** West end of the parking lot

For use by the Manor College community at no charge. Hours: Open daily from 7:00 am - dusk.

**Vending Machines:** Academic Building - Ground Floor, inside the Dining Hall; and the Basileiad Manor - Ground Floor (end of hallway near parking lot)

An assortment of snack and beverage machines are available on a year-round basis. Any problems with the vending machines (i.e. broken machine, lost money, etc.) should be reported to the Cafeteria Manager.

**Volleyball Court:** Behind Resident Hall

Available for use by the Manor College community at no charge. Equipment may be borrowed from the Resident Life staff.





**MANOR**

COLLEGE

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YOU BELONG HERE