

Fall Semester, 2008

Dear Resident Student:

Welcome to Residence Life at The Boston Conservatory! Living on campus is a great opportunity for students to grow as artists and human beings. More than just a convenience, it is an important part of the social and academic lives of students. Students who live on campus do better academically, in part due to the easy access to support services. In addition, living in close proximity to other students who are taking the same classes helps to develop social networks that contribute to a successful college experience. I am excited to have you here on campus as an active member of our vibrant community!

By living on campus you will interact with people who are very talented and unique. You will meet people whose experiences, values, and priorities are different from yours. This is your first step toward broadening your horizons as a student and an artist. Residence Life at The Boston Conservatory is a supportive community where there is an appreciation of individual differences and a respect for individual rights. We hope you take advantage of our diversity!

The Residence Life staff understands that college often provides the first experience for students to live away from home. Our team is trained to help make that transition as easy as possible.

We wish you all the best as you settle in to your new home. Please stop by and introduce yourself – our office is located in the Student Center!

Best,

Kimberly A. Russell  
Director of Housing and Student Life



## **Mission Statement**

Residence life at The Boston Conservatory is **dedicated** to fostering a community that **promotes** *artistic* and *academic success* as well as **respect** for oneself and others.

We **strive** to create a **supportive** environment inspired by the principles of *respect, order, safety, and fun*. We encourage residents to seek out what they have in common with each other, and **celebrate** what makes them *different*.

We seek to **provide** opportunities for each person to become *responsibly independent* and *effectively interdependent* to **achieve independent and community goals**.

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## **INTRODUCTION**

This handbook familiarizes you with the facilities, policies, and procedures of residence life at The Boston Conservatory. It is important to understand that when you sign a contract for housing, you agree to abide by the terms stated in the housing contract, the *Student Handbook*, and this *Guide to Residence Hall Living*. Therefore, you are responsible for reading and understanding these documents. They include valuable information about student rooms, residence hall staff, food services, policies and rules, and room and board fees. If you have any questions, please feel free to ask a Residence Life staff member.

## **THE RESIDENCE HALLS**

On-campus housing at The Boston Conservatory consists of six historic brownstones in the Back Bay neighborhood of Boston. The five Fenway buildings are listed in the National Register of Historic Places. The layout of each residence hall is different, each room is unique, and the number of students housed in each hall ranges from 18 to 42. Five types of rooms are available to undergraduate students: quints, quads, triples, doubles, and singles. Every room contains furniture for each student including a twin bed, desk, chair, and bureau.

All first-time college students 20 years of age or younger are required to live in the undergraduate residence halls, except for students who commute from their homes of origin.

Upperclass and Graduate student housing is also available on a first-come, first-serve basis. The majority of graduate and transfer students are housed at 523 Newbury St., a short walk from The Boston Conservatory campus. This Victorian residence features hardwood floors, tiled baths, an industrial-style kitchen, and refinished oak woodwork.

## **THE RESIDENCE LIFE STAFF**

The Director of Housing and Student Life is responsible for all aspects of Residence Hall Life. The Director is a professional administrator whose job it is to provide a safe, comfortable place to live that is conducive to academic achievement while promoting a sense of community and personal growth. The Director of Housing and Student Life supervises one Residence Director (RD), one Community Assistant (CA), and five Resident Assistants (RAs).

The Residence Director works with the Director to oversee daily operations in the residence halls. The RD also advises the Director, provides support for RA staff, and serves as RA for one building. A Community Assistant also lives in the same building as the RD and assists with community development and programming initiatives within the residence hall.

RAs are students who are responsible for the overall supervision and leadership of one residence hall. The RAs have been selected through an application process and extensively trained to serve as student leaders and peer educators.

RA duties include developing educational and social programming, mentoring students, being a role model, problem solving, counseling and referring, and documenting inappropriate behaviors or incidents that violate The Boston Conservatory policies. RAs also conduct routine health and safety inspections of the residence halls.

RAs are the people to go to or call upon in the case of an emergency. Please utilize them as advisors, sources of information, conflict mediators, and for campus concerns. There is an RA on duty daily from 7:00 p.m. – 7:00 a.m.

The Residence Life Staff is always available to help with any concern. It is to your advantage to get to know your RA/CA, the RD, and the Director of Housing and Student Life.

**THE 2008-2009 RESIDENCE LIFE STAFF**

Kimberly Russell  
Director of Housing and Student Life

Dahne Ledford  
Resident Assistant  
#24 The Fenway

Bryan hunt  
Community Assistant  
#32 The Fenway

Haley horgan  
Resident Assistant  
#26 The Fenway

Christopher Reade  
Residence Director  
#32 The Fenway

Eric johnson  
Resident Assistant  
#40 The Fenway

Trent mills  
Resident Assistant  
#54 The Fenway

Jessica billings-white  
Resident Assistant  
523 Newbury

The Office of Housing and Student Life is located in the Student Center at 24 The Fenway.

### **THE HOUSING CONTRACT**

The purpose of the housing contract is to enable The Boston Conservatory to plan for the use of its housing facilities. The contract is binding and delineates the terms under which you and The Boston Conservatory must abide. Signing the contract and moving into the residence hall constitutes a contractual agreement between you and The Boston Conservatory.

**Please note that the housing contract is for the entire year. There are no semester contracts. In addition, the housing deposit is non-refundable and non-transferable.**

The Conservatory reserves the right to terminate a resident's contract if his or her behavior warrants such action. *Students required to leave the residence halls as a result of disciplinary action will not receive a refund.*

You are strongly encouraged to read your housing contract carefully before signing it and to retain a copy for your records.

### **THE HOUSING REVIEW BOARD**

The Housing Review Board has been established to review cases where students wish to be released from some aspect of their housing contract. The Housing Review Board consists of the Vice President for Student Affairs/Dean of Students, the Director of Housing and Student Life, the Chief Financial Officer, and the Director of Financial Aid.

The following guidelines have been established and are rigorously enforced:

1. If you wish to propose a change in your housing contract, you must petition the Housing Review Board in writing through the Director of Housing and Student Life.
2. Students may be released from their housing contract only because of extreme financial need or medical problems. Petitions to break the contract must be supported by detailed evidence from doctors, parents, the Office of Financial Aid, or any other relevant sources.
3. Students will be released from the meal plan based on extreme medical problems. An explicit doctor's letter is required for all medical excuses and must be accompanied by a detailed copy of the student's diet. No petition for release from the meal plan will be considered unless the student has previously met with the Director of Food Services and the Director of Housing and Student Life.

### **DINING SERVICES**

The Boston Conservatory has established a relationship with Northeastern University to provide dining services for all on-campus students. The cost of the meal plan is included in the room and board charge. All students living on campus (except those residing at 523 Newbury) must be on the meal plan while living in the residence halls.

There are three different meal plans to choose from: 10, 15, or 19 meals per week. Upperclass, Graduate, or returning students may also select from a 5 meals per week plan. Each meal plan includes an additional number of dining dollars (good at a number of local restaurants and businesses) specific to that meal plan and a certain number of guest passes.

### **THE DINING HOURS & LOCATIONS ARE AS FOLLOWS:**

#### **Stetson West Cafeteria**

10 Forsyth St.

Sunday through Friday, 11:00 a.m. to 8:00 p.m.

(closed Saturday)

#### **Levine Marketplace (Stetson East)**

11 Speare Place  
Monday through Friday, 7:00 a.m. to 9:00 p.m.  
Saturday/Sunday, 8:00 a.m. to 9:00 p.m.

**Outtakes**

located between Stetson West and Levine Marketplace  
Monday through Friday, 11:00 a.m. to 10:00 p.m.

For updates in Dining Services, please visit [www.dineoncampus.com/northeastern](http://www.dineoncampus.com/northeastern).

### **FIRE EMERGENCIES**

Because our buildings are old and many students live in them, fire safety is of utmost importance. Please read the following section on fire safety carefully. Each student must be very conscious of fire prevention guidelines and must know what to do in the event of a fire.

If you hear a fire alarm, smell smoke, or see flames, you must act quickly, calmly, and decisively. If you discover a fire, you should:

1. Pull the nearest fire alarm.
2. Follow established evacuation procedures.
3. Inform a Boston Conservatory staff person of the exact location of the fire.

### **FIRE EVACUATION PROCEDURE:**

1. If you can leave your room:
  - Be sure you have your shoes on.
  - If it is cold, take your coat.
  - Take a towel with you to be used in case of smoke.
  - If there is smoke, stay low, below the smoke if possible.
  - If there is time, pound on doors or shout a warning as you leave.
  - Proceed through the nearest exit in an orderly fashion.
2. If your door is too hot to touch or if the smoke is too heavy:
  - Do not try to open the door.
  - Wedge a cloth around the cracks and remain in the room.
  - Open a window wide enough, attract the attention of firefighters, and await rescue.
3. Once you are outside:
  - Move away from the building and await instructions.
  - Stay with other residents so everyone can be accounted for.
  - Do not reenter the building until you have gained permission from a Boston Conservatory staff member or the fire chief.

If you fail to exit during a fire alarm, you are endangering not only your life but also the lives of firefighters and staff members who would try to rescue you in the event of a fire. Failure to evacuate during a fire alarm is a serious violation of residence hall regulations and federal laws. Furthermore, tampering with any fire equipment including but not limited to fire extinguishers and smoke detectors is a federal crime and will be treated as such.

Please see the Fire and Health Policies in this *Guide* for more information.

### **BOMB THREAT**

In the event of a bomb threat, you will be notified and may be asked to evacuate the building immediately. Follow fire evacuation procedures unless otherwise instructed to do so.

### **MAINTENANCE EMERGENCIES**

In the event of a maintenance emergency, contact your RA or the RA on duty, the Director of Housing and Student Life, or a Campus Safety and Security Officer immediately.

### **LIVING BY THE RULES**

Rules and regulations are necessary in order to protect the rights of individual students and the institution, and to assure a healthy living and learning environment where the growth and development of all students is enhanced. The residence halls are an important place for learning how to

be a responsible and contributing member of a community. You are expected to live within the standards of the community and encourage others to do the same.

Residence hall policies have been developed by both students and staff of The Boston Conservatory to support an environment characterized by mutual respect. For example, everyone has the right to reasonable hours of study and sleep, to the security of his or her property, and to their personal safety. Actions that infringe on those rights are a violation of residence hall regulations. In general, the regulations in the residence halls have been designed to protect the safety and well being of all residents.

You are held responsible for the regulations included in this *Guide*, the *Student Handbook*, the housing contract, and other official publications produced by The Boston Conservatory. Students are subject to disciplinary action if these regulations are not upheld. Some regulations and policies may need to be changed from time to time, and you will be informed of these changes.

## **GENERAL COMMUNITY LIVING POLICIES**

- You and your guests are under a continuous obligation to be considerate of others including other residents as well as off-campus neighbors. Inconsiderate behavior, including irresponsible behavior resulting from alcohol or other drugs and excessive noise, is prohibited.
- Any threatened or actual physical violence, verbal, or written harassment of The Boston Conservatory faculty, staff, students, or guests will not be tolerated. Physical violence or actual or threatened assault or injury to another person in the residence halls may result in suspension from the residence halls and/or The Boston Conservatory.
- Rape, including acquaintance/date rape and sexual assault in any form is not tolerated.
- Any behavior, which attempts to force a roommate to move out of the room or prevent a roommate from moving in, is prohibited.
- Conduct that endangers the safety of property or the health and safety of others is prohibited. You are obligated to report dangerous or disruptive activities to the Residence Life staff or other Boston Conservatory officials.
- The unauthorized change of residence hall rooms is prohibited. There is a three week freeze at the beginning of the school year in which nobody can switch rooms.
- Failure to comply with the directions of Residence Life Staff Members in the performance of their duties is prohibited.
- The Boston Conservatory reserves the right to confiscate items prohibited by this *Guide*, the *Student Handbook*, and the housing contract and is under no obligation to return such items to the student. Items that may be confiscated include, but are not limited to: alcohol and other drugs (or paraphernalia), candles (burned or not burned), illegal appliances, and weapons of any kind.
- Violation of residence hall policies on overnight guests is prohibited.
- Failure to sign a "Temporary Housing Contract" when remaining in the residence halls during one or more days or nights of any vacation period is a violation of policy.
- The unauthorized presence of a person in a resident's room is prohibited except as permitted by Boston Conservatory officials or residence life staff as stated in the *Student Handbook*.
- Hostile conduct or behavior that might incite violence or interfere with any individual's or group's education, work, or living environment at The Boston Conservatory is prohibited.
- Students may not throw or drop objects from windows or down stairways. Setting objects on ledges or in hallways or other dangerous places also constitutes a violation of policy.
- Students are not allowed access to the roof, fire escapes, or balconies except in the case of a fire or other serious emergencies.
- Students are not allowed to possess hazardous chemicals, firearms, dangerous weapons, fireworks, or possess realistic replicas of dangerous weapons.
- Propping open any residence door, stairwell door, exterior door, or security door is strictly forbidden.
- The unauthorized use or duplication of keys is strictly forbidden. Keys issued to an individual resident are not to be given or loaned to another individual for any reason.
- Gambling is not allowed in the residence halls.
- Residents may not knowingly furnish false information to Residence Life Staff or any other Boston Conservatory officials.
- The unauthorized possession of Conservatory property or the property of any person while on Conservatory premises is prohibited.
- The Boston Conservatory does not permit the use of its facilities for the solicitation of contributors for outside religious, charitable, or political organizations or activity.

## **GENERAL RESIDENCE HALL INFORMATION AND POLICIES**

### **ABSENCES**

If you are going to be away from your residence hall for the weekend or any extended period of time, please contact your RA or the Director of Housing and Student Life.

### **APPLIANCES**

**The following equipment is permitted in student rooms:** portable televisions, (max wattage of 150), radios, clocks, stereos, fans, electric razors, hair dryers, computers, heating pads. Electric irons and curling irons may be used with extreme care. Please unplug all appliances when not in use.

One refrigerator may be used in each student room but must not exceed 120 volts, 125 watts, and 30" high. The refrigerator must be kept in open view and not placed in any enclosure or closet that could restrict ventilation.

**The following equipment is not permitted in the residence halls:** air conditioners, electric percolators, halogen lamps, candles, microwave ovens, electric frying pans, hot plates, immersion coils, sun lamps, toasters and toaster ovens, popcorn poppers, and other heating or cooking elements. These items are considered fire hazards and will be confiscated. A microwave is available for your use in the lobby of each residence hall. Please clean it after you finish using it. ***If you have questions about other items, please see a Residence Life staff member.***

### **BICYCLES**

Bicycles cannot be stored in the lobbies or any common areas of the residence halls. They may, however, be stored in individual student rooms. Any bicycle found in a lobby or any common area of a residence hall will be removed immediately. Owners of removed bicycles should contact Campus Safety and Security.

### **CANDLES**

Possession of candles (whether burned or not) and any items capable of producing an open flame are not permitted in the residence halls.

### **CLEANING**

The Boston Conservatory provides routine housekeeping service for all lounges, corridors, stairways, and common area bathrooms. You are responsible for situations that require extra cleaning and will be billed accordingly. You are responsible for the care and cleaning of your room, and for your bathroom if you have a private bath. Students living in 523 Newbury are responsible for cleaning up the kitchen after cooking. Cleaning up after yourself not only makes the community in which we live look better, but protects from possible safety and fire hazards.

### **DAMAGE**

Upon occupying or vacating an assigned room, you are required to check the condition of the room and its furnishings with an RA on forms, which are provided. You are expected to leave your room in the same condition as when you moved in. Upon checking out, students are encouraged to carefully complete their room condition form. Students must follow designated checkout procedures when moving out of the hall.

You are held responsible for loss or damage to the room or furnishings beyond normal wear and tear. If two or more students occupy a room in which damage has been done, each individual is liable for a proportionate amount of the damage unless the responsibility is voluntarily assumed by one of the occupants. Losses or damages to property in common areas of the residence halls are assessed to all residents on that floor or in some cases, all the residents in the hall equally if the individual(s) cannot be determined.

Please note that students will be assessed for excessive trash, missing furniture, missing or torn window shades or blinds, cleaning and repositioning of furniture, damage to walls such as nail holes and tack holes and tape, and additions to the room such as shelving. The residents of the room will be held responsible for any damages done to the room and/or its contents and will be assessed by The Boston Conservatory for the cost of the repairs or replacement.

In summary, residents assume total responsibility for their rooms and for behavior that occurs in them.

Damage deposits will be returned to students who are not returning to the residence halls at the end of each academic year. After inspection of the vacated room, any damages will be assessed and amounts will be determined by the Director of Housing and Student Life in accordance with individual room conditions and those policies listed in the housing contract.

### **FIRE ESCAPES AND BALCONIES**

Students are not allowed access to the roof, fire escapes, or balconies except in the case of a fire or other serious emergency. Any violation of this policy will result in a fine of \$700 in addition to any damages incurred.

### **FIRE AND HEALTH POLICIES**

Because the residence halls are old and house many students, fire safety is one of the most important concerns at The Boston Conservatory. We ask you to make a serious effort to prevent fires by discouraging violations of the fire safety policy. Fire safety equipment is installed on each floor for your protection. The equipment is for emergency use only. Do not tamper with this equipment or allow anyone else to tamper with it. To do so is to risk your own life and the lives of other residents.

Students found in violation of any fire safety policy are subject to severe disciplinary action up to and including expulsion from the residence hall, monetary fines, and criminal prosecution. If the particular individuals involved in damage to fire safety equipment cannot be identified, the residence hall will be subject to monetary charges on a pro-rated basis.

In case of damage to the residence halls by fire or other casualty, The Boston Conservatory may elect to terminate the housing contract in whole or in part upon a just and proportionate adjustment of the residence fees.

### ***THE PRESENCE OF THE FOLLOWING CONSTITUTES A DIRECT VIOLATION OF CONSERVATORY POLICIES:***

- Possession of candles (whether or not burned) and any items capable of producing an open flame.
- Firearms, fireworks, hazardous materials/chemicals and explosives.
- Cooking or use of any resistance principles/high wattage/heating element.
- Equipment such as frying pans, hot plates, immersion coils, hot pots, or microwave ovens.
- Combustible or flammable liquids and substances of any type, such as fuel, open paints or thinners, or Sterno.
- Oil, kerosene, or charcoal stoves and/or lamps (e.g. Coleman stoves, hibachis).
- Motors of any type such as those on motorcycles or mopeds.
- Wicker, paper, or flammable wastebaskets (Rubber wastebaskets are approved).
- Paper or other highly combustible lamp shades.
- Faulty appliance cords, frayed or broken insulation, or damaged plug ends.
- Inadequate or unsafe extension cords. Cords must be U.L. listed and of the heavy duty type when used with televisions or similar allowable equipment.
- Room air conditioners.
- Improperly stored food, excess dirt or discarded papers, and litter or other unsanitary or hazardous conditions resulting from poor upkeep of room.
- Circuitry overloads of any type.

- Additional electrical wiring (i.e. dimmer switches, junction boxes, etc.) or any alterations or repairs to any part of the building electrical system. Circuits are overloaded easily by use of high wattage appliances or plugging too many items into one outlet.
- Fireplaces in any residence hall may not be used.
- Combustible items suspended from walls, doors, ceilings and windows may not cover more than 50% of the total wall space. This includes fishnets, bedspreads, drapes or curtains, tapestries, and poster decorations.
- Refrigerators may not exceed 120 volts, 125 watts, and 30" in height. They must be kept in open view and not placed in any enclosure or closet that could restrict ventilation.
- Only televisions of the portable type are permitted, and maximum wattage is 150.
- Faceplate style (flush mounted) multiple outlets are the only type approved for use. Use of the "octopus" style or more than one tap off an extension cord is forbidden.
- Direct egress from the rooms, hallways, or stairwells may not be blocked by persons or furniture, bicycles, or other items. Your room should be arranged to permit direct access from doors to beds, so that emergency personnel may enter easily if necessary. Corridors and stairways must be accessible to unimpeded use at all times.
- Holiday decorations must conform to special rules that will be distributed.
- The act of falsely pulling a fire alarm or discharging a fire extinguisher or fire hose without evidence of fire or reporting a false emergency is strictly prohibited.
- Failure to evacuate the building during the sounding of a fire alarm is a violation of Boston Conservatory policy.
- Tampering with fire safety equipment, including but not limited to smoke detectors, fire extinguishers, fire safety signs or postings, fire hoses, exit lights, emergency lighting, fire alarms, and fire doors is prohibited. It should be noted that tampering with fire equipment (including fire alarms) is a violation of state laws as well as Boston Conservatory policy.
- Tampering with electrical circuit panels is strictly forbidden.
- The building or construction of lofts/platforms is prohibited. It is also against Conservatory policy to stack furniture.

### **GUEST POLICY**

A guest is described as a non-paying visitor who is staying in a residence hall room at the invitation of a paying resident. A guest may also be a visitor from another hall.

Overnight guests are permitted only under the following circumstances:

- The guest must be a relative or personal friend of the resident.
- Approval from roommates and the RA must be obtained in advance. Roommates and the RA reserve the right to say no.
- Overnight guests will be allowed to stay a maximum of two consecutive nights per week. Exceptions may be made due to extenuating circumstances, with the approval of the Director of Housing and Student Life and roommates.
- The host must assume full responsibility for the actions of the guest including damages.
- Irresponsible behavior or violations of any Boston Conservatory policy will result in expulsion of the guest from the residence halls. Guest privileges may be revoked for the host.
- Hosts must escort their guests at all times.

### **PROCEDURES TO RECEIVE GUESTS IN THE RESIDENCE HALLS ARE AS FOLLOWS:**

1. If a person comes to the door and you don't recognize them as a Boston Conservatory student, ask to be shown a Boston Conservatory I.D.
2. If the person is not a Boston Conservatory student, please ask them to wait in the vestibule while you inform the resident. Ask for their name so you can inform the resident they are visiting. Go to the resident's room to inform them that they have a guest waiting in the vestibule. The person should not be allowed to enter the lobby until the resident lets them in.

3. If the resident does not want to receive the guest, the resident is responsible for taking one of the following steps:
  - Inform the person directly that their presence is unwanted.
  - Request the assistance of a Residence Life staff member to inform the person the resident does not want to receive them.
  - Call the 24-hour emergency Campus Safety and Security number 912-9111 for assistance.

In extreme emergency, call 911 for police assistance.

## **HARRASSMENT POLICY**

### ***STATEMENT OF POLICY***

It is the policy of The Boston Conservatory to promote a learning, living, and work environment that is free of all forms of harassment. Harassment on the basis of race, national origin, color, creed, sex, sexual orientation, age, disability, or veteran's status undermines the basic principles of the community. It is not acceptable behavior at The Boston Conservatory and will not be tolerated.

Harassment is defined as the use of derogatory comments or act(s) directed toward an individual's race, national origin, color, creed, sex, sexual orientation, age, disability, or veteran's status which:

1. Humiliate and/or intimidate an individual.
2. Impede and/or interfere with work performance, academic status, or campus life.

Sexual harassment is a form of sex discrimination and is a violation of Boston Conservatory policy as well as federal and state statutes. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and all other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

The Boston Conservatory considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, will be subject to disciplinary action, up to and including termination of employment or expulsion.

### ***EXAMPLES OF SEXUAL HARASSMENT***

Sexual harassment can be directed toward a person of the opposite sex or same sex and can take many forms. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

1. Sexual advances (whether they involve physical touching or not).
2. Requests for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, grades, increased benefits, or continued employment.
3. Sexual jokes.
4. Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, sexual activity, deficiencies, or prowess.

5. Displaying sexual objects, pictures, or cartoons.
6. Leering, brushing against the body, sexual gestures, or suggestive or insulting comments.
7. Inquiries into one's sexual activities.
8. Assault or coerced sexual acts.

**FALSE REPORTING OF RETALIATION**

The Boston Conservatory considers filing an intentionally false report of harassment a violation of this policy. Conversely, retaliation against anyone reporting or thought to have reported harassment behaviors is also prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge of harassment is substantiated. Encouraging others to retaliate also violates the policy.

**REPORTING HARASSMENT**

The Boston Conservatory is committed to stopping harassment in all of its forms. Any member of The Boston Conservatory community who believes that he or she has been subjected to harassment has the right to file a complaint through the procedures delineated below.

The Boston Conservatory encourages individuals to report incidents of harassment, regardless of who the alleged offender may be and provides designated Conservatory officials to whom complaints can be made. These officials are:

*For students:*

Carmen Griggs

Vice President for Administration and Student Affairs/Dean of Students

(617) 912-9121

*For faculty:*

James O'Dell

Interim Dean of the Conservatory

(617) 912-9155

*For staff:*

Rob Elkin

Director of Human Resources

(617) 912-9112

These designated officials are available to discuss any concerns you may have and to provide information to you about The Boston Conservatory's policy on harassment and our complaint process.

**HARASSMENT INVESTIGATION**

All harassment complaints will be investigated as promptly as possible. Individuals are assured that complaints will be treated as confidentially as possible, and are subject to The Boston Conservatory's obligation to investigate and respond appropriately to any and all allegations of harassment. The Boston Conservatory has adopted both informal and formal resolution procedures to deal with harassment complaints.

**INFORMAL RESOLUTION**

After discussion and investigation, some complaints may be resolved informally. With the assistance of the designated official, the complainant may choose to write or speak with the offending person directly which may be sufficient to bring a satisfactory response. Or, the designated official may speak with the offending person or facilitate a meeting between the complainant and the offending person. Individuals sometimes find that through these informal procedures, they are able to reach an acceptable resolution.

### **FORMAL RESOLUTION**

The formal complaint procedure is initiated after a written complaint has been filed with the appropriate designated official asking for a formal investigation to be conducted. After investigation and discussion, an attempt may be made to reconcile the grievance by meeting with the parties concerned. If the complaint remains unresolved, a hearing will be held. If the offending party is a student, the case will be heard by the Boston Conservatory Judicial Board according to procedures outlined in the *Student Handbook*. If the offending party is a faculty or staff member, the case will be heard by a three person panel, and a written decision will be provided to all parties involved.

### **DISCIPLINARY ACTION**

If it is determined that inappropriate conduct has been committed by a student, faculty, or staff person, such action will be taken as is appropriate under the circumstances. Such action may range from counseling to expulsion or termination of employment, and may include such other forms of disciplinary action as deemed appropriate.

### **STATE AND FEDERAL REMEDIES**

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the following government agencies:

1. **United States Equal Employment Opportunity Commission (EEOC)**, One Congress Street, Floor, Boston, MA 02114 (617) 565-3200
2. **Massachusetts Commission Against Discrimination (MCAD)**, One Ashburton Place, Room 601, Boston, MA 02108 (617) 727-3990

### **IN-LINE SKATES AND SKATE BOARDS**

Use of in-line skates or skateboards is not permitted in any residence hall.

### **KEYS**

All exterior doors to the undergraduate residence halls are controlled by a card access system. All students residing on campus are issued their Boston Conservatory ID card and a room key. Missing or stolen keys will be replaced at a cost of \$80 for a room key. If you lose your key or ID, please report the loss to your RA immediately. When a room key is lost, the locksmith will be called to change the lock, and all new keys will be issued for the room. When an ID is lost, the access for that account is cancelled and a new ID will be issued.

Keys are the property of The Boston Conservatory and must be returned to a Residence Life staff member when you vacate your room. You will be charged for keys that are not returned during check-out.

Students should carry their key/s and ID with them at all times and should never give their key/s or ID to anyone for any reason. If you lock yourself out, please find or wait for your roommate. If this is impossible, contact the RA on duty or the RD. you may need to wait for a staff member to become available before you are able to gain access to your room.

It is against Boston Conservatory policy to duplicate keys for any reason. Students found in violation of this will be subject to disciplinary action. If duplicated keys are not returned when the student vacates the room, the student will automatically be charged for the key/s.

### **LAUNDRY FACILITIES**

Washers and dryers are available in each residence hall. Each of these coin-operated machines costs \$1.25 per load.

In consideration of other residents, you are encouraged to take laundry out of machines as soon as the washing or drying cycle is complete. The Boston Conservatory is not responsible for laundry left in the laundry room or any damage to or theft of clothing. Laundry left in the laundry room past 12 hours may be donated to a local charity.

Money lost in the machine or machines that are not functioning properly should be reported to your RA.

Tampering with machines will result in disciplinary action. Dyeing is also strictly forbidden in washing machines and clothing which has just been dyed should not be placed in the dryer.

### **LIFE THREATENING BEHAVIOR**

The Boston Conservatory recognizes that certain behaviors (suicide threat/s, gestures or attempts; eating disorders; self-harming behaviors such as cutting oneself; substance abuse, etc.) are signs of personal distress.

The student may be referred to the Director of Counseling for mental health support or to another health care provider. In certain instances, the Vice President for Student Affairs may inform the student that he or she must participate in a mandatory assessment meeting with the Director of Counseling or with another medical provider. The student may be asked to sign a Release of Information form giving the Director of Counseling permission to speak with the Vice-President for Student Affairs. The release will be used for the purpose of confirming attendance at the mandatory session and, when deemed necessary by the Director of Counseling, to maintain the health and safety of the student.

In the event that the student's health and behavior appears to present immediate concern to his or her health and safety, the student will be required to receive an outside evaluation to determine safety and appropriateness of remaining in Conservatory programs. Following the mandatory assessment, the Vice President of Student Affairs will collaborate with the Health Advisory Committee to determine a plan for the student.

The Vice President for Student Affairs in conjunction with the Health Advisory Committee will determine if and under what conditions the student may continue at The Boston Conservatory. The Vice President may approve a voluntary medical leave, or if life-threatening, self-harming or disruptive behavior persists, or if the student refuses to seek professional help, the student may be required to take an involuntary leave or an emergency interim withdrawal from the residence halls or The Boston Conservatory.

For more information on this topic, please review the Voluntary and Involuntary Policy found in the Student Handbook.

### **LOBBIES**

Each residence hall has a common area lobby on the first floor. Lobby furniture is community property and should not be removed. A television, VCR, and microwave are available for use in the lobby of each hall for your convenience. Care should be taken in the use of this equipment, and you are expected to follow directions in using it. Students are responsible for cleaning the microwave after use. Damage to the lobby, lobby furniture, or equipment will be assessed to all residents equally if the individual(s) responsible cannot be determined. No one may sleep in the lobby or any common area space.

### **LOFTING FURNITURE**

The building or construction of lofts/platforms in student rooms is prohibited. It is also against Boston Conservatory policy to stack furniture.

### **MAIL**

The lobby of 8 The Fenway is The Boston Conservatory's main reception area. The Receptionist provides a number of services including mail, packages, and MBTA semester passes.

Resident student mail should be addressed as follows:

Name  
The Boston Conservatory  
8 The Fenway  
Boston, MA 02215

***\*Please note that mail and packages sent to the residence halls will not be delivered.***

Mail may be picked up from the Receptionist in the lobby of 8 The Fenway at the following times:  
Monday through Friday, 9:00 a.m. to 11:30 a.m. and 12:30 p.m. to 5:00 p.m.

The Boston Conservatory will do its best to receive and maintain packages for resident students but is not responsible for the loss or theft of any packages. If you expect a package, you may want to make arrangements to personally sign and accept these packages which are delivered to the lobby of 8 The Fenway.

### **MAINTENANCE PROBLEMS**

All maintenance requests should be directed to your RA who will forward it to the Facilities Department. Keep your RA informed of the status of your problem so that follow-up can be done if needed.

### **MOTOR VEHICLES**

Both commuter and resident students are urged not to bring an automobile to campus. Traffic is highly congested and the very limited meter parking has a strictly enforced two-hour limit. Students are not permitted to park in Boston Conservatory designated parking spaces. Violators may be towed at their own expense.

Massachusetts's law requires all students who operate a motor vehicle bearing an out-of-state registration plate(s) to apply for an out-of-state student decal within 30 days of their arrival in Massachusetts. Failure to comply with this law can result in a court complaint and fine.

### **PERSONAL PROPERTY**

The Boston Conservatory assumes no responsibility for loss or damage to you or your guest's personal property. This includes, but is not limited to, loss by fire, theft, water, wind, or malfunction of electrical or mechanical systems. You are encouraged to take out insurance to cover personal property. Contact the Director of Housing and Student Life for more information about insurance.

All thefts must be reported immediately to a Residence Life staff member or to a Campus Safety and Security Officer.

When you vacate your residence hall room at the end of the year, all personal possessions must be removed. The Conservatory has no storage facilities and anything that is left behind will be disposed of at a cost to the student, floor, or residence hall.

## **PETS**

Out of consideration for all members of The Boston Conservatory community and for reasons of health and cleanliness, pets are not allowed in Boston Conservatory buildings. Guide dogs are exempt from this policy.

## **PHONE/INTERNET/CABLE**

The room contract includes phone, internet, and cable service. The fee is already built into the semester housing cost and you will not receive a separate bill for these services. The phone service included provides unlimited local and long distance.\* The internet service provided is high speed DSL. Each room will be equipped with a modem and appropriate number of lines so that each resident will be able to hook up their computer to the internet. There is one cable outlet in each room for basic cable service.

*\*Please note that we provide the phone line, but not an actual phone.*

Students residing at 523 Newbury do not have these services in their building. If students in 523 Newbury wish to have phone or internet in their rooms, they must contact Verizon personally when they arrive on campus to set up an account and services. If you order a phone or internet hook up, you or your roommate(s) must be present for the installation. Residence Life Staff will not unlock your door for Verizon personnel. You and your roommate(s) are responsible for having the phone disconnected when you move out of the room or you will continue to be billed for services.

*The Boston Conservatory is not responsible in any way for conflict regarding payment of bills and assumes no responsibility, financial or otherwise, for telephones, jacks, phone lines, etc.*

## **QUIET/RESPECT HOURS**

Quiet hours are in effect:

Sunday - Thursday	10:00 p.m. - 9:00 a.m.
Friday - Saturday	12:00 Midnight - 9:00 a.m.

Respect hours are in effect 24-hours a day. Please have respect for those around you by keeping volumes low. It is an individual's responsibility to inform others when noise becomes disruptive. However, the Residence Life staff can be called to take appropriate action if necessary.

## **ROOM ASSIGNMENTS FOR RETURNING STUDENTS**

The Boston Conservatory has limited bed space for upper class and graduate students. This is important information for those who may be considering living on campus. Housing assignments for returning students who wish to live in the residence halls will happen after Spring Break at the Housing Lottery.

## **ROOM ASSIGNMENTS FOR INCOMING STUDENTS**

New students are placed in rooms only after receipt of the Residence Hall Application form and the non-refundable, nontransferable housing deposit. Every effort will be made to honor preferences listed on the application. However, The Boston Conservatory reserves the right to assign rooms to students based on available space and other important considerations.

## **ROOM CHANGES**

Considerable effort must be made to resolve any difficulties between two or more roommates before a room change will take place. **No room changes will take place during the first three weeks of the semester.**

Students are expected to remain in the room to which they have been assigned. Under no circumstances should a student move to another room without the permission of the Director of Housing and Student Life. Students who move without prior approval from the Director of Housing and

Student Life will be subject to disciplinary procedures and will be made to move immediately to the original, assigned room. The Boston Conservatory reserves the right to make any changes in room assignments as it deems advisable or necessary.

At times, there may be situations with roommates that are difficult or uncomfortable to manage. Sometimes roommate behaviors can range from annoying to severe enough to impact academic progress or wellness. Regardless of the level of severity, the housing staff is committed to working with roommates to make positive improvements. We treat each situation individually to determine the best steps to take. Roommate mediations, behavioral contracts, and individual meetings are just some of the techniques we use to help roommates work through difficulties. Since each case is unique, we rely on each roommate's cooperation and commitment to help make the situation better for everyone involved.

### **ROOM ENTRY**

The Boston Conservatory reserves the right to enter your room to examine it for possible needed repairs and improvements; to establish the location and condition of TBC property; and to perform necessary maintenance. A reasonable attempt will be made to inform you in advance when Conservatory officials enter your room for these purposes. Please note, however, that your request for repairs constitutes an invitation for room entry for that purpose, with or without prior notice.

Entry may be made at any time, whether or not the resident is present and without prior notice to the resident, if there are reasonable grounds to believe that a substance, material or item is being kept or used on the premises in any manner prohibited by the policies, rules, and regulations of The Boston Conservatory. The Boston Conservatory reserves the right to remove any item not in conformity with Boston Conservatory policies without prior notice. The resident will then be subject to disciplinary proceedings. Entry will also be made if there is reason to believe that the health or safety of someone in the room is at risk.

In addition, the Residence Life staff will conduct routine inspections of rooms for health and safety reasons twice a year. Students may be notified in advance through a general notice. The RAs will enter and inspect rooms even if you are not present. The Conservatory reserves the right to remove items not in conformity with Conservatory policies.

### **ROOM FURNISHINGS**

The Boston Conservatory provides each resident with an extra-long twin bed, mattress, desk, chair, and dresser. This furniture, as well as common area furniture, is the property of The Boston Conservatory and may not be removed for any reason or placed in lounges or hallways.

You must supply your own linens, blanket, pillow, and towels. Other items you may consider bringing are a wastebasket, desk lamp, telephone, clock/alarm, mirror, laundry basket, detergent, rug, hangers, fan, and any medical supplies you may need. You may want to talk to your roommate(s) in advance about what each of you will bring for the room.

Residents may not install equipment, make alterations, paint or make repairs in their rooms. The Director of Housing and Student Life must approve any changes.

### **ROOM CONDITION REPORT FORMS**

When you check into your residence hall room, together with an RA, you will fill out a Room Condition Report form documenting the condition of the room and furnishings. When you check out of the residence hall, the student and a housing representative will complete this form, and damages will be assessed based on the contents of the form. If no form is completed, the assessment of damages is left

to the discretion of the RD, or the Director of Housing and Student Life. You are advised to fill out the form with great care.

### **SAFETY AND SECURITY**

The Boston Conservatory is committed to providing a safe and secure environment for all members of the community and their guests. It is important to realize though that safety is a community responsibility. This means that every individual needs to do his or her part in assuring a safe and secure environment both on campus and in the residence halls.

A Campus Safety and Security Officer is located in the lobby of 8 The Fenway during building hours. Campus officers also make regularly scheduled rounds throughout the campus. In addition, most campus buildings are equipped with alarm, card access, and closed-circuit video systems. These devices enhance the Conservatory's ability to protect the people who work, study, and rehearse in these buildings while maintaining the critical balance between security of the facility and user convenience. Also, emergency call boxes are located at various locations throughout the campus.

If you experience or observe a safety or security violation of any type on- or off-campus, please contact the Campus Safety and Security Officer in the lobby of 8 The Fenway as soon as possible to make a report. The 24-hour campus safety emergency number is: (617) 912-9111. Read the booklet published by Campus Safety and Security for additional information and safety tips.

### **SAFETY TIPS**

Living on an urban campus, you should be aware of your surroundings. The following safety measures should be taken:

- Show your ID to Campus Safety and Security Officers when entering 8 the Fenway.
- Never allow people you do not know into the residence halls and never prop open exterior doors.
- Report all unescorted or suspicious people in the residence hall.
- Always lock your room door (including the deadbolt) and window when you are out of the room.
- Consult with your family's insurance agent about property coverage while you are at school.
- Keep your key/s and ID with you at all times and do not mark your keys or key ring in a way that indicates your room number.
- Walk with others at night and be careful of how and where you travel.
- Never carry large sums of cash with you.

### **SMOKING POLICY**

The Boston Conservatory recognizes the serious health risks associated with smoking. Among these risks are heart disease, bronchitis, high blood pressure, and lung diseases such as cancer and emphysema. The Boston Conservatory recognizes the effects of smoking and second-hand smoke on performing artists. Their ability to perform is impacted by the detrimental effects of smoking and second-hand smoke. Recognizing the health risks of people who smoke and the hazards of involuntary smoking to non-smokers, and in accordance with the Boston Conservatory's overall responsibility to provide a safe and healthful educational and work environment, The Boston Conservatory has adopted a smoke-free campus policy.

Smoking is prohibited in all campus buildings including the residence halls. Smoking is prohibited within 30 feet of all exits to insure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means. No ashtrays will be provided at any location on campus. The Boston Conservatory acknowledges that the successful implementation of this policy requires cooperation and mutual respect and sensitivity on the part of both smokers and non-smokers.

Referrals to smoking cessation programs will be made available to assist and encourage individuals who wish to quit smoking. Please see the Student Affairs Resource Coordinator or the Director of Counseling and Wellness for information.

Students who violate this policy will be handled in accordance with already established judicial procedures delineated in this *Guide*.

### **STORAGE**

Storage is not available in the residence halls. Stop by the Office of Housing and Residence Life in 24 The Fenway for information on storage companies in the area.

### **VACATIONS**

The residence halls remain open during Thanksgiving break and meal service is available. **During the winter semester break, the residence halls are closed.** The residence halls remain open during Spring Break and meal service is available.

If you remain in the residence hall during one or more days of Thanksgiving or Spring Break, you must sign a "Temporary Housing Contract" in the Office of Housing and Residence Life at least one week prior to the vacation period. Any student who stays but does not sign a "Temporary Housing Contract" is subject to disciplinary procedures.

It is mandatory that you leave within 24 hours after your last academic assignment is due or within 24 hours after your last exam.

During vacation periods, you are encouraged to do the following:

- Take home all valuables (TV, stereos, VCR, jewelry, etc.)
- Lock all windows and pull shades half way down
- Shut off lights
- Unplug all electrical items not being used
- Remove perishable items from refrigerator
- Remove all trash
- Take home plants
- Lock your door

### **VENDING MACHINES**

Vending machines are located in the lobby or basement of each residence hall. Damage to vending machines will result in a fine and possible removal of the machine from the lobby. Lost money and broken or empty machines should be reported immediately to your RA.

### **WEAPONS**

The unauthorized storage, possession, and/or use of firearms, dangerous weapons, or hazardous chemicals on Boston Conservatory owned or leased property, or at Boston Conservatory events are strictly forbidden. This includes the possession of nun chucks or karate sticks, switchblades, starter's pistols, ammunition, and other dangerous weapons or articles, as well as realistic replicas of firearms or weapons. Questions about what constitutes a firearm, dangerous weapon or hazardous chemical should be directed to the Director of Housing and Student Life or the Dean of Students.

### **WITHDRAWAL OR LEAVE OF ABSENCE**

If you withdraw from The Boston Conservatory, you need to inform your RA or the Director of Housing and Student Life in order to seek information and assistance and to set an appointment for the formal checkout. **Room Condition Report forms** must be completed and keys and a forwarding address card must be left with your RA or the Director of Housing and Student Life before leaving the residence hall.

Partial refunds of residence hall fees will be made in accordance with the refund policy of The Boston Conservatory. No refunds will be made to residents who withdraw from The Conservatory housing as a result of disciplinary dismissal.

Failure to occupy the assigned room within one week of the official opening of the residence hall will result in a forfeit of the room assignment unless written notice requesting permission for late occupancy is received and approved in advance by the Office of Housing and Student Life.

## **THE BOSTON CONSERVATORY ALCOHOL AND OTHER DRUG (AOD) POLICY**

### **STATEMENT OF POLICY**

The Boston Conservatory attempts to create a healthy, safe, productive learning environment for students and all its members. The Boston Conservatory, therefore, strongly encourages responsible decision-making regarding the use of legal drugs and does not condone the use of illegal drugs. Recognizing the detrimental impact of alcohol and other drug abuse, The Boston Conservatory also offers peer and professional counseling and educational programs for students.

The Boston Conservatory and all its members are responsible for observing and abiding by federal, commonwealth, city, and Boston Conservatory regulations regarding the use of alcohol and other drugs while they are on campus or participating in off campus Boston Conservatory sponsored events or performances.

The possession, use or sale of drugs and drug paraphernalia is strictly prohibited. The smell of marijuana is evidence of its use. Illegal or unauthorized use, distribution, or sale of alcohol or other legal drugs is strictly prohibited. Being under the influence of any illegal drug is prohibited.

Students are responsible for ensuring that their guests adhere to The Boston Conservatory policies regarding AODs and when appropriate, are held accountable for violations committed by their guests.

### **THE FOLLOWING REGULATIONS REGARDING ALCOHOL ARE IN EFFECT:**

#### **RESIDENCE HALLS**

1. All residence halls at The Boston Conservatory are alcohol-free regardless of the age or the student or guest. Residents cannot have them as decoration.
2. Public intoxication and/or drunk and disorderly conduct (including assault and property damages related to drug and alcohol use) are prohibited and are considered very dangerous offenses. Behavioral symptoms frequently associated with intoxication will be considered in determining public intoxication. These symptoms include but are not limited to: impaired motor skill coordination, difficulty communicating, vomiting, glazed and/or red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.
3. The possession, use or sale of drugs and drug paraphernalia is strictly prohibited. Please note that the smell of marijuana is evidence of its use.
4. Possession, use, or distribution of alcoholic beverages is strictly prohibited.
5. Empty alcohol containers are prohibited and are not allowed to be used for decoration.
6. As alcohol is not allowed in the residence halls, it is considered a violation of the alcohol policy to be in the presence of alcohol or alcohol containers.

#### **ALL-CONSERVATORY POLICIES AND REGULATIONS**

1. No student or student organization can serve alcohol at events on-campus. This includes recital receptions and receptions held after graduate student performances.
2. Illegal use, possession, or distribution of alcoholic beverages is prohibited.
3. Public intoxication and/or drunk and disorderly conduct (including assault and property damages) are prohibited and are considered very dangerous offenses. Behavioral symptoms frequently associated with intoxication will be considered in determining public intoxication. These symptoms include but are not limited to: impaired motor skill coordination, difficulty communicating, vomiting, glazed and/or red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.

4. Alcoholic beverages in the form of kegs, beer balls, alcohol by the case, trash can punches, or any other central sources of alcohol are prohibited.
5. Alcoholic consumption or possession of an open container of alcohol is prohibited in the hallways, lobbies, classrooms, lounges, residence halls, or any other public or common area.
6. Student activity fees may not be used for the purchase of alcohol.
7. No postings or announcements may be made, placed, or distributed that promote a party or event where individuals under 21 years of age are likely to be served alcohol.
8. No postings or announcements may be made, placed, or distributed that mention, make reference to, allude to, or depict alcohol; promote, invite, or encourage alcohol consumption; or mention or allude to the amount of alcohol to be served or consumed at a particular party or event.
9. All Boston Conservatory-sponsored student and student organization events and activities at which alcohol will be served or consumed must have the event's advertising approved by the Vice President for Student Affairs/Dean of Students.
10. No event may be held at a location where the primary focus is the service and consumption of alcohol (e.g. bars or taverns).
11. The following guidelines are in effect for student organization sponsored events held off-campus where alcohol is served:
  - a. The organization must have approval from the Vice President for Student Affairs/Dean of Students.
  - b. Student activity fees may not be used for the purchase of alcohol.
  - c. Alcohol may be served only one drink at a time.
  - d. Alcoholic beverage service must end at least 30 minutes before the event is scheduled to finish.
  - e. At least 25% of the event's budget must be used for the purchase of food. After the purchase of food, at least 25% of the event's remaining budget must be used for the purchase of non-alcoholic beverages.
  - f. Alcoholic beverage service will last no longer than four hours in duration.
  - g. At least two officers of the hosting student organization and its advisor or faculty/staff chaperone(s) need to be present and may not drink alcoholic beverages throughout the entire event.
  - h. Admission to the program will be restricted to currently enrolled Boston Conservatory students and members of The Boston Conservatory faculty or staff. Students will be permitted to host one guest and may not leave without their guest.
  - i. All Boston Conservatory members and their guests must demonstrate proof of age with a photo ID such as a driver's license or passport at on- or off-campus events. Student ID cards are not acceptable as proof of age.
  - j. The student organization's caterer or the licensed server will be responsible for managing the beverage bar in keeping with federal, commonwealth, and city alcoholic beverage laws and regulations. The student organization is responsible for ensuring that The Boston Conservatory *Alcohol and Other Drug Policy* is observed at all times.