



Eastern FloridaSM
STATE COLLEGE
STUDENT HOUSING CORPORATION

STUDENT HOUSING
Living Guide

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WELCOME TO EASTERN FLORIDA STATE COLLEGE STUDENT HOUSING

Vision and Mission

The Eastern Florida State College Student Housing Corporation (the “Student Housing Corporation”), a direct support organization of Eastern Florida State College (the “College”), is committed to creating a supportive, safe, and engaging student housing community on campus that fosters personal development and academic success. The Student Housing Corporation seeks to provide students a caring community that is both intellectually and socially enriching, with an emphasis on student self-governance and a corresponding expectation of student accountability.

Student Accountability

Living on campus is a privilege, not a right. Students are expected to behave in a responsible manner and observe the established rules and regulations of the College and Student Housing Corporation, as well as local, state, and federal laws. The College reserves the right to make additional rules and regulations as may be necessary from time to time for the safety, care, and cleanliness of the facility and/or for the preservation of order. Students who fail to meet the College’s expectations will be held accountable.

Family Education Rights and Privacy Act (FERPA)

We understand that this is an exciting time in students’ lives and that parents want to ensure the best experience possible for their children. However, the College is limited in the scope of information it is permitted to share with parents and others due to the Family Educational Rights and Privacy Act (FERPA) of 1974. For any representative of the Student Housing Corporation or College to speak with a parent or legal guardian about their son or daughter, a student must have a completed FERPA release form ([FERPA Authorization to Release Information](#)) on file with the College. For more information about FERPA, please visit: <https://www.easternflorida.edu/admissions/registrar-office/ferpa-privacy-act-info/>

Immunization

Florida Statute 1006.69 requires all students who attend a postsecondary educational institution and reside on campus to receive a meningitis and hepatitis B vaccine, or submit a waiver stating that they have made an informed decision not to be vaccinated (if a student is under 18 years old, a parent or guardian must also sign the waiver.)

Annual Security Report

Each year, in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the College publishes an Annual Security Report. This report contains crime statistics and institutional policies and procedures relating to safety and security, including information about crime reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community. The Annual Security Report is available for review by clicking on the following link: easternflorida.edu/documents/asr.pdf. In addition, hard copies are available at any campus security office.

Drug-Free and Alcohol-Free Campus and Workplace Notification

Each year, in accordance with *the Drug Free Schools and Communities Act*, the College publishes a Drug-Free and Alcohol-Free Campus and Workplace Notification. This document contains information about the College's standards of conduct and disciplinary sanctions associated with the use or possession of alcohol and illegal drugs, as well as applicable federal, state, and local laws and penalties, health risks, and information about prevention and assistance available from the College and in the community. The Annual Notification is available for review by clicking on the following link:

<http://www.easternflorida.edu/documents/annual-drug-alcohol-notification.pdf>

Campus Mailing Address and Information

Student Name

EFSC Student Housing

Building A, Room _____ Mailbox # _____

3865 North Wickham Road

Melbourne, Florida 32935

Failure to include your building and room number in your mailing address will result in mail being late or possibly RETURNED TO SENDER due to an INSUFFICIENT ADDRESS.

When a student checks out of student housing, it is his/her responsibility to provide a forwarding address to the United States Postal Service and any agencies (i.e., banks, Netflix, credit cards, etc.). Any mail received for a student who is no longer a resident of student housing will be "Returned to Sender."

There is a one stop mail room for **both mail and packages** located in Room 111-C in Building 10. A mail room receiving agent will be available from **9:00 a.m. to 11:30 a.m. Monday thru Thursday** for student pick up of parcels. You may reach a mail room receiving agent at 321-433-5539 or in his/her office in Room 165 of Building 1.

Pick up packages in a timely fashion, specifically **perishable** items. Any items that are deemed **perishables** that are not picked up **within 24 hours of delivery** to the mail room **or** items that are leaking or begin to smell, **WILL** be disposed of due to health and sanitary reasons, with or without notification.

Director of Support Services

The Director of Support Services is Lena Copeland. Lena's office is located in Building 16 (Student Union). Her regular office hours are Monday – Thursday (excluding days the College is closed) from 8:30 a.m. to 5:30 p.m.

Phone: (321) 433-5631

E-Mail: copelandl@easternflorida.edu

Resident Assistants (RA)

RAs are student/staff members living in the student housing community. Their primary objective is to assist residents in any way possible. An RA can be among the most helpful

and resourceful people you will get to know. Carefully selected because of their leadership and interpersonal skills, positive attitudes and sense of commitment, RAs have many roles and responsibilities. They help to build a sense of community in your student housing. They serve as a resource for information and tips on adjusting to college life, conduct safety and security checks, and ensure that student housing policies are followed. Your RA is your main point of contact in the student housing. They will make an intentional effort to connect with you regularly over the year. You can talk with them about a variety of issues, and they will connect you with other staff and college resources if needed.

RAs on Duty

An RA is on duty, seven days per week, from 6 p.m. through 8 a.m. They can be reached via email. If your RA is unavailable, there are staff members available for general assistance, maintenance concerns and emergencies. RA and staff members contact information will be provided during move-in orientation.

Building/Floor Meetings

During the first week of each semester each RA will conduct a meeting for the residents of the facility. Attendance at these meetings is mandatory because information concerning safety and security as well as other important topics will be discussed. Residents are responsible for the information disseminated at all such meetings. Residents who have conflicts with scheduled building meetings should inform their RA as soon as they are aware of the conflict. RAs may also call building/housing meetings at other times during the year.

Facilities Maintenance

The College Facilities Department addresses concerns with kitchen appliances, leaks, power outages, insects, light bulbs, AC and heat issues, cable/internet service, air quality, holes in walls, carpet and safety equipment. Contact your RA to submit a work order online through the College portal as soon as there is a problem. There is no charge for routine maintenance, however, requests submitted as a result of a resident's behavior or neglect may result in charges (see **Attachment 2** – Student Housing Fees/Charges Schedule). The space should be prepared for maintenance to enter. This includes removing personal items from the work area, and/or removing bedsheets for bed to be raised/lowered.

EFSCares Student Counseling Services

[EFSCares](#) is a confidential, free student counseling service available to all part and full-time enrolled EFSC students. The service is a College partnership with Gee Resolutions, a local community-based mental health organization. Simply call 321-631-8569, and identify yourself as an EFSC student, and the Gee Resolutions staff member will connect you to a licensed and/or certified professional who will assess your personal situation and schedule you for additional counseling sessions as needed. EFSC students are eligible to receive unlimited free telephone assessments and up to six free, individual face-to-face counseling sessions per year. This is a private, confidential service designed to help you when you need it most.

Campus Security

The College's Security Department is committed to providing a safe, secure, and orderly living environment on campus. To contact Melbourne campus security, please call (321) 403-5909. For more information about campus security, please visit: <https://www.easternflorida.edu/our-campuses/campus-security/>

Sexual Misconduct/Title IX

Eastern Florida State College is firmly committed to maintaining a safe and healthy learning and working environment that promotes responsibility and respect, and where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex. As such, the College strictly prohibits all forms of sexual harassment, sexual assault, dating violence, domestic violence, and stalking (collectively referred to as "Sexual Misconduct"). The College annually prepares a Resource Guide containing important information for students about victim rights, resources, and College policies and procedures related to Sexual Misconduct and Title IX. The Resource Guide, as well as other valuable information, is available on the College's Sexual Misconduct and Title IX homepage: www.easternflorida.edu/our-campuses/campus-security/titleix-sexual-misconduct/

Students who experience or witness Sexual Misconduct may report incidents to the College's Title IX Coordinator:

Stephen W. Salvo
Title IX Compliance Coordinator
Melbourne Campus, Bldg. 08 Room 201G
Phone: (321) 433-5775
E-Mail: salvos@easternflorida.edu

Amenities

Cable Television

All living rooms in student housing receive the basic cable offered in Brevard County at no additional charge. There is no wired cable in the bedrooms, only streaming via WiFi. Channel lineups will be available upon request.

Laundry Room

A community laundry room with energy and water-efficient washers and dryers is located in building 12. Instructions for using the washers and dryers are posted. Weekends are usually the busiest times in the laundry rooms, so plan accordingly. All laundry rooms and equipment should be left clean. To report a broken machine, please contact the RA to place a maintenance work order.

Internet Access

All suites and rooms are equipped with WiFi for wireless Internet access.

Study Rooms

Study rooms are available in building 12 and the Student Union (building 16) and are available for use by all EFSC college students. These study rooms provide a tranquil retreat for those residents looking for a space to study or complete group projects with little to no distraction.

Recreation Rooms

Located in building 12 and the Student Union (building 16), the Recreation Rooms offer the perfect gathering spaces for EFSC college students. Amenities of the Recreation Rooms include:

1. Pool table
2. Gaming area
3. Lounge furniture
4. Large flat screen
5. Microwave
6. Vending machines

Emergency Protocols

Titan Alerts

Eastern Florida State College has implemented an emergency alert notification system that delivers reliable emergency text and email messages anytime there is an emergency on campus that poses a safety concern for students. To enroll in the “Titan Alerts” emergency alert notification system, please visit the “myEFSC” page on the College website or visit the Campus Security office in building 1.

Evacuation Plan

In the event an evacuation of Eastern Florida State College is necessary, the College must be able to identify where resident students are going, with whom, and which students would need a list of Brevard County shelter information to evacuate in a timely manner. The College requests that all residents complete and submit a Resident Emergency Evacuation form provided in the student housing acceptance packet. The information provided is confidential and will be used only for emergency purposes in compliance with FERPA.

Fire Policies

The College’s Fire Safety Policies for On-Campus Housing are contained in **Attachment 1**. Please read these policies carefully. Call 911 and/or Campus Security (321-403-5909) in the event of a fire and provide as much information as possible.

Hurricanes

Hurricane Watch

A hurricane watch signifies that there is a probability that a hurricane may approach the east coast of Florida. The National Weather Service will issue a hurricane watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins for details and changes in weather conditions. Residents are also encouraged to make necessary preparations and plans if they are asked to evacuate.

Hurricane Warning

A hurricane warning is issued when a hurricane is projected by the National Weather Service to impact the region. The College President will determine if the College is to be closed. If the College closes, residents will be provided instructions regarding securing and evacuating the student housing facility. Residents must comply with all reasonable requests made by officials or emergency personnel during this time.

Hurricane and Tropical Storm Procedures

Upon announcement that a hurricane or tropical storm warning status has been declared, the Director of Support Services will be notified and will relay weather information to housing staff and residents.

Tornadoes

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor television and radio weather bulletins to listen for details and changes in weather conditions.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. In the event of a tornado warning:

- Close room and suite main entry doors
- Do not remain in any area that has glass windows
- Cooperate fully with all staff members

Preparation BEFORE Inclement Weather

- All furniture including beds should be pulled away from the windows.
- Electronics should be removed from the floor.
- All electrical devices should be unplugged from outlets due to possible power surges during a major storm.
- Because the floors can get wet, all articles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.

- Fill clean containers with water. Water supply may be cut off during a hurricane.
- Residents should stay away from windows. The blinds should be closed. DO NOT put tape on windows.
- Each student should provide his/her own flashlight in case of power failure. DO NOT USE under any circumstances fire or flammable-light sources. Only battery-operated light sources should be used.
- Residents should provide themselves with an adequate supply of non-perishable food to last up to three days.
- All automobiles must remain in the assigned parking areas. Park as close together as possible with the emergency brake on.
- Doors should be locked.

Procedures DURING Inclement Weather

- Students should develop their own personal evacuation in advance of a storm (hurricanes and tropical storms). Should students have no plan in place then the Director of Support Service will assist in coordinating the evacuation of those residents who are not able to evacuate on their own.
- Should a resident not be able to evacuate on their own, the Director of Support Services will coordinate with a local shuttle service or bus company (dependent upon number of students).
- After the evacuation order has been lifted the Director of Support Services will coordinate with shuttle service to return residents to campus.
- During a storm in which residents are not evacuated, students should remain away from dangerous areas, such as glass windows and doors, and always stay indoors.
- Telephone calls should be made only in cases of emergency.

Procedures AFTER Inclement Weather

Residents will not be allowed back into the building until the Emergency Management Team has provided the “all clear” signaling that the building is safe and secure and can now be occupied. Residents can call the college switchboard at (321) 433-5400 to receive updates regarding college operations.

Keep in mind that any damage to personal property is not the responsibility of the Student Housing Corporation or the College, so it is advised that all students have personal property insurance in case of emergencies.

Damage to the student housing facility will be fixed by Student Housing Corporation or the College in a timely manner. If residents need to be relocated due to damage to their room, the RA and Director of Support Services will work with each person to find a temporary location on campus until the room is cleared by College administration.

Bomb Threats

If a resident hears a bomb threat being made, the resident should:

- Note the exact time of the threat.
- Write down, as accurately as possible, all statements made by the person making the threat.

- Listen to the voice to determine the person's gender, age, accent, and distinguishing features.
- Listen for background noises.
- Note alleged location of the bomb/device.
- Immediately notify the local authorities by dialing 911 and contact College Security at (321) 403-5909.

In the event of a bomb threat requiring the evacuation of the building, residents will be alerted by law enforcement, emergency management personnel, and/or staff in student housing. A bomb threat, even one made as a prank, is a serious offense and a violation of federal, state and local laws.

Emergency Evacuations and Drills

1. The College will conduct evacuation drills in the student housing building each semester (Fall, Spring, Summer A, Summer B), within the first two weeks.
2. RAs will be trained and notified of evacuation procedures in RA training and refreshed on material during semester in-service classes.
3. If the alarm sounds:
 - a. At the sound of the fire alarm it is the responsibility of all building occupants to evacuate immediately and proceed to the College parking lot away from the building.
 - b. Building occupants will also be responsible for ensuring that their visitors follow the evacuation procedures and leave the building along with all other occupants.
 - c. When the evacuation begins, members of the facilities office and college security will be walking through the building and checking rooms to ensure everyone's safety and to verify that all students have evacuated the building.
 - d. Facilities and College Security would also like to remind students that when a fire alarm is sounding it should be treated as a serious matter, and evacuation of the building is mandatory. Students will not be allowed to re-enter the building until an all clear is given by a member of the Facilities Department, College Security, or a member of the Melbourne Fire Department.

Note: Students who fail to comply with any part of evacuation drills may face fines and/or disciplinary action.

Missing Students

It is Eastern Florida State College's policy to comply with the requirements of the Jeanne Clery Act regarding missing persons by providing notice to an emergency contact, parent, or guardian if a student living in on-campus housing is missing for 24 hours. If any member of the College community has reason to believe a student living in on-campus housing has been missing for 24 hours, they should contact the Eastern Florida State College Department of Security at (321) 403-5909 immediately. The Eastern Florida State College Department of Security will generate a missing person report and initiate an investigation. Students living in on-campus housing will be instructed on how to register their contact person(s) during the application process and at the Housing Orientation. The student's emergency contact person can be updated through Support Services. Emergency contact information provided by students will be registered confidentially and will be accessible

only to authorized campus officials. It will not be disclosed to anyone except law enforcement personnel in order to assist a missing person investigation or medical emergency. For students under 18 years of age who are not emancipated, the College will notify a custodial parent or guardian, as well as any additional contact person(s) designated by the student, within 24 hours of the determination that the student is missing. College Officials will notify local law enforcement within 24 hours of the determination that a student is missing, unless local law enforcement made the initial missing person determination. If the student has designated an emergency contact person, College officials will notify the emergency contact person within 24 hours after the missing person determination has been made. Regardless of whether the student has provided emergency contact information, is above the age of 18, or is an emancipated minor, the Director of Support Services or designee will inform the Eastern Florida State College Department of Security within 24 hours to notify them of a missing student. Students may submit revised emergency contact information at any time by contacting the Director of Support Services.

Shelter-in-Place Emergency

A “shelter-in-place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Events that trigger a shelter-in-place emergency are likely life-threatening. Examples of situations that may cause a shelter-in-place emergency include violent or potentially violent behavior exhibited by a known individual threatening with or without a gun or other deadly weapon, a hostile intruder, robbery in progress, or terrorist attacks. A shelter-in-place command will be announced via the Emergency Notification System (texting and email). The following actions should be taken when this instruction is received:

- Lock all interior and exterior classroom and office doors.
- Because many campus doors have glass windows, barricade doors if possible.
- Turn off lights.
- Account for everyone in the classroom or office.
- Everyone should remain quiet and not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- If a gunshot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
- Individuals in hallways should seek shelter in the nearest classroom, office, common area or suite.
- No person should leave a building when a lockdown is in effect.
- Individuals in outdoor areas should immediately take cover.
- Notify 911 as soon as possible. Describe the situation and extent of injuries.
- Postpone calls to family and friends so communication lines may remain open to emergency personnel. Your external communications may cause confusion and disrupt emergency operations at the scene.

Sheltering-in-place is to remain in effect until cancelled via the Emergency Notification System (ENS). Should the fire alarm sound during a shelter-in-place situation, do not evacuate the building unless you have firsthand knowledge that there is a fire in the

building, you are in imminent danger, or you have received notification via the college security alert system.

On-Campus Housing Policies and Procedures

Student Code of Conduct

Any student who accepts the privilege extended by the laws of Florida of attending Eastern Florida State College gives his or her consent to the policies of the College, the State Board of Education, and the laws of Florida. The College's standards of behavior for students and formal disciplinary process is set forth in the Student Code of Conduct. Violations are subject to discipline, including but not limited to, removal from on campus housing (see **Attachment 3** for a list of the SCOC standards of conduct.) For more information about the Student Code of Conduct, visit: <https://www.easternflorida.edu/student-life/student-handbook/student-code-of-conduct.cfm>

Housing Code of Conduct

In addition to the Student Code of Conduct, residents must adhere to additional standards of conduct that are specific to the student housing facility (see **Attachment 4** for the Standards of Conduct for On-Campus Housing.) Violations are subject to discipline, including but not limited to, removal from on campus housing.

College's Right of Entry

The College and its representatives reserve the right to enter students' suites and/or rooms at any time for any health/safety-related or other institutional purpose, including (but not limited) to: inspect, verify occupancy, make improvements or repairs, reclaim College property, control the suite/room in the event of an epidemic or emergency, or if there is reason to believe that any College rules, regulations, policies, procedures, code of conduct, or local, state, or federal laws are being violated. In these situations, if prohibited items such as alcohol, drugs, or weapons are found, the items can be seized and used against students in a criminal and/or College disciplinary action. In addition, College officials may temporarily secure the location and deny students and others access to the suite and/or room. A student's refusal to cooperate in such situations may result in disciplinary action.

Free Speech

The College will endeavor to respect each resident's right to free speech and expression to the extent possible. However, such rights are not unlimited, and residents should understand that the College may regulate or even prohibit a resident's speech or expression that substantially interferes with the operations of the College or impinges upon the rights of other residents to be secure and to be let alone. Refusal to cooperate may result in disciplinary action.

Check-in, Check-out

The College will establish dates for check-in and check-out. Residents must complete an official room check-out before vacating the facility. Failure to follow check-in and check-

out policies will result in additional charges (see **Attachment 2** for Student Housing Fees/Charges Schedule).

Room Condition Report (RCR)

Before residents arrive their room/suite is inspected, and the condition is noted on a room condition report (RCR). All residents can make any additions or corrections to it in coordination with the RA. This process should occur (and the form returned) within the first 24 hours of occupancy. Thereafter, residents will be given a copy of the RCR upon request. The RCR will be used at the time of check-out, during which housing staff members will compare the condition of the room and furniture noted on the form to the condition at check-in. Residents should carefully examine their room/living unit and save the copy of the RCR. It is to the student's benefit to be very descriptive of the condition of their room/suite and its contents, noting any marks, holes, tears, etc. Failure to turn in a copy of the RCR by the 24-hour deadline will result in the assumption that they are in complete agreement with the assessment on the original RCR, which will then be used at the time of check out.

Room Changes

Room change requests can be made two (2) weeks after move-in. To request a room change, students should contact the RA. Once the request is made, the Director of Support Services will meet with the student to discuss details of the request. Since room changes are not necessarily the best answer to deal with possible suitemate conflicts it is important for students to meet the Director of Support Services to review all reasons for the request.

Insurance

We strongly recommend that you obtain your own insurance for coverage of your personal belongings and/or personal liability. The College does not provide insurance for your belongings or personal liability.

Lock Outs/Keys

When students are either locked out of their suite or their room within their suite, they will need to stop by the security office to notify security. After the student's information is recorded, a security officer will provide access to the suite or room with a valid College ID. A student is granted one courtesy lock-out request the duration of the academic year. Should a student need to be given access to their suite and/or room after the one (1) courtesy lock-out request, the student will be assessed a \$25 lock-out fee for each request thereafter.

Student Housing Unit Card Key/Room Key Replacement

If a resident of student housing should lose their unit card key or room key, they will need to go immediately to their RA to request a new room key. The price to replace your key can range depending upon the situation and time of day.

Vacating the Facility

Students may occasionally be required to vacate the facility, such as during a hurricane or other emergency. In addition, health and safety considerations may require students to vacate the facility if their continued presence poses a health or safety risk for the College community. Students will be notified in advance as to any dates and times they must vacate. Exceptions may be authorized by the College V.P. for External Affairs, or designee. In these situations, students may store their personal property in their assigned room unless the College needs to have the room emptied. However, the College does not accept responsibility for personal possessions left in student rooms during such times. All residents must vacate the student housing within 24 hours of their last final exam with the exception of graduating seniors, who must receive permission from their RA to extend their residence until after commencement.

What to Bring

Sleep	
Pillows and Cases	XL, XXL or Full-Size Set
Mattress Pad/Topper	XL, XXL or Full Size
Mattress Cover	XL, XXL or Full Size
Comforter/Bedspread	XL, XXL or Full Size
Body Pillow	
Throw/Blanket	
Alarm Clock	
Waste Basket	
Fan	
Floor Lamp	
Organization	
Under-Bed Storage	Stamps/Stationary
Shoe Storage	Mirror
Storage Bins/Crates	Batteries
Hangers	Umbrella
Flashlight	First Aid Kit
Sewing Kit	Tool Kit
Closet Organizers	Personal Room Decor
Wash	
Towels/Wash Cloths	Robe
Toilet Paper	Slippers
Mesh Sponge	Laundry Hamper/Basket
Laundry Detergent	Trash Can/Bags
Iron/Ironing Board	Hair Dryer/Flat Iron
Toiletries (Soap & Shampoo)	Shower Mat
Shower Curtain	Shower Curtain Liner
Study	
Desk Lamp	Calendar
Wastebasket	Surge Protector
Light Bulbs	USB Flash Drive

Calculator	Pens/Pencils/Erasers
Kitchen/Eating Supplies (Communicate and Decide w/Roommates)	
Plates and Bowls	Water Jug and Filter
Dish Towel	Food Storage
Cups and Mugs	Can Opener
Eating Utensils	Bag/Chip Clips
Travel Mug	Coffee Maker (Keurig)
Water Bottle	Pots and Pans
Cooking Utensils	Small Trash Bags
Dish Rack	Plastic Food Containers
Ziploc Bags	
Cleaning Supplies	
Vacuum	All-Purpose Cleaner
Toilet Bowl Brush	Liquid Dish Soap
Broom/Mop	Paper Towels
Sponges	Rubber Gloves
Miscellaneous	
Computer/Printer & Cords	TV (for room)
Gaming Systems	Wireless Router
Headphones	
Radio	

Disclaimer

The information contained in this handbook is accurate as of June 2020 but may be subject to change. The Student Housing Corporation reserves the right to amend, modify, or cancel the policies, terms and conditions and other material as published in this guide. The Student Housing Corporation will endeavor to inform students of any such changes with reasonable notice.

ATTACHMENT 1

Fire Safety Procedures for On-Campus Housing

Fire safety is a top priority in Eastern Florida State College housing. It is vital that all members of the housing community understand and follow all rules and regulations set forth by Eastern Florida State College. Fires can present a serious risk in residential housing. They often start as a result of carelessness involving cooking, matches, and any smoking products. Many fires can be avoided through caution and common sense. Housing residents can protect themselves and their neighbors by accepting their responsibility to keep residences safe from fire. This can be accomplished through minimal planning and awareness. Information regarding fire drills and fires reported in residential housing can be found in the Eastern Florida State College Annual Security Report. The following information applies to Eastern Florida State College On-Campus Housing.

Fires and Emergency Evacuation

If a fire or suspicious smoke is observed, activate the nearest pull station to sound the building alarm, call 911, and proceed to the nearest exit to the building's closest evacuation location. Campus Security and local Fire Rescue will respond to the sounding alarm and will direct residents accordingly. Always follow the directions of EFSC Security Staff and the Police or Fire Department.

Evacuation Procedures

When an alarm sounds, all residents and their guests must immediately evacuate the building using the nearest exit, closing doors behind you, and proceed to the building's rally point. Use stairwells where available instead of elevators. Do not rush out into the hallway. If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot, use another way out. If the door is cool, you may leave through that door and locate the nearest exit. It is mandatory that all residents and guests evacuate the building, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded or when directed by EFSC Security and/or staff, the Police, and/or Fire Department is strictly prohibited and may result in a Student Code of Conduct Violation and/or termination of the resident's housing agreement. Stand out of the way of EFSC staff and other personnel as they work to manage the incident.

Window Procedures

Windows are to remain closed and locked at all times except in cases of an emergency.

If You Are Unable to Evacuate

Smoke rises, so the cleanest air is near the floor. If the planned escape route becomes smoky, crawl out of the building on your hands and knees. If escaping the room is not possible, stuff wet towels, sheets, and/or clothes around the door and vents to keep smoke out. Call 911 and provide them with your location. If there is no smoke entering

the room, slightly open a window, if possible. Stay low, yell for help, and wave a bright cloth, towel, or sheet out a window to signal your location.

Rally Points

Each building has a designated rally point. EFSC Staff will inform residents of this location during orientation. Each rally point will be at least 400-500 feet from the building. If you think someone is missing or trapped inside the building, report this to the staff and emergency personnel on site.

Re-entry to Buildings

Do not re-enter the building until you are instructed to do so. This order will be given by the Chief of Collegewide Security, or his designee, and communicated by the EFSC Security Department. Non-compliance may result in a Student Code of Conduct Violation and/or termination of the resident's housing agreement.

Reporting

All fire incidents must be reported to an RA and the EFSC Security Department. If a member of the EFSC community finds evidence of a fire that has been extinguished and they are unsure whether the EFSC Security Department has already responded, the individual should immediately notify the EFSC Security Department to investigate and document the incident.

Accidental Fire Alarms

Any campus resident who activates the building fire alarm accidentally or without a true emergency is responsible for any related costs resulting from the Fire Department or College response. This includes, but is not limited to, cooking errors, smoking, vandalism, pranks, and policy violations. Any additional costs and applicable policy violation charges will also be assessed to the responsible resident(s). Neither students nor staff may interrupt Fire Department units once they have been dispatched to the campus community. If a fire alarm is activated, the EFSC Security Department should be contacted to assist residents with protecting themselves and other members of the campus community.

Fire Drills, Training, and Inspections

Fire Drills

EFSC Emergency Management conducts at least one fire drill every major term. Residents will receive advance notification of the fire drill date; however, actual drill times will vary to facilitate simulated emergency response.

Fire, Health, and Safety Inspections

For the safety of all community housing residents, room inspections are completed throughout the year to conduct specific fire, health, and safety checks. Any violations found during these checks must be corrected in a specified time period (as directed by College Officials). Failure to correct violations may result in disciplinary action including, but not limited to, housing and Student Code of Conduct Violations, in

addition to a review of the resident's housing agreement. Some violations are subject to immediate contract review.

Training

EFSC Security Staff, Support Services Staff, and RAs receive annual training from EFSC Emergency Management on fire safety. Topics include fire extinguisher use, evacuation procedures, and general fire prevention topics. EFSC Emergency Management relays the information to the residents through the RAs.

Fire Safety Equipment

Fire Alarm Systems

EFSC residential facilities are equipped with fire alarm systems to provide emergency notification to occupants throughout the facility. In addition to automatic detection in hazardous areas, manual pull stations are provided for occupant use.

Fire Extinguishers

EFSC encourages residents to familiarize themselves with the location(s) of the fire extinguisher nearest to their living area and throughout the facilities. All residents should know how to use a fire extinguisher. If a resident does not know how to use a fire extinguisher and would like to learn, they should contact an RA. In addition to the extinguisher provided, EFSC recommends that all residents have their own multipurpose or multi-class extinguisher in the event of an emergency.

Smoke Detectors

All rooms are equipped with smoke detectors. Some of these detectors are connected to the main alarm system and to the EFSC Security Department. If the units are tampered with in any way, EFSC Security will respond to the alarm. Do not tamper with or cover any fire safety device, as it puts everyone in the residential housing community in danger. If a detector or alarm beeps or sounds for an unknown reason, notify EFSC Security and an RA immediately.

Sprinklers

All EFSC residential facilities are equipped with sprinklers. Sprinklers are present to protect residents as well as their belongings and are not to be tampered with or used to hang items on.

Tampering with Fire Safety Equipment

Tampering with any part of the fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants, or exit signs; and illegal use of a fire extinguisher are violations of State Law (first degree misdemeanor under FS 806.101) and are punishable by a fine of up to \$1,000.00 and/or one year jail time (FS 775.082 and FS 775.083). In addition, the resident will also be responsible for fire department fines, related clean-up and repair costs, and

will be subject to disciplinary action including, but not limited to, removal from housing. The resident may also face immediate housing agreement termination.

Fire Prevention – Cooking and Appliances

Student Housing Shared Kitchens

EFSC student housing suites are equipped with shared full kitchens that include a full-size refrigerator, freezer and oven range. Small cooking appliances are permitted in the kitchen area. Deep fryers are prohibited. Residential facility kitchens are also not to be used for things such as class projects, science experiments or washing hair. Additionally, residents who use residential facility kitchens are required to clean up after themselves before leaving. For safety and security reasons, the following items and those similar are prohibited outside of the kitchen (e.g., bedroom, bathroom, common living area):

- two-sided, open-faced, or indoor electric grills (e.g., “George Foreman Grill,” panini press, waffle maker)
- deep fryers and air fryers
- toaster ovens
- toasters
- electric skillets
- hot plates
- appliances with exposed heating coils
- pressure cookers, crock pots, “Insta-Pots”

Permitted Appliances Outside of Kitchens

Residents are permitted to have a microwave oven (must be 1,000 watts or less), popcorn poppers, hot pots, and coffee pots with an automatic shut-off feature. Refrigerators (with or without freezers) which do not exceed 5 cubic feet total capacity are allowed. Residents with larger appliances will be asked to remove them and will be subject to a fine per occurrence. Check with an RA if you have questions regarding permitted appliances.

Safe Operation

All appliances used in any EFSC residential facility must be listed, in good working condition, and plugged into a power strip with a built-in circuit breaker. Any appliance deemed unsafe upon inspection by College Officials will be removed upon request.

Refuse Disposal

All garbage resulting from the preparation of food in all facilities must be placed in a garbage bag and taken directly to the area dumpsters to avoid odors, attracting bugs, or contributing to unsanitary conditions. Refuse may not accumulate in excessive quantities and shall not be left in common areas.

Cooking Tips to Avoid Smoke Alarms

- Always turn on the vent above the stove when cooking.

- Use caution when cooking and never leave food that is cooking unattended.
- Remember the stoves in the residential facilities may heat differently than other stoves, so residents should check their food frequently.
- Have a tight-fitting lid available to cover the pan until it cools if there is a potential problem or grease fire.
- In the event of a grease fire, place a lid on the pan/pot to extinguish the fire. Never put water on a grease fire.
- Do not use the oven for storage and check to make sure the oven is empty prior to preheating for use.
- If your smoke detector sounds from cooking in ONLY your shared kitchen, and there is no fire:
 - Call an RA or EFSC Security.
 - Give them your name, location, and inform them that a smoke detector is sounding.
 - Turn on the vent or fan and open windows, if possible, to clear any smoke.
 - EFSC Security or Facilities Services will respond to the scene.

Failure to Comply

Residents will be fined for any violations of these policies and subject to disciplinary actions including, but not limited to, removal from housing.

Fire Prevention – General Safety

Candles, Open Flames, and Incense

Due to the potential fire hazard, the use or possession of candles, incense, items that have an open flame, or other related items is strictly prohibited in all EFSC residential facilities. This includes unlit, unburned and unused products.

Circuit Breakers

If an electrical outlet is overloaded, it will trip the circuit. This is a safety feature to prevent electrical fires. If a circuit is tripped, electrical appliances should be unplugged and relocated to different outlets. The resident must then notify an RA. Do not attempt to reset the breaker on your own.

Curtains and Draperies

Curtains and draperies are prohibited in all EFSC residential facilities. Curtains being used in hallways, closets, or as partitions in rooms are also prohibited. If a bedroom does not have doors on the closet, the resident may put up a curtain using a tension rod; however, the rod must be 20 inches from the ceiling, in order to allow the sprinkler full coverage in the event of a fire. Failing to follow these policies may result in a sanction or citation.

Decorations

Excessive decorations in rooms and common areas are prohibited. Loose items and coverings may not be placed over doorways. If you have any questions about

permitted decorations contact an RA. Live-cut holiday type trees and excessive amounts of cut vegetation are prohibited inside all EFSC residential facilities.

Electrical Cord Guidelines

Extension cords are prohibited in EFSC residential facilities. Only 120v, listed electrical power outlet strips (surge protectors) with a built-in manual reset 15-amp circuit breaker are allowed. The maximum allowable length of a cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, any items with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited as they can cause a fire. Be very cautious and ask an RA any questions you may have. These policies are in accordance with the Florida State Fire Marshal and state policy.

Prohibited Items and Hazardous Materials

Explosives, flammable or any hazardous substances, or any item of a dangerous nature are strictly prohibited within EFSC residential facilities. This includes, but is not limited to, space heaters, fireworks, bug bombs, gases, gasoline, solvents, charcoal lighter fluid, propane, non-life-support compressed gas cylinders, dive tanks, and welding tanks (full or empty). Also see Appliances, Candles and Incense, Decorations, Electrical Cord Guidelines, Smoking, and Weapons in this guide for other prohibited items. EFSC Emergency Management has the final authority in determining an item's classification as hazardous. All items deemed hazardous will be removed upon request.

Smoking/Vaping

Smoking/Vaping is not permitted in any residential facility, room, hallway, lounge, kitchen, laundry room, community center, common space, classroom, or enclosed stairway of any building owned or managed by EFSC.

Weapons

In accordance with Florida Statutes 790.001(3)(b) and 790.06, you may carry self-defense chemical spray (Pepper Spray) while on campus and in residential facilities provided it is carried solely for the purpose of self-defense, is compact in size, and contains no more than 2 ounces of chemical. You do not need a concealed weapons license to carry self-defense chemical spray. Students, employees, and faculty members with a valid Florida concealed weapons license may also carry a stun gun or nonlethal electric weapon or device designed solely for self-defense provided it does not fire a dart or projectile. In addition, an individual 18 years of age or older may possess a concealed firearm or other weapon for self-defense (or other lawful purposes) within their private vehicle, without a license, provided the weapon is securely encased and not available for immediate use.

ATTACHMENT 2
Student Housing Fees/Charges Schedule

General Housing Fees/Charges

Item	Fee/Charge
Application Fee	\$150.00
Fall and Spring (Pay Per Term)	
-Fall 2021 Term	\$3,500.00
-Spring 2022 Term	\$3,500.00
TOTAL	\$7,000.00
Fall and Spring (Pay Per Month)	
-Fall 2021 Term	\$3,600.00
-Spring 2022 Term	\$3,600.00
TOTAL	\$7,200.00
Fall 2021 Term Only*	\$3,600.00
Spring 2022 Term Only	\$3,600.00
Summer 2022 Term Only	\$2,000.00
Summer 2022 Term (discounted rate for Fall 2021 and Spring 2022 residents)	\$1,500.00

*subject to availability; preference may be given to applicants who select Fall and Spring option

General Damage Charges

Item	Fee/Charge
AC thermostat	\$120
Cable jack/Internet jack outlet	\$25
Carpet/floor-replace existing piece(s) with same or equal standard	Vendor Invoice + Admin Fee (20%)
Ceiling tiles	\$20 each
Electrical outlets and light switches	\$35
Light fixture replacement (fluorescent)	\$150 minimum
Light fixture replacement (small)	\$40
Light switches	\$25 each
Screen/blinds	\$75 each
Smoke damage	\$1000+ per room (determined by vendor)
Wall plate	\$5 each
Wall, drywall repair and paint only (3 inches or less)	\$35

Wall, touch up paint only (3 inches or less)	\$15
Wall, drywall repair (3-5 inches)	\$100
Wall, Touch up paint only (3-5 inches)	\$30
Whole walls, repair/paint (left, right, window, door)	\$150
Window/window glass	Vendor Invoice + Admin Fee (20%) \$200 minimum

Common Area Damage Charges

Item	Fee/Charge
Suite Door	\$725 Minimum
Coffee table	\$220 Minimum
Door lock (mortise)	\$200 each
Electronic locks (ADA Openers or components)	\$300 minimum
Lounge chair	\$400 minimum
Sofa	\$800 minimum
Study table	\$550 minimum
Steel chair	\$100 minimum

Bedroom Damage Charges

Item	Fee/Charge
Bed frame	\$275
Bedroom door	\$725 minimum
Closet shelving	\$50 minimum
Desk	\$450
Desk chair	\$180
Dresser	\$450
Mattress	\$150
Wardrobe	\$800

Kitchen Damage Charges

Item	Fee/Charge
Cabinet door replacement	\$300 minimum
Counter replacement	\$300 minimum
Dishwasher	\$400
Oven hood	\$120
Recycling bin/trash cans	\$20 each
Refrigerator	\$800
Sink disposal	\$250
Stools	\$125
Stove/oven	\$550

Elevator Damage Charges

Item	Fee/Charge
Retrieval, business hours	\$320
Retrieval, overtime hours	\$680
Retrieval, Sunday & holidays	\$800

Fire Safety Equipment Charges

Item	Fee/Charge
Fire extinguisher	\$90 minimum
Clean up discharged fire extinguisher	\$75 for 1 st hour + \$35 each additional hour
Exit signage	\$70
Smoke detector	\$100 minimum
Sprinkler head	Vendor invoice + Admin fee (20%)
Clean up discharged sprinkler system	Multiple vendor invoices + Admin fee (20%)

Other Charges

Item	Fee/Charge
Abandoned property	\$45 per bag
Abandoned property – loose items	\$10 per item
Bed (assembly if taken apart by student)	\$30 each
Cleaning	\$75 for 1 st hour + \$35 each additional hour
Disposal (trash, furniture, etc.)	\$100 for 1 st hour + \$35 each additional hour
Improper check-out	\$100
Key	\$25 each
Missing key FOB	\$25 each
New key core	\$25 each
Refrigerator removal/disposal	\$75

Other Charges

Item	Fee/Charge
Abandoned property	\$45 per bag
Abandoned property – loose items	\$10 per item
Bed (assembly if taken apart by student)	\$30 each
Cleaning	\$75 for 1 st hour + \$35 each additional hour
Disposal (trash, furniture, etc.)	\$100 for 1 st hour + \$35 each additional hour
Improper check-out	\$100
Key	\$25 each
Missing key FOB	\$25 each
New key core	\$25 each
Refrigerator removal/disposal	\$75

ATTACHMENT 3

EFSC Student Code of Conduct

This code of conduct relates to all actions disruptive or otherwise harmful to the educational process and includes both physical and virtual (online) educational communities and communications. Violation of the standard of conduct herein will be considered a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the College community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from EFSC, include, but are not limited to, those described below:

Academic Dishonesty – Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course, and depending on the circumstances, possible expulsion from Eastern Florida State College.

Aiding or Facilitating – No student may aid, facilitate, assist, support, promote, or otherwise encourage the commission of any conduct or behavior prohibited by this Student Code of Conduct. In addition, students witnessing any prohibited conduct or behavior must report same to appropriate College officials in a timely manner.

Alcoholic Beverages – Alcoholic beverages are prohibited on the campuses of Eastern Florida State College and at any College-sponsored activity or event unless approved in advance by the President. Students found to be in possession without prior approval, or unlawfully in possession or under the influence of alcoholic beverages while on campus or at a College-sponsored activity or event is subject to discipline including suspension or expulsion. Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

Animals – Animals are not permitted on any property owned or controlled by the College unless they meet the definition of “service animal” under federal and state law, are an approved accommodation by the Office of Student Access for Improved Learning (SAIL), or are part of an approved course or presentation. See also Sections 203.5 and 203.6 of the College Procedures Manual.

Arson – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the College or to the property of any other person.

Assault and/or Battery – No student shall threaten by touch or cause bodily harm or discomfort on another.

Breach of Peace – Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or is lewd, indecent or obscene is

prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

Bullying – Behavior of any sort (including communicative behavior) directed at another, that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person or group in the target's position substantial emotional distress and undermine his or her ability to work, study, or participate in College programs or activities, or which would place a reasonable person in fear of injury or death.

Children on Campus – Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Non-enrolled children will not be permitted to remain in the common areas of College buildings without adult supervision. Only registered students are allowed to sit in class.

College-sponsored Activities and Events – Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events, e.g., outdoor concerts, student rallies, outside speakers, etc., are subject to any limitations and provisions established by the appropriate College official.

Contracting or Representation in the Name of the College – Students, including those acting as officers within any of the Student Government Association or clubs, are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.

Cosmetology Prohibited Act – Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. Florida Statute 477.0263 – Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. Florida Statute 477.0265. Prohibited acts. It is unlawful for any person to engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §.775.082 or §.775.083.

Damage or Destruction of Property – Accidental damage, vandalism or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person(s) responsible for such damage and/ or may result in disciplinary action.

Defamation, Threats and Extortion – Verbal or written communication which exposes any individual or group to hatred, contempt, or ridicule and thereby injures the person, property, or reputation of another is prohibited.

Disruption – In accordance with F.S. 1006.61 (1): "Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational

institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions.” Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the College, either on or off campus, shall be subject to appropriate disciplinary action by College authorities.

Disruptive conduct shall include, but not be limited to, the following:

- Violence against or endangerment of any member or guest of the College community.
- Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express his/her views).
- Theft or willful destruction of College property.
- Forcible interference with the freedom of movement of any member or guest of the College.
- Participation in a disturbance of the peace or unlawful assembly.
- Obstruction of the normal process and activities essential to the College community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

Distribution or Sale of Literature or Goods – Distribution or sale of literature or goods on the campuses must be conducted in accordance with all applicable College policies and procedures.

Dress and Appearance – Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

Duplication of Keys – Duplication of College keys is prohibited.

Endangerment – Any action that endangers the health, safety, or welfare of one’s own self or others, including but not limited to:

- Physical violence towards another person or group.
- The threat of physical violence towards another person or group.
- Interference with the freedom of another person or group to move about in a lawful manner.
- Intentional or reckless transmission of disease to another person or group.

Failure to Pay Financial Obligations – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all

financial obligations to the College. Students will not be allowed to register for classes until account is cleared.

Falsification of Records - Falsification of College records, including, but not limited to, admission, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.

Firearms, Weapons, Fireworks, Explosives

Introduction

Eastern Florida State College is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, specifically those addressing the right to carry, store, and transport firearms on one's person and within motor vehicles.

Authority

While on College grounds or facilities or at College-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as "person," are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices or explosives. [§790.001; §790.115, F.S. (2017)]

Exceptions: The following circumstances shall not be a violation of this procedure:

- It is lawful and is not a violation of Florida Statute or Eastern Florida State College procedure 803 for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a carry license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this procedure prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use. [§790.115; §790.25; §790.251, F. S. (2017)]
- A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency.
- A firearm in the possession of an Armed Security Officer, as defined by College policy and procedure.
- Any other possession of a firearm specifically authorized pursuant to the provisions of F.S. §790.115, (2017).

Gambling – Gambling is prohibited on the campuses of Eastern Florida State College.

Guest Responsibility – Students may be held responsible for the actions of their guests.

Hazing – Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of another for purposes including, but not limited to:

- Initiation into any organization operating under the sanction of a postsecondary institution;
- Admission into any organization operating under the sanction of a postsecondary institution;
- Affiliation with any organization operating under the sanction of a postsecondary institution; or
- The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution.

The term includes, but is not limited to, pressuring or coercing another into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of another; or any activity that would subject another to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of another. The term does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Harassment – Threats, intimidation, coercion, or any other conduct that places a reasonable person in fear of physical harm, through words or actions, or objectively disrupts a person’s daily activities, including education and employment. Harassment does not include conduct protected by the First Amendment.

Housing Conduct – Students residing in the College’s on-campus student housing facility must adhere to any rules, regulations, and standards of conduct that are specific to that facility, including but not limited to, the Housing Code of Conduct.

Identification of Students – Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited. In addition, students are required to obtain a College-issued identification card as soon as practicable upon enrollment.

Illegal Drugs and Controlled Substances – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. All applicants for admission to Eastern Florida State College shall certify in writing that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at EFSC according to the College’s Drug-Free Policy.

This means that students:

- Will not use, possess, purchase, solicit, sell, manufacture, distribute, or deliver (or possess with intent to unlawfully use, purchase, solicit, sell, manufacture, distribute, or deliver) narcotics, controlled substances, prescription medication without a personal prescription or other illegal drugs.
- Will notify the College within five (5) business days of any conviction for any offense occurring on or away from campus relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.
- Has read, understood and will obey the College's Drug-Free Policy. Applicants who refuse to sign the drug-free certification may be refused admission to the College. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the College and such contract will be considered broken upon commission of an offense relating to the use, possession, purchase, solicitation, sale, manufacture, distribution, or delivery (or possession with intent to unlawfully use, purchase, solicit, sell, manufacture, distribute, or deliver) narcotics, controlled substances, prescription medication without a personal prescription, or other illegal drugs. A student who commits a drug-related offense on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion. A student who is tested positive for an illegal drug or controlled substance during screening for College-related programs or for program-related clinical experiences will also be sanctioned up to and including suspension or expulsion.

Medical Marijuana in Florida – Despite the provisions of Article X, Section 29 of the Florida Constitution, as well as applicable Florida Statutes and implementing F.A.C. Rules, marijuana remains a controlled substance under federal law, and continues to be prohibited by the College. Thus, any member of the College community who meets the definition of “qualified patient” under §381.986(1), Florida Statutes, shall continue to abide by federal law as it relates to marijuana, as well as any and all applicable College policies and procedures.

Sanctioning a student for conduct prohibited by this section is not conditioned upon the student being cited or convicted in a court of law.

Intellectual Property Rights – The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for production of publications or class projects. Intellectual property is meant to include both traditional forms of intellectual property such as student publications, class projects and student papers, as well as non-traditional intellectual

property such as CD-ROMS, computer programs, TV courseware or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College's assistance and support for its development, production and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

Interference with College Guests – The College may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the College community.

Invasion of Privacy – Making, using, disclosing, or distributing a recording or other image of another person in a location or situation in which that person has a reasonable expectation of privacy and is unaware or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable laws and regulations. Such conduct includes, without limitation, taking unauthorized photographs, recording personal conversations or sexual encounters, acts of voyeurism, peeping, spying, or similar conduct that otherwise invades the privacy of another where a reasonable expectation of privacy exists.

Misuse of Emergency Equipment – Fire escapes, designated ground-level doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

Obeying Reasonable Orders of College Officials – Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings, and to abide by “no-contact” orders and similar directives and restrictions regarding access to, use of, or physical presence on College property, including trespass notices.

Obstruction of Process – Interference with or obstruction of the Student Code of Conduct, Housing Code of Conduct, Sexual Misconduct, or other similar process, by any means and through any medium, including but not limited to the following:

- Knowingly filing a false report.
- Falsification, distortion, or misrepresentation of information.
- Disruption or interference with the orderly conduct of a proceeding.
- Harassment or intimidation of a College official or participant.
- Attempting to influence the impartiality of a College official.
- Influencing or attempting to influence another person to commit an obstruction of process.

Outside Speakers – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.

Public Laws – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College. However, if a student is later found to be not guilty of all related charges in a court of law, the College may reconsider any disciplinary sanctions imposed at the request of the student.

Providing False Information – Furnishing false or misleading information to the College or to any College official. This includes but is not limited to forging documents or other data or omitting facts that are material to the purpose for which the information is submitted.

Recognition of Student Groups – In order to be classified as a student organization, established, recognized procedures must be met and approved by the Provost.

Retaliation – No student may retaliate against a person or group who makes a report or complaint, cooperates with an investigation, or otherwise assists College officials in the enforcement of this Student Code of Conduct or any other College procedure. Retaliation includes intimidation, threats, harassment, and other adverse actions.

Search and Seizure – With reasonable suspicion, College officials may conduct a search of a student's person or property for the purpose of obtaining information or evidence incident to a violation or suspected violation of the law or this Student Code of Conduct. If necessary, local law enforcement may be contacted for follow up. Students who fail or refuse to cooperate may be subject to discipline.

Sexual Exploitation – Sexual Exploitation occurs when a person takes advantage of the sexuality of another person without consent or in a manner that goes beyond the boundaries of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose. Examples of behavior that could rise to the level of Sexual Exploitation include:

- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the consent of all parties involved.
- Recording, distributing, publishing, or streaming images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
- Prostituting another person.
- Exposing one's intimate body parts in unwelcome or non-consensual circumstances or inducing another person to so expose.
- Knowingly exposing another individual to a sexually transmitted infection or disease.

- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Sexual Misconduct – Conduct that constitutes, or allegations that if proven would constitute, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual. Any allegations of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as those terms are defined in Section 800.10 of the College Procedures Manual, shall be processed in accordance with that section. Other forms of conduct of a sexual nature not specifically addressed in Section 800.10 of the College Procedures Manual may be subject to discipline under this code of conduct, including but not limited to, Assault/Battery, Endangerment, Hazing, Interference with College Guests, Invasion of Privacy, and Sexual Exploitation.

Smoking – Consumption of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any college owned/hired/leased vehicles (to include golf carts). Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file to use, read or change contents or for any other use.
- Unauthorized transfer of a file or unauthorized copying of licensed products.
- Unauthorized use of another individual's identification and password.
- Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or College official.
- Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
- Use of computer facilities including laptop and wireless access to interfere with the normal operations of the College computing system. Use of computing facilities including laptop and wireless access to download obscene materials.
- Violation of other established computer lab policies or laptop computer loan agreements.

Theft, Unauthorized Possession and/or Sale of Property – Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.

Threats/Threatening Behavior – Any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the College community that causes a reasonable apprehension of physical harm to a person or property. A student can be responsible even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct, or gesture as a serious expression of intent to physically harm.

Unauthorized Use of College Facilities – The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields), whether by force or not, is prohibited.

Unauthorized Recordings – The unauthorized use of recordings including, but not limited to, the recording of personal conversations, meetings, or activities; use of a camera, video, phone, or other device to record another person or group without expressed permission or prior authorization; recording of classes or academic lectures.
Exception: Academic accommodation per approval and permission through the Student Access for Improved Learning (SAIL).

Use of College Mail Services – Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Associate Provost office in order to use College mail services.

Use of Vehicles – Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles, roller skating and skateboarding are prohibited in areas other than designated roadways on the campuses of Eastern Florida State College.
Exception: Motorized vehicles for handicapped persons may be used on walkways and in buildings.

Violation of Probationary Status – A student, who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

Violations of Law – Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules, regulations, policies, and procedures will be strictly enforced.

ATTACHMENT 4

Standards of Conduct for On-Campus Housing (“Housing Code of Conduct”)

Alcohol and Illegal Drugs

Alcohol and illegal drugs are strictly prohibited inside the rooms/suites and common areas in and around the facility.

Appliances

The use of electrical appliances must adhere to the following guidelines:

- Appliances should require no more than one thousand (1,000) watts.
- Appliances permitted in the bedrooms are small microwaves, mini-refrigerators (5 cubic feet in size or less) and automatic shut-off coffeemakers.
- Appliances including but not limited to toasters, toaster ovens, electric skillets, induction cook-tops, and electric grills such as George Foreman grills are permitted only when used in the kitchen (see also **Attachment 1**). These items are permitted to be stored in the personal bedroom; however, they may only be used in the kitchen of the building.
- Chest freezers are prohibited.
- Extension cords are prohibited; however, surge protector suppressants are allowed and must bear the label of Underwriters Laboratories, Inc. (UL) and must contain an in-line fuse or circuit breaker.
- Halogen lamps are prohibited.
- Open flame appliances are prohibited.
- Personal mini refrigerators must be plugged directly into the wall.
- Propane and charcoal grills are prohibited.
- Space heaters and other open heating element appliances (i.e., simmering pots, hot plates, etc.) are prohibited.
- Window AC units are prohibited.

Assignment/Subletting

Assigning, subletting, or otherwise allowing the use of a resident’s room or suite for any purpose including storage to another person is prohibited without the prior consent of the College.

Bicycles

Bicycles are prohibited from being kept in the breezeways and hallways of the facility. Bicycles must be stored outside in designated bicycle racks.

Bulletin Boards

Bulletin boards in student housing spaces are intended only for use by the student housing staff. Any postings that have not been approved by the Director of Support Services will be removed and the student or registered student organization may be referred through Student Conduct. Posting in the elevator is prohibited.

Candles/Open Flames/Incense

Due to the potential fire hazard, the use or possession of candles, incense, items that have an open flame, or other related items is strictly prohibited in all EFSC residential facilities.

Car Wash

The washing of personal automobiles on campus is prohibited. Residents are not permitted to access outdoor hose bibs without permission from the Director of Student Services.

Cleanliness of Rooms and Suites

Residents are responsible for maintaining the cleanliness of their respective room and suite at all times. If, in the reasonable opinion of an RA, the Director of Student Services, or other College official, the cleanliness of a room/suite is not satisfactory, the resident(s) may be required to immediately clean the room/suite and/or be subject to cleaning charges (see **Attachment 2**).

Commercial Purposes

Residents may not use their assigned rooms or suites for commercial purposes.

Decorations/Room Alterations

Decorations are encouraged if they do not create health and safety concerns, fire hazards, or damage to the room. If you have any questions about permitted decorations contact an RA. Decorations must adhere to the following standards:

- May not be placed over doors or on top of the cabinets in the kitchen
- May not cover more than 25% of the room wall space
- May not be posted on or hung from the ceiling
- May not cover vents, alarm horns, sprinklers, or smoke detectors
- Must be 18 inches away from the sprinkler head and ceiling, including in closets
- Painting or wallpapering is prohibited
- Signs, flags, stickers, pictures, posters, banners, window paint, and similar objects may not be displayed in the windows. Residents may hang curtains with the use of a tension rod. Additional window coverings of any type are prohibited. Nothing is permitted between the window and the blinds.
- Live-cut holiday type trees and excessive amounts of cut vegetation are prohibited inside all EFSC residential facilities
- The following items are prohibited: lava lamps, live trees, and string lights
- Room alterations, including but not limited to, the addition of ceiling fans, track lighting, light dimmers, mounted items (including TV wall mounts), and additional locking mechanisms to the door are prohibited
- Students who choose to hang pictures in their rooms should use a product that doesn't cause damage to the walls. Students who damage their walls will be assessed charges for the repair/repaint at the rate outlined in the fees and charges included in **Attachment 2** - Student Housing Fees/Charges Schedule.
- Students may **ONLY USE** small finishing nails, push pins, or picture hooks (up to 20 lbs. size) to hang items on walls. There is a limit of 6 small holes per resident,

per room. **Screws, glue, "3M Command", LED strip lights, or other adhesives are NOT permitted, in order to avoid wall damage.**

- All decorations in the common areas of the suite must be approved by all roommates. Residents are responsible for the condition of their room/suite. When damages occur, the charges for repair will be assessed to the responsible party. If the person(s) causing the damage cannot be identified, all residents of the room/suite will be charged for the damage. Residents must leave their rooms/suite in a clean condition when they checkout. Failure to do so may result in an extra cleaning charge. Charges will be assessed for any room alterations or damages (see **Attachment 2** - Student Housing Fees/Charges Schedule for a list of charges.)

Fire Safety Procedures

Residents must always adhere to the Fire Safety Procedures outlined in **Attachment 1**.

Furniture

Furniture use must adhere to the following guidelines:

- The removal of College furniture from rooms, suites and/or common areas is prohibited.
- Residents are responsible for the proper care of housing furniture, and may be charged for any damages, repair, and replacement costs. All furniture belonging to residents must be removed from campus prior to move-out. Any furniture left will be subject to removal at the resident's expense.
- Beds and other furniture may not be raised off the floor using cinder blocks, bed risers, or by any other means. Beds may not be lofted. Waterbeds are prohibited.

Guest Policy

Guests are permitted to be physically present inside rooms/suites from 7:00 a.m. to 12:00 MIDNIGHT. No "overnight" guests are allowed. In addition, the College reserves the right to prohibit any guest at any time for any reason. In addition, students are responsible for the conduct of their guests, and may be subject to discipline for their guest's misconduct, as if their guest's misconduct was committed by the student (see EFSC Student Code of Conduct, "Guest Responsibility.")

Misuse of Keys

Residents may not duplicate student housing keys, alter locks, or loan/give their key(s)/access cards to another individual (including, but not limited to, roommates, friends, family, or other students). Hiding or leaving key(s)/access cards for others to use is prohibited.

Quiet Hours

During quiet hours, volume and noise should be limited to a level that could not possibly disturb the nearest neighbors' attempts to study or sleep. Quiet hours are as follows:

Sunday-Thursday nights: 10:00 p.m. to 7:00 a.m.

Friday-Saturday nights: 12:00 MIDNIGHT to 7:00 a.m.

The primary responsibility for the enforcement of quiet hours lies with the resident(s). If conflicts arise that the resident(s) cannot reconcile or if the offending noise is coming from another suite, resident(s) may call the RA to address the situation. Residents are expected to comply when a reasonable request is made to lower volume or noise levels. RAs will address any noise issues they encounter during their day-to-day activities. Quiet hours may be increased during final exam weeks.

Pets/Animals

Pets are not permitted in the facility. However, the College will consider requests for a “reasonable” accommodation from students with documented disabilities to permit the presence of a service animal or an emotional support assistance animal if the animal is both necessary because of a student’s disability and reasonable under the circumstances. The Student Housing Corporation is committed to providing reasonable accommodations to persons with disabilities. The Student Housing Corporation aligns its duties under Section 504 of the Rehabilitation Act, the Americans with Disabilities Amendment Act (ADAA), ADA Title II Code of Federal Regulations § 35.136, Florida Statutes § 413.08 and 413.081, and the Fair Housing Act. Persons with disabilities may be accompanied by working service animals in the facility. It is highly recommended that students who wish to be accompanied by a service animal or other animal make a request or register through the Student Access for Improved Learning (SAIL) office. Please see procedure 203.5 in the College Procedure Manual. For more information, please contact SAIL 321-433-5650 or <http://www.easternflorida.edu/academics/academic-support/sail/requesting-accommodations.cfm>

Prohibited Items

- All firearms (including, but not limited to, handguns, rifles, pellet guns, BB guns, paintball guns, etc.)
- All weapons (including, but not limited to, swords, bow and arrows, slingshots, martial arts weapons, hunting knives, etc.)
- Power tools, handheld saws, hammers, nail guns or other heavy-duty equipment
- Fireworks and any other type of explosives
- Flammable liquids
- Combustible materials, including combustion engines such as outboard motors, pocket bikes, and scooters
- Coffee makers that do not have an automatic shut off
- Halogen lamps/tulip lighting/lava lamps
- Space heaters
- Portable A/C units
- Extension cords (except for UL approved surge protectors with a built-in circuit breakers)
- Large personal home furnishings (i.e., beds, water beds, dressers, desks, etc.)
- Amplified sound instruments
- Wall paint/spray paint
- Large nails/screws, double sided sticky tape (or anything that could/would damage the walls)
- Satellite dishes

Room/Suite Condition

Residents are responsible for the proper care and use of their assigned room and suite, together with its furnishings, and the common areas of the facility. Residents are responsible for all damages to their assigned room or suite, and any damages to, or loss of, its furnishings, except those that are caused by ordinary wear and tear.

Safety and Security Standards

To promote the safety and security of building occupants, the following behaviors are prohibited:

- Tampering with circuit breakers
- Leaving food cooking unattended
- Refusing or failing to vacate a building during an alarm
- Recreational sports in the buildings, elevators, common spaces
- Use or possession of items deemed unsafe, including but not limited to dart boards with metal-tip arrows, exercise equipment that hinges on the door frame, equipment that poses a fire hazard, etc.

Storage

Residents may not store items such as trailers, boats, jet skis, lawn furniture, in or around the building and/or the parking lot.

Trash

Trash must be placed in the designated trash receptacles located in and around the facility. Trash may not be left in any breezeways, hallways, or other common areas.

Vehicle Repairs

Vehicle repairs, including but not limited to, oil and other fluid changes, engine repair, and auto body work are prohibited in and around the facility. (For more parking guidelines please contact College Security located in building 1.)

Violation of Housing Contract

Violation of any provision of a resident's Student Housing Contract may result in discipline, contract cancellation, removal from the facility, fee/charge, or other remedy.

Violation of Student Housing Living Guide

Violation of any provision of this Student Housing Living Guide, including any attachment, may result in discipline, housing contract cancellation, removal from the facility, fee/charge, or other remedy.

Windows & Screens

Residents are encouraged to keep windows closed and locked. The entry in or exit out of a building or room through a window is prohibited except in emergency situations. Items are not to be passed through windows. Blocking or impeding access to the window is prohibited.