



DRURY UNIVERSITY

STUDENT AFFAIRS COMMUNITY STANDARDS HANDBOOK

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DRURY UNIVERSITY POLICIES & GUIDELINES

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WELCOME

At Drury University, our goal is to provide you with an educational college environment that encourages and supports the academic mission of the university. We are confident that the many individuals and experiences you encounter will make living in our campus community an exciting and enjoyable part of your college years.

College life comes with many benefits and freedoms. As with other liberties, these freedoms come with responsibilities. Drury University students, employees and citizens are responsible for respecting the rights of other individuals and the Drury community, to encourage practices that create and support a learning environment and to do their part to promote a safe and secure community.

We encourage you to become involved in your community. Drury University is committed to your involvement, with the knowledge that students who participate in positive activities will ultimately get more out of their collegiate experience. In doing so, you will contribute positively to the larger environment in which you live.

The students on campus represent a wide array of backgrounds, cultures, life-styles and attitudes. Campus life provides students a rich and unique opportunity to learn more about themselves and others. We invite you to seek out our professional staff members or experienced students to assist you in making your collegiate experience at Drury University a successful one. Our exceptional educational programs, community materials and safety procedures are directed and implemented by a talented group of student affairs professionals who are dedicated to student success.

The Community Standards Handbook has been created to enable you to get the most from your collegiate experience at Drury University. It contains policies that affect you as a member of the Drury community.

In addition, we are always available for students to share their successes or challenges with us. Our goal is to provide assistance to students as they adjust to the expectations of college.

Please contact us with questions, comments and ideas; we look forward to meeting you!



Tijuana Julian
Vice President of Student Affairs and Dean of Students



COMMUNITY STANDARDS STAFF

Tijuana Julian

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STUDENT AFFAIRS DIVISION

The Student Affairs Division assists Drury students in building productive, educational relationships on campus and positively contributing to campus and community life. The staff provides various resources, educational programs and community-based activities for each student; maintains communication with campus departments, students and parents; helps coordinate workshops and educational experiences; and recognizes positive achievements and growth of Drury students. The Student Affairs Division assists each student in creating quality educational understanding to the undergraduate collegiate experience.

ONLINE RESOURCES

1. **DRURY UNIVERSITY POLICIES & PROCEDURES:** Current Drury University Community Standards Policies and Procedures can be found at www.drury.edu/communitystandards
2. **CONFIDENTIAL REPORTING:** Concerned Drury citizens may report possible incidents or information relating to an incident at www.drury.edu/informationreport
3. **MISSOURI STATUTES:** Current Missouri statutes can be found at: www.moga.mo.gov



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FERPA

Drury University strictly observes FERPA, the Family Education Rights and Privacy Act of 1974, which many people refer to as the Buckley Amendment.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Prior to the student's 18th birthday or prior to enrollment in a college or university, the right to the privacy of the student's records essentially belongs to the parents. When a student enters college, the right to privacy is transferred to the student, and the content of the educational records, which may include both academic records and disciplinary records, can be disclosed only with the student's consent. However, if a student remains financially dependent upon the parent(s) and is claimed as dependent on the parent(s) federal and state tax returns, the parent has the right to inspect records as well.

All new students are provided with the formal opportunity to submit an online form that allows them to designate the names of individuals to whom information may be released from college records. This release is operable for the time of the student's enrollment or until such time as the student revokes access; confirming the willingness of the student to share the information even if the student's dependent status changes.

Drury knows that parents, students and the university are involved as a team working toward completion of educational goals and students are always encouraged to grant their parents access to educational records. FERPA allowances are considered a family decision that should be made prior to the student's arrival on campus. Drury families are strongly encouraged to discuss the concept of student privacy.

Parents or eligible students have the right to inspect and review the student's education records maintained by Drury University. Drury is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A fee may be charged for copies.

Parents or eligible students have the right to request that Drury correct records that they believe to be inaccurate or misleading. If Drury decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the Drury University Student Judicial Board. After the hearing, if Drury decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Drury must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Drury to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations or organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Although Drury does not traditionally release student information to third parties, Drury may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents and students are allowed to request in writing from the Registrar's Office that the school not disclose directory information about them.



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If you have any questions in regard to the confidentiality of educational records, please contact:

Tijuana Julian
Vice President of Student Affairs and Dean of Students
417-873-7215
tjulian@drury.edu

Cindy Jones
University Registrar
417-873-7330
cjones@drury.edu

Drury University is required to notify parents and eligible students annually of their rights under FERPA. The means of notification is left to the discretion of Drury University. Drury University provides FERPA information as listed in this handbook and online at www.drury.edu/communitystandards.

STUDENT CODE OF CONDUCT

Drury seeks to encourage serious moral thinking by its students and to provide an atmosphere of freedom in which moral autonomy can be developed. Part of the goal of a college education is to grow one's awareness and appreciation of the ideals of human life, in one's ability to consider the long run consequences of one's acts, and in the degree to which one can assume responsibility for his or her own actions and way of living.

STUDENT HONOR CODE

As a member of the Drury University community, I vow to treat others with respects. I will not violate others' right to learn and thrive in a safe, respectful environment, and by extension I will not bully or intimidate others. Honesty will guide my every action. I will not condone anyone that compromises the Drury Honor Code.

Students are expected to observe minimum standards of conduct designed to ensure maximum freedom for all. Any violation of the Drury University Student Code of Conduct will be managed through disciplinary action, up to and including separation from the university.

1. **HARASSMENT:** Students shall not harass other students, faculty or staff members.
2. **BEHAVIOR:** Students shall not behave in a manner that is disruptive to class or other learning experiences.
3. **PROPERTY RIGHTS:** Drury students shall observe property rights of individuals and institutions. Theft, destruction of property and unauthorized entry are not permitted.
4. **HONESTY:** Fraud, forgery and failure to honor agreements with the university are not permitted.
5. **ACADEMIC INTEGRITY:** The highest standards of academic excellence and integrity are expected from all Drury students.
6. **PRIVACY:** Students shall respect others' right to privacy.
7. **CAMPUS INVOLVEMENT:** Students shall respect the right of others to engage in campus activities, to attend meetings, to move freely about the campus and to study.
8. **ENDANGERMENT:** Students shall not injure or endanger the health of others.
9. **NON-RETALIATION:** Employees and students can make good faith reports and complaints about discrimination and harassment without fear of reprisal. Retaliation by any person against a person filing a complaint, making a report, or participating in an investigation is absolutely prohibited and will result in disciplinary action.
10. **ADDRESS REPORTING:** Each student is required to report his or her correct Springfield or community address at the time of registration each semester. This reported address must be the student's actual place of residence. Any change of address must be reported within three days to the Dean of Students Office or to the Registrar's Office.
11. **DEBT TO UNIVERSITY:** Any student who incurs debt with the university and fails to make a satisfactory settlement may be dismissed. No student with unsettled debt will be permitted to register for academic work. In addition, the university will not provide any evidence of attendance or any official credentials while the debt remains unsettled. An exception to this policy can be made if a student has declared bankruptcy.
12. **RESPONSE & COOPERATION:** Students are required to respond promptly to any summons, identify themselves and cooperate when asked to do so by university officials.



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13. **GAMBLING:** Gambling is prohibited on university property or at any official student function.
14. **DRUGS & ALCOHOL:** Any illegal use, possession or trafficking of drugs or alcohol is forbidden.
15. **COMMUNITY STANDARDS:** Drury students shall observe all Drury policies and procedures.
16. **CAMPUS HOUSING:** Drury students shall observe all Drury housing and residential regulations.
17. **PROTEST:** Although the right of peaceful protest within the Drury community is recognized, the university retains the right to ensure the safety of individuals, the protection of property and the continuity of the educational process. (Complete information regarding protests can be found online at www.drury.edu/communitystandards.)

SEXUAL ABUSE & HARASSMENT: Drury University prohibits sexual abuse and/or harassment by its students, employees and citizens. Drury University is committed to excellence in education and believes that excellence may only be reached in an environment free from sexual harassment. Sexual harassment threatens the careers of students, faculty and staff and undermines the mission of the university.

Drury University affirms that sexual harassment is unacceptable and will not be condoned; the university's intent is to provide an environment for students and employees that is free from sexual harassment.

STUDENT COMPLAINT GUIDELINES

It is the philosophy of Drury University to be responsive to student concerns. If students feel that they have been treated in an inappropriate or unfair manner, they should file a formal written complaint with the appropriate officer of the university:

- President
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Administration

When in doubt regarding the appropriate officer for a particular complaint, the student is encouraged to contact any of the officers mentioned above.

PROCEDURES FOR STUDENT CONDUCT ADMINISTRATION

Students are the driving force at Drury University. Through the student conduct process, it is our goal to help students realize how their decisions and behavior impact the global community, as well as assist them with future decision making to lead them to personal and professional success. The Student Affairs Division staff strive to educate the Drury community by encouraging responsible conduct and implementing disciplinary action when situations occur that violate the community standards of Drury University.

Off-campus violations of civil law will be left to the jurisdiction of the appropriate civil authorities. Drury University reserves the right to prosecute students in the civil courts for on-campus violations of civil law. University authority will never be used to duplicate the function of civil laws.

PROCESS OVERVIEW

The Dean of Students shall have primary authority and responsibility for the administration of student conduct at Drury University and for investigating allegations that a student has violated University rules and regulations, or specific orders and instructions issued by an administrative official of the University.

- The decision process in campus judicial processes is that of a hearing, not a trial. Students should expect a supportive and non-adversarial environment during the hearing process.
- The campus judicial process is intended to be educational, not punitive. Our goal is to help the student better understand the impact of their actions and to help them take steps toward repairing any harm done to the university community. Sanctions are not always predetermined; in such a case a sanction will be designed to accommodate the individual circumstances.
- The standard of evidence in determining a student in violation is not as high as that of the criminal process. At Drury University, like many colleges and universities, we use a level of "preponderance of evidence," as opposed to "beyond a reasonable doubt." A preponderance of evidence is described as enough evidence to make it more likely than not that the accused student has violated the Community Standards.
- Legal rules of evidence, i.e. whether something is "admissible," do not apply in campus judicial cases. Conduct Officers will gather and utilize any information that they deem is relevant, including hearsay or third-party testimony.



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- Findings of guilt in the campus judicial process will not result in any criminal record, but will be placed in the student's Drury University file.
- Campus judicial cases are confidential, in compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law.
- While students are entitled to an advisor (friend, parent, or other person of their choosing), that advisor may not represent that student. Students are expected to speak for themselves at all times during the process. Any advisors disregarding these rules will be asked to leave any meeting or hearing.
- It is a privilege to attend Drury University, not a right. As such, removal of a student from campus through a sanction of suspension or dismissal is a possibility in certain circumstances in which the student has endangered the university community or engaged in repeated violations of the Community Standards.

INCIDENT RECORDED & SUBMITTED: The student conduct process begins when information and/or documentation is submitted to the Student Affairs Division regarding a Drury-related incident.

This documentation could include, but is not limited to:

- Statement provided by a faculty or staff member
- Statement provided by a Drury University student
- Statement provided by a member of the community
- Drury University Facilities Damage Report
- Drury University Information Report
- Drury University Security Report
- Drury University Policy Violation Citation
- Online information report: www.drury.edu/informationreport

INFORMATION REVIEWED: The Student Affairs Division staff will review documentation, check for previous incident files and assess further steps that need to be taken in the student conduct process. An incident file for the student or the student organization is kept on hand until the file is complete, and then turned in to the student or organization's permanent file.

STUDENT CONDUCT MEETING SCHEDULED: Students will be assigned a Conduct Officer based on the nature and severity of the incident. The Conduct Officer could be a Residence Director, Student Affairs staff member, administrator, or faculty member. Students (or student organizations) will be contacted within five business days of the incident/receipt of documentation to schedule a meeting with the appropriate Conduct Officer. Contact will be made in writing through email to the student's Drury University email account and may also include an official Drury letter to the involved student or student organization and, if applicable, the campus advisor.

If the student or student organization does not respond within five business days after efforts to contact them have been made, information will be reviewed and a determination will be made without the student's or organization's input regarding the incident.

STUDENT CONDUCT MEETING

The student(s) or student organization will meet with the Conduct Officer to informally discuss the incident, and the student(s) will be given the opportunity to explain their version of events. In the event a Conduct Officer determines that a policy has NOT been violated, then the case and any related judicial charges may be dismissed. If the Conduct Officer maintains that a policy has been violated, the accused student(s) will be given two options:

1. The first option is to accept responsibility for violating the policy; thus, waiving their right to a formal Judicial Board Hearing, and having the Conduct Officer issue sanctions (outcome). When this occurs, the case is considered CLOSED at the conclusion of the meeting. Students may NOT appeal the outcome of this meeting, since the student is essentially taking responsibility for violating the Community Standards.
2. Students who wish to appeal the outcome of their meeting with their Conduct Officer may appeal their case to the Dean of Students.



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There are other situations which, based upon the circumstances, may result in immediate action taken by the Student Affairs Division staff, the Dean of Students or the Drury University Judicial Board. Assigned sanctions remain in effect until the Judicial Board Hearing process is completed and a final decision is rendered.

JUDICIAL BOARD HEARINGS

Judicial Board members consist of trained faculty, staff and students. Faculty, staff, and students are appointed by the Dean of Students from a pool of eligible candidates. The Drury University Judicial Board is composed of:

- Three faculty/staff members
- Six students, who are selected based on their involvement with Governing Student Organizations (Residence Life Association, Interfraternity Council, and Panhellenic Council).
- The Dean of Students, who serves as ex-officio and Judicial Board Coordinator.

Every effort will be made to ensure that each accused student is given a fair and objective judicial hearing. Part of this will be limiting conflicts of interest between a board member and an accused student (i.e. the accused student's academic advisor being on the board, accused student in a board member's academic discipline, accused student having a personal friendship with a board member, etc.) Board members are trained to excuse themselves if there is a significant conflict of interest. Should the accused student feel a conflict of interest may exist, they should immediately bring this to the attention to the Director of Residence Life or Dean of Students, upon receipt of the hearing notice.

JUDICIAL BOARD HEARING PROCEDURES

The following procedures will be followed in any case, which results in a hearing before the Judicial Hearing Board ("Board"). University Judicial Hearings are not legal proceedings, therefore, neither the student nor the University may have legal counsel present at the hearing.

1. The accused student will be given written notice of the date and place of the Hearing.
2. The student is entitled to appear in person before the Board to defend against the charges. If the student elects not to appear, the Board will reach its decision on the basis of information available to it at the Hearing.
3. The student or the University may request that witnesses competent to give testimony relevant to the specific charges preferred, be called to testify before the Board. Written or tape recorded statements, rather than personal testimony by witnesses before the Board, may be permitted at the Board's discretion when extenuating circumstances prevent the appearance of a witness. Failure of a witness to be present at the time of the Hearing, except in extenuating circumstances, will not be grounds to delay the proceedings.
4. The Judicial Board may accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, videoconferencing, videotape, audiotape, written statement, or other means, where and as determined in the judgment of the Dean of Students and/or Judicial Board to be appropriate.
5. The University's case will be presented by the Director of Residence Life, Director of Safety & Security, or designee, who may ask questions of any witness.
6. The student may invite a member of the Drury University faculty or professional staff to be present throughout the Hearing, as an advisor. The advisor's role in the hearing is limited. The advisor is not permitted to directly address the members of the hearing board or any witnesses. The advisor may not offer any testimony to the Judicial Board.
7. The Complainant, Accused Student and his or her advisors, if any, shall be allowed to attend the entire portion of the Disciplinary Hearing at which information is received except deliberations (except when the board feels this presents safety concerns).
8. The Board's determination will be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct or university policy, which is equivalent to the "preponderance of the evidence" standard.
9. The Board shall make an appropriate record of the proceedings and this record shall be available to the accused upon his/her request; however, it may not leave the Dean of Students Office or Office of Student Conduct. Board Hearings shall be tape recorded in their entirety. Following the Hearing and during the appeal period, the student and/or advisor present throughout the Hearing may listen to the tape in the Dean of Student's office. Recordings of Board Hearings and decisions shall be filed in the Office of the Dean of Students.
10. At the conclusion of a Hearing, the Board members shall meet in closed session to determine its decision. If the student is found responsible of violating the Community Standards, the Board shall consult with the Dean of Students prior to determining a sanction or censure.



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11. The student or student organization and campus advisor will be notified of any assigned sanctions by the Director of Student Conduct or the Dean of Students by email to the Drury University email account and may also include an official Drury letter within three (3) business days. The notification will indicate specific charges and violations. It will also indicate the decision, findings and sanctions, if applicable, with any relevant information such as specificity and deadlines.

APPEAL PROCEDURES

Students have 24 hours from the conclusion of their meeting with their Conduct Officer to appeal the outcome of their case and request a formal Judicial Board Hearing. Their appeal must be submitted to the Dean of Students via their Drury University email and explicitly state their wish to request a formal Judicial Board Hearing.

After receiving an appeal, the Dean of Students will review all of the documents related to the case and take one of the following actions: 1) Affirm the decision of the Conduct Officer 2) Attempt to achieve an administrative resolution or 3) Convene a Judicial Board Hearing.

The Dean of Students may decide to convene a Judicial Board Hearing only if at least one of the following elements is present:

1. A student can demonstrate they have been denied due process under the University's Procedures for Student Conduct Administration.
2. A student has additional evidence not previously available that could change the outcome of their case.

All decisions made by the Judicial Board are FINAL

SANCTIONS

Sanctions provide a means for the rectification or correction of any damages resulting from inappropriate behavior, protect the excellence of the educational and social environment and assist the individual in leading a healthier lifestyle.

Sanctions may include but are not limited to:

- Career counseling
- Community service hours
- Counseling
- Disciplinary probation
- Disciplinary suspension from the University
- Dismissal from the University
- Educational sanctions
- Fines
- Loss of participation and privileges in campus activities
- Parent/Guardian notification
- Professional assessment
- Removal or restricted access from campus housing
- Restitution

Violators of certain policies will be subject to sanctions ranging from official letters of warning and reprimand to dismissal from the University, according to the severity of the offense(s).

Sanction information listed in the Community Standards Handbook is not intended to be all-inclusive. There are other situations, which based upon the circumstances – including, but not limited to the nature and the severity of the situation – may result in and require immediate or additional action to resolve the incident. The Student Affairs Division professional staff may modify the sanctions to be more beneficial and educational for the students or organizations involved.

PENALTIES FOR NON-COMPLETION OF SANCTIONS

University approved restitution relating to non-completion of sanctions may include but are not limited to:

- **Career counseling:** Minimum \$50 fine for each career counseling session not completed by required completion date or not upholding the standards of the Career Planning sanction supervisor.
- **CHOICES class:** \$100 fine for not satisfactorily completing the requirements of the CHOICES alcohol-education class.



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- **Community service hours:** \$25 fine per hour, up to \$500 maximum, for assigned service hours by required completion date or not upholding the standards of the site supervisor.
- **Drug education class:** \$100 fine for not satisfactorily completing the requirements of the drug education class.
- **Counseling:** Minimum \$50 fine for each counseling session not completed by required completion date or not upholding the standards of the Drury Counseling Office.
- **Disciplinary probation:** Student may have limited involvement in extra-curricular activities.
- **Disciplinary suspension/dismissal from the university:** Student may be separated from the University for a specified amount of time and could be arrested for trespassing.
- **Educational sanctions:** Minimum \$50 fine for each educational assignment not completed by required completion date or not upholding the standards listed by the educational sanction completion supervisor.
- **Fines:** Fines are assessed to the Drury University business account. Not paying these fines limits semester class registration and may limit a student's ability to graduate.
- **Loss of participation and privileges in campus activities:** Minimum \$50 fine for continued participation in campus organizations listed as part of the sanctioning process. The campus organization may also have their Drury University business account frozen for allowing continued participation and may be limited from receiving future SGA funding.
- **Parental/Guardian notification:** The Student Affairs Division staff or the Dean of Students completes parent notification. Providing inaccurate or falsifying parental/guardian contact information will result in a \$100 fine and a request for accurate information.
- **Peer mentoring:** Minimum \$50 fine for each peer mentoring session not completed by required completion date or not upholding the standards listed by the peer mentor supervisor.
- **Professional assessment:** Minimum \$150 fine for each professional assessment session not completed by required completion date or not upholding the standards listed by the professional assessment site.
- **Removal or restricted access from campus housing:** Student and student belongings may be removed from university property by the Drury University security staff and students could be arrested for trespassing. Student will pay for housing and meal plan costs for the semester in which they were removed.
- **Restitution:** Restitution charges are assessed to the Drury University business account. Not paying these fines limits semester class registration and may limit a student's ability to graduate.

RESPONSIBILITY & COOPERATION FOR REPORTING INCIDENTS

Any person who feels that he or she or another person has been the victim of an incident or involved in a questionable situation involving a Drury student, university employee or Drury citizen on Drury property, at any Drury activity or at any activity that an observer would associate with a Drury student, university employee or Drury citizen must immediately report the incident to the appropriate staff member, such as Residence Life staff, Greek Life staff or Security staff, or complete the online reporting form at www.drury.edu/informationreport. Drury will investigate all reported incidents and take appropriate action.

Students, university employees and other Drury citizens are required to cooperate fully with any investigation by or at the request of Drury University. Full cooperation is defined as complying with the requests of the university at the time of the incident and throughout the duration of the investigation. These requests include, but are not limited to: being available for formal questioning relating to the incident, releasing relevant information to the university and allowing university officials access to information surrounding the incident which may directly impact the safety and security of Drury students, university employees and other Drury citizens.

Information provided to Drury University during an investigation will not be released to a third-party unless mandated by law. Drury University investigations are for the purposes of Drury University only.

PENALTIES FOR NON-COOPERATION

Students, university employees and other Drury citizens are required to cooperate fully with any investigation by or at the request of Drury University. Full cooperation is defined as complying with the requests of the university at the time of the incident and throughout the duration of the investigation. These requests include, but are not limited to: being available for formal questioning relating to the incident, releasing relevant information to the university and allowing university officials access to information surrounding the incident which may directly impact the safety and security of Drury students, university employees and other Drury citizens.



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Cooperation provides a vehicle for the complete and accurate understanding of the incident under investigation protects the excellence of the educational and social environment and assists in determining the appropriate action for correction of any damages resulting from inappropriate behavior.

University definitions of non-cooperation include, but are not limited to:

- Failure to provide a valid University ID, or other valid identification upon the request of any University official, employee, or residence life staff member
- Failure to make a reasonable, positive effort to remove themselves from the environment where these standards are being violated
- Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding
- Failure to appear for a scheduled meeting, administrative hearing, or Judicial Board hearing
- Hindering the reporting process for any incident, whether the student was directly or indirectly involved
- Drury University approved restitution relating to non-cooperation during an investigation may include, but is not limited to: Students found to be deliberately non-cooperative, or fraudulent in their statements, will be subject to a \$50 fine and other sanctions at the discretion of the Office of Student Conduct that may include but are not limited to any sanction officially designated by the University.
- Based on the nature and severity of the incident, students found to be deliberately non-cooperative may also be subject to disciplinary probation or suspension from the university.

DRURY UNIVERSITY POLICIES & GUIDELINES

ACADEMIC INTEGRITY POLICY

Members of the Drury community are committed to maintain high ethical standards. Academic misconduct undermines the educational goals of the university and is a serious offense. Members of the Drury community are required to act honestly and with integrity in their academic pursuits. Examples of academic misconduct include, but are not limited to, the following:

- Copying from another student's exam and/or work of any nature
- Allowing one student to copy from another's exam
- Using unauthorized aids (such as formulas, a computer, calculator or other unauthorized materials and/or devices) for an in-class exam, take-home exam or other work
- Obtaining and/or using unauthorized material, such as a copy of an exam before it is given
- Giving or receiving answers by use of signals during an exam
- Having someone else take your exam
- Altering answers on a score test and submitting it for a re-grade
- Destroying, damaging or stealing another student's work

Plagiarism is a particular kind of academic misconduct in that one person takes another person's ideas, words or images and falsely presents them as his or her own. If a student submits any work that is not entirely his or her own, the student is plagiarizing. Examples of plagiarism include, but are not limited to, the following:

- Directly quoting the words of others, published or not, without properly using quotation marks or indented format to identify them
- Using sources without proper citations
- Paraphrasing materials or ideas of others without properly crediting the sources
- Submitting purchased (or otherwise acquired) papers as your own work
- Submitting for a grade a paper or project that has already received a grade in another course

Students who are in any doubt about the proper forms of citation and attribution of authorities and sources are expected to discuss the matter in advance with the faculty members for whom they are preparing assignments. Lack of intent does not excuse academic misconduct.

The authority and responsibility for making decisions regarding academic dishonesty and its penalties lie with the faculty member in the course involved, the department head, the dean of the college, the academic affairs committee and the president of the university.



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The initial judgment regarding both guilt and penalty will be made by the faculty member in the course. That judgment should be clearly communicated to the student. Faculty members shall notify the department head and the office of the dean of the college of instances of academic dishonesty.

A student who thinks he or she has been unfairly judged by a faculty member in questions of academic dishonesty may appeal that judgment by contacting the dean of the college.

The faculty member is encouraged to keep in mind the seriousness of academic dishonesty and its relationship to the entire academic community and its intentions. The faculty member will make the initial judgment regarding the appropriate penalty for academic dishonesty within the following guidelines: requiring that the assignments in which the offense occurred be redone; failure on the assignment in which the offense occurred; lowering of course grade; failure in the course; and other actions as the faculty member deems appropriate to a particular case.

All instances of academic dishonesty shall be reported to the dean of the college. Faculty members should have and retain evidence to support their charges of academic dishonesty and be prepared to present that evidence should a review or an appeal occur.

REVIEW

An offense as documented by the faculty member(s) in question and as reported to the dean may be considered grounds for dismissal from the university. The dean may request the academic affairs committee to convene to review the evidence and make a recommendation regarding dismissal. The dean will make the final decision regarding dismissal; that decision may be appealed to the president of the university.

APPEALS

Due process and the rights of students will be observed throughout this procedure. Records of academic dishonesty as reported by the faculty will be kept in the dean's office. These records will be destroyed upon the graduation of the student.

ALCOHOL POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of alcohol by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

The unlawful possession, use or distribution of alcohol by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

In accordance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, Drury University is required to establish a drug and alcohol prevention policy for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the policy if they are needed and to ensure that the university's disciplinary sanctions are consistently enforced. Drury University provides Drug Policy information as listed in this handbook and online at www.drury.edu/communitystandards.

INDIVIDUAL REGULATIONS

1. **ALLOWED ALCOHOL FOR LEGAL AGE PERSONS OVER 21:** Any alcoholic beverage with an alcohol content above 15% is prohibited on campus. All alcoholic energy drinks are prohibited.
2. **LEGAL AGE PERSONS:**
 - Smith and Wallace Halls: Students (and/or guests) of legal age (21+) may possess and consume allowed alcoholic beverages ONLY in the privacy of their own room with the door closed. Consumption is allowed in the presence of your roommate. Guests must be of legal age.



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- Sunderland Hall: Students (and/or guests) of legal age (21+) may possess and consume allowed alcoholic beverages ONLY in the privacy of their own residential suite with the suite door closed. Consumption is allowed in the presence of your suitemates. Guests must be of legal age.
 - College Park, Jefferson Park, Jefferson Park West, University Suites, Manley, and Summit Park: Students (and/or guests) of legal age (21+) may possess and consume allowed alcoholic beverages ONLY in the privacy of their own apartment/house with all exterior doors closed. Consumption is allowed in the presence of your roommates. Guests must be of legal age.
 - All Fraternity Housing: Students (and/or guests) of legal age (21+) may possess and consume allowed alcoholic beverages in their house.
3. **MINOR IN POSSESSION:** Students (and/or guests) under the legal age of drinking shall not buy, drink or possess (hold) alcoholic beverages. Under current Missouri law, "possession" has been expanded to include alcohol in one's system or merely appearing intoxicated, otherwise referred to as "possession by consumption."
 4. **PROVIDING TO A MINOR:** No students, collectively or individually, may purchase for, serve to or sell alcoholic beverages to any minor including being in the same room as a minor with alcohol present.
 5. **INTOXICATION:** The possession and consumption of alcohol shall not infringe upon the privacy or peace of other individuals. Any conduct occurring when a student (and/or their guests) is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior is expressly prohibited. Examples may include but are not limited to: vomiting, stumbling and falling to the point of requiring assistance, excessive profanity, etc.
 6. **MASS CONSUMPTION:** Participation in activities and/or drinking games that promote mass consumption of alcoholic beverages is prohibited. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage that includes but is not limited to kegs or cases, is prohibited.
 7. **DRINKING GAMES:** No student shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
 8. **ALCOHOL PARAPHERNALIA:** Items used for the mass consumption of alcohol are strictly prohibited. Examples include but are not limited to: beer bong, kegs, pony kegs, beer pong tables, etc.
 9. **GLASS BOTTLES:** Alcohol contained in glass bottles should be immediately poured into a plastic cup and the glass bottle should be immediately disposed of using the proper waste/recycling receptacle. Taking a glass bottle outside is prohibited. Keeping glass bottles for any reason, including those used for decoration is prohibited.
 10. **ALCOHOL IN OPEN LOCATIONS:** Possession of an open container or consumption of allowed alcoholic beverages while outdoors is expressly prohibited.
 11. **STUDENT ORGANIZATION FUNDS:** Under no circumstances may student organization funding be used to purchase alcohol.
 12. **STUDENT TRAVEL:** All Drury policies apply to students on university-related travel, including the Alcohol Policy.
 13. **GREEK ORGANIZATIONS:** Greek organizations, including students residing in the Fraternity Quadrangle, are required to follow the Drury University Social Event Policy and Fraternal Information and Programming Guidelines (FIPG) when planning social events that involve allowed alcohol.
 14. **SPECIAL FUNCTIONS:** Any alcohol (regardless of percentage of alcohol content) may be served to legal age persons for events on campus with special permission from the President of the University and with proper protocols in place to prevent the misuse and abuse of alcohol. Events held at the O'Reilly Family Event Center, an auxiliary enterprise, are subject to guidelines and regulations outlined by specific contracted events.

MEDICAL AMNESTY & GOOD SAMARITAN POLICY RELATING TO ALCOHOL AND DRUGS

Because Drury University considers student health and safety of the utmost importance:

- No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to university sanctions punitive in nature.
- Student(s) seeking medical amnesty will be required to attend a substance abuse education class or assessment.
- Students acting as a Good Samaritan may be required to attend a substance abuse education class or assessment.
- Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the Office of Student Conduct.

Individuals and organizations are required to seek immediate emergency medical treatment for their members or guests when any health risk is observed, including medical emergencies relating to the use of drugs and alcohol. The organization's willingness to seek emergency medical assistance will be viewed as a mitigating factor in determining sanctions.



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This policy does not preclude sanctions due to any other violations of the Community Standards and does not grant amnesty for possession with intent to distribute drugs.

ALCOHOL POLICY VIOLATION SANCTIONS

For certain violations, standard sanctions are already in place. The following sanctions are standard for any alcohol violation. Drury University reserves the right to modify or change any standard sanction dependent upon the severity and nature of the violation.

ALCOHOL: 1st Violation

- Community service: A minimum of 10 hours of community service
- Educational sanction: Required attendance at CHOICES alcohol education course
- Fine: A minimum \$50 fine assessed to student account

ALCOHOL: 2nd Violation

- Community service: A minimum of 20 hours of community service
- Educational sanction: Reflection paper/presentation
- Fine: A minimum \$100 fine assessed to student account
- Parent notification: Written parent notification as allowed by FERPA

ALCOHOL: 3rd Violation

- Community service: A minimum of 40 hours of community service
- Professional assessment: Referral to off-campus alcohol assessment with required treatment and follow-up through the Counseling Center (assessment fee charged to student)
- Fine: A minimum \$200 fine assessed to student account
- Disciplinary probation: Loss of social and leadership privileges in campus organizations
- Parent notification: Written parent notification as allowed by FERPA

ALCOHOL: 4th Violation

- Disciplinary suspension: Separation from the University for a minimum of one semester

DRINKING GAMES: Per Violation

- Fine: A minimum \$100 fine assessed to student account

GLASS BOTTLES or ALCOHOL PARAPHERNALIA: Per Violation

- Fine: A minimum \$50 fine assessed to the student account

PROVIDING ALCOHOL TO A MINOR: Per Violation

- Community Service: 20 hours community service
- Fine: A minimum \$150 fine assessed to the student account

ANIMALS ON CAMPUS POLICY

SERVICE ANIMAL POLICY GENERAL GUIDELINES

Service animals may accompany students, employees, and visitors with disabilities to Drury University events, activities, and locations with rare exceptions. Local, state, and federal laws regulate the use of service animals at Drury University.

SERVICE ANIMALS: According to the U.S. Department of Justice, service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as



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medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

On a case by case basis, Drury University may also permit the use of a housebroken miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Persons wishing the University to consider use of a miniature horse should contact the Director of Disability Support Services.

SPECIFIC PROVISIONS – SERVICE ANIMALS

- A. Generally, Drury University will permit the use of a service animal by individuals with disabilities. Drury University may ask an individual with a disability to remove a service animal from the premise if (1) the animal is out of control and the animal's handler does not take effective action to control it; or (2) the animal is not housebroken. If a service animal is properly excluded under this provision, the individual with a disability will be given the opportunity to participate in Drury University's service, program, or activity without having the service animal on the premises.
- B. A service animal may be excluded if Drury University makes an individualized assessment based on reasonable judgment and best available objective evidence that the service animal poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications.
- C. A service animal must be immunized against diseases common to that type of animal.
- D. A service animal must be under the control of its handler (e.g., harness, leash, voice control, signals, or other means).
- E. Student is responsible for the care, well-being, and supervision of a service animal at all times.
- F. An entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. An entity may ask: 1) if the animal is required because of a disability and 2) what work or task the animal has been trained to perform. An entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
- G. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.
- H. A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

SUPPORT ANIMAL ACCOMMODATION POLICY

An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides. In accordance with the Fair Housing Act (FHA), Drury will entertain reasonable requests for emotional support animals in campus housing at least 30 days prior to move-in.

Students seeking to bring an emotional support animal to their residence need to provide Drury's Disability Support Services office (DSS) with documentation from a licensed medical or mental health provider that indicates the species of the animal and affirmatively answers the following two questions:

1. Does the person 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 person 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 a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

The health and safety of our students, faculty, staff, and the emotional support animal is an important concern; therefore, each request for such an accommodation will be made on a case-by-case basis by DSS in conjunction with Housing and the Dean of Students. Residents may request to have no more than one animal due to the confined living space.



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When the Director of DSS has determined a qualifying disability exists, he/she will contact the Housing Office. At that time, the Housing Office will schedule a meeting with the student to discuss reasonable accommodations. If the request may be reasonably accommodated and does not fundamentally alter the housing program or community, the Housing Office will provide an agreement that outlines the rules and obligations for having that particular species in campus housing.

After the student has signed the agreement and provided the required veterinary records outlined for that species, the Housing Office will provide written confirmation to the student (and need-to-know offices) that the emotional support animal may reside with the student in his/her assigned bedroom or apartment. An approved emotional support animal (that is not also defined as a service animal) may only be in a student's private dwelling (assigned bedroom or apartment) and is prohibited in all other campus locations. When being transported out of the room, the animal must be caged or leashed.

Emotional support animals are required to be housebroken, be in good health and vaccinated per all applicable laws, and under adult control at all times. Emotional support animals may not infringe upon the right of other tenants to enjoy their residence (allergies, noise, odor, phobias, scratching, chewing, etc.) More species-specific obligations will be outlined in the emotional support agreement.

Drury may reassign a student to a different housing location to accommodate a request for an emotional support animal. Additionally, if the animal infringes upon the rights of other residents or poses a threat to others, the student may lose the right to have the animal in housing.

A student may request an extension into the next academic year, but must provide updated vaccination/vet records before approval will be granted.

Students should not acquire an animal prior to signing & filing the species-specific agreement to ensure the animal will meet Drury's parameters, and is not prohibited by law. A student who has an animal in campus housing areas without official Housing Office approval is in violation of our no-pets policy (with the exceptions of a service animal or fish in <10-gallon tank). In that circumstance, there is an automatic \$150 fine assessed to the student's account.

Additionally, prior to obtaining an animal, students should consider their academic, co-curricular and social commitments to establish how much time and energy is available for animal care/exercise. Consider the animal's temperament – will the animal be quiet and well-mannered in a small residential space? Students should establish a plan for the financial costs of animal food, medications, supplies, training, grooming, veterinary & emergency care, and off-campus boarding in the event the student must leave town overnight. If the animal does not get along in campus housing or is too difficult to care for, who will take the animal? Being mindful of these factors and questions will help ensure a successful match between student and animal.

DRUG POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the use and abuse of drugs by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Drury prohibits the use, possession, distribution and manufacturing of illegal drugs and paraphernalia by its students, employees and citizens. The abuse of prescription drugs and drug-like substances will be treated the same as the use of illegal drugs.

The unlawful possession, use or distribution of drugs by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

In the event that a residential unit contains an odor of marijuana, the resident(s) of that unit will be considered to be in violation of the University policy concerning drug possession and use.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.



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Drury University reserves the right for officially designated Student Affairs staff to inspect any room based on the preponderance of evidence that prohibited materials are in the possession of or in use by occupants of that room.

In accordance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, Drury University is required to establish a drug and alcohol prevention policy for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the policy if they are needed and to ensure that the university's disciplinary sanctions are consistently enforced. Drury University provides Drug Policy information as listed in this handbook and online at www.drury.edu/communitystandards.

MEDICAL AMNESTY & GOOD SAMARITAN POLICY RELATING TO ALCOHOL AND DRUGS

Because Drury University considers student health and safety of the utmost importance:

- No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to university sanctions punitive in nature.
- Student(s) seeking medical amnesty will be required to attend a substance abuse education class or assessment.
- Students acting as a Good Samaritan may be required to attend a substance abuse education class or assessment.
- Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the Office of Student Conduct.

Individuals and organizations are required to seek immediate emergency medical treatment for their members or guests when any health risk is observed, including medical emergencies relating to the use of drugs and alcohol. The organization's willingness to seek emergency medical assistance will be viewed as a mitigating factor in determining sanctions.

This policy does not preclude sanctions due to any other violations of the Community Standards and does not grant amnesty for possession with intent to distribute drugs.

DRUG POLICY VIOLATION SANCTIONS

Certain violations already have standard sanctions in place. The following sanctions are standard for drug policy violations. Drury University reserves the right to modify any standard sanction dependent upon the severity and nature of the violation.

Possession of Drug Paraphernalia: First Violation

- Participation in a two-hour drug education class with 2 follow-up sessions
- Minimum \$50.00 assessed to student account
- Written parental/guardian notification as allowed under FERPA regulations

Possession of Drug Paraphernalia: Second Violation

- Residence Hall suspension for at least 1 semester
- Minimum \$75.00 assessed to student account
- Written parental/guardian notification as allowed under FERPA regulations

Use or Possession of Marijuana: First Violation

- Participation in a two-hour drug education class with 2 follow-up sessions
- Minimum \$75.00 assessed to student account
- Assessment for chemical dependency
- Written parental/guardian notification as allowed under FERPA regulations
- Notification of violation sent to Springfield Police Department

Use or Possession of Marijuana: Second Violation

- Possible suspension from the University for One Semester
- Possible fine of a minimum of \$100 assessed to student account
- Written parental/guardian notification as allowed under FERPA regulations
- Notification of violation sent to Springfield Police Department

Use or Possession of a Controlled Substance Other Than Marijuana: First Violation

- Participation in a two-hour drug education course with 2 follow-up sessions
- Minimum \$100.00 assessed to student account



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- Residence hall suspension for at least 1 semester
- Assessment for chemical dependency
- Written parental/guardian notification as allowed under FERPA regulations
- Possible suspension from the University for one semester
- Notification of violation sent to Springfield Police Department

Use or Possession of a Controlled Substance Other Than Marijuana: Second Violation

- Suspension from the University for One year
- Written parental/guardian notification as allowed under FERPA regulations
- Notification of violation sent to Springfield Police Department

Possession of a Controlled Substance with Intent to Sell or Distribute: First Violation

- Dismissal from the University
- Notification of violation sent to Springfield Police Department

FREE SPEECH POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of free speech by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

The abuse of free speech by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

NON-DISCRIMINATION GUIDELINES

Drury University students, student organizations, employees and citizens are not allowed to discriminate on the basis of race, national origin, color, religion, gender, age, veteran status, sexual orientation and/or ability status in any of its programs, activities, services, benefits or membership practices.

Under Title IX of the U.S. Education Act Amendment of 1972, certain exemptions may be granted for groups such as intercollegiate and intramural athletics, social fraternities and sororities.

FREE SPEECH GUIDELINES

Drury University will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. Drury University maintains its right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the university, including but not limited to classes and university business, or invade the rights of others will not be tolerated. Faculty, staff and students engaging in a disruptive activity may be subject to disciplinary action.

Use of the space will be assigned to the person or organization that requests the area first. University-sponsored events have first priority on the use of campus grounds. The university reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the university or interfere with the rights of others.

The volume of any sound equipment may not exceed 75 decibels on the A scale at 50 feet from the source of amplification in order to keep from interfering with any academic or other program taking place in nearby buildings.

FREE SPEECH ACTIVITIES

- **SPEAKERS:** In view of the desire of the university to promote free speech, the free speech areas of the campus are open to speakers for whom official arrangements to speak have been made with the university, following the provisions of this policy.



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- **THE RIGHT TO DISSENT:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
- **PICKETING AND DISTRIBUTION OF LITERATURE:** Picketing in an orderly manner or distributing literature is acceptable. Picketing is not permitted inside campus buildings or within 50 feet of external access to buildings. Interference with entrance to or exit from facilities and interruption of classes or other normal functions is prohibited.
- **SYMBOLIC PROTEST:** During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that prevent the audience from being able to pay attention.
- **PEACEFUL DEMONSTRATIONS & MARCHES:** Students may conduct peaceful demonstrations, protests or marches. Although the right of peaceful protest within the Drury community is recognized, the university retains the right to ensure the safety of individuals, the protection of property and the continuity of the educational process. In order to ensure that the rights of the institution and of all individuals is protected, the following regulations have been established:

CONDUCT AND MANNER

Those who schedule speech or public assembly activities on campus must not:

- Violate other policies as a result of practicing free speech
- Threaten others or employ force or violence
- Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic
- Commit any act likely to create an imminent safety or health hazard
- Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time
- Post materials on anything except designated posting areas
- Conduct speech that includes defamatory or obscene language, fighting words—which are those words that by their very utterance tend to provoke an immediate breach of the peace, or is likely to produce imminent lawless action
- Engage in free speech actions that are not allowed by law, damages or destroys university property

SAFETY & ACCOUNTABILITY

Any attempt to control or take over buildings, faculty or administrative offices, or other facilities in any buildings where university space is in use for an authorized function, whether conduct of a class, a public or private meeting under approved sponsorship, normal administrative or educational functions or service-related activities (health services, recreational activities, or personnel placement) is prohibited.

A request for use of free speech activities may be denied if it is determined that the proposed speech/activity will constitute a clear and present danger to the university's orderly operation. Any request to desist from specified activities or to leave the premises must be obeyed.

Rooms in which instruction, research or study normally take place may be occupied only when assigned through established procedures. Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.

Every student enrolled in the university has the right to be interviewed on campus by any legal organization that desires to recruit at the campus. Any student or group of students has the right to protest against the appearance on campus of any organization, provided the protest does not interfere with any other student's opportunity to have such an interview.

The Dean of Students must be informed of the time and place of any demonstration in advance. To ensure proper safety, if requested by Drury University security personnel, a person must identify him/herself by presenting a Drury ID card or driver's license or some other form of government issued identification.

Limitations may only be prescribed on the areas in which demonstrations are held in order to avoid physical harm or physical conflict between groups of demonstrators. Students should be advised as to whether their demonstration is consistent with stated regulations.



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FREE SPEECH POLICY VIOLATION SANCTIONS

Violators of this policy will be subject to sanctions ranging from official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

HAZING POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the use of hazing by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities; the wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, policy and regulations of Drury University, or applicable state and national law.

The use of hazing by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

Missouri law classifies Hazing as a Class A misdemeanor; <http://www.moga.mo.gov/mostatutes/stathtml/57800003651.html>

HAZING EXAMPLES

Some examples of hazing may include, but are not limited to:

- **SUBTLE HAZING:** Behaviors that emphasize or accentuate a power imbalance between students or groups in a negative manner. Examples may include: deception, assigning demerits, silence periods with implied repercussions, deprivation of privileges, requiring students to perform duties not assigned to other students, socially isolating students, random tests of information; name calling, requiring students to refer to other students with titles while they are identified with demeaning names, expecting certain items to always be in a student's possession.
- **HARASSMENT HAZING:** Behaviors that confuse, frustrate, and/or cause undue stress to some members are considered harassment hazing. Examples may include: verbal abuse, threats or implied threats, line-ups, asking students to wear humiliating attire, stunt or skit events with degrading, crude or humiliating acts, personal servitude for existing students and sleep deprivation.
- **VIOLENT HAZING:** Behaviors that have the potential to cause physical and/or emotional harm. Examples may include: forced or coerced alcohol, drug or food consumption, beating, paddling or other physical acts, branding, forced or coerced ingestion of substances, water intoxication, expecting illegal activity, abductions and kidnapping.

CONFIDENTIAL REPORTING

All hazing reports are confidential and may also be reported anonymously through www.drury.edu/informationreport.

HAZING POLICY VIOLATION SANCTIONS

For certain violations, standard sanctions are already in place. The following sanctions are standard for any hazing violation. Drury University reserves the right to modify or change any standard sanction dependent upon the severity and nature of the violation.

HAZING: 1st Violation

- Community Service: A minimum of 20 hours of community service
- Counseling: Referral to Director of Counseling Services
- Fine: A minimum \$100 fine assessed to student account
- Loss of participation and privileges in campus organizations
- Campus Housing: Released from on-campus housing with no refund for the entire semester



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- Parent Notification: Formal parent notification as allowed by FERPA

HAZING: 2nd Violation

- Disciplinary Suspension: Separation from the University for a minimum of one semester

HAZING: Organization or Group Violation

When a student group or organization is found in violation of hazing, the sanctions may include, but are not limited to, the following:

- Compliance program: Groups are required to undergo a multi-session anti-hazing program. All costs associated with the program are the responsibility of the group. A minimum attendance level will be set ahead of time and must be satisfied to complete this sanction.
- Social and campus probation: Groups would be prohibited from organizing socially or holding any campus events for a minimum of one semester.
- Withdrawal of recognition: When a group has been found responsible for a major hazing incident (jeopardizing the health or well-being of any persons), the university may withdraw recognition of that group for a specified time.

MISSING STUDENT POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University is concerned for the safety and well-being of its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing. Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by the university in the event that the student is determined missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

At the beginning of each academic year, Drury University will inform students residing in on-campus housing that Drury will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing.

This information will include the following:

- Students have the option of identifying an individual to be contacted by Drury University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, Drury University is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- Drury University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Drury University Security or law enforcement personnel have been notified and make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Drury University will initiate the emergency contact procedures in accordance with the student's designation.

Drury University will practice the following notification procedure for a missing student who resides in on-campus housing:

- Once Drury University receives a missing student report via the Dean's Office, Drury University Security, Housing Office or other source, the following offices will be notified:
 - Drury University Security
 - Dean of Student's Office
 - Housing Office
- Any official missing person report relating to this student shall be referred immediately to Security.
- If Drury University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Drury University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.



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Upon notification from any entity that any student may be missing, Drury University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing Office, the Resident Assistants or Community Advisors may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Security may key into the student's assigned room as well as search on-campus public locations (library, cafeteria, etc.)
- Security may issue an ID picture to assist in identifying the missing student.
- The Dean of Student's Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Security may examine card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Technology Services may be asked to look up email logs for last login and use of Drury University email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years of age, notify a parent or guardian, and
- Notify law enforcement.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees and Drury citizens.

DRURY UNIVERSITY NON-DISCRIMINATION STATEMENT-Approved by Board of Trustees 5-16-14, Updated 10-1-15, Updated 9-1-16

Drury University is an open and welcoming community from a rich variety of cultures, races and socio-economic backgrounds. The mission and goals of the university dedicate the institution to being a community which "affirms the quality and worth of all peoples" and appreciates the "diversity of human culture, language, history and experience." Drury University does not discriminate on the basis of disability, race, color, religion, gender, age, sexual orientation, national or ethnic origin, or veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding Drury's non-discrimination policies:

Scotti Siebert
Coordinator - Non-Discrimination / Harassment & Title IX
Director of Human Resources
Drury University
900 North Benton Avenue
Burnham Hall – Room 107
Springfield, MO 65802
417-873-7854
ssiebert@drury.edu

Bruce Callen
Deputy Coordinator – Non-Discrimination / Harassment & Title IX
Associate V.P. for Academic Affairs-Operations
Drury University
900 N Benton Avenue
Burnham Hall – Room 204
Springfield MO 65802
417-873-7473
bcallen@drury.edu



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Tijuana Julian

Deputy Coordinator - Non-Discrimination/Harassment & Title IX

V.P. for Student Affairs / Dean of Students

Drury University

900 North Benton Avenue

Findlay Student Center – Room 201

Springfield, MO 65802

417-873-7215

tjulian@drury.edu

Aaron Jones

Deputy Coordinator – Non-Discrimination/Harassment & Title IX

Chief of Staff

Drury University

900 North Benton Avenue Burnham Hall – Room 103

417-873-6829

ajones11@drury.edu

Drury's policies related to non-discrimination and their locations are as follows:

- Non-Discrimination/Harassment Policy and Complaint Procedures – <http://www.drury.edu/hr/staff-handbook/712-non-discrimination-harassment-policy-and-complaint-procedures/>
- Title IX: Sexual Misconduct Policy – <http://www.drury.edu/hr/staff-handbook/713-title-ix-sexual-misconduct-policy/>
- Disability Support Services for Students – <http://www.drury.edu/disability-support-services/>
- Equal Employment Opportunity – <http://www.drury.edu/hr/staff-handbook/701-equal-employment-opportunity/>
- Disability Accommodation for Employees – <http://www.drury.edu/hr/staff-handbook/703-disability-accommodations/>

DRURY UNIVERSITY NON-DISCRIMINATION/HARASSMENT POLICY AND COMPLAINT PROCEDURES

(Approved by Board of Trustees 5-16-14)

I. GENERAL STATEMENT

Drury University is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity. Accordingly, the University prohibits discrimination on the basis of gender, race, color, veteran status, national origin, disability, age, religion, sexual orientation or any other legally protected characteristic (collectively, "protected classes") in matters of admissions, housing, services, any aspect of the employment relationship, and in the other educational programs and activities that the University operates (collectively, "programs and activities").

Harassment is any unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion to a person on the basis of a protected class. Harassment that is based on a protected class constitutes a form of prohibited discrimination when it denies or limits a person's ability to participate in or benefit from the University's programs and activities.

Examples of behaviors that could be deemed harassment as defined above include, but are not limited to, the following:

- Written or verbal abuse or threats
- Crude comments, jokes, or innuendo
- Taunts or intimidation
- Shouting, bullying or ridiculing
- Undermining of performance
- Offensive phone calls, texts or photos
- Touching, hitting or other physical contact



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II. APPLICABILITY

These complaint procedures are applicable to complaints alleging discrimination and/or harassment on the basis of a protected class, except those complaints falling under the Title IX: Sexual Misconduct Policy, and include complaints made by University employees and students against faculty, staff, students, supervisors, co-workers, or non-employees (such as vendors). All individuals involved in processing complaints under these procedures will be trained in complaint investigation and are knowledgeable about the University's obligation to comply with Federal laws prohibiting discrimination in the University's programs.

III. FILING A COMPLAINT

The University has designated the following administrators to coordinate inquiries regarding its efforts to carry out this policy, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination and harassment.

Scotti Siebert

Coordinator - Non-Discrimination / Harassment & Title IX

Director of Human Resources
Drury University
900 North Benton Avenue
Burnham Hall – Room 107
Springfield, MO 65802
417-873-7854
ssiebert@drury.edu

Bruce Callen

Deputy Coordinator – Non-Discrimination / Harassment & Title IX

Associate V.P. for Academic Affairs-Operations
Drury University
900 N Benton Avenue
Burnham Hall – Room 204
Springfield MO 65802
417-873-7473
bcallen@drury.edu

Tijuana Julian

Deputy Coordinator - Non-Discrimination/Harassment & Title IX

V.P. for Student Affairs / Dean of Students
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tjulian@drury.edu

Aaron Jones

Deputy Coordinator – Non-Discrimination/Harassment & Title IX

Chief of Staff
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ajones11@drury.edu



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Any employee or student who believes he or she has been subjected to discrimination or harassment on the basis of a protected class may initiate a complaint by filing a written complaint with the Coordinator - Non-Discrimination/Harassment detailing: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all persons involved in the alleged conduct, including possible witnesses; (3) pertinent facts of the incident; and contact information for the complainant so that the University may follow up appropriately. If the complaint is to be filed against the Coordinator then the complaint should be filed with one of the Deputy Coordinators specified above.

Administrators, supervisors and faculty members who receive a report or complaint of discrimination or harassment, or witness what they perceive to be discrimination or harassment, are mandated to immediately report such information to the Coordinator - Non-Discrimination/Harassment. Staff members and students who witness what they perceive to be discrimination or harassment, or receive other information regarding an incident of discrimination or harassment, are encouraged to report such information to the Coordinator - Non-Discrimination/Harassment.

Complaints of discrimination and/or harassment on the basis of disability, age, sex, race, color, or national origin may also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106, (816) 268-0550.

IV. GOOD FAITH COMPLAINTS

Good faith complaints of discrimination and harassment will be investigated under these procedures. However, knowingly making a false complaint or report is prohibited, and those who do so will be subject to disciplinary action.

V. NON-RETALIATION

Employees and students can make good faith reports and complaints about discrimination and harassment without fear of reprisal. Retaliation by any person against a person filing a complaint, making a report, or participating in an investigation is absolutely prohibited and will result in disciplinary action.

VI. CONFIDENTIALITY

The University endeavors to maintain confidentiality with respect to the complaint and investigation to the degree that it can be maintained while conducting a thorough investigation, but the University may be hindered in its ability to investigate a complaint if the person bringing the complaint requests complete confidentiality.

To enable confidentiality, those processing the complaint and all parties to the investigation must maintain the confidentiality of information obtained during a complaint, including the name of the person who filed the complaint and other information received during the processing of the complaint.

VII. INVESTIGATION

Drury University will thoroughly and promptly investigate all complaints of discrimination and harassment. The investigation will be governed by the forthcoming procedures.

A. Commencement of the Investigation

After receiving the complaint, the Coordinator - Non-Discrimination/Harassment will give a copy of the complaint to the appropriate Deputy Coordinator (as appropriate depending on whether the respondent is a student, staff member or faculty member) ("Investigating Officer") who will review the complaint and commence an investigation as soon as practicable but not later than seven (7) days after the complaint is made. During the course of the investigation, the Investigating Officer may consult with appropriate University personnel and outside counsel.

B. The Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.



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During these conversations with the complainant and respondent, informal resolution methods may be considered and discussed but the complainant is not required to accept any informal resolution. If an informal resolution is reached, it will be documented and signed by both parties and the matter will be deemed resolved.

If the complaint is not resolved informally and the Investigating Officer determines there are genuinely disputed material facts requiring resolution, an evidentiary hearing will be held before a panel of three hearing officers selected by the Investigating Officer. The hearing officers will be chosen from a pool of faculty members and staff designated by the President. When a faculty member is the respondent, the three hearing officers will all be faculty members as well. When a staff member is the respondent, at least two of the hearing officers must be staff members. When a student is the respondent, at least one of the hearing officers must be a faculty member. The panel shall select one of its members to preside over the hearing. The Investigating Officer will identify for the panel those genuinely disputed facts requiring resolution. The panel will review the statements and other evidence gathered by the Investigating Officer during the investigation. Both the complainant and respondent will be given an equal opportunity to address the panel. The panel may ask questions of the complainant and respondent, but the complainant and respondent will not be permitted to question each other. In its discretion, the panel may hear live testimony from witnesses, in which case any questioning will be conducted by the hearing panel itself.

The hearing panel shall resolve genuinely disputed material facts under a preponderance of the evidence standard. The hearing panel will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every effort will be made to obtain the most reliable evidence available. The hearing panel will provide a written statement of its findings of fact to the Investigating Officer. If such an evidentiary hearing is held, both the complainant and respondent will have similar and timely access to any information that will be used at the hearing.

C. Non-Attorney Support Person For Cases Involving Students

During the investigation process, both a student complainant and a student respondent may ask a non-attorney support person from the University community to accompany him or her to meetings with the Investigating Officer and to any evidentiary hearing. The support person must be an administrator, faculty member, staff member, or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

D. Interim Measures

At any time during the investigation, in consultation with the Coordinator - Non-Discrimination/Harassment, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include, but are not limited to, separating the parties, placing limitations on contact between the parties, suspending an employee with pay, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Non-Discrimination/Harassment Policy.

E. Findings Of The Investigation

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation and whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written report will incorporate any findings of fact resulting from an evidentiary hearing.

The preliminary report will be submitted to the Coordinator - Non-Discrimination/Harassment. The Coordinator - Non-Discrimination/Harassment may accept the preliminary report, request to review additional information, including summaries of party/witness statements or other information, or return the preliminary report for further investigation. After the review of the written report is complete, the Coordinator - Non-Discrimination/Harassment will, for both the complainant and respondent, prepare and deliver a written determination of the complaint. The determination will be one of three outcomes:

1. Finding "No Violation"

If there is a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, both parties will be so informed.



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2. Finding “Inappropriate Behavior Not Rising To the Level of a Violation”

There may be a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, but was inappropriate, unprofessional, or violated some other University policy. The Coordinator - Non-Discrimination/Harassment may determine that such inappropriate behavior merits discipline, ongoing monitoring, coaching, or other appropriate action. If so, the Coordinator - Non-Discrimination/Harassment may refer the matter to any appropriate administrator, dean or other manager for further proceedings or disciplinary measures consistent with University policy.

3. Finding “Violation”

If there is a determination that the behavior violated the Non-Discrimination/Harassment Policy, the Coordinator - Non-Discrimination/Harassment, in consultation with any appropriate administrator, dean, or other manager, will determine appropriate corrective and disciplinary action to be taken. In addition, the Coordinator - Non-Discrimination/Harassment will implement reasonable and appropriate measures to ensure that the complainant is not subject to further harassment and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the respondent, including written reprimand, suspension, demotion, termination, or expulsion in accordance with University policy. Remedial steps that do not directly affect the respondent shall be redacted from the respondent's copy of the written summary of findings.

F. Special Procedure Concerning Complaints Against The President, The Coordinator- Non-Discrimination/Harassment, administrators Senior To Coordinator - Non-Discrimination/Harassment

If a complaint involves alleged conduct on the part of the University President, the Executive Committee of the Board of Trustees will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures. The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the full Board of Trustees within ten (10) days of his/her receipt of the Executive Committee's written determination and in accordance with Sections VIII.A. and VIII.B. below. The full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Coordinator – Non-Discrimination/Harassment within three (3) days of the resolution.

If a complaint involves alleged conduct on the part of the Coordinator - Non-Discrimination/Harassment or any administrator senior to the Coordinator - Non-Discrimination/Harassment, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will appoint three (3) individuals, chosen from the pool of Deputy Coordinators and Investigators, to make a determination and prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the written determination and in accordance with Sections VIII.A. and VIII.B. below. The Executive Committee of the Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The Executive Committee of the Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Coordinator - Non-Discrimination/Harassment within three (3) days of the resolution. If the Coordinator - Non-Discrimination/Harassment is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

G. Timing Of The Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed.

H. Rights Of The Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:



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- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer and the Coordinator - Non-Discrimination/Harassment in resolving the complaint
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer
- Equal opportunity to address any hearing panel

VIII. APPEALS

A. **Grounds For Appeal**

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Coordinator - Non-Discrimination/Harassment, would result in a different decision
- These published complaint procedures were not followed *and* this failure was a substantial factor in the determination against the appealing party
- Bias or prejudice on the part of the Investigating Officer or Coordinator - Non-Discrimination/Harassment, or
- The punishment or the corrective action imposed is disproportionate to the offense

B. **Method Of Appeal**

Appeals must be filed with the President within five (5) days of receipt of the written determination of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

C. **Resolution Of The Appeal**

The President will appoint an appeal panel, comprised of three (3) individuals selected from the pool of Deputy Coordinators and Investigators, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Coordinator – Non-Discrimination/Harassment shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

IX. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Coordinator - Non-Discrimination/Harassment, and the Appeal Panel, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

X. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Non-Discrimination/Harassment Policy, except those complaints falling under the Title IX: Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Non-Discrimination/Anti-Harassment Policy.



TITLE IX SEXUAL MISCONDUCT POLICY - Effective 8-1-13, Rev 2-25-14, Rev 6-1-15, Rev. 9-1-16

I. POLICY STATEMENT

Drury University (the "University") strives to be a safe, education-oriented and community minded campus that maintains an academic and social environment conducive to intellectual and personal development of students, promotes the safety and welfare of all members of the campus community, and is free of discrimination on the basis of sex. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

The University's Sexual Misconduct Policy defines the various forms of sexual misconduct that violate the standards of our community, identifies resources, and outlines the University's student conduct process, including the outcomes imposed for violations of this policy.

II. SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus (the "University Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, athletics, and student services.

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its educational programs and activities, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

The following Title IX officers have been appointed from members of the senior staff to ensure that Drury University is in compliance with Title IX, and can be contacted regarding any Title IX issues.

<u>Title IX Coordinator</u> Scotti Siebert, Director of Human Resources	873-7854
<u>Deputy Coordinator</u> Barbara Cowherd, Associate Athletic Director	873-7363
<u>Deputy Coordinator</u> Tijuana Julian, Dean of Students	873-7215
<u>Deputy Coordinator</u> Bruce Callen, Associate V.P. for Academic Affairs-Operations	873-7473
<u>Deputy Coordinator</u> Aaron Jones, Chief of Staff	873-6829

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to



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designate appropriate persons for implementing the Complaint Resolution Procedures. The Deputy Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. POLICY DEFINITIONS

Sexual Misconduct is an umbrella term covering sex discrimination, sexual harassment, and sexual violence and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- Social media use that violates this policy
- Sending sexually explicit emails or text messages
- Sexual violence (as defined below)

Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol.

Some types of sexual violence are described as:

- **Rape or Sexual Assault:**
Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- **Sexual Coercion:**
The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either



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expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.

- **Sexual Exploitation:**

An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.

Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- **Incapacitation** is the inability, temporarily or permanently, to give consent, due to mental or physical incapability, unconsciousness, or vulnerability due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Examples of incapacitation may include, but are not limited to, vomiting, being unconscious, or being unable to communicate for any reason.

Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

- **Domestic Violence:**

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a 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 or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], 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 jurisdiction.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of "domestic assault" which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

- **Dating Violence:**

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.



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- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri's definitions of domestic violence and domestic assault.
- **Stalking:**
A course of repeated non-consensual conduct directed toward another specific person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury to that person. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, threatening physical conduct, or any combination of these behaviors directed at or toward a person.
 - Missouri's definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.
 - **Cyber-stalking** is a type of stalking in which electronic media, such as internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Examples of cyber-stalking include, but are not limited to, unwelcomed or unsolicited emails, instant messages, and messages posted on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or co-workers, or sending or posting unwelcomed and unsolicited messages with another username.

V. REPORTING INCIDENTS OF SEXUAL MISCONDUCT

Employees' Duty to Report

All University employees have a duty to report sexual misconduct to the Title IX Coordinator or a Deputy Coordinator when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. Reports should be made by employees as soon as is reasonably possible after such information is obtained. An employee not reporting sexual misconduct, or not reporting in a timely manner, as required by this policy may be disciplined accordingly, up to and including termination.

Students and Other Persons

Students and any other persons who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or a Deputy Coordinator. Students should be aware that all employees at the University have an obligation to report sexual misconduct that they become aware of or witness, except those identified later in this section.

An anonymous report can also be made at: <http://falkor.drury.edu/forms/inforeport/inforeport.cfm>. However, employees cannot fulfill their reporting obligation by using this anonymous mechanism.

Confidential Discussions

If a student or employee victim desires to talk confidentially about his or her situation, there are resources available. The following resource is available to assist you and will not further disclose any identifying information about you, unless otherwise required to do so by law (e.g., if the victim is a minor):

- The University's Student Counseling Center is available to students. University mental health counselors are bound to professional standards regarding confidentiality, and will not reveal the identity of victims, unless there is an imminent safety concern or as otherwise required by law. Contact information for the Student Counseling Center is as follows: Findlay Student Center, Room 114, (417) 873-7357.
- The University's Chaplain is available to talk with students and employees. Contact information is as follows: Burnham Hall, Room 211, (417) 873-7231.

Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.



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Timing of Complaints

The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled "Complainant Rights and Options for Recipients of Sexual Misconduct." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the University
- Requesting that no further action be taken
- Requesting further information about the University's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Members of the University Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

Retaliation

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.



Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to the University's Department of Safety & Security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

Amnesty

The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual reporting sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The University may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The University's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

Bad Faith Complaints

While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VI. INVESTIGATION AND PRIVACY

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint, and all reports of sexual misconduct will be handled in confidence to the extent allowed by law. However, because of laws related to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

Further, if a report of sexual misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that included the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to students, faculty, staff, or visitors.

The appropriate Deputy Coordinator, in collaboration with the Title IX Coordinator and Director of Safety and Security, is responsible for evaluating requests for confidentiality.

VII. RESOLUTION

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of



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this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

VIII. FACULTY AND STAFF STANDARDS

Academic Freedom

While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

Relationships with Students

Members of the faculty or staff at the University shall not engage in amorous or sexual relations with, or make amorous or sexual overtures to any student over whom he or she holds a position of authority with regard to academic or administrative judgments and decisions.

Employee Relationships

The university prohibits supervisors and managers from dating or otherwise entering into a personal relationship with any subordinate or any employee reporting to that supervisor or manager. Such relationship can become disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of indirect sexual harassment.

IX. RESOURCES AND SUPPORT

Drury University offers non-judgmental support and resources to any party involved in a sexual misconduct incident. Please contact the Title IX Coordinator or a Deputy Coordinator for more information about available resources and accessing those resources.

X. EDUCATION

Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION PROCEDURES

I. GENERAL PRINCIPLES

Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

Administration

For purposes of these Complaint Resolution Procedures, "Deputy Coordinator" means the appropriate Deputy Coordinator depending on the status of the respondent. "Investigators" refers to one or more individuals from a trained pool of employees who have been assigned to investigate a particular complaint. "Title IX Team" refers to the individuals serving as the Coordinator, Deputy Coordinators, or Investigators.

Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Title IX Coordinator, Deputy Coordinators, and Investigators shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If any individual involved in the administration of these procedures determines that he or she cannot apply these procedures fairly and impartially



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because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual shall be designated to administer these procedures.

Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

II. PRELIMINARY MATTERS RELATED TO THE INVESTIGATION AND RESOLUTION OF A COMPLAINT

Timing of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigators in writing explaining how much additional time is needed and why it is needed. The Investigators shall respond to any such request within three (3) days.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

Interim Measures

At any time during the investigation, the Deputy Coordinator, in consultation with the Title IX Coordinator, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Misconduct Policy.

Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:



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- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigators
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigators
- Equal opportunity to appeal determinations pursuant to Section IV, below

III. PROCESS FOR INVESTIGATING REPORTS OF SEXUAL MISCONDUCT

Commencement of the Investigation

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The parties will be notified of any delays to the commencement of the process. The Title IX Coordinator will meet with the Deputy Coordinator, and they will analyze the complaint to ensure it involves conduct covered by this policy, notify the respondent that a complaint has been filed, and assign Investigators. If it is determined that the complaint does not involve conduct covered by this policy, the matter will be referred to another University official and addressed via the appropriate process.

The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Title IX Coordinator, Deputy Coordinator, and Investigators may receive counsel from University administrators, the University's attorneys, or other parties as needed.

In certain narrow circumstances, an investigation may be commenced even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator, Deputy Coordinator, and Investigators will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigators will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

At the conclusion of each interview during the investigation, the Investigators will prepare a written summary of the interview. The interviewee, whether it be the complainant, respondent, or third-party witness, will have an opportunity to review the written summary, discuss any adjustments that he or she believes should be made, and provide a signature confirming the content of the written summary and allowing it to be shared with other appropriate individuals during the course of the investigation.

Resolution

At the conclusion of the investigation, the Investigators will prepare a written investigation report. The written investigation report will explain the scope of the investigation, including parties and witnesses involved and evidence reviewed, identify findings of fact, and make a recommendation as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written investigation report and any evidence reviewed during the investigation will be given to the Title IX Coordinator and Deputy Coordinator for a determination on the matter. Upon review of the written investigation report and discussions with the Investigators, the Title IX Coordinator and Deputy Coordinator may conclude that additional investigatory measures are needed. In such cases, the written investigation report will be returned to the Investigators, the investigation will continue, and the written investigation report may be modified following the additional investigatory measures.

Following a sufficient investigation and written investigation report being provided, the Title IX Coordinator and Deputy Coordinator will make a determination as to whether sexual misconduct occurred, and issue a Notice of Findings Letter and, if necessary, include in the Notice of Findings Letter those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.



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In the Notice of Findings Letter, the complainant and respondent will be offered the opportunity to meet with the Coordinator and/or Deputy Coordinator individually within three days of the date of the Notice of Findings Letter to discuss the outcome of the investigation, any sanctions and remedial measures that will be imposed, and appeal rights. The three (3) day timeframe may be extended when there are unavoidable scheduling conflicts.

If necessary, the version of the Notice of Findings Letter provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The Notice of Findings Letter drafted by the Title IX Coordinator and Deputy Coordinator shall be final subject only to the right of appeal set forth in Section IV, below.

Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or other Administrators Senior to the Title IX Coordinator

If a complaint involves alleged conduct on the part of the University's President, the Executive Committee of the University's Board of Trustees will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures. The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the Full Board of Trustees within five (5) days of his/her receipt of the Executive Committee's written determination and in accordance with Section IV, below. The full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Title IX Coordinator within three (3) days of the resolution.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator senior to the Title IX Coordinator, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will appoint three (3) members of the Title IX Team, who have no conflict of interest, to review the investigation report, make a determination, and prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued by the Title IX Team is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the Title IX Team's written determination and in accordance with Section IV, below. The Executive Committee of the Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The Executive Committee of the Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution. If the Title IX Coordinator is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

IV. APPEALS

Grounds for Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Title IX Coordinator and Deputy Coordinator, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Title IX Coordinator, Deputy Coordinator, or Investigators, or
- The punishment or the corrective action imposed is disproportionate to the offense



Method of Appeal

Appeals must be filed with the President within five (5) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any

Resolution of the Appeal

The President will appoint an Appeal Panel, comprised of three (3) members of the Title IX Team, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal and inform the Title IX Coordinator of their decision within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Title IX Coordinator shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the previous Notice of Findings and any sanctions or remedial measures imposed. The Title IX Coordinator's written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

V. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Title IX Team members as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures, which may include written findings of fact, transcripts, and audio recordings. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

VI. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

PERSONAL RIGHTS POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of personal rights by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Drury University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

The abuse of personal rights by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

PERSONAL RIGHTS POLICY VIOLATION SANCTIONS

For certain violations, standard sanctions are already in place. The following sanctions are standard for personal rights violations. Drury University reserves the right to modify or change any standard sanction dependent upon the severity and nature of the violation.



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Violators of this policy will be subject to sanctions ranging from official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

DOMESTIC VIOLENCE: Per Violation

Crimes of violence committed by a victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family law, or anyone else protected under domestic or family violence law including any child (under 17 years of age) who is a member of the family or household.

- Community Service: A minimum of 10 hours of community service
- Counseling: Referral to Director of Counseling Services
- Fine: A minimum \$100 fine assessed to student account
- Parent Notification: Written parent notification as allowed by FERPA

DATING VIOLENCE:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship shall be determined based on a consideration of 1) The length of the relationship, (2) The type of relationship, and 3) The frequency of interaction between the persons involved in the relationship.

SIMPLE ASSAULT: Per Violation

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Community Service: A minimum of 10 hours of community service
- Counseling: Referral to Director of Counseling Services
- Fine: A minimum \$100 fine assessed to student account
- Parent Notification: Written parent notification as allowed by FERPA

AGGRAVATED ASSAULT: Per Violation

An unlawful attack by one person upon another for the purpose of inflicting severe or aggregated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm and also includes negligent manslaughter.

Violations include but are not limited to: Fighting, inciting fights, assaults, acts of violence, abuse, threats, language that is designed or has the impact of inciting others to violate this policy, and endangering the safety of other persons, including unauthorized throwing or dropping of any objects in or from University facilities.

- Community Service: A minimum of 20 hours of community service
- Counseling: Referral to Director of Counseling Services
- Fine: A minimum \$100 fine assessed to student account
- Parent Notification: Written parent notification as allowed by FERPA
- Possible Suspension or Expulsion from the University.

GROSS DISRESPECT or HARASSMENT

Disruptive activities or disorderly conduct at a campus activity or on University-owned or controlled property or at a University-sponsored or supervised function which inhibits or interferes with the educational responsibility of the University community or the University's social/educational activities are prohibited.

Violations include but are not limited to: using abusive, indecent, profane, or vulgar language; indecent disorderly conduct; obstruction or interference of reasonable activities; verbal, physical, written, or electronic acts of intimidation, intimidation, bullying and/or harassment; making racial or ethnic slurs; making slurs against another's religion, disability, gender, or sexual orientation; and the use of social networking websites to harass, stalk, threaten, or in any way intimidate another student.

1st VIOLATION



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- Community Service: A minimum of 10 hours of community service
 - Fine: A minimum \$50 fine assessed to student account
- 2nd VIOLATION**
- Community Service: A minimum of 20 hours of community service
 - Fine: A minimum \$100 fine assessed to student account
 - Counseling: Referral to the Director of Counseling Services
 - Parent Notification: Written parent notification as allowed by FERPA
- 3rd VIOLATION**
- Community Service: A minimum of 40 hours of community service
 - Fine: A minimum \$200 fine assessed to student account
 - Disciplinary Probation: Loss of participation and privileges in campus organizations

NOISE VIOLATION: Per violation (includes peace disturbance)

Noise must at all times be maintained at levels where it does not infringe on the study and/or sleep of others, referred to as courtesy hours. Campus housing has mandatory quiet hours from 11pm until 9am. Approved, registered events may receive an exemption until 1:30 a.m. on Friday and Saturday nights; however, any noise complaints could still result in event shut down. Refer to the Personal Rights Policy for sanctions for noise violations and the Social Event Policy for procedures regarding registered events.

- 1st violation: minimum \$25 fine assessed to student account and apology letter to complainant
- 2nd violation: minimum \$50 fine assessed to student account and apology letter to complainant
- 3rd violation: minimum \$75 fine assessed to student account and apology letter to complainant

POSSESSION OF WEAPONS: Per Violation

Possession of any type of weapon on university property, including parking lots and green space, is strictly prohibited unless the individual has university approval through association with a public law enforcement agency, or has registered the weapon with the Director of Security and has written permission from the Dean of Students or the President. In the case of firearms, the policy applies whether or not the weapon is loaded and whether or not it is capable of being fired. Violations include but are not limited to: firearms or items that resemble firearms (including paintball, bb, and pellet guns), illegal knives (knives with blades longer than five and one-half inches), hand instruments designed to cut or stab, and other weapons (bows).

- Community Service: A minimum of 20 hours of community service
- Counseling: Referral to Director of Counseling Services
- Fine: A minimum \$100 fine assessed to student account
- Parent Notification: Written parent notification as allowed by FERPA
- Springfield Police Department notification, which may result in criminal charges

PROPERTY RIGHTS POLICY

Drury University prohibits the abuse of property rights by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

Property rights violations include, but are not limited to theft, destruction of property, possession or consumption of prohibited materials, fire code violations, misuse of emergency materials and unauthorized entry or presence in a restricted area.

The abuse of property rights by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

PROPERTY RIGHTS POLICY VIOLATION SANCTIONS



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For certain violations, standard sanctions are already in place. The following sanctions are standard for a property rights violation. Drury University reserves the right to modify or change any standard sanction dependent upon the severity and nature of the violation.

VANDALISM AND/OR ABUSE/MISUSE OF PROPERTY

Violations include but are not limited to: destroying, defacing, damaging, or misusing of private or university property (including misuse of fire or life-safety equipment or property) or property belonging to another.

1st VIOLATION

- Community Service: A minimum of 10 hours of community service
- Fine: A minimum \$50 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

2nd VIOLATION

- Community Service: A minimum of 20 hours of community service
- Fine: A minimum \$100 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

3rd VIOLATION

- Community Service: A minimum of 40 hours of community service
- Fine: A minimum \$200 fine assessed to student account
- Parent Notification: Written parent notification as allowed by FERPA
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

THEFT

Violations include but are not limited to: stealing, or unlawfully taking possession of someone else's personal property without prior permission or consent; attempted theft of another individual's personal belongings or property or that of the university; unlawfully entering another student's residence with the intent to burglarize the room; entering a university facility or area and removing property that belongs to the university or an individual without their prior knowledge or consent; unlawfully removing items from the university dining facilities, bookstore, offices or other areas or vending machines; assisting or being an accessory to a theft or attempted theft; and attempting to sell back textbooks that do not belong to the seller.

1st VIOLATION

- Community Service: A minimum of 10 hours of community service
- Fine: A minimum \$50 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property
- Disciplinary Probation: Possible loss of campus privileges, and/or removal from specific campus environments, depending on the severity of the situation
- Campus Housing: Possible removal or relocation of campus housing, depending on the severity of the situation

2nd VIOLATION

- Community Service: A minimum of 20 hours of community service
- Fine: A minimum \$100 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property
- Disciplinary Probation: Possible loss of campus privileges, and/or removal from specific campus environments, depending on the severity of the situation
- Campus Housing: Possible removal or relocation of campus housing, depending on the severity of the situation

3rd VIOLATION:

- Disciplinary Suspension: Separation from the University for a minimum of one semester.

TRESPASSING

Students who have been dismissed from the university or denied admission for reasons other than academic performance are prohibited from Drury property and will constitute as trespassers, unless they are participating in a public university program and have not been requested to depart. Students who obtain entry to restricted areas without permission are also in violation of trespassing. All trespassers will be reported to the local police for removal from campus.

- Fine: A minimum of \$100 fine assessed to student account



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OPEN FLAME (to replace burning candle policy)

An open flame and any item capable of producing an open flame are expressly prohibited in all campus housing.

- Fine: A minimum of \$50 fine assessed to student account

PROPERTY RIGHTS SANCTIONS RELATED TO CAMPUS HOUSING

Campus housing sanctions provide a means for the rectification or correction of any damages resulting from inappropriate behavior in campus housing by Drury students or their guests, protect the excellence of the educational and social environment of campus housing, and assist the individual in leading a healthier lifestyle.

DOOR PROPPING: Per Violation (includes any action that prevents main doors or hallway doors from closing or locking, even during move-in and move-out days)

- Fine: A minimum of \$25 fine assessed to student account

EMERGENCY DOOR USE FOR NON-EMERGENCY: Per Violation

- Fine: A minimum of \$25 fine assessed to student account

FIRE ALARM EQUIPMENT, SYSTEM & SMOKE DETECTOR TAMPERING: Per Violation (includes fire extinguisher discharge or theft, covering, disarming or inhibiting the functions of a smoke detector or alarm system)

- Fine: A minimum of \$250 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

FIRE CODE VIOLATION: Per Violation (includes motorized vehicles in campus buildings, gasoline or propane in any form in campus buildings, bicycles or furniture in hallways or common spaces)

- Fine: A minimum of \$100 fine assessed to student account
- Restitution: Responsibility for repairs and replacement of stolen or damaged property

BURNING CANDLES, INCENSE OR OTHER PRODUCTS IN CAMPUS HOUSING: Per Violation

- Fine: A minimum of \$50 fine assessed to student account
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

CHANGING RESIDENTIAL ROOM WITHOUT HOUSING OFFICE APPROVAL, ACCESSING AN EMPTY RESIDENTIAL ROOM OR OTHER UNASSIGNED AREAS: Per Violation

- Fine: A minimum of \$250 fine assessed to student account

PETS IN HOUSING (EXCEPT FISH): Per Violation (for allowing pets into campus housing or caring for an "outside" pet or stray animal). (See Animals on Campus policy)

- Fine: A minimum of \$150 fine assessed to each resident's account
- Restitution: Cleaning, repairs and replacement of damaged property, as well as the drop-off fee at a shelter

UNAUTHORIZED FURNITURE, APPLIANCES OR ITEMS: Per Violation

- Fine: A minimum of \$50 fine assessed to student account

UNSANITARY HOUSING CONDITIONS: Per Violation (Includes excess trash within residential facility or on apartment balconies, breezeways or porches)

- Fine: A minimum of \$50 fine assessed to student account

UNAUTHORIZED USE OF LAUNDRY FACILITIES (only Drury residential students may use community laundry rooms): Per Violation

- Fine: A minimum of \$50 fine assessed to student account



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SOCIAL EVENT POLICY

Drury University is committed to maintaining an academic and social environment conducive to intellectual and personal development of students and to the safety and welfare of all members of the campus community. Drury University is also committed to having a safe, education-oriented campus. Drury prohibits the abuse of social events by its students, employees and citizens. The university will cooperate with local and state authorities in the enforcement of all federal laws.

The abuse of social events by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

Drury University allows organizations the freedom to plan, organize and implement regular social events, allowing the students the ability to achieve regular, positive social interaction, while accepting responsibility for the events of the organization. The sponsoring organization is responsible for managing the event with concern for the health and safety of all attendees of the event.

A social event is an event that is social in nature and meets one or more of the following characteristics:

- An event hosted or sponsored by any organization.
- An event where half or more of the event attendees are from one organization.
- An event that an observer would associate with the organization.

All social events are required to follow Drury University policies, National Office policies and applicable laws.

1. The Drury University Alcohol Policy is required to be upheld throughout the event, including:
 - o The possession of glass bottles is prohibited.
 - o The possession of alcohol beverages with an alcohol content above 15% is prohibited.
 - o The participation of drinking games is prohibited.
2. Advertisements (including social media) may not advertise the presence or use of alcohol at any event.
3. Snacks and non-alcoholic beverages are to be provided by the organization.
4. Organization funds may not be used or gathered for the purchase of alcohol.
5. There must be a distinguishing mark for minors upon entry to the event.
6. Minors are not to be served, provided with or allowed to consume alcoholic beverages.
7. Social events are to maintain a 2:1 ratio (two guests to every one member present) at the event.
8. There must be Sober Squad members who remain sober and alcohol-free before and during the event.
9. Sober Squad members may not delegate their duties to another person while performing their duties; Sober Squad must wear distinguishing clothing.
10. Sober Squad members must maintain a 1:25 ratio (1 Sober Squad member for every 25 people present)
Example: 1-25 people = 1 Sober Squad member; 26-50 people = 2 Sober Squad members; 51-75 people = 3 Sober Squad members; and so on.
11. It is the responsibility of the host organization to provide and encourage safe and sober transportation for event attendees for all social events. The Student Activities Office recommends a third-party transportation source.
12. The organizational will be responsible for contracting security for the event.
13. The organization must provide a guest list for the event security staff that is registered to work the event.
14. The organization is responsible for the restitution relating to damages to the facility.
15. The organization is responsible for safety of event attendees and may be held liable for harm involving event attendees.
16. The organization can be held accountable for event attendee behavior, regardless of their invited status.

This list is not intended to be all-inclusive. There may be other situations, which based upon the circumstances, may result in immediate action. Students should always promote all aspects of social event planning and regulations with a positive, supportive attitude. If you have a question regarding a rule, policy or procedure; please ask before you act.

SOCIAL EVENT REGISTRATION PROCESS

The Social Event Registration Form is used for student organizations to alert the University of their upcoming social event plans. There are two types of events that can be registered:

- **Dry Events** are recommended to be registered through the Social Event Registration Process for all on campus and in-town events. Dry events are social in nature, but do not have alcohol present. These events are not required to have event monitors or event security.



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- **Events with Alcohol Present** are required to be registered through the Social Event Registration Process for all on campus and in-town events. Events with Alcohol Present are social in nature and have alcohol present. These events are required to have event monitors and event security.
 - **Spontaneous Events:** A spontaneous event is an event that is affiliated with an organization and was not planned, but rather spontaneously grew into event status. These events are allowed, but are discouraged if alcohol is present and if held, should have immediate safety measures in place.
 - **Unregistered Events:** An unregistered event is an event affiliated with an organization that was planned in some form, but not registered with the university, and grew into event status. These events are not allowed if alcohol is present, and if held, could limit social event allowances in the future.
 - **3rd Party Alcohol Vendors:** Under no circumstances is alcohol allowed to be served or sold unless offered with proper event management and supervision through licensed and approved 3rd party vendors only.
- All **Out-of-Town Events** are required to follow the Travel Policy and these events must be registered through the Travel Registration & Request Form.

Recommended timeline for planning social events:

- **2 weeks prior to the event:** If event security is needed, the organization is required to hire event security through the Drury University Security Office. One event security guard is required to monitor the guest list; more are recommended based on the attendance and type of event held.
- **At least 1 week before the event:** Complete the online Social Event Registration Form, which requests the information:
 - Name of the event
 - Type of event (with or without alcohol)
 - Brief description of the event
 - Location of the event
 - Event coordinator contact info
 - Number of members and guests
 - Names and birthdates of all members and guests
 - Names of sober monitors (alcohol events only, 1 monitor for every 25 guests)
 - Any marketing associated with the event
- If the event will have alcohol present, a guest list must be provided to the Student Activities Office. This list is due by 12:00 pm on the day of the event or by 12:00 pm on the Friday before any event taking place on the weekend.

You will receive a confirmation email that the information has been submitted to the Student Activities Office.

EVENT REGISTRATION CHANGES

If event information on the event form submitted changes prior to the event, it is the responsibility of the sponsoring organization to immediately inform the social and safety coordinator.

EVENT DENIAL

The Student Activities Office reserves the right to deny authorization of an event. Denial of events could occur because:

- The nature of the event is cause for concern
- The event is not in accordance with policies, guidelines or applicable laws
- The event conflicts with other events or too many campus events have previously been scheduled
- The organization has outstanding bills from previous events
- Fine: A \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges
- Social Event Registration Form is not submitted one week before the event

EVENT DENIAL APPEAL PROCESS

Organizations that were denied an event may appeal the decision to the Dean of Students. Appeals must be submitted in writing to the Student Activities Office within five working days after the denial of the event.

In the meeting with the Dean of Students, the organization must provide copies of the completed Social Event Registration Form, the denial letter and rationale as to why the decision should be overturned.



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The Dean of Students will review all appropriate documentation and make a determination. The Dean of Students will provide an official decision, in writing, to the student organization within ten working days of submission. The decision of the Dean of Students is final.

EVENT SHUT-DOWN

Organization leaders and event monitors should begin the standard shut down process 30 minutes before the authorized end time of the event.

- The music should be turned off
- The lights should be turned on/off
- Alcohol distribution area should be closed
- The sponsoring organization should begin to escort the event attendees from the social event location in a safe, orderly manner

Drury University Security and the Student Activities Office are authorized to shut down an event at any time. Advance warning may be given to the organization president. If these individuals are unable to be contacted, the event may be immediately shut down.

- The event may be shut down if it is not in compliance with any organizational guidelines and policies, Drury University policies or applicable laws.
- The event may be shut down if it becomes a safety risk for event attendees, Drury University students or the community.
- If an event is disruptive, damages occur, and/or the event is terminated, individuals and/or the organization found responsible will be referred to the [Procedures for Student Conduct Administration](#).

RESPONSIBILITY FOR CLEAN-UP & DAMAGES

It is the responsibility of the sponsoring organization to ensure that no damage to the facility or equipment takes place during the event and that the facility is cleaned and returned to its original condition.

Sponsoring organizations and/or sponsoring individuals shall be held responsible for any damages caused to university facilities as a result of the event. The sponsoring organization will be responsible for all charges associated with the event and all damage charges will be billed directly to the sponsoring organization.

EVENT SUPERVISION AND SECURITY

Drury University organizations are expected to provide a safe environment for their events; therefore it is required to utilize Event Monitors and Event Security at all registered social events.

- The leaders who are planning the event will oversee and be responsible for the event.
- It is recommended that organizations have adequate event monitors (1 monitor for every 25 attendees).
- It is required to have one Event Security guard to monitor the guest list. Additional Event Security may be recommended in addition to event monitors.

EVENT ALLOWANCES DURING UNIVERSITY BREAKS

Drury University organizations are expected to comply with event allowances during university breaks.

- **WINTER BREAK:** The campus is closed during winter break and all social events are prohibited.
- **SUMMER BREAK:** The campus is open with limited availability during summer break.
 - Events are permitted only with proper registration and prior notification to the Student Activities Office.
 - Social events are permitted only when the guest ratio remains less than 1:1 (one guest per one member present). All social events with alcohol present must be properly registered.
 - The event must maintain reasonable levels of activity and noise. The event will be shut down if the event reaches unreasonable levels.
 - All university policies remain in effect during Summer Break. Organizations are required to uphold all guidelines for social events during summer breaks.

GREEK ORGANIZATIONS

Drury University requires that Greek organizations adhere to [FIPG guidelines](#) when planning and holding social events.

FIPG provides information for determining if an event is spontaneous or unregistered:



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- The event is not a spontaneous event if it was discussed in an organization meeting.
- The event is not a spontaneous event if a member of the organization hosts the event.
- The event is not a spontaneous event if the organization in any way funds the event.
- The event is not a spontaneous event if it is likely to be perceived as an organization event by a reasonable individual.
- The event is not a spontaneous event if half or more of the people in attendance are organization members.
- The event is not a spontaneous event if the event or pre-event is held on organization premises or the location of the off-campus event.
- More information on FIPG is available at www.fipg.org.

ORGANIZATION-RELATED FUNDS USED TO PURCHASE ALCOHOL: Per Violation

- Fine: A minimum \$250 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

FALSIFICATION OF INFORMATION ON A GUEST LIST OR SOCIAL EVENT REGISTRATION FORM: Per Violation

- Fine: A minimum \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

EVENT MONITORS NOT SOBER: Per Violation

- Fine: A minimum \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

GUEST RATIO EXCEEDED: Per Violation

- Fine: A minimum \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

IMPROPER SOCIAL REGISTRATION:

1st Violation

- Educational Sanction: Required attendance for social event registration re-training with the social safety director
- Informal Warning: Organization will receive informal verbal or written notice for incorrect social event registration

2nd Violation

- Formal Warning: Organization will receive formal written notice
- Fine: A minimum \$50 fine assessed to the organization account

3rd Violation

- Disciplinary Probation: Possible loss of social event privileges
- Fine: A minimum \$100 fine assessed to the organization account

NOT/IMPROPERLY PROVIDED GUEST LIST: Per Violation

- Fine: A minimum \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

NOT/IMPROPERLY PROVIDED FOOD & NON-ALCOHOLIC DRINKS: Per Violation

- Educational Sanction: Organization required to provide photo of snacks properly provided at the next two social events
- Fine: A minimum \$50 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privilege

NOT/IMPROPERLY PROVIDED EVENT SECURITY: Per Violation

- Fine: A minimum \$250 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

NOT/IMPROPERLY PROVIDED SAFE TRANSPORTATION: Per Violation

- Educational Sanction: Required session about organization liability for social event attendees and transportation lead by a qualified professional



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- Fine: A minimum \$150 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

UNREGISTERED SOCIAL EVENT:

1st Violation

- Educational Sanction: Required attendance for social event registration re-training with the social safety director
- Formal Warning: Organization will receive formal written notice
- Fine: A minimum \$50 fine assessed to the organization account

2nd Violation

- Community Service: All organization members will be required to complete community service hours equal to the length of the social event
- Fine: A minimum \$100 fine assessed to the organization account
- Disciplinary Probation: Possible loss of social event privileges

3rd Violation

- Disciplinary Probation: loss of social event privileges
- Fine: A minimum \$150 fine assessed to the organization account

STUDENT ORGANIZATION TRAVEL POLICY

Drury University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and recognized student organizations. Drury University supports the philosophy that student learning and development are an integral component of the collegiate experience and understands that students and student organizations have a variety of travel needs based on the nature of their activities and organizations.

This policy applies to individual students and recognized student organization travel both in cases where the travel is sponsored by a Drury University student organization and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Drury University. This policy also applies to any group, team, or organization associated with any Drury University academic department or program. The Dean of Students may approve alternative travel arrangements for certain events involving individual students, regularly scheduled repetitive travel, or unusual circumstances.

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of the Drury University and applicable local, state, and national laws. These guidelines are designed to reduce risk and provide protection for all student organization travel. All student organizations must comply with the requirements for travel. Travel is considered University travel if any one of the following conditions are met:

- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way.
- The University or organization is represented at the event in an official capacity.
- Attendance of the members (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.
- Travel that is an expectation placed upon a student as a component of the students experience at Drury University, or a travel experience sponsored by the University.
- A group is defined as an organization sponsored by the University or an event promoted by the organization.

This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

Travel on behalf of Drury University by non-recognized student organizations and a non-approved entity is prohibited.

TRAVEL PARTICIPANT BEHAVIOR



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All Trip Participants should represent Drury University appropriately at all times and ensure they act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws. While traveling, participants are bound by University policies as stated in **Drury University Community Standards**, including the **Student Code of Conduct** as well as applicable laws. University policies should still be followed on trips both in the United States and abroad.

Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action pursuant to the **Student Conduct Administration Procedures**.

TRIP LEADER RESPONSIBILITY

Drury University requires that a Trip Leader accompany the organization for all official University Travel. The Trip Leader serves as the main university liaison and is responsible for the safety and participation of all attendees for the trip. The Trip Leader should work closely with the Student Activities Office to ensure the trip meets university standards, provides a safe experience for participants, and promotes student learning and development. For each university-related trip, Trip Leaders are required to:

- Ensure trip participants represent Drury University appropriately at all times and are active, helpful participants for the duration of the trip.
- Facilitate a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details so participants know what to expect as part of the trip.
- Review and authorize travel purpose and transportation prior to travel, coordinate required paperwork, submit required forms and carry a copy of important participant safety documents on them at all times during the trip.
- Require all students travelling with the group to provide proof of medical insurance to be able to participate in any travel associated with Drury University.
- Facilitate understanding and compliance of all university policies and applicable laws; ensure students submit proper travel safety forms; and verify all travel plans appropriateness, length, destination, and purpose.
- Facilitate emergency procedures, manage issue resolution and maintain student conduct standards.
- Ensure the proper and timely reservation and payment procedures of the group's payments and contracts.
- Ensure proper rooming accommodations for all travel participants, including themselves. If the Trip Leader is an employee of Drury University, the Trip Leader should not share a bed with a student. It is strongly recommended that the Trip Leader stay in his or her own room.

TRAVEL REGISTRATION & FOLLOW-UP PROCESS

Students and student organizations travelling on behalf of Drury University are required to complete the registration/follow-up process for all travel outside the Springfield, MO city limits.

- **At least two weeks before the trip:** All trip participants must complete a Liability Release Form and an Emergency Information Form and show proof of medical insurance. The Trip Leader will keep these documents on file with them for the duration of the trip.
- **At least two weeks before the trip:** All trip drivers must complete a Motor Vehicle Report to become an approved university driver. Completed forms are submitted to the Business Services Office.
- **At least one week before the trip:** The Trip Leader should use the Travel Registration Form to alert the Student Activities Office of upcoming Travel.
- **Within one week after the trip:** The Trip Leader should use the Travel Follow-Up Report to alert the Student Activities Office regarding the trip completion.

TRAVEL REQUIREMENTS DISTANCE

Drury University understands the nature of different types of travel, including distance requirements. To ensure groups are best supported in their travel, Drury University maintains Travel Distance Requirements.

TRAVEL WITHIN SPRINGFIELD CITY LIMITS

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. Timelines and methods for Campus Advisor notification are



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decided within the group with Campus Advisor Approval. Student Activities Office does not need registration or notification for travel within the Springfield, MO city limits.

DAY TRIPS OUTSIDE SPRINGFIELD CITY LIMITS

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. The Student Activities Office requires advance registration for this type of travel.

Drury University requires that a Trip Leader accompany the organization. The trip leader may include:

- The official Campus Advisor
- A university employee that has been pre-approved by the Campus Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- Day trips may not exceed a driving distance of more than **450 miles round trip**
- Groups/students that plan on exceeding this distance will need to make arrangements for overnight lodging
- Groups may leave no earlier than 6:00 a.m. and must return no later than midnight of the same day
- If these time restrictions do not coincide with the needs of the trip, the group will need to make arrangements for overnight lodging

OVERNIGHT TRIP TRAVEL

Groups or individual representatives of the organization must alert their Campus Advisor of the group's general travel plans, safety procedures and trip participants in advance of the planned travel. The Student Activities Office requires advance registration for this type of travel. Drury University requires that a Trip Leader accompany the organization. The trip leader may include:

- The official Campus Advisor
- A substitute faculty/staff member or otherwise approved Advisor
- A student leader of the organization that is capable and agrees to serve as the Trip Leader
- The university reserves the right to deny students as trip leaders for overnight travel based on the distance of the travel, length of stay, mode of transportation, location of the trip or nature of the trip.

FOR TRAVEL OUTSIDE OF SPRINGFIELD CITY LIMITS FOR A SINGLE STUDENT TRAVELER REPRESENTING THE ORGANIZATION

Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader for the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

FOR TRAVEL OUTSIDE OF SPRINGFIELD CITY LIMITS DURING UNIVERSITY BREAKS

Individual representatives of the organization must alert their Campus Advisor of the individual general travel plans, safety procedures and trip participants in advance of the planned travel.

- Drury University requires the single student traveler to act as his or her own Trip Leader until they meet up with the university group as part of the trip.
- The Campus Advisor must submit a formal approval notification to the Student Activities Office.
- The Student Activities Office requires advance registration for all travel in this category.

MODES OF TRAVEL

There are many available modes of travel for students and groups travelling on behalf of Drury University. Student Organizations are required to research and select university-approved suppliers of transportation or choose the most fiscally responsible, safe travel option available.

- **Privately Owned Vehicles:** Student organizations should minimize the use of personal vehicles for organization-related travel. Personal vehicles should only be used on a voluntary basis. All student participants choosing to drive in a private automobile do so voluntarily and at their own risk. The vehicle owners/drivers must provide their own insurance coverage, acknowledging the risks involved in the travel activity and assuming responsibility for liability for themselves and the passengers traveling in their vehicle. Drivers and passengers must comply with Drury University policies, transportation guidelines and all applicable laws. Students, faculty, staff or university volunteers must have a motor vehicle report on file with the University business office in order to be an approved driver for travel.



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- **Air Travel:** Students traveling by air transportation must comply with all federal laws regulating air travel and the rules of the specific airline. This includes laws and rules regarding carry-on baggage and baggage weight restrictions, students bringing excess luggage will be responsible for payment for additional fees.
- **Rental vehicles:** Whenever possible, student organizations should use rental vehicles for transportation. Student organizations are responsible for contacting the rental company, making the travel arrangements, complying with all policies and requirements of the company.
 - The rental of 12-passenger vans or mini vans must meet the requirements of the rental company.
 - The rental of **15-passenger vans is not permitted under any circumstances.**
- **Chartered Busses:** Whenever possible, student organizations should use chartered busses for large group transportation. Student organizations are responsible for contacting the company, making the travel arrangements, complying with all policies and requirement.
- **International Travel:** Student organizations that wish to travel outside of the United States must work closely with their campus advisor and the Office of International Programs. A campus advisor is required to attend with group for all travel meeting this requirement. Student organizations cannot travel without first meeting with and obtaining approval from the Associate Dean for International Programs. In this meeting, student organizations will receive important information regarding travel precautions, immunizations, cultural information, specifics for destination, and other necessary travel details.

RISK MANAGEMENT & SAFETY GUIDELINES FOR TRAVEL

Due to the nature of the student organization, special instances may arise regarding the planning and execution of student organization travel. Review the guidelines and best practices:

- All occupants must use seat belts and remain seated when the vehicle is in motion.
- The number of passengers in a vehicle shall not exceed the number of working seat belts in the vehicle. Loading of the vehicle shall be done in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load.
- Have completed **Travel Registration Form** on file with the Student Activities Office at least one week prior to the trip.
- No alcohol is to be in the vehicle at any time.
- The transportation, use, or storage of any hazardous materials is prohibited. The transportation, use, or storage of any firearms, weapons, and/or explosives is prohibited.
- Use of radar/laser detection devices is prohibited in the vehicle.
- The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance.
- The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.
- Non-student friends and family of students are not eligible to participate in travel opportunities.
- Drivers of the vehicle must comply with all university policies and travel guidelines.
- Drivers will comply with all applicable traffic laws, speed limits, regulations and operate the vehicle in a safe, prudent manner at all times. The University is not responsible for uninsured costs, fines or citations received while driving on University business.
- Driver must be 18 years of age or older (or meet the rental company's age requirement).
- Drivers must be currently enrolled Drury students or currently employed Drury staff/faculty.
- Drivers must have a valid U.S. driver's license for the vehicle being driven with the appropriate classifications, restrictions, and endorsements.
- Driver shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- Driving while smoking or under the influence of impairing drugs or alcohol is prohibited.
- Driver is prohibited from the use of headphones or earphones.
- Driver is prohibited from texting or using hands-on mobile phones while driving and must limit use of communication devices. Only hands-free units should be used while driving. Drivers should stop and park the vehicle to use any other devices.
- Driver must have approved **Motor Vehicle Report** on file with the Business Services Office
- Drivers are expected to use good judgment and make appropriate safety decisions in the event of adverse weather or other factors that affect the ability to drive safely in observance of travel warnings as issued by the highway safety authorities or weather advisory service.
- The number of drivers required must be appropriate based on the distance and duration of the trip.
 - Each driver is allowed to drive a reasonable amount of hours and must take regular breaks.



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- One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety.
- Passengers of vehicles must comply with all university policies and travel guidelines.
- Authorized passengers include members of officially recognized Drury University student organizations, university employees, or authorized volunteers while on approved university student organization travel.
- All passengers must wear seatbelts at all times. The maximum number of passengers in any vehicle must not exceed the number of seatbelts in the vehicle.
- Transporting passengers in the bed of a pick-up truck is prohibited.
- All student participants choosing to participate in student organization travel do so voluntarily and at their own risk.
- The University shall not insure or accept liability for any damage, loss or injury resulting as a result of being a passenger on a university-related trip.

IN THE EVENT OF AN ACCIDENT

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the damage:

- Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (911) so that an official report to document the accident is made.
- Render aid to the injured until help arrives.
- Call Drury Security at 417-873-7911. Do not call the family members of the injured University students or employees. Drury Security will do this in accordance with University policies.
- The following information will need to be obtained from the other driver in the event of an accident: a) year of vehicle b) make and model of vehicle c) color of vehicle d) license plate number, and e) driver's license number of the other driver.
- DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability.
- Record the names, addresses and phone numbers of all witnesses.
- Provide all required information to the law enforcement officer.
- When returning to campus, the driver must immediately contact the Student Activities Office to follow up on the completion of the **Travel Follow-Up Report**.

SOCIAL MEDIA POLICY

Social media are influential communication vehicles that have a considerable impact on institutional and professional reputations. Drury University recognizes that the open nature of social media, which is often used for both professional and personal purposes, can blur the line between a personal voice and an organization's voice. To help employees and students navigate through this ambiguity, the University has crafted the following guidelines for professional and personal use of social media to help clarify how best to enhance and protect personal, professional, and institutional reputations. These guidelines apply to university faculty, staff, and students.

Social media are defined as communication tools designed to spread information through social interaction. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Wikipedia, FourSquare, blogs, MySpace and even those who comment online to stories in the news media. Social media participants should read, understand, and obey the terms of service of any social media platform employed.

Drury employees and students should follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and institutional policies and guidelines for interacting with students, parents, alumni, donors, media, prospective students, employees, and other University constituents apply in cyberspace the same way they would apply in the real world. These guidelines were meant to supplement – not replace – the University's other policies. Individuals are responsible and liable for anything they post to social media sites. Any conduct that would be grounds for disciplinary action if performed at work or in an academic setting will be grounds for disciplinary action if performed using social media.

Be mindful of and act in accordance with the copyright and intellectual property rights of others and of the university. All policies, procedures, and guidelines regarding Drury University trademarks, logos, names, and symbols apply to social networking sites. The University does not permit explicit or implied institutional endorsements of any product, cause, or political party or candidate through the use of its name, trademarks, logos, or images. Do not use the Drury logo, athletic logo or any other Drury marks or images on your personal online site.



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GENERAL GUIDELINES IF YOU POST ON BEHALF OF DRURY:

- If you have been authorized by your supervisor to create an official social media site for Drury, please contact the Drury Office of Marketing and Communication to register your social media site and to obtain approval to use an official Drury logo and to coordinate with the other Drury sites and content. Confidential or proprietary University information should not be shared publicly on social media channels.
- Drury University does not pre-screen posted content, but does have the right to remove, in its sole discretion any content that it considers to violate university policies. The University does not endorse or take responsibility for content posted by third parties.
- Think twice and exercise discretion when posting content. Post meaningful, respectful comments. Do not post spam, remarks that are off-topic or offensive, or content that could negatively impact Drury University's reputation or interfere with its core mission. Content that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, disparaging, embarrassing, or otherwise injurious or objectionable to any person or entity is unacceptable and will be removed. Your reputation and Drury's reputation are best served when you remain above reproach.
- Just as you have a duty to report harassment or other inappropriate workplace conduct, you also have a duty to report any conduct that violates the rules set forth in these guidelines.
- Please reply to posts in a timely manner.
- Be transparent and state that you work at Drury. If you are writing about Drury, use your real name, identify that you work for Drury, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
- Think before you post. Will your response stimulate positive discussion and provide useful information? If you have any questions about whether it's appropriate to post or write about certain kinds of material, ask your supervisor or contact the Office of Marketing and Communications.
- Uphold the university's mission and remember that you represent an educational institution, so please check spelling, grammar and style.

PERSONAL SITE GUIDELINES

In personal posts, you may identify yourself as a Drury staff or faculty member, but please make it clear that you are sharing personal views, not representing Drury. It is a common practice to include a statement, usually in the "About me" section of a blog or Facebook page, that says, *"The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of Drury University."*

- Even with that disclaimer, if you identify yourself as an employee at Drury your comments will be associated with the University. Please use discretion when posting content and remember that you can be perceived as a spokesperson of the University.
- Be respectful of other people's opinions.
- Never pretend to be someone else when you post anything about Drury.
- Be mindful of the legal implications of what you post personally. You may be held personally liable, by any offended party, for what you post on your own site and the site of others. Drury University does not monitor personal websites but will, when made aware, address issues that violate established university policies. You are solely responsible for material you post on a personal site.
- Be smart about protecting yourself, your privacy, and Drury's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.
- Use of social media should not interfere with work commitments.

NOTE: Please refer media inquiries, via social or traditional media, to the Associate Director of Marketing and Communications or to the Executive Director of Marketing and Communications.

TECHNOLOGY RESOURCES USAGE POLICY



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The abuse or misuse of technology resources by Drury students, university employees or Drury citizens is prohibited on university-owned or controlled property, in conjunction with university-sponsored or supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

The use of all computer accounts and resources is the personal responsibility of each account holder. Use of Academic Computing resources must be consistent with institutional policies governing how to conduct one's self as a member of the community, including policies regarding cheating, plagiarism, harassment and theft. It is the computer user's responsibility to comply with all general campus and computing policies.

Academic Computing services and resources are made available to support the academic programs and activities of Drury University. Use of these services and resources is a privilege that is not to be abused and may be taken away without prior consent, when required by law or when there is a substantiated reason to believe that violations of law or policy have occurred. In time-sensitive cases, access may be restricted to meet critical operational needs.

Each computer user is responsible for the storage of personal files created on Drury computing facilities. Hard disks will be routinely cleared of files. Under no circumstances will Drury University be held responsible for any files stored on or deleted from its hard disks.

Each computer user is responsible for taking reasonable care for the security of his/her campus account and password. Every user should change his/her password frequently and should not, under any circumstances, give his/her password to another person. Violations include but are not limited to:

1. Using a computer account that belongs to another individual
2. Modifying, copying, or deleting programs or data without proper authorization
3. Using College resources for commercial purposes and/or for personal profit
4. Circumventing logon or other security measures
5. Modifying system facilities or attempting to disrupt the University computing systems
6. Using information systems for any illegal or unauthorized purpose
7. Using network resources to send or publish abusive, obscene, or harassing communications
8. Making, acquiring, or using unauthorized copies of computer software
9. Denying or interfering with computing service to other users in any way, which may include propagating chain letters, spamming (spreading email or postings widely and without good reasons), or bombing (flooding an individual, group, or system with numerous or large email messages)
10. Using the University computer system in a way that suggests the University's endorsement of any political candidate or ballot initiative
11. Playing sounds or messages which could create an atmosphere of discomfort or harassment of others
12. Sending forged email, using remailers or any shielded identity programs
13. Using electronic communications to fabricate research data
14. Creating, launching, distributing, or maintaining computer viruses, worms, destructive or other rogue programs, including the unintended participation in such activity by not providing an Antivirus program which can be updated daily (a requirement for network access)
15. Reading other users' information or files without permission
16. Using electronic communications to steal another person's works, or otherwise misrepresent one's own work
17. Engaging in academic dishonesty as defined in the University's Academic Integrity Policy
18. Cracking or guessing and applying the ID or password of another user
19. Downloading or posting illegal, proprietary, or damaging material to a College computer
20. Removing or modifying any College-owned or administered computer equipment or data
21. Using systems in violation of criminal or civil law at the federal, state, or local levels (examples include receiving, transmitting, possessing child pornography; making bomb threats; promoting a pyramid scheme; distributing illegal obscenity; infringing copyrights, and so on)
22. P2P downloading or sharing programs are not permitted on campus. This includes the use of Limewire, Ares, Torrents, etc. Use of any P2P programs in any manner, may result in network access being revoked which will require the equipment be brought to the Technology Services Department. The use of iTunes and other legal websites is permitted
23. Creating a network disruption, which provides or takes an unfair portion of network resources to or from others, may also result in network access being revoked



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24. Using electronic or other devices to make an audio or video record of any person while on University premises without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom

INTELLECTUAL PROPERTY

All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date and location of the information must be included.

Anyone discovered to be hindering normal operations or making inappropriate use of computing resources will be contacted, and appropriate action will be taken. Upon report of a violation, the user may be denied access to Drury computing facilities. All pertinent information on the alleged violation will be given to the appropriate vice president who will oversee the judicial review process.

The university and its staff shall treat all electronically stored information as confidential, but may examine or disclose information when authorized by the owner of the information, when approved by appropriate vice president, or required by local, state or federal law including, but not limited to, laws regarding harassment, libel and defamation of character.

EMAIL POLICY STATEMENT AND DEFINITION

The official account/address for email communication at Drury University shall be the "@drury.edu" account/address assigned by the university to each member of the community. All official email communication from employees of the university to other members of the university community is sent from and directed to official Drury email accounts.

No assurance is given when using non-Drury email accounts. Neither the university nor its personnel make any assurance of delivery or receipt when attempts are made to communicate through a non-Drury email address.

It is the user's responsibility to keep his/her Drury email account useable. Unattended email accounts accumulate messages and the "box" may rapidly fill at which time incoming email messages are typically lost. Drury is not responsible for failed delivery when a user's Drury email "box" becomes full. Users are responsible for eliminating enough old messages to keep the "box" active. Old messages can be archived in a way that preserves them without consuming space in the "box."

The email system at Drury exists to provide a convenient (not necessarily confidential) way of communicating between students, faculty, colleagues and friends. It is expected that Drury computer users will use common courtesy in the use of email.

This policy establishes protocol for using Drury email accounts, but it does not preclude any member of the Drury community from having a non-Drury email account or from corresponding with another member of the Drury community at a non-Drury email account.

PRIVACY

1. Electronic mail (email) is a form of public communication and cannot be guaranteed to be private. Messages can be intercepted while in transit through the system. Be discreet.
2. The systems and network administrators have access to all files stored on the university servers. In the course of routine system maintenance, trouble-shooting and mail delivery problem resolution, staff may inadvertently see the content of email messages. However, these individuals are prohibited from accessing personal files except as otherwise stated in this handbook.

COMPUTER RESOURCES USAGE POLICY VIOLATION SANCTIONS

Violators of this policy will be subject to sanction ranging from official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

TOBACCO-FREE POLICY

Through the University's respective commitments to Wellness and Sustainability, we are committed to presenting a healthy, safe and clean campus environment for students, employees, visitors to campus, and the Drury community. Tobacco use of any kind, or use



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of the following products, including, but not limited to: cigarettes, smokeless tobacco, e-cigarettes, snuff, hookah, vapor, or any other tobacco or non-tobacco smoking product is prohibited on campus and inside University-owned vehicles. The policy is enforceable for all general use and academic buildings, residence halls and apartment-style housing, athletic facilities, open air spaces, and common areas.

1st Violation

- Fine: A minimum of \$50 fine assessed to student account
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

2nd Violation

- Educational: Preparation of tobacco policy PR campaign
- Fine: A minimum of \$100 fine assessed to student account
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

3rd Violation

- Community Service: A minimum of 20 hours of community service
- Fine: A minimum of \$200 fine assessed to student account
- Restitution: Responsibility for cleaning, repairs and replacement of damaged property

SAFETY AND SECURITY POLICIES & GUIDELINES

PARKING POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of the parking policy by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

The abuse of the parking policy by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

PARKING GUIDELINES

Parking regulations are necessary for the safety and convenience of the campus community.

1. All students, faculty and staff who park on campus must register their vehicle with the security office.
2. Residential students must park in designated residential lots A, B, C, D and 7.
3. Non-Residential permit holders must park in Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.
4. Parking is permitted between marked lines only.
5. No parking in handicap zones without an official Handicap Permit or license plate.
6. No parking in crosswalks, fire lanes, loading zones, on grass, sidewalks or in posted areas.
7. Vehicles parked illegally on Drury University property may be ticketed and/or towed by Security.
8. Parking on city streets is illegal if city signs are posted stating "Residential Permit Required."
9. Motorized vehicles may not be worked on or washed on Drury University property.

PARKING PERMITS

Parking permits are issued Monday through Friday from 8 a.m. to 5 p.m. (except holidays).

- Vehicle DMV registration papers are required to obtain a parking permit.
- All student parking permits are issued by the Drury University Safety & Security office, FSC 101.
- **FACULTY & STAFF:** Faculty and staff parking permits are issued by the Drury University Safety & Security office, FSC 101.
- **VISITORS:** Visitor permits may be obtained in the Security Office (Findlay Student Center). Visitors to campus should park on Drury Lane, Burnham Circle, lot 7 or lot 12. Time limits do not apply to visitors with a valid visitor permit.



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All vehicles parked on campus except visitors, must be registered and display a parking permit. Permits must be displayed on the driver's side upper corner of the windshield and visible at all times.

RESIDENTIAL STUDENTS

Residential students **MUST** register their vehicle by August 31 each year.

APPEALS

Appeals to parking tickets may be made in person at the Safety & Security office (FSC 101) or online at www.drury.edu/security/forms/AppealForm.php/

- Only one appeal per semester is allowed.
- Appeal forms must be filled out completely in order to be considered.
- Appeals must be submitted in writing within five business days.

Results of appeals will be posted online at www.drury.edu/security/parking-ticket-appeal-results/.

FINES

Vehicles not registered/no permit \$30, handicap \$50, fire lane/hydrant \$30, all other violations \$25.

CITY STREET PARKING

Parking on city streets is illegal where city signs are posted – "Residential Permit Required." Vehicles illegally parked on the streets may be ticketed and/or towed by the Springfield Police Department (SPD). SPD will also ticket the vehicles whose wheels are more than six inches from the curb. **Any street displaying the sign "Residential Permit Required" is not open to Drury students without obtaining this special permit from the City of Springfield.**

NO-PARKING ZONES

Areas closed by Security and designated as such by cones or other types of barriers are to be considered no-parking zones. Motorists are to follow the directions of Security officers and/or parking attendants when they are present and controlling traffic.

30-MINUTE PARKING

Drury Lane and Burnham Circle are limited to 30 minutes of parking, Monday through Friday, 8 a.m. to 5 p.m. Parking is open 5 p.m. to 8 a.m. and on weekends and holidays. Safety and Security personnel will periodically chalk tires of vehicles on Drury Lane and Burnham Circle between 8 a.m. to 4:30 p.m. Monday through Friday. The chalk mark will be made on the rear driver's side tire in the 12 o'clock position. Once the last tire is chalked, the 30 minute timer will begin. After 30 minutes has elapsed, Safety and Security personnel will return to all vehicles and cite any vehicle that still has the chalk mark on the rear driver's side tire in the 12 o'clock position.

OPEN PARKING DATES

Non-Residential lots are open with any permit between 8 p.m. to 8 a.m. Monday through Friday, on weekends, and holidays. Residential lots are open to any permit parking from June 1st to August 14th each year.

PARKING LOT DESCRIPTIONS & PERMIT REQUIREMENTS

NON-RESIDENTIAL PARKING

NUMBERED parking lots are for Non-Residential students, staff, faculty and visitors.

LOT 1: CENTRAL

Located: South of Central Street and east of Shewmaker Communication building
Permit Type: Non-residential permit

LOT 2: SHEWMAKER

Located: South of Shewmaker Communications building
Permit Type: Non-residential permit

LOT 3: HAMMONS

Located: East side of Hammons School of Architecture



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Permit Type: Non-residential permit

LOT 4: HPER

Located: North of HPER/Weiser Gym and east of Turner Hall

Permit Type: Non-residential permit and valid Drury ID required for control arm entrance, special event parking (area restricted at times to allow for special events)

LOT 5: Alumni

Located: West of Martin Alumni Center

Permit Type: Non-residential permit

LOT 6: BENTON

Located: West of Benton Street and north of Central High School

Permit Type: Non-residential permit and valid Drury ID required for control arm entrance, special event parking (area restricted at times to allow for special events)

LOT 7: SUMMIT

Located: East of Summit Street and north of Harrison Stadium

Permit Type: Either a Residential or Non-residential permit, visitor parking, overflow parking, long-term parking, and special event parking (areas restricted at times to allow for special events)

LOT 8: CLAY

Location: East of Clay Street and north of Pool Art Center

Permit Type: Non-residential permit

LOT 9: PARSONAGE (Humanities House)

Located: North of Congregation Hall

Permit Type: Non-residential permit or special Honors House guest permit

LOT 10: FACILITIES

Located: West of Facilities and Pool Art Center

Permit Type: Non-residential permit

LOT 11: O'REILLY FAMILY EVENT CENTER

Located: Between Breech Hall and O'Reilly Family Event Center

Permit Type: Open parking except during events at O'Reilly Family Event Center, special event parking (area restricted at times to allow for special events)

LOT 12: O'REILLY FAMILY EVENT CENTER - SOUTH

Located: South end of O'Reilly Family Event Center

Permit Type: Open parking except during events at O'Reilly Family Event Center, special event parking (area restricted at times to allow for special events)

RESIDENTIAL PARKING

LETTERED parking lots are for residential students only.

- **SMITH, SUNDERLAND, WALLACE HALL:** Residents of Smith, Sunderland, and Wallace Halls are issued residential parking permits and may park in Lots A, B, C, and along Calhoun Street adjacent to Drury property.
- **COLLEGE PARK AND FRATERNITY HOUSES:** Residents of College Park and the fraternity houses are issued residential parking permits and may park in Lots A, B, C, D, and along the streets bordering College Park and the fraternity house area.
- **SUMMIT PARK:** Residents of Summit Park receive Summit Park residential permits and may park in the lot behind Summit Park. Parking in the Summit Park lot is prohibited by anyone not assigned to Summit. Overflow parking for Summit is permitted in any lettered lot and in Lot 7.



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- **JEFFERSON PARK:** Jefferson Park residents are issued Jefferson Park residential permits and may park in the adjoining parking lot. Parking in Jefferson Park parking lot by anyone other than Jefferson Park residents is prohibited.
- **MANLEY HALL:** Manley Hall residents are issued Manley Hall residential permits and may park in the adjoining parking lot. Covered parking spots require a specially numbered tag and are reserved for those residents who wish to lease one from the Housing Office. Parking in Manley Hall parking lot by anyone other than Manley Hall residents is prohibited.
- **MIDTOWN HOUSES:** Midtown residents are issued non-residential permits from Drury and may park in adjoining driveways or in the numbered lots. Street parking in Midtown requires a permit from the City of Springfield. These residents will receive information from the City about how to obtain a street parking permit.
- **UNIVERSITY SUITES:** University Suites residents are issued University Suites residential permits and may park in all spaces marked "Residential" adjacent to the south and east side of the building. Parking in University Suites spaces by anyone other than University Suites residents is prohibited.

OTHER PARKING

DRURY LANE

Located: North from Central Street through the middle of campus. Parking is limited to 30 minutes only Monday through Friday 8 a.m. to 5 p.m. No time limit after 5 p.m. and on weekends.

Permit Type: No permit required

FSC CIRCLE

Located west of the Findlay Student Center, circling the fountains. This is a Fire Lane and not to be used for parking at any time.

BURNHAM CIRCLE

Located: East of Burnham, north of Bay Hall and south of Olin Library. Parking is limited to 30 minutes only Monday through Friday 8 a.m. to 5 p.m. No time limit after 5 p.m. and on weekends.

Permit Type: No permit required

CITY STREET PARKING

Contact the Safety & Security Office for more information or how to obtain a "Mid-town Residential Permit" if you live in a Drury mid-town house.

BICYCLE REGULATIONS

OPERATION

Bicyclists must adhere to all traffic control devices while operated on public streets and campus roadways. All bicyclists are recommended to wear a helmet and have a full set of reflectors on the bike. Bicyclists on campus must use designated bike paths or public streets and roads (including Drury Lane), and stay off of pedestrian sidewalks. Bicyclists shall yield to pedestrians at all times and maintain a reasonable distance from vehicles, buildings and people.

PARKING AREAS

All bikes must be parked in bike racks or areas designated specifically for bicycles to avoid interfering with vehicle traffic, pedestrian traffic and snow removal efforts. Bicycles must not be chained to handicap ramps, light poles, handrails, bus shelters, public seating fixtures, fences, trash receptacles, and trees or parked in spaces provided for motor vehicles. The College is not responsible for stolen bicycles or bicycles damaged due to vandalism or grounds maintenance efforts. Bicycles may only be brought into your residence hall room or placed in storage as per residence life storage policies. Students should check with their Residence Director (RD) about acceptable storage locations inside buildings.

THEFT PREVENTION

Bike theft is a problem on all college campuses. Registration of your bicycle will help in the recovery of your bike if it is stolen. Additional steps you can take to protect your investment include:

- always locking your bike to a bike rack when not in use



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- using a “U” lock to secure it to the rack
- using a cable lock in addition to a U lock if your bike has quick release wheels
- taking your bike seat to your room when not in use

If you believe your bicycle has been stolen or impounded, contact Drury Security at 873-7400.

IMPOUNDING AND RECOVERING BICYCLES

1. Drury Security is authorized by University policy to impound a bicycle if the bicycle:
 - o is parked in a manner that creates a safety hazard
 - o is damaging University property
 - o is secured to any item other than a designated bike rack
 - o has been reported stolen to any law enforcement agency or hampers the access to or use of any college facility
2. If a locking device must be removed to impound a bicycle, Drury Security may remove the securing device using whatever reasonable means are necessary. The University is not responsible for any damage to the locking device or for its replacement.
3. Bicycles left undisturbed in racks for nine months or at the end of the academic year may be treated as abandoned. Drury Security will attempt to notify the owner prior to impounding.
4. Owners may claim impounded bicycles by calling Drury Security at 873-7400. You will be expected to provide your name, your student/employee ID number, a description of the bicycle and the date you noticed it missing. Any bicycle not claimed within 60 days will become property of the University and subject to sale at an annual bicycle sale or disposed of at the discretion of Drury Security.

HOVER BOARDS

Due to safety concerns associated with hover boards, Drury University has decided to join the growing number of colleges and universities in banning hover boards from the Drury campus. The safety and well-being of our students and campus community is always at the forefront of the university, and drives key campus policies. Because of these concerns, the use, possession or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free segways and other similar equipment) is prohibited on the Drury campus.

FIRE PITS & BBQ GRILL POLICY

Drury University is committed to maintaining an academic and social environment conducive to intellectual and personal development of students and to the safety and welfare of all members of the campus community. Drury University is also committed to having a safe, education-oriented campus. Drury prohibits the misuse of fire pits, BBQ grills and other outdoor structures by its students, employees, citizens, and guests. The university will cooperate with local and state authorities in the enforcement of all federal laws and state laws, as well as city ordinances.

Drury University allows students and student organizations the freedom to use the outdoor fire pits and BBQ grills for the purpose of achieving regular, positive social interaction, while accepting responsibility for the all factors related to the use of the fire pits and BBQ grills on campus. As with any other scheduled or non-scheduled social event, the sponsoring/attending students or student organization is responsible for managing the event involving the fire pit or BBQ grills with concern for the health and safety of individuals present at the event. All policies and procedures of the university must be followed at all times. Students or student organizations that violate any university policies subject themselves to the student conduct process outlined in the Community Standards Handbook.

University staff/faculty members may ask students to discontinue the use of a fire pit or BBQ grill at any time, for hazardous conditions, such as high winds, burn bans, etc., or if smoke emissions become offensive to occupants of surrounding property. Failure to comply with a request to extinguish the fire will result in a Gross Disrespect (Community Standards Handbook p. 40) policy violation



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for the individual or organization hosting the event. Any policy violation will follow the standard procedure for student conduct administration.

Guidelines for Use

Only matches may be used as the lighting mechanism for any fire in the fire pits and BBQ grills. Only non-treated wood, paper and charcoal briquettes may be used as burning materials. Accelerants are prohibited. It is the responsibility of the individual/organization to provide needed materials.

Straw, hay bales or any other flammable materials are not to be used for seating and/or decorative purposes within 25 feet of a fire pit or BBQ grill while a fire is lit. Firewood intended for the purpose of fueling the fire must be stacked at least 10 feet away from the edge of the fire pit.

Fire should not be lit (or must be extinguished) if wind speeds exceed 10 miles per hour. Drury University Security and SAO personnel reserve the right to deny, cancel or postpone a reservation due to inclement weather.

Fire should be extinguished immediately following the conclusion of the event.

Possession or use of alcohol at the fire pits or BBQ grills is prohibited according the Drury University Alcohol Policy Individual Regulation no.11 Alcohol in Open Locations (Community Standards Handbook p.13).

BBQ grills should only be used for cooking food and for no other purpose.

Safety

Individuals should exercise extreme caution around the fire pits and maintain a safe distance from the fire pit's edge unless lighting or extinguishing the fire.

Any damage caused to surrounding grounds by fire will be the responsibility of the individual(s) or organization using the fire pit or grills. Any restitution costs will be estimated by Drury Facilities and billed directly to the individual(s) or student organization's account. The individual(s) or student organization(s) using the fire pit/BBQ grill are responsible for any damage to individual property or personal injury while in use.

A lit fire pit or grill may not be left unattended at any time. A designated member of the individual(s) or organization must attend the fire constantly until it has been extinguished, and be responsible for contacting Drury Security in the event of an emergency.

Drury University Security and SAO personnel reserve the right to deny, cancel or postpone a reservation due to inclement weather.

If anyone becomes concerned that an individual(s) are at risk, contact the Drury Security immediately at 417-873-7911. If fire becomes unmanageable with use of fire extinguisher call 9-1-1 and immediately follow-up with a phone call to Drury Security.

Reservation Process

To guarantee availability of a fire pit, reservations are encouraged through the Student Activities Office (SAO) and are preferred to be at least one (1) week prior to the event and must follow all social event guidelines. SAO will issue a fire extinguisher to the reserving individual/organization to be present at the event. SAO will instruct the reserving individual/organization in proper and safe use of the fire extinguisher.

The SAO reserves the right to deny the rental of a fire pit to organization(s) or individual(s) if the fire pit will be used at event where alcohol will be present and there are concerns for risk management and safety.

If student(s) or student organization(s) wish to use the fire pits after normal business hours during the week or on the weekend, and the fire pits are not already reserved, they must contact Drury Security. Drury Security will provide them with a fire extinguisher and log their use of the fire pit and fire extinguisher. Drury Security will instruct the reserving individual/organization in proper and safe use of the fire extinguisher. Fire extinguishers will not be checked out after 10pm on any day of the week.



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Fire pits and BBQ grills and surrounding areas must be cleaned after every event by the individual(s) or organization using the spaces. Groups using the fire pit must return the fire extinguisher to SAO or Security. Cleaning includes, but is not limited to, the removal of trash, debris, and all burning material not entirely consumed by the fire and all other personal or organization-owned items from the area. SAO will check on the status of fire pit clean-up on the next business day after reservation expires. SAO will check with Drury Security every Monday whether a fire pit was used and will perform an inspection of the fire pit to check if it was properly cleaned in the event that it was used late at night or over the weekend.

Failure to clean the fire pit or grill area will result in a Misuse of Property (Community Standards Handbook pg. 41) violation for the individual/organization making the reservation.

The individual or organization that fails to return a fire extinguisher to either SAO or Drury Security by the next business day (or if fire extinguisher is returned in a damaged condition) will be charged for replacement costs.

Notes

Each fire pit will have permanent signage installed at the site displaying basic instructions and guidelines for use including but not limited to:

- Only use wood, paper or charcoal briquettes to fuel fire
- Accelerants are prohibited
- Fire is prohibited if winds are at or above 10 miles per hours
- All fires must be extinguished by 11pm
- The transportation of fire extinguishers off campus is prohibited
- Advance reservations are made through the Student Activities office in FSC 124
- SAO is responsible for putting up and taking down reservation signs at the fire pit(s).
- Last-minute night & weekend access be should be arranged through Drury Security at 417-873-7911

In emergency, call Drury Security at 417-873-7911

RISK MANAGEMENT STRATEGIES

The wide varieties of interests and activities represented by individuals and groups at Drury University have an equally wide variety of potential risks and liabilities.

All Drury students, employees and citizens are required to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses, or other losses. Drury students, employees and citizens should make every reasonable effort to protect the health and safety of the Drury community and guests from any hazards incidental to operations of the university.

For most routine activities such as regular meetings or social gatherings, Drury students, employees and citizens are solely responsible for their own actions, and any loss, damage or other liability incurred as a result of those actions.

Drury University Student Affairs professionals offer a wide variety of programs, services and resources designed to assist and support risk management efforts, develop leadership skills, and assist in planning and hosting events where everyone involved has a safe and fun experience.

DEFINITION

Risk Management is the process of advising individuals and groups of the potential and perceived risks involved in their activities as well as, supervising activities and taking corrective actions and proactive steps to minimize injury, harm and/or loss.

In order to remain a part of the Drury University experience, it is important that student leaders take precautions and carefully plan activities to avoid situations that may jeopardize their standing as part of the Drury community.

There is a simple, understandable approach concerning organizations in regards to risk management issues:



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STEP 1: IDENTIFY RISKY BEHAVIOR

There is no such thing as a risk-free event and some events are more risky than others. When identifying risky behavior, ask the question, "Can someone get injured or harmed by participating or attending this event?" If your answer is yes to this question, then this is an event that is considered to be high risk.

- **HIGH RISK EXAMPLE: HAZING**
One type of high-risk behavior is hazing. All Drury students, employees and citizens must understand and comply with the Drury University Hazing Policy.
- **HIGH RISK EXAMPLE: ALCOHOL**
Another type of high-risk behavior is the improper use of alcohol during social events. All Drury students, employees and citizens must understand and comply with the Drury University Alcohol Policy.

STEP 2: ELIMINATE OR REDUCE RISKY BEHAVIOR

Reducing risky behavior means finding ways to increase the safety of events and activities. For example, at an event requiring physical activity be prepared for any forms of injury, harm or any other incidents that may occur. For any event, the sponsoring individual or group should have participants complete the Liability Release Form. These forms should be completed for each event and should be stored with the event leader. Due to the nature of the event or activity, the university may conduct an investigation into any allegations of risky behaviors in disregard of possible injury, harm or loss.

WAYS TO MINIMIZE RISKS

There are many ways to minimize risk. Here are a few key areas:

- **FOLLOW THE RULES:** By adhering to guidelines, policies and laws; related risks are significantly reduced for activities.
- **DEVELOP A CRISIS MANAGEMENT PLAN:** If an emergency were to happen, do event leaders and participants know what to do and who to contact? Every Drury student, employee and citizen should know what to do in a crisis situation.
- **GET EMERGENCY TRAINING:** Proper training will assist individuals and groups in handling the situation properly and could save a life in an emergency situation.
- **EDUCATE MEMBERS:** Event participants are responsible for their actions, but event leaders are responsible for providing risk management education opportunities. If your group is interested, the Student Affairs Department coordinates regular risk management training programs on a variety of risk management topics.
- **HOLD PARTICIPANTS ACCOUNTABLE:** Although education responsibilities fall to event leadership, participants must be held accountable for their actions because the actions of one person can negatively affect the entire Drury community.
- **USE AVAILABLE RESOURCES:** It is important that event leaders and advisors spend ample time discussing policies and guidelines of the university, state or federal law, and possible national guidelines by affiliate national organizations.
- **USE THIRD PARTY VENDORS:** When hosting events with alcohol, use third party vendors to minimize risk regarding the distribution of alcohol; third party vendors are trained in proper distribution standards.
- **PLAN LOW-RISK EVENTS:** There are many options for events that don't require anyone to be placed in risky situations. On-campus, well-planned and non-alcoholic events are usually lower risk.
- **KNOW THE SIGNS OF RISKY BEHAVIOR:** Sometimes individuals or groups place themselves in risky situations. By knowing the signs and approaching individuals about their risky behavior, you help maintain a safer environment.

CRISIS MANAGEMENT PLAN

If you are the leader of a class, meeting or event you are ultimately responsible for the safety and well-being of the members of your group. It is imperative that you develop a plan for crisis management of an emergency situation, to mentally prepare contingency plans for a variety of unlikely scenarios. A Crisis Management Plan should be a part of every organization's Risk Management Education Program.

In the event of an emergency the members of your group will be looking to you for direction and leadership. You have the authority and the responsibility to order/direct personnel for their own safety. The following guidelines will help you in keeping the members of your group safe.

Every member should be aware that you, the leader, would be in charge of every emergency. Input from members who have more expertise or insight is necessary, however, all final decisions rest with the leader. In the event that the leader is absent, the next ranking leader assumes control.



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The following guidelines are to be used in the event a tragedy or crisis occurs either on or off Drury University property.

Examples of such situations include, but are not limited to:

- Area is subject to an emergency situation such as active shooter, bomb threat, fire or tornado
- Any injury or incident at or during a meeting, activity or event
- An injury or incident involving alcohol or contraband items
- The serious injury or death of a member

Use the Crisis Management Plan Worksheet to provide members with emergency contacts for use in an emergency situation.

GENERAL PROCEDURE

If a crisis occurs, close the location at once. The leader cannot give instructions and maintain control if members are leaving or strangers are entering. Permit only members and appropriate officials to enter. Assign a few responsible members to calmly control access to the location.

In nearly all situations, the leader's first call will be to Drury Security who will contact and direct emergency personnel. Briefly and calmly explain the situation so that Drury Security can appropriately respond.

If appropriate, the leader should then notify the Drury University crisis management contacts including:

- Dean of Students
- Director of Counseling
- Director of Security

Members should not speak to anyone outside the group; the leader will be the official spokesperson for the organization. Do not discuss details, speculate on events, or otherwise project consequences until police and/or university officials have arrived—to do so would only create unrest and unnecessary upheaval. It is important to remain calm.

If the news media should contact the group, the leader should first consult University Communications. Only the leader should speak for the group. With the help and approval of University Communications, the group should issue a careful statement before any information is issued to the media. Do not release any names until an investigation has been completed and the timing is appropriate.

SERIOUS INJURY OR DEATH

Do not notify parents. In the event of a serious injury or death medical or police personnel trained in such matters will notify the family.

In the event of a death, do not remove any personal items from the location. Keep the location secure.

Find out the visitation wishes of the family and coordinate this with members. In any emergency, use extreme tact and caution in your actions and statements to members, the media and others.

The group may want to coordinate member attendance at the funeral or memorial service. If appropriate, discuss with the family or family's clergyman the possibility of conducting a group memorial service.

EMERGENCY SITUATION MANAGEMENT

If you are the leader of a class, meeting or event you are ultimately responsible for the safety and well-being of the members of your group. It is imperative that you read and fully understand all of the emergency response plans for the building in which you are meeting and mentally prepare contingency plans for a variety of unlikely scenarios.

In the event of an emergency the members of your group will be looking to you for direction and leadership. You have the authority and the responsibility to order/direct personnel for their own safety. The following guidelines will help you in keeping the members of your group safe.



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If you have any questions please call Drury Campus Safety & Security at 873-7400 or 873-7911.

The following guidelines should become standard practice for the group leader for every meeting or event:

1. **KNOW THE AREA:** Well before the start time of the meeting or group activity take some time to familiarize yourself with the layout of the room or area. Pay attention to emergency exits, telephones, doorways to the room, windows, objects that could be used as weapons or items that could become flying debris in high winds.
2. **READ EMERGENCY PLANS:** Locate the Campus Emergency Response Plans and review them. They are also included below. Write down the phone numbers for Campus Safety & Security: 873-7400, 873-7911.
3. **LOCATE EMERGENCY RESOURCES:** Locate the fire extinguishers, fire alarm pull stations and any medical equipment.
4. **LOCATE EXITS:** Locate the building entrances, emergency exits, stairwells and rooms that could be used as a safe haven for a variety of possible emergencies. Generally rooms that have no glass windows and are located in the lower level in an interior wall are best for safe havens against tornadoes (see Tornado Plan below for more detailed information). Your building should have designated tornado shelter areas but locate alternatives in case they are full. For an active shooter the response is detailed below in the Active Shooter Plan.
5. **DESIGNATE AN EMERGENCY ASSISTANT:** Either before or at the beginning of the meeting, select an individual to act as your assistant during an emergency. This person will be available to help you control group members, give instructions, make phone calls, lead group members to safe havens, take note of who is present and a variety of other tasks that may arise.
6. **DESIGNATE AN EVACUATION ROUTE:** At the beginning of the meeting inform the group of the designated evacuation route and safe havens, as well as the nearest telephone, fire extinguisher, fire alarm pull stations and medical equipment. Ask for a show of hands of people who are EMTs, First Responders or CPR certified.
7. **KNOW SIREN SOUNDS:** Inform the group of the two types of siren sounds on campus and what they mean. A long, continuous siren indicates an active shooter is on campus. However, because the siren rotates around a pole it may sound like the tone goes up and down in pitch or gets loud and then quieter and then loud again. A series of shorter, intermittent blasts indicates a tornado warning. The siren will continue in this fashion for 3 minutes and then turn off for 3 minutes before starting again.
8. **TAKE ATTENDANCE:** In order to ensure you have an accurate number wait until about ten minutes after the meeting has started then count how many personnel are present. Be sure to tell your assistant the number of personnel in order to maintain accountability in the event of an evacuation.
9. **TAKE IMMEDIATE ACTION:** If an emergency occurs take immediate action. Quick thinking and making a decision, even if it isn't thoroughly analyzed, is better than doing nothing or getting into a debate with members of your group. Consult your assistant if necessary and then give the order to the group members. Remember, you are in charge and they are expecting you to tell them what to do.
10. **COMMIT TO YOUR ACTIONS:** Members of your group are likely to follow your lead during an emergency situation. During an emergency, leaders should be familiar with their Emergency Procedures and be prepared to take immediate action, remain calm, lock and barricade doors if situation calls for this, and/or evacuate the group via a preplanned evacuation route to a safe area. If someone does not want to cooperate do not physically restrain them and advise them that there is a plan and that it is in their best interest to adhere to it.
11. **GIVE FIRST AID:** If the emergency is medical in nature, give immediate First Aid with the assistance of those individuals you identified at the beginning of the meeting. Have your assistant call Campus Safety & Security at 873-7400 or 873-7911. Be sure to tell the Security staff the name of the building and the room number you are located in. Use your judgment as to whether to call the ambulance directly yourself. Security staff will meet the ambulance and direct them to your building, which can save time upon the ambulances' arrival to campus. The dispatcher may not know which building to send the ambulance to, and this may cause a delay in the medical response time.

ACTIVE SHOOTER PLAN

The Drury University Active Shooter Plan has been developed to ensure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of an active shooter.

- **Evacuate** – Have an escape route and plan in mind, leave your belongings behind and keep your hands visible. When safe to do so call 911 and Drury Safety Security at 873-7911.
- **Hide Out** – Hide in an area out of the active shooter's view. Lock and barricade the doors. Try to remain out of sight and behind a substantial structure.
- **Take Action** – As a LAST RESORT and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter.
- When Police are clearing the building, keep your hands in the air and clearly visible.



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- **CALL 911 WHEN IT IS SAFE TO DO SO**

BOMB THREAT PLAN

The Drury University Bomb Threat Plan has been developed to ensure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a bomb threat.

A bomb threat against the university may be made by telephone or letter. A telephone threat will come directly from an individual, from a law enforcement agency that has received the bomb threat, or someone who has become aware of such information.

DIRECT TELEPHONE BOMB THREATS

If a bomb threat is telephoned directly to the university, the person who received the call should do the following:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Make a record of every word spoken by the person on the phone. Do not hang up the phone. Emergency personnel will need the line open to attempt to trace the call.
- If the caller does not indicate the location of the bomb or the possible time of detonation, you should ask for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in the death or serious injury of innocent people.
- Pay particular attention to peculiar background noises, such as motors running, background music, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, you should report this information to the Director of Security at 873-7400. Since the law enforcement personnel will want to talk first-hand with the person who received the call, he or she should remain available until they appear.

INDIRECT TELEPHONE BOMB THREATS

If a bomb threat against the university is received by a law enforcement agency such as the Treasury Department or the FBI, that agency will immediately contact the university. The switchboard will transfer the call to the Director of Security, who will initiate the appropriate form of action.

WRITTEN THREATS

If a bomb threat is made through a written communication, the following steps should be taken:

- Save all materials, including any envelope or container.
- Once a message is recognized as a bomb threat, further unnecessary handling should be avoided.
- Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postal marks which are essential to tracing the threat and identifying the writer.

BOMB THREAT EVACUATION

If the decision is made to evacuate a building, everyone should be moved to an area at least 300 feet out of the way of bomb disposal. Evacuated parties should remain in open areas and away from parked vehicles. After security has found the buildings to be vacated, they will lock all exterior doors and take up positions to prevent anyone from entering the area. They will also assist in securing doors as needed.

EARTHQUAKE PLAN

Earthquakes can be traumatic. However, planning and practicing what to do in case of an earthquake can lessen fears and anxieties.

In a major earthquake you may experience a shaking that starts gently and within a second or two grows violent enough to knock you off your feet. You may be jarred by a violent jolt, similar to a sonic boom, or you may hear a low and perhaps loud rumbling noise a second later. Depending on the severity of the shaking, you may have trouble moving from one room to another. These are all signs that you may have only a second or two to find safe shelter.

Safe Spots



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- Under a sturdy table or wood-framed door
- Against an inside corner of a room
- Cover your head with your arms or whatever is handy: pillow, cushion, book bag, etc.

Danger Zones

- Windows that may shatter
- Bookcases, cabinets and furnishings that may topple

Other Guidelines

After the initial shock waves have passed, seek a place of safety outside, away from trees and overhead power lines, for example Sunderland Field.

Remain calm; do not run. Your presence of mind will help rescue workers safely remove people from buildings.

Give aid to those in need, but only if the situation is not threatening to your own life. If you must leave a victim, remember where they are and notify a security officer or maintenance person.

Do not attempt to re-enter any building. Even if the building looks undamaged, it may have broken water or gas lines or severed electrical cables, all of which are hazardous. Stay in a safe area until permission is given to return to the building.

Facilities services personnel will monitor all buildings for gas leaks and inspect for other damage. Buildings found to be unsafe will be secured and cordoned off with yellow warning tape.

As in any disaster, utilities and communication systems may be severely disrupted; what is available will be used for emergency traffic. Please do not try to call off campus. The Office of University Communications has developed a crisis communication plan and will relay information through news media and by other means.

FIRE PLAN

The Drury University Fire Plan has been developed to insure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a fire.

FUNDAMENTALS OF FIRE PREVENTION

- Be clean. Maintain cleanliness and order in your meeting and event areas. Good housekeeping is the best protection against fires.
- Be alert. Early fire detection can prevent damage.
- Make it a habit to be alert for fire hazards and report all potential dangers to the student leader or campus advisor immediately.
- Be ready. Know where fire alarms, fire extinguishers, and fire hoses are located. If you see or smell smoke, report to the student leader or campus advisor at once, and secure any malfunctioning machinery.
- Know the floor plan of your area, the "safe" areas, and evacuation routes.
- Know exactly what your duties are.
- Only attempt to extinguish the fire if it is contained and will pose no safety risk to yourself or others.

WHAT TO DO IN CASE OF FIRE

Pull the closest fire alarm and report the exact nature and location of the fire to Security at 873-7911. It is very important that Security be notified at once, as they need to meet and direct the Fire Department to the area of the fire. We cannot anticipate that the responding fire personnel will be familiar with the buildings on campus. Security will meet the fire department and direct them to the affected area.

Listed below is what you should do if a fire begins in the location that your student organization is using:

- Close the room door and do not turn out lights.
- Alert other persons in the area.
- Do not panic.
- Do not attempt to put out the fire.



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- Evacuate the building but remain in the area to assist the fire personnel in locating the exact location.
- The student leader and/or campus advisor will make sure that all members and guests are alerted and out of the building.

TORNADO PLAN

The Drury University Tornado Plan has been developed to insure the safety of Drury University faculty, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of a tornado.

When a Tornado Watch is declared for Springfield, Missouri, this means that conditions are favorable for severe weather, which may include tornadoes. At this time, University Security personnel will monitor the weather alert radio and observe the weather; i.e., heavy rain, lightning, hail and possible funnel cloud formations.

The following staff members will be called and put on alert:

- Residence Life staff
- Greek Life staff

TORNADO WARNING

When a Tornado Warning is issued, it means that a funnel or tornado has been sighted in the area and Springfield is in its path. The city sirens will sound and the university will immediately proceed with the tornado emergency plan.

At this time, all students, faculty and staff will proceed to the designated shelter areas and will remain in those areas until the warning is over.

Student leaders and campus advisors should direct students to these shelter areas. The Security Office will contact all residence facilities and campus offices that are open.

Security will patrol the campus, informing anyone on campus of the warning, and direct him or her to the nearest place of safety. Security will open the doors in the lower level of Findlay Student Center and establish a Command Post in the Security Director's Office.

TORNADO SAFETY GENERAL INSTRUCTIONS

- Avoid any area with glass windows, doors or mirrors.
- Go to the lowest level of the building.
- Take a flashlight, a battery operated radio and tune in to the emergency Broadcast System station (KTTS is primary, and KWTO is secondary).
- If the tornado is upon you, crouch down and cover your head to avoid flying debris. (Most injuries and deaths in tornadoes occur from flying debris/glass.)

TORNADO SHELTER AREAS

- **BAY:** Proceed to Breech. Go to the first floor hallway. Stay away from any windows.
- **BREECH:** Go to the first floor hallway. Stay away from any windows.
- **BURNHAM HALL:** First floor proceed to the south stairs down to the basement, under the stairwell and, if possible, in the men's restroom. Second and Third floors proceed to Olin Library basement. Immediate shelter may be taken on the first floor hallway of Burnham.
- **CARTER WATERS:** Proceed to the north end hallway. If time permits proceed to the Hammons School of Architecture.
- **CLARA THOMPSON HALL:** Proceed down the stairs to the men's and women's lounges. Any overflow should go to the basement of Lydy Hall or O'Bannon Hall.
- **COLLEGE PARK:** Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If you are unable to gain access to the first floor area, go to the College Park Community Center laundry room or restrooms. Students in first floor apartments should go to the bathroom area.
- **CONGREGATIONAL HALL:** Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.
- **DIVERSITY CENTER:** Proceed to the basement of the Trustee Science Center.



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- **FINDLAY STUDENT CENTER:** Proceed to the basement in the horseshoe hallway (away from the main entry doors) and in the Student Activities Office, FSC 124
- **FREEMAN HALL:** Proceed to the interior hallway or, if time permits, the basement of Findlay Student Center.
- **HAMMONS ARCHITECTURE BUILDING:** Proceed to the wood shop basement areas (archives and hallway outside archives), and the first floor restrooms.
- **HONORS HOUSE:** Proceed to the basement.
- **HPER:** Proceed downstairs to the hall and classrooms.
- **HPER/BREECH POOL:** Proceed downstairs to the hall and classrooms.
- **JEFFERSON PARK:** Students living in upstairs areas should go to the first floor area of the lower apartment or foyer. Go to the bathroom or most center point of the first floor. If you are unable to gain access to a first floor apartment, go to the College Park Community Center laundry room or restrooms, or if time permits, proceed to the Kappa Alpha Fraternity House basement. Students in first floor apartments should go to the bathroom area.
- **JEFFERSON PARK WEST:** Students should proceed to the basement. Remember to bring your basement key to gain access.
- **KAPPA ALPHA:** Proceed to basement.
- **LAMBDA CHI ALPHA:** Proceed to basement in Kappa Alpha House.
- **LAY HALL:** Proceed to the basement hallways, men's and women's restrooms and lower level of the lecture hall on the first floor.
- **LYDY ART CENTER:** Proceed to the west end of the basement hallway.
- **MANLEY HALL:** Proceed to the lower level hallways in each section.
- **MARTIN ALUMNI CENTER:** Proceed to the basement.
- **MIDTOWN HOMES:** Proceed to the basement or interior room, or if time permits, the lower level of Findlay Student Center.
- **O'BANNON HALL:** Proceed to the basement hallway, Room #20, and the Electronic Music Room.
- **OLIN LIBRARY:** Proceed to the basement area in the restrooms, Carrel hallway and in the Olin Room. Stay away from the glass areas (especially the glass stairwell).
- **O'REILLY FAMILY EVENT CENTER:** Proceed to the lower level, Cox Health Sports Medicine Training Center, Room 127.
- **PEARSONS HALL:** Proceed to the basement hallway and classrooms.
- **PHYSICAL PLANT (Facilities):** Proceed to the office restrooms and hallways.
- **POOL ART CENTER:** Proceed to the first floor east hallway and classrooms
- **ROSE O'NEILL:** Proceed to basement of Findlay Student Center.
- **SHEWMAKER COMMUNICATION CENTER:** Proceed to Rooms #127 (Conference Room), Hall #111, Communication Hall #134, and lower level restrooms. Only as a last resort, use Rooms #112 & 130 (dressing rooms).
- **SIGMA NU:** Proceed to basement in Kappa Alpha House.
- **SIGMA PI:** Proceed to basement in Kappa Alpha House.
- **SMITH HALL:** Proceed to the laundry rooms and hallways on the 1st floor. Any overflow should go to the basement of Findlay Student Center.
- **SPRINGFIELD HALL:** Go to first floor hallway or proceed to the first floor of Breech.
- **STONE CHAPEL:** Proceed to the kitchen and restrooms on the lower level.
- **SUMMIT PARK:** Proceed to apartment on lower level and seek shelter in an interior hallway. If unable to gain access, proceed to lower level of Findlay Student Center.
- **SUNDERLAND HALL:** Proceed to first floor interior hallway. Any overflow should go to the basement of Findlay Student Center.
- **THEATER SHOP:** Proceed to the Pool Art Center, first floor east hallway and classrooms.
- **TINDLE MILLS BASEBALL FACILITY:** Proceed to the north hallway in the weight room on the north end of the building.
- **TINDLE MILLS WAREHOUSE #3:** Proceed to Breech first floor hallway.
- **TRUSTEE SCIENCE CENTER:** Proceed to the basement area in the hallway and classrooms.
- **WALLACE HALL:** Proceed to the basement laundry area. Any overflow should go to the basement of Findlay Student Center.
- **WARMACK FACULTY STUDIOS:** Proceed to the center of the building and stay away from any windows.
- **WEISER GYM:** Proceed to the lower level hallway, classrooms and racquetball areas.
- **UNIVERSITY SUITES:** Proceed to apartment on lower level and seek shelter in an interior hallway. If unable to gain access, proceed to lower level of Findlay Student Center.

If there is an event in progress, Security will use the public address system or bullhorn to direct each section to safety.



CAMPUS HOUSING POLICIES AND GUIDELINES

Drury University recognizes the value of residential living to the total educational process and therefore requires full-time day school undergraduate students to live in residential housing or in fraternity houses.

Once a student moves into a residence, he or she accepts accommodations and board as a contractual agreement with the university for the full academic year, or as specified on the housing contract.

- To be eligible for campus housing, students must be 17 or older upon Move-In.
- No one may move in or out of campus housing without the approval of the Housing Office. Approval is granted first through the Housing Office, and then it is referred to the Dean of Students.
- The Housing Office makes room assignments. While every effort will be made to assign compatible individuals, the decision of the Housing Office is final. The student participant in a housing contract agrees to accept the roommate(s) assigned to him or her.
- In case of a vacancy in a double or triple room, the remaining occupant may elect to pay the private room fee (if space permits) or the occupant may be requested to move to another room, or may be assigned a new roommate. Fraternity houses are NOT exempt from this policy.
- Residents may not sublease units and only residents who have submitted contracts are considered legal occupants.
- Residence halls and fraternity houses are closed over fall, Thanksgiving, winter and spring breaks. Students without outstanding conduct sanctions may sign up to stay in their residence. Break housing fees will be assessed to the student's account, unless the student's permanent address is 200 miles or further from campus, or the student is required to stay for a Drury-related activity/event.
- Students residing in apartment-style housing may stay during fall, Thanksgiving and spring breaks. Apartment-style residents may stay in housing during winter break only if contracted for the entire academic year. Students residing in apartment-style housing for just the fall or spring must move out at the conclusion of their semester.
- At the conclusion of the contract, all personal property must be removed from the residence and the residence must be cleaned by the deadline advertised, even if the resident has signed a new contract and is returning to the same unit at a later date (see check-out procedures). The university does not provide storage space.
- The Housing Office reserves the right to cancel any housing contract at any time.
- If a student becomes ineligible to live in campus housing for any of the following reasons, refunds are not granted after signing a housing contract:
 - Disciplinary action or violation of university policy
 - Withdrawal from Drury
 - Academic suspension from Drury
 - Change in marital status
 - Birth or adoption of a child
 - Extenuating circumstances as deemed by the Dean of Students

EXEMPTION FROM HOUSING POLICY

Full-time undergraduate day students who desire to live off campus for the upcoming academic year must submit a "Request for Exemption from the University Housing Policy" to the Housing Office by the advertised deadline. Students aged 21 or over will receive priority for exemption, but are not guaranteed exemption. Exemptions may be requested for the following reasons:

- Student will reside with parent or legal guardian within 30 miles of Drury. Exemption should be signed by a parent in front of a notary if the student will be under 21.
- Student will be 21 or older when the academic year begins.
- Student is married or is a parent. If this is your first exemption and you are under 21, provide a copy of a marriage license or birth certificate to verify this information.



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- Medical condition that requires special living accommodations that student housing cannot reasonably provide. If this is your first medical exemption, attach doctor's note describing the condition and necessary accommodations.
- Extenuating circumstances. Attach detailed letter explaining circumstances.
- Student is currently serving or is a veteran of the United States military.

All requests to live off campus will be reviewed by the Housing Exemption Committee. Permission to live off campus is granted by the Housing Office via Drury email. Students who do not receive email approval prior to the start of the academic year are required to complete a housing contract and reside on campus for the upcoming academic year. Failure to receive permission to live off campus through the exemption process does not release students from the financial obligation of room and board. Exemptions are only granted by academic year. Each spring, students must reapply to live off campus prior to registering for the upcoming summer and/or academic year.

A student who submits a housing contract and then files a request for exemption that is subsequently approved may be subject to a contract cancellation fee and prorated housing and meal plan fees. Please see the Academic Catalog.

Housing exemption forms and contracts are available at www.drury.edu/housing/forms.

HOUSING HOLDS ON STUDENT ACCOUNT

Full-time undergraduate day school students who do not participate in the annual housing sign-up process or exemption process will have a housing hold placed on their account. A housing hold prevents course registration. Housing holds will be released when the student signs a contract to live on campus or files an exemption that is subsequently approved.

HOUSING DEPOSIT & REFUND

To obtain campus housing, a \$200 room deposit is required of each resident. This fee is not covered by full-ride scholarships. New students should send the housing deposit with the housing contract to:

Drury University Admission Office
900 N. Benton Ave.
Springfield, MO 65802.

Returning students should participate in the Housing Sign-Up process in the spring, and should submit contracts in MyDrury. Students who currently live on campus will not need to pay another housing deposit, as it carries forward each year.

New fall admits who drop prior to May 1 will get their deposit back in full. New spring admits who drop prior to December 1 will get their deposit back in full.

Students with clean, undamaged rooms who follow proper check-out procedures and turn in their keys will have their deposits carried forward to the next academic year. The deposit will be refunded after graduation or when a student leaves Drury, assuming he/she follows proper check-out procedure and does not have an outstanding balance with the University.

CAMPUS HOUSING OPTIONS

Full-time undergraduate day school students aged 17 or older may apply to live in the residence halls. Full-time undergraduate day school students aged 17 or older may apply for apartment-style housing if they have been out of high school for one full year prior to move-in. A detailed description of housing options and what-to-bring tips are available at www.drury.edu/housing.

UNDERCLASSMEN HOUSING OPTIONS

RESIDENCE HALLS

Smith Hall, Sunderland Hall and Wallace Hall are for full-time, undergraduate day school students.

UPPERCLASSMEN HOUSING OPTIONS

COLLEGE PARK, JEFFERSON PARK NORTH/SOUTH, JEFFERSON PARK WEST, MANLEY HALL, MIDTOWN HOUSES, UNIVERSITY SUITES

These units are for full-time, undergraduate day school students who have been out of high school for at least a year. Jefferson Park, Manley Hall, and Midtown houses are gender inclusive.



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SUMMIT PARK

Summit Park is reserved for full-time, undergraduate day school students who have been out of high school for at least a year. Additional application required.. Summit Park is gender inclusive.

FRATERNITY HOUSES

The fraternity houses are reserved for male, full-time, undergraduate day school students who have been out of high school for at least a year. A student must be an active member status with his fraternity in order to reside in a fraternity house, or be an approved friend of the chapter.

FAMILY HOUSING OPTIONS

MANLEY HALL

Manley Hall & Jefferson Park may house full-time day school students with family member(s) on a space-available basis.

- In the case that the contracted student lives with a non-student family member(s), the student contract-holder would pay for the room, meal plan and an additional family fee (contact Housing Office for family fee amount).
- If both adults in a couple/family are Drury students, each student would pay the individual student price for housing & meal plan (but no family fee).

GUEST POLICY

Drury University is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community. Drury University prohibits the abuse of the guest policy by its students, employees and citizens. Drury University will cooperate with authorities in the enforcement of all applicable laws.

A guest/visitor is any person invited to visit the residence of or take part in a function organized by a Drury citizen, department or organization.

The abuse of the guest policy by Drury students, university employees or Drury citizens is prohibited on university-owned or -controlled property, in conjunction with university-sponsored or -supervised activities, or at any activity or event that an observer would associate with Drury students, university employees or Drury citizens.

This policy has been established to protect the integrity of the educational experience, encourage positive behavior and enhance the community commitment of Drury students, university employees or Drury citizens.

GENERAL GUEST INFORMATION

Drury students and student organizations are permitted to have guests present on campus. All university policies are applicable to visitors and guests. Each individual is liable for his/her actions at all times regardless of his/her mental or physical state.

- **GUEST BEHAVIOR:** Students are responsible for the behavior of their guests, and guest must be escorted at all times.
- **RESPONSIBILITY:** Students are responsible for any policy violations of their guests and are judicially and financially liable for damage to facilities/grounds caused by their guests.
- **GUEST ESCORT:** Guests must be escorted at all times in all campus housing (includes apartment-style housing and fraternity houses). Students must not loan, transfer, or give possession of their room keys or access cards to anyone.
- **EVENT ATTENDANCE:** Guests who wish to attend an event sponsored by an individual or group, may be required to be accompanied by a Drury representative with a valid Drury ID card. Non-university guests may be required to show a valid driver's license or other form of picture ID upon request. Adequate procedures for enforcing this policy should be in place for the duration of the event. The individual or group sponsoring the event will be responsible for assisting guest compliance to this policy.

GUEST INFORMATION RELATING TO CAMPUS HOUSING

- **LENGTH OF STAY FOR ALL HOUSING LOCATIONS:** Residents may have overnight guests for a maximum of four nights at a time or for no more than eight nights per calendar month whether with the same or different resident hosts. Guests found in violation of this policy will be requested to leave and may be trespassed from campus housing. A resident hoping to have a guest stay for a longer period must contact the Housing Office for approval at least one week prior to the visit.



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- **APARTMENT-STYLE & FRATERNITY HOUSE GUEST ALLOWANCES:** Apartment-style and fraternity house residents may have up to two guests per resident at any time, as long as they follow the aforementioned rules. All residents are encouraged to get their roommate's/suitemates' permission before they have guests stay over to reduce the possibility of conflicts.
- **RESIDENCE HALL GUEST ALLOWANCES:** Residence hall residents are allowed guests after open hours provided they meet the following requirements:
 - Residence hall guests are restricted to the open-hours policy, which allows visitors from 10 a.m. to midnight, Sunday through Thursday, and 10 a.m. to 1 a.m. on Friday and Saturday. Guests may visit bedrooms only during the approved hours; however, guests are allowed in secured main lounges 24 hours a day. The Director of Residence Life may make exceptions to this rule.
 - Residents are to maintain a 2:1 ratio with their guests (two guests to every one member present) in their residence.
 - Residents may have overnight guests for a maximum of four nights at a time or for no more than eight nights per calendar month whether with the same or different resident hosts. Guests found in violation of this policy will be requested to leave and may be trespassed from campus housing. A resident hoping to have a guest stay for a longer period must contact the Director of Residence Life for approval at least one week prior to the arrival of their guest.

GUEST POLICY VIOLATION SANCTIONS

Drury students, university employees and Drury citizens are responsible for the behavior of their guests. Drury students, university employees or Drury citizens who have guests who are violators of this policy will be subject to the appropriate sanction listed in this handbook based on the nature and severity of the incident. Sanctions could include official letters of warning and reprimand to disciplinary suspension from the university, according to the severity of the offense.

GUEST HOURS VIOLATIONS: 1st Violation

- Fine: A minimum of \$50 fine assessed to student account

GUEST HOURS VIOLATIONS: 2nd Violation

- Fine: A minimum of \$100 fine assessed to student account

GUEST HOURS VIOLATIONS: 3rd Violation

- Fine: A minimum of \$200 fine assessed to student account

CONFLICT RESOLUTION

The Department of Residence Life and the Office of Student Conduct provides conflict resolution services to students in order to aid them in effective conflict resolution processes and develop students' abilities to handle conflict effectively. The conflict resolution services provide students an avenue to address and resolve interpersonal conflicts which may include but is not limited to conflicts between members of a student organization, roommates, suitemates, and friends.

Roommates and/or suitemates should complete and sign a written agreement at the beginning of each semester that informally governs generally accepted behaviors in their place of residence. Roommate and Suitemate Agreement forms are available from the Residence Life Office in the Findlay Student Center Room 108.

Students can utilize conflict resolution services by contacting the Residence Life Office by phone at 417-873-6975 or email at rlife@drury.edu or by visiting the Residence Life Office in the Findlay Student Center Room 108 or the Office of Student Conduct in the Findlay Student Center Room 110 by phone at 417-873-6871 or email at studentconduct@drury.edu

ENGAGE IN DISCUSSION

If a disagreement between students occurs, students are encouraged to set up a time when all individuals involved can be present to discuss the issue causing the disagreement. The following are best practices for holding a discussion:

- Meet in a neutral location
- Meet at a time in which you are neither hungry nor tired
- Intend to compromise
- Collaborate
- Define the issues to be discussed
- Address specific behaviors; do not generalize
- Discuss only relevant facts



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- Use "I" statements; take responsibility for the way you feel and don't place blame
- Do not judge or devalue the needs of other individuals
- Practice active listening
- Ask clarifying questions
- Only one person should speak at a time
- Voices should remain calm and even
- Make frequent eye contact

REQUEST MEDIATION

Students who want to take advantage of conflict resolution services in the Office of Residence Life or Student Conduct may speak with their Resident Assistant or Community Assistant about how to take advantages of those resources or contact the Office of Residence Life or Student Conduct directly.

MEDIATION

During mediation a Residence Life professional staff member will serve as a Mediator to help disputants improve their relationships, clarify their future plans, and resolve the dispute, but will not seek to impose a binding solution. The Mediator will facilitate the meeting's structure and progress to help the disputants develop a go-forward or future story for their relationship. The implementation of the disputants' solution will detail the specific responsibilities of all disputants in writing. The plan for closing the loop of the conflict resolution process may include but is not limited to the following components:

- Provide a framework for carrying out the resolution
- Define how to ensure that all parties are following through
- Provide alternative ways of handling the dispute if it should continue
- Provide follow-up resources
- Provide a timeline for review with the Mediator to ensure the success of resolution

Please refer to the Room Change Process for questions about changing your housing.

ROOM CHANGE PROCESS

The Offices of Residence Life & Student Conduct and the Office of Housing will make final decisions about student housing and room changes.

Four basic criteria must be met for a room change to occur:

1. Student(s) involved have completed the Conflict Resolution Process
2. Vacant space is available.
3. Students who will be affected by the room change have signed the Room Change Request Form
4. The Residence Life/Housing Office has approved the change.

Students can access the Room Change Request form, or print one from www.drury.edu/housing/forms.

Contact potential roommate(s) to find out whether you might be a good match. Once you have found an acceptable roommate(s), complete the Room Change Request Form:

1. Have all students affected by the room change sign the Room Change Request form and submit the completed Room Change Request form to your Residence/Area Director
2. Check your Drury email account for your new housing assignment and date by which to move
3. Contact your Residence/Area Director to set up an appointment to checkout of your current room
4. Contact an RA/CA in your new location to check in to your new room for reassignment. Should a room change become necessary, refer to the Room Change Process.

CAMPUS HOUSING SAFETY



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CAMPUS HOUSING INSURANCE

Drury carries insurance on the buildings only and assumes no responsibility for a resident's personal belongings. **Drury accepts no responsibility for lost, stolen or damaged articles.** Residents are encouraged to insure their personal belongings by purchasing renter's insurance. Rooms should be kept locked when unoccupied. Front doors should be kept shut and locked at all times.

CAMPUS HOUSING HEALTH AND SAFETY CHECKS

To help ensure the health and safety of all residential students, the Residence Life staff will conduct periodic room checks for potential hazards or violations of university Policy. Examples include:

- Dangerous electrical configurations or other fire hazards
- Nonfunctioning smoke detectors
- Burned candles and incense
- Excessive trash or food waste buildup
- Unauthorized furniture or appliances
- Drug and alcohol violations, including hard liquor

Room checks are scheduled a minimum of twice per semester, usually around academic breaks. Notice will be posted in advance either by flyer or via email. Students need not be present during their room check, but are welcome to be if they wish. Students will have the opportunity to correct potential health and safety hazards. Failure to correct potential problems may result in a fine or other sanction. Policy violations will be processed through the university's judicial process.

SAFETY EQUIPMENT

Residential students are encouraged to become familiar with the locations of fire extinguishers. Most are located in hall closets or next to an air conditioning unit.

Do not remove batteries from smoke detectors. Batteries only provide a backup if the power should fail. If your detector starts to chirp, notify Facilities Services at facilities@drury.edu or 417-873-7219 or through MyDrury by clicking "Facilities Work Order Request" from the left-hand menu.

Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers and safety equipment is prohibited and will result in a fine or further disciplinary action. Please see the Property Rights section for a list of specific sanctions. All students are expected to evacuate facilities during emergency alarms and comply with the requests of university personnel. Students will be fined for noncompliance and may be evicted from campus housing for interfering with safety and security procedures.

If a fire occurs, call the Safety & Security Office immediately at 417-873-7911.
Report any damages immediately to Facilities Services at 417-873-7219.

COMMUNITY ROOM USE STANDARDS

Common areas should be treated as if you lived there. All trash should be removed and the area cleaned after use. Certain common areas have amenities (televisions, furniture, etc.) that are available for resident use on a first-come, first-serve basis. Residents are financially responsible for any damages that they or any of their guests cause in the common areas.

CLEANLINESS, TRASH REMOVAL, RECYCLING

Trash and recycling service is provided for all residents of university housing, but residents are responsible for taking their own trash/recyclables to appropriate bins. Trash must be placed in a plastic bag, tied and placed inside the designated trash bin. Recyclables may be co-mingled in many of our green receptacles. For a list of recyclables that can be co-mingled visit www.drury.edu/recycle. Residents are responsible for the routine care and cleanliness of their suite/apartment and outside landings and porches to prevent health and infestation risks. Trash must not be disposed of in toilets and bathroom sinks. Additional trashcans are not allowed outside apartments, in hallways or on decks or patios. Trash found outside a residence, on patios, in entryways or on porches or decks is prohibited, and fines will be assessed for all trash (bagged or loose) found. Apartment-style residents are responsible for keeping the stovetop and oven free of grease accumulation to prevent fires.

Trash bins can be found at the following locations:

- North side of College Park cottages and studios on Lynn St.
- West side of College Park Phase Three in parking lot



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- Fraternity house parking lots
- Jefferson Park and Jefferson Park West parking lots
- Summit Park parking lot
- Sunderland/Wallace Hall parking lot
- Behind the Findlay Student Center (south of Smith Hall)
- East side of University Suites
- Parking lot behind 517 E. Calhoun

Midtown house residents on Robberson, Jefferson & Calhoun (except 517 Calhoun) have trash service that comes weekly. These residents are responsible for seeing that the university-provided trash carts are taken to the street the night before trash pick-up. The following locations have GREEN co-mingled recycling Dumpsters.

- College Park: The fire lane to the north of the studios
- Jefferson Park: Jefferson Park parking lot
- Manley Hall: Jefferson Park parking lot
- Summit Park: Summit Park parking lot
- Midtown houses: Use any of the green recycling Dumpsters on campus, or visit the Recycling Center at the intersection of Central & Summit Streets.
- Fraternity houses: Parking Lot D.
- University Suites: Behind the Rose O'Neil house on the northeast side of the complex.

CAMPUS HOUSING STANDARDS

Residents (and guests) are required to abide by all applicable policies, laws and ordinances. Students may be subject to the Drury University Student Conduct Process for breaking policies or allowing their guests to break policies.

- **ALCOHOL:** Any illegal use, possession or consumption of alcohol is prohibited as listed in the Drury Alcohol Policy.
- **SMOKING/VAPING:** Smoking and vaping of any substance is not permitted on campus (see Tobacco-Free Policy). Cigarette debris on the grounds is subject to fines.
- **BIKE STORAGE:** Because of the fire safety hazard, Security will remove bikes (or any other items) parked in the fire lanes, hallways or lobby area. Bikes must be stored in bike racks.
- **BUSINESS OPERATION:** University rooms and public areas are not to be used as a location for the operation of any business or enterprise or the sale of any services or products. Residents may not use university housing facilities for a commercial purpose or solicit within the buildings. Refer to the Drury Commercial Activity Policy.
- **COMMON AREA DEBRIS:** To prevent accidents, residents are responsible for keeping all public common areas (including hallways in those buildings that are shared by two or more rooms, stairways and porches) free of debris and items such as furniture, boxes, trash bags, cans, cigarette butts, old newspapers and so forth.
- **DRUGS:** Any illegal use, possession or trafficking of drugs or paraphernalia is prohibited as listed in the Drury Drug Policy.
- **GAMBLING & WEAPONS:** Gambling and weapons are not permitted on campus.
- **MOTORIZED VEHICLES:** Motorized vehicles of any type (including motorized bikes or scooters) are prohibited within the interior of any apartment or house, cannot be driven or parked on lawns, sidewalks or other non-parking areas.
- **NOISE:** Noise must at all times be maintained at levels where it does not infringe on the study and/or sleep of others, referred to as courtesy hours. Campus housing has mandatory quiet hours from 11 p.m. until 9 a.m. Approved, registered events may receive an exemption until 1:30 a.m. on Friday and Saturday nights; however, any noise complaints could still result in event shut down. Refer to the Personal Rights Policy for sanctions for noise violations and the Social Event Policy for procedures regarding registered events.
- **OUTSIDE ACTIVITIES:** Rollerblading, biking, skateboarding and scooters are prohibited inside any buildings.
- **OUTSIDE GAMES:** Swimming pools and outside games that include poles, stakes, rods, water or paint are prohibited.
- **OUTSIDE STORAGE:** Items may not be placed outside of a unit with the exception of lawn chairs and bicycles. Lawn furniture must be stored during winter months.
- **PETS:** A "pet" is defined as an animal kept for companionship. Service animals and assistance animals are not considered pets. Pets (except fish) are not permitted in campus housing, and caring for an "outside" pet or stray animal is prohibited. Fish tanks must not exceed 10 gallons. A minimum \$150 fine will automatically be charged to the resident's account for allowing animals into a residence or feeding/watering an outside animal. Additional charges may be assessed for damage caused by animals or cleaning to remove pet dander, odor and/or stains. Should an animal need to be rehomed at a shelter/rescue, the student will also be charged for the shelter's drop-off fee. (See ANIMALS ON CAMPUS policy)



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- **ROOF:** Climbing onto roofs is prohibited.
- **SMOKING/VAPING:** Tobacco & nicotine use is not permitted on campus (see Tobacco-Free Policy). Cigarette debris on the grounds is subject to fines.

ITEMS ALLOWED IN CAMPUS HOUSING

Coffeemakers, computers, lava lamps, plug-in air fresheners, portable television sets, radios/stereos, razors, toasters and candle warmers. All appliances should be UL approved. One additional mini-fridge no more than 4.3 cubic feet may be brought into each Sunderland and Wallace room.

ITEMS PROHIBITED IN ALL CAMPUS HOUSING

Candles (with wicks), incense, halogen lamps, flammable liquids (including paint thinner, solvents, gasoline, lighter fluid and lamp oil), fireworks, gas grills, satellite dishes, water beds, and space heaters and appliances with open coils are prohibited in all campus housing.

ITEMS PROHIBITED IN RESIDENCE HALLS AND FRATERNITY HOUSES

Crock-pots, electric griddles, George Foreman grills, hot plates/pots, full-sized refrigerators microwaves (other than provided), or toaster ovens.

ITEMS ALLOWED IN APARTMENT-STYLE HOUSING

Additional mini-fridges no more than 4.3 cubic feet (1 per bedroom), crock pots, electric griddles, George Foreman grills, hot pots/plates, sandwich makers, toaster ovens, charcoal grills (grills may not be stored indoors, and should not be used in breezeways, balconies, under staircases or close to buildings).

FURNISHING & DECORATIONS

- Tacks, nails and tape will damage walls, paint and woodwork. Suspend items using 3M Command adhesive removable products or use university-provided bulletin boards. Residents accept responsibility for any damage done to walls and/or ceilings as a result of hanging or mounting and will be charged for any damage including, but not limited to, holes, peeled paint or cracked drywall.
- Residents are prohibited from using wallpaper, contact paper, stickers, self-sticking shelf paper or paint on ceilings, walls, doors, cupboards or other surfaces in or around units.
- Bracket-mounted curtain rods are prohibited.
- Per the Alcohol Policy, keeping empty alcohol containers for any reason, including those used for decoration is prohibited.
- All furnishings (shelving, storage units) provided by the resident inside the unit must be free standing. They may not be connected to, attached, resting on or touching any walls, ceilings, shelves, counters or university furniture.
- University furniture should remain intact and mirrors, bulletin boards, should remain attached to walls.
- All university furniture—including beds/mattresses—must remain in the assigned unit.
- Lofts, additional couches (with the exception of Kappa Alpha & Sigma Nu suites), water beds and full-size refrigerators are prohibited in all Drury University residences.
- Signs/banners may not be affixed to building exteriors.
- Satellite dishes, exterior lighting or placement of cables on the exterior of campus housing is prohibited.

HOLIDAY DECORATIONS

- All doorways and corridors must remain clear of decorations (must not obstruct emergency egress)
- No lights run on the floors.
- If light strings run across a hallway, they must be at least 7' high.
- No more than 3 strings of lights on 1 continuous string.
- Only use power strips with a built-in surge protector.
- Strings of lights may not be attached to exit lights, emergency lights, or fire pull stations.
- Only artificial trees can be used.
- In residence halls and fraternity houses, lights and decorations must be disconnected and taken down by the end of Finals Week.



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- In houses and apartment-style housing, lights and decorations must be disconnected and taken down before the students leave for Winter Break.
- Stringed lights and decorations should be Underwriters Laboratories (UL) approved and should be affixed in a way that does not damage the walls, ceiling, windows or the lights' wiring.
- Christmas lights may be affixed to campus housing exteriors, as long as the aforementioned rules are followed.

CAMPUS HOUSING BREAK POLICY

Break periods include the following times when class is not in session:

- Fall Break
- Thanksgiving Break
- Winter Break
- Spring Break

BREAK PERIOD PROCEDURES

All residence halls and fraternity houses are considered communal living areas and are closed for breaks with limited staffing. Housing contracts for these residences do not include residency for any of the break periods.

The aforementioned break periods are included in the contract price to live in the apartment-style housing options (College Park, Manley, Midtown, Jefferson Park, Summit Park, and University Suites); however, winter break is NOT available to fall-only or spring-only residents.

The commons cafeteria and Campus Exchange are closed for most break periods, therefore no dining facilities are usually available on campus. The Cox Hospital cafeteria is open to the public and within walking distance to campus.

REQUESTS TO STAY IN CAMPUS HOUSING FOR BREAKS - RESIDENCE HALLS & FRATERNITY HOUSES

Students who desire to stay in their residence hall or fraternity house over a break period (except summer break), must submit a Housing Break Access Request form to the Housing Office by the specified date and time for **each** break (usually by 5 p.m. the Friday before a break). There is an additional per-night charge for residents who stay over any break period, unless the student's permanent residence is 200 miles or further from campus or they are required to stay for a Drury-related function. Students will receive email notification if they are approved to stay for breaks.

For students who are required to stay in their residence for a Drury-related function, their coach, supervisor, or advisor may request the fee to be waived. This includes athletic teams that are actively practicing and/or participating, on-campus job requirements, or other faculty/staff-approved organizations. The staff or faculty advisor is responsible for submitting a request form and roster to the Housing Office by the specified date and time for each break. Students will receive email notification if they are approved to stay for free. If students do not receive approval to stay, but do anyway, they will be charged a per-night fee. Holding an off-campus job does not qualify the student to receive the fee waiver.

AUTHORIZATION & SUPERVISION

All requests for housing over breaks are subject to final approval by the Residence Life and Housing Offices. Requests may be denied for reasons including, but not limited to:

- Previous policy violations
- Outstanding fees or sanctions
- Limited staff availability

Each residence hall (and the fraternity quad) will have an on-call Residence Life staff member to address any issues that may arise and to make sure all residents are properly registered.

GUESTS

The guest policy will be identical to the policy during the normal academic year. Guests are allowed during normal open hours and overnight guests are allowed if they are registered with the on-call staff member in advance.

LATE DEPARTURE OR EARLY ARRIVAL



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Fall-only/Spring-only semester students in any housing type will be charged a nightly fee if they arrive early or depart after their contracted single semester timeframe. For example: A student who is leaving Drury in December and asks to stay past the checkout deadline would pay the fee for each night following move-out. This fee applies to all campus housing.

Students who are required by Drury to return to campus earlier than the official fall semester move-in date will not be charged the nightly fee from the date of pre-approval. Included in this group are fall season athletic teams, O-Leaders, Residence Life staff, and pre-approved Greek Life members requiring early move-in. The pre-approval lists must be submitted by coaches/advisors to the Housing Office by April 15th to ensure summer residents are not assigned in units for early arrival residents. Spring season athletic teams are not eligible to move in prior to the advertised August move-in dates. Due to the high volume of early-arrival requests in the week prior to fall move-in, the university will not approve any individual requests to move in early, even if the student is willing to pay the fee.

CAMPUS HOUSING CHECK-IN & CHECK-OUT PROCEDURES

CHECK-IN PROCEDURES

Each resident checking into a residence must complete and sign their own Room Inventory and Condition form (RIC) and submit it to the Residence Life Director within 24 hours of move-in or by the date specified. A signature indicates that the resident has assessed and acknowledged the condition of all areas of the residence at check-in. It will be assumed that any damage not reported at move-in occurred during the student's stay in the residence. Residents will be held individually responsible for any damage done to their rooms and may be held collectively responsible for any other damage occurring to individual rooms or campus housing facilities. Public area damages will be assessed as needed and charged to appropriate accounts.

RESIDENTIAL KEYS

- At the beginning of the fall semester on the designated move-in date, new residence hall students pick up their residential keys in their hall lobby. Apartment-style residents and fraternity house residents pick up their keys in the Office of Safety and Security in the lower level of the Findlay Student Center. Parking permits for all students are also available in the Office of Safety and Security.
- Early move-ins, people changing rooms, and people moving in for the spring semester may pick up their keys at the Office of Safety and Security in the lower level of Findlay Student Center. Parking permits for all students are also available in the Office of Safety and Security.
- Each resident must sign for their own keys. Keys will not be issued to anyone other than the resident. All keys are the resident's responsibility and should stay in the resident's possession at all times. The assigned front door key and bedroom key are number coded. They must stay together.
- If a resident loses a residential key or the residential key is stolen, it must be reported immediately so that security personnel can replace locks and make new keys as necessary. Procedure for reporting lost/stolen keys are as follows: 1) Report which assigned keys were lost/stolen to the Safety and Security Office in the lower level of the Findlay Student Center. 2) Pay the minimum \$50 lost key charge at the Business Office on the 1st floor of Burnham Hall. 3) Bring the lost key payment receipt to the Safety and Security Office in the lower level of Findlay Student Center.
- Lost/stolen residential key charges will be reviewed by the Safety and Security Office with any access charges beyond the minimum \$50 being billed to the student's account. Charges will be reviewed based on current market value. As of June 1, 2016, the current market value charges are as follows: \$30 material cost per core, \$5 material cost per key, and \$10 labor cost per core. Lost/stolen residential mailbox key charges are a \$25 flat rate.
- Residential keys not turned in by the move-out date will constitute a minimum \$200 fine to the student's account. Mailbox keys not turned in by the move-out date will constitute a \$25 fine to the student's account. To avoid the fines, report lost keys early.
- Rooms and apartments should be kept locked when not occupied. The university accepts no responsibility for lost, stolen or damaged articles. Renter's insurance is recommended.
- **Exchanging keys or room assignments without approval of the Housing Office is prohibited and will result in \$250 fine assessed to the student's account.**

CHECK-OUT PROCEDURES

Prior to moving out, all students need to set an appointment time to check out of their residence. Residence hall students and fraternity men contact their Resident Director and all other apartment-style residents contact the Area Director. Students may



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choose between an express check-out and a traditional check-out. Check-outs must occur within 24 hours of a student's last Final Exam or by the given deadline, whichever is earlier.

A **traditional check-out** means the resident gets a personal walk-through with a Residence Life staff person. Staff will point out if additional cleaning is needed. This gives students the opportunity to clean anything that was missed to avoid cleaning charges. The resident has a chance to review the Room Inventory & Condition (RIC) form and share any information about damages with the staff. Students will get a reminder about where to take keys to get a receipt. Traditional check-out may be a good choice for those with roommates who may leave a mess, or for those who want to retain the right to appeal any cleaning/damage charges.

An **express check-out** means the resident skips the appointment with Residence Life. The resident should clean his/her space thoroughly, and drop off keys at FSC 104 (the Associate Security Director's office) and sign a waiver. A student who chooses express check-out forgoes the right to appeal cleaning/damage charges and will not get a receipt for submitting keys.

Vacating residents are expected to leave the unit clean and ready for new residents. This includes, but not limited to:

- Removing all trash
- Replacing all burned-out light bulbs
- Vacuuming and dusting all rooms
- Properly cleaning the entire kitchen and bathroom areas (toilets, showers, sink areas, refrigerators, microwaves, stove tops and ovens, all kitchen appliances, etc.) In the residence halls and fraternities, mini-fridges must be defrosted and cleaned thoroughly
- Mopping floors
- Wiping down walls
- Cleaning any outdoor patio areas or balconies
- **Any cleaning that custodians must perform prior to deep cleaning will result in charges to residents' account.**
- Make sure all pieces of furniture are in your room and assembled. Beds should be de-bunked and the mattress should be at the middle height setting.
- At your traditional check-out time, Residence Life staff will complete a Room Inventory and Condition form (RIC) in order to sign each resident out at the end of his/her residency. Residents are required to be on-time and present at the time of their traditional checkout. Students who do not follow proper checkout procedure will have a \$100 charge posted to their account.
- Directly following checkout, residents are required to return keys to the Office of Safety and Security. Failure to return residential keys will result in a minimum \$200 replacement charge, and failure to return mailbox keys will result in a \$25 replacement charge.
- After checkout or the termination of the housing contract, any items left in the residence will be thrown away. Charges will be assessed and posted to the student's account based on the cost of disposal (landfill fees, etc.) and the number of hours spent by university personnel.
- If you have any questions during the checkout process, contact your Resident Director (residence halls & fraternities) or the Area Director (other housing).

CAMPUS HOUSING DAMAGE INFORMATION

DAMAGES AND FINANCIAL LIABILITY

Except for normal wear and tear, residents are responsible for all damage to the unit, furnishings and public areas identifiable with specific individuals.

Residents are also responsible for damages caused by their guests and visitors. Charges may result from, but are not limited to, the following violations:

1. Unauthorized detachment, movement or removal of residence furnishings
2. Improper use and/or negligent use of university appliances, furniture or facilities
3. Tampering with fire safety systems, smoke detectors and/or sprinkler systems



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4. Trash or debris (including cigarette butts and unsightly furniture) on the interior or exterior of the residence
5. Damage resulting from the violation of any policy mentioned in this handbook or your housing contract

RESIDENCE LIFE CLEANING/DAMAGE CHARGE INFORMATION

Students who do not schedule a check out day and time with a staff member will be charged a \$100 improper checkout fee. The improper check-out fee may also be assessed if the resident is not ready at the time of their scheduled appointment, or the resident does not show up for a pre-scheduled traditional appointment. Residents are not charged for normal wear and tear. This listing of cleaning and damage charges is not all-inclusive. Drury University reserves the right to modify any charge.

KITCHEN AREA

Cabinets dirty	\$20
Counter tops dirty	\$20
Sink dirty	\$20
Kitchen floor dirty	\$30

COOKING APPLIANCES

Oven dirty	\$70
Drip pans need to be replaced	\$8 each
Stovetop dirty	\$35
Microwave dirty	\$20

REFRIGERATOR/FREEZER

Refrigerator not emptied	\$30
Refrigerator dirty	\$35
Freezer not emptied	\$10
Freezer dirty	\$20
Freezer not defrosted	\$30
(Defrosting does not apply to apartment-style housing.)	

BATHROOM

Floor dirty	\$10
Toilet dirty	\$20
Seat broken	\$30
Toilet broken	\$150

BATHROOM WASH AREAS

Sink/counter dirty	\$20
Cabinets not empty	\$20
Cabinets dirty	\$20
Tub/shower/fixtures dirty	\$35
Damage to/missing curtain or rod	\$25
Tub repair	Price assessed

LIVING AREAS/BEDROOMS

Trash on floor not picked up	\$20
Carpet not vacuumed/swept	\$20
Carpet stained beyond normal wear & tear	\$40 per room
Tears/burns in carpet	Price assessed

FURNITURE

Bed not assembled	\$35
Moving furniture within unit	\$25 per item
Removal of damaged furniture	\$25 per item
Damaged/missing furniture will be replaced/repaired at resident's expense	Price assessed

ELECTRICAL FIXTURES

Cover plates broken/missing	\$8
Cover plates dirty	\$5
TV connector missing	\$25
Smoke detector/fire extinguisher/sprinkler damage	Price assessed

DOORS & WINDOWS

Screen damaged	\$25
Broken lock	\$50 per core
Failure to return room key	\$200 (minimum)
Latches (time to repair)	\$35 per hour
Failure to return mailbox key	\$25
Blinds/Windows damage	Price assessed

WALLS

Nail holes (time repair)	\$35 per hour
Paint/spackle repair	\$35 per hour
Walls/ceilings dirty (food, dirt, fingerprints)	Price assessed

CLOSETS

Not cleaned out	\$25
Closet rod/shelf missing	\$25
Closet door damage	Price assessed

FRATERNITY HOUSE COMMON AREAS

Common area trash on floor	\$50 per hour
Common area floor dirty	\$50 per hour
Common area walls dirty	\$50 per hour
Trash cans not emptied	\$50 per hour

CAMPUS HOUSING WORK ORDER & MAINTENANCE PROCEDURES

- Students living in campus housing should refer all maintenance and pest control problems to Facilities Services by filling out a work order through MyDrury by clicking "Facilities Work Order Request" from the left-hand menu or by visiting www.drury.edu/facilities.



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- When a resident makes a request for repair work, he/she automatically gives authorization for university personnel or an authorized agent to enter the unit to complete repairs, whether or not anyone is home. Maintenance work may require a follow-up visit.
- All repairs or alterations, including but not limited to painting, wiring and plumbing, must be made by university personnel or authorized agents. Residents are not permitted to do any repairs or alter painting, wiring or plumbing (other than plunging) in a residence.
- Any damage due to tampering with plumbing or electrical system will be assessed and billed to students. Any damage caused by failure to report a maintenance problem could also result in charges.

GENERAL ROOM/MAINTENANCE PROBLEMS

- Write down all pertinent information including, but not limited to:
 - What the problem is (be as detailed as possible)
 - How long the problem has persisted
 - The location of the problem (including building, room and area)
 - Include your full name, telephone number, hall and room number.
- File a work order by going to www.drury.edu/facilities or in MyDrury by clicking "Facilities Work Order Request" from the left-hand menu.
- Check status of your work order by logging back into the "Facilities Work Order Request" website through MyDrury.
- If the problem persists five working days after submission, contact Facilities Services at facilities@drury.edu for follow up.
- Submitting a work order assumes that you are giving permission for someone to come into your room and remedy the situation. Keep your room clean to expedite the process.

EMERGENCY WORK ORDERS

If an emergency exists requiring immediate assessment (leaks, fire hazards, loss of electricity, etc.), contact Facilities Services at 471-873-7219, or if the event is after hours, call Security at 417-873-7400.

CABLE TV PROBLEMS

- Report to housing@drury.edu or call 417-873-7654. Be specific about the problem you are having (missing specific channels, no signal, intermittent signal, etc.) Provide the location, including building & room, and your cell phone number. By submitting a cable work order, you are giving permission for the Housing office to give your address and cell number to the cable provider. Should the cable provider need to enter your residence, you will be responsible for escorting the technician.

INTERNET/TECHNOLOGY PROBLEMS

- File a technology work order request online at <http://www.drury.edu/helpdesk>.
- Or call the Help Desk directly at 417-873-7300.

LAUNDRY PROBLEMS

- Write down all pertinent information including, but not limited to:
 - Which laundry machine (including hall and area)
 - What the laundry machine is doing or not doing
- Call 417-873-7654 or email housing@drury.edu and provide pertinent information.
- Place out-of-service sign on the machine.

BUG SPRAY SCHEDULE

Pesticides will be sprayed in apartment-style housing and fraternities twice a year, or upon request. Dates for spraying are posted on the information sheet on the front doors of apartments. If you need your residence hall room sprayed, please contact Facilities Services by submitting a work order at www.drury.edu/facilities.