

## **GROUP C - DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY:**

- Original Social Security card
- A certificate of birth issued by a state, county or municipal authority bearing a seal or other certification
- Unexpired INS Employment Authorization

A student may not work without I-9 clearance and will not be put on the payroll.

## **STUDENT EMPLOYMENT GUIDE**

The Human Resource Department in coordination with Information Technology Services has developed the “Student Employment Guide.” Located on the Holy Cross web page, and accessed through Web Services, this allows you to view current employment positions available on campus. When you apply for a position, your application will go directly to the hiring manager for that specific job. You may apply by using your same campus user ID and password. As in the past, preference for all positions available will be given to Work Study approved students through the month of September. In addition, First year students are only allowed to work in Dining Services, although you should feel free to look at what positions will be of interest to you for future years. Departments are constantly listing open positions, so you may want to consult the Student Employment Guide periodically for new listings.

Questions regarding access to the site should be directed to the Help Desk. Feedback on the Student Employment Guide and its pro’s and con’s should be directed to Pat Halpin in the Human Resource Department. The Human Resource Department, O’Kane B72, is open 8:00 a.m. to 5:00 p.m. Monday through Friday. Detailed off campus job openings are posted outside Human Resources. Students who wish to obtain part-time campus employment should consult the Student Employment Guide.

## **NEIGHBORHOOD BEHAVIOR**

The expectation for appropriate student behavior does not end at the gates of the college. The College of the Holy Cross is an integral part of the College Hill neighborhood and the City of Worcester. Maintaining amicable and considerate relations between the college and local residents is essential to the college’s mission. Student behavior that is disruptive of these relations will be addressed through the disciplinary system and appropriate community standards sections.

## **COMMUNITY STANDARDS AND DISCIPLINARY PROCEDURES FOR STUDENTS**

To enter the College of the Holy Cross is to accept an invitation to participate in the growth and development of a “community marked by freedom, mutual respect and civility.” Students also accept the rights and responsibilities of membership in this community. High standards have been established for membership in this community, including high standards of personal conduct and behavior. Choosing to become a member of this community implies a commitment to an open dialogue about the basic human questions fundamental to a liberal arts education in a Jesuit tradition and a responsibility to maintain an environment in which this dialogue can occur. Respect for the dignity, integrity, well-being and property of others is essential to the maintenance of the Holy Cross community.

The College of the Holy Cross assumes that all students will abide by the policies, rules, and regulations of the college and by state, local, and federal laws. Community Standards and Disciplinary Procedures have been established to address allegations of student misconduct. The student conduct and discipline system exists to protect members of the College of the Holy Cross community and of students accused of violating the community standards. The discipline system is designed to educate students, encourage sound decision making and provide opportunities for growth and personal development.

All student members of the College of the Holy Cross community have certain rights. These include:

*The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.*

*The right to be treated as an individual member of the community, which includes the right to be free of discrimination based upon age, sex, religion, ethnic or national origin, handicap, or status as a veteran, and the right to be free from harassment of any type.*

*The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely. The right to be free of any action that unduly interferes with a student’s rights and/or learning environment.*

*The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion. The right of privacy, which includes the right to be free of unauthorized search of personal spaces.*

*In the case of disciplinary procedures, students have the right to be informed of any charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear information in support of the charges, the right to present evidence against the charges, and the right to a fair process which is appropriate to the circumstances.*

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## **AUTHORITY FOR STUDENT DISCIPLINE**

Community Standards of the College of the Holy Cross addresses student misconduct that takes place on college premises and addresses off campus conduct when the behavior may have or has had an adverse impact upon the community. Community Standards also applies to college sponsored events, activities, trips, etc. which may occur off-campus. The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused student's responsibility for violating college regulations. Rules of evidence ordinarily found in legal proceedings shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the college may result.

Students includes all persons (other than faculty, staff or administrators) taking or auditing courses at the College of the Holy Cross, either full or part time. Persons who are not currently enrolled for a particular term but who have a continuing relationship with the college are considered students.

Disciplinary authority may be delegated to college administrators, faculty members, committees, and organizations, as set forth in the community standards and through other appropriate policies, rules, or regulations adopted by the Board of Trustees. Under the direction of the Vice President for Student Affairs / Dean of Students (VPSA/DOS), the Director of Student Conduct and Community Standards has the responsibility to administer all nonacademic student discipline.

Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the college, is retained by the VPSA/DOS or designee. The college retains the right to suspend students pending a disciplinary review for allegations of gross misconduct or if they pose a threat or a perceived threat to the college community.

The VPSA/DOS or designee may impose conditions on a student's continued relationship with the college before, during, and/or after the conclusion of the disciplinary process.

The Community Standards and Disciplinary Procedures are reviewed every (3) three years by the Director of Student Conduct, Dean of Students /Vice President for Student Affairs, College General Counsel and the Student Life Committee.

## **INTERIM SUSPENSION**

When it is considered necessary to remove a student from campus until the completion of a discipline hearing, the VPSA/DOS, the Director of Student Conduct and Community Standards, or their designated representatives may invoke an immediate interim suspension from the college, and or college housing. An interim suspension may be imposed for the following reasons: a) to insure the safety and well-being of members of the college community or to preserve college property; b) to insure a student's own safety or well being; c) if a student poses a substantial threat of disruption or interference with the normal operations of the college; d) there is an allegation of gross misconduct in violation of criminal law.

During the interim suspension, a student may be denied access to college activities, facilities and/or classes or other privileges for which the student might otherwise be eligible, as the VPSA/DOS or designee may determine to be appropriate. The decision to alter or suspend privileges for an interim period shall be communicated by the VPSA/DOS or designee in writing to the student and shall be effective immediately. Notification shall either be hand-delivered or sent by certified mail. Failure or refusal to take receipt of notification shall not negate or postpone said action. The appropriate college authorities shall be notified of the temporary suspension.

The interim suspension and/or altered privileges shall remain in effect until a final decision has been made regarding pending complaints or until the VPSA/DOS or designee determines that the reason for imposing the suspension of privileges no longer exists.

In the case of interim suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved through a criminal law process. If a student elects not to resolve a disciplinary matter or communicate their intentions regarding resolution of the allegation the interim suspension may become a permanent suspension or dismissal.

## **CODE OF STUDENT CONDUCT:**

*The following actions are considered violations of community standards and are expressly prohibited:*

### **ALCOHOL**

The majority of offenses committed against people and property at the College of Holy Cross are a direct result of alcohol use/abuse. The college has established clear and detailed policies addressing the use, possession and consumption of alcohol. The complete College Alcohol Policy may be found in the policy section of this handbook. The following are a sample of the more common violations:

*For students under the age of twenty-one:*

- Possession or consumption of alcohol
- Being under the influence of alcohol
- Attending a party where alcohol is present

### ***For all students***

- On campus possession of unauthorized quantities of alcoholic or common source alcohol containers including kegs, beerballs and alcoholic punches
- Excessive consumption of alcohol, including drunkenness.
- Providing, selling, or distribution of alcohol to an individual under the age of twenty-one.
- Activities, devices, games and or contests that encourage excessive consumption of alcohol.
- Consumption of alcohol in public or in unauthorized communal areas of the campus.
- Hosting parties both on and off-campus where underage students and alcohol are present.
- Use, possession or manufacture of false identification, or misuse of valid identification.
- Allowing their vehicle to be used for the procurement of alcohol for underage students.
- Violations of local and state alcohol laws and ordinances.

### **ARSON/UNAUTHORIZED USE OF FIRE**

Setting or attempting to set a fire on campus. This may include, but is not limited to, creating or causing a bonfire, lighting trash and lighting a bulletin board or door materials on fire.

### **BIAS MOTIVATED INCIDENTS/HATE CRIME**

Any violation of community standards motivated by a consideration (real or perceived) of race, sex, color, religion, or sexual orientation is prohibited and will be treated more severely than a similar or related act in the absence of such motivation.

### **CIVIL DISTURBANCE/DISORDERLY CONDUCT**

Disturbing the peace, including noise disturbances on and off campus or aiding such activity. Such activities may include disorderly conduct, lewd acts, obstructing or interfering with any college related activity, failure to comply with the directives of law enforcement or any college officials, failure to comply with an order of dispersal and any other conduct which may disturb the peace.

### **COMPLICITY**

Being present during the planning or implementation or otherwise assisting with a violation of any college policy. Students who anticipate or observe a violation of the community standards are expected to remove themselves from association or participation and are encouraged to report the incident.

### **DESTRUCTION OF PROPERTY**

Intentionally or recklessly damaging, vandalizing, destroying, or tampering with college property or the property of any person or business.

### **EMOTIONAL ABUSE**

Issuing harassing, degrading or abusive threats or statements that cause emotional injury; unintentionally causing emotional injury through careless or reckless behavior.

### **ENDANGERING BEHAVIOR**

Conduct or reckless actions demonstrating a threat to any member of the community, including one's self, or to the proper functioning of the college.

### **FAILURE TO COMPLY**

Failure to comply with directions of college officials, including but not limited to public safety officers, administrators, Community Development Coordinators (CDC's) or Resident Assistants (RA's). Willfully disregarding an imposed sanction may be subject to additional sanctions at the discretion of the disciplinary officer.

### **FAILURE TO EXIT A COLLEGE BUILDING**

Willfully disregarding a fire alarm or other order to evacuate a building.

### **FALSE IDENTIFICATION**

Possession, use, manufacture or sale of false or altered identification. This includes the misuse of valid identification.

### **FALSE INFORMATION**

Providing false information through forgery or alteration of any written or oral statement to a college official. False information may include, but is not limited to all college documents and records.

### **GAMBLING**

Students are expected to abide by all federal and state laws prohibiting illegal gambling.

## **HAZING**

Hazing is prohibited under Massachusetts General Laws (MGL 269, SS 17-19). Hazing refers to any activity or situation created that may humiliate, abuse, degrade or endanger a person's physical or mental health, in connection with joining or belonging to a group or organization, regardless of the person's willingness to participate. This includes, but is not limited to the following: forced or coerced consumption of alcohol or drugs, morally degrading, humiliating or illegal activities or games, physical abuse (whipping, paddling, branding, beating, forced calisthenics, creation of excessive fatigue), forced isolation, sleep deprivation, being forced to wear embarrassing or humiliating attire in public and consumption of vile substances.

## **ILLEGAL DRUGS/CONTROLLED SUBSTANCES**

The college supports all federal, state and local laws governing the possession, distribution, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. Any student determined to be manufacturing, cultivating, dealing, selling, or distributing illegal drugs on or off campus may be expelled from the college. Such students may be subject to arrest and further legal action. The college will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The college will assume a student is dealing drugs if the student possesses a quantity of illegal drugs not consistent with personal consumption and/or possesses paraphernalia indicative of distribution (scales, packaging materials, baggies, etc.).

On campus, the college strictly forbids the use or possession of illegal drugs, or use or possession of drug paraphernalia, including but not limited to bongs, scales and pipes. The college also strictly forbids the use of illegal drugs at college sponsored events on or off campus. In addition, all students present at the time of a drug violation may be held responsible for the infraction.

The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed. The sale, distribution, or misuse of prescription drugs is a direct violation of federal and state law as well as college policy.

## **MISCONDUCT DURING SENIOR WEEK**

Violation of any community standard during the period between the end of final exams and Commencement may result in a loss of privileges, including Senior Week events awards ceremonies, Baccalaureate Exercises and/or Commencement. Egregious violations may result in suspension or dismissal.

## **MISUSE OF SAFETY EQUIPMENT**

The unauthorized use of or tampering with firefighting equipment, safety devices or other emergency safety equipment. This includes triggering a false alarm, or inappropriately discharging a fire extinguisher.

## **MISUSE OR ABUSE OF COMPUTERS OR TELECOMMUNICATIONS EQUIPMENT**

Including but not limited to , recording, posting or disseminating images, recordings or photos of another without that individual's permission, misuse or abuse of any computer, computer system, service, program, data, or communication network, particularly as defined by College ITS policies which can be found detailed on the ITS webpage.

## **PHYSICAL ABUSE /ASSAULT**

Intentionally causing injury to any member of the community, or college guest, inclusive of physical harm to one's self.

## **POSSESSION OF DANGEROUS WEAPONS OR MATERIALS**

Unauthorized possession of a dangerous weapon or material of any type or description, including, but not limited to firearms, compressed-air guns, sling shots, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition, or any item deemed to be dangerous by college officials.

## **SEXUAL MISCONDUCT**

*The complete Sexual Misconduct Policy may be found on page 148 of the Student Handbook. Listed below are the specific violations related to sexual misconduct.*

### **Sexual Misconduct I**

Any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse by a man or woman upon a man or woman without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital to mouth contact.

### **Sexual Misconduct II**

Any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by a man or woman without effective consent.

## **Sexual Exploitation**

Any conduct in which a student takes advantage of another without his/her consent for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited and that behavior does not constitute Sexual Misconduct I or II or Sexual Harassment.

*Effective consent is informed, freely and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent may never be given by minors (Massachusetts law states those not yet sixteen (16) years of age), mentally disabled persons and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless. Consent as a result of coercion, intimidation, threat of force or force is not effective consent.*

## **Sexual Harassment**

Any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be. For more information see the Sexual Harassment and Harassment Policies as detailed in the Student Handbook, which are available in the Office of Student Affairs, Hogan 109.

## **THEFT**

Theft of college or personal property, including possession of stolen property, attempted theft, conspiracy to steal, misappropriation of college property or services, misappropriation of personal property and identity theft.

## **TRESPASS**

Gaining unauthorized or forcible entry into any room, building or structure or computing system.

## **VIOLATION OF COLLEGE POLICY**

Violations of any college policy or regulation is prohibited. This includes but is not limited to the policies set forth by the Bookstore, Dining Services, Information Technology Services, Library, Public Safety, Residential Life and Housing, as well as the regulations described in the College Catalog and other sections of the Student Handbook.

## **VIOLATIONS OF CRIMINAL LAW**

Students are expected to obey federal, state and local laws. Students charged with a violation of criminal law, whether on or off the college premises, may be subject to college disciplinary action.

## **DISCIPLINARY PROCESS AND PROCEDURES**

### **Initiating a Compliant and Disciplinary Referrals**

Any student or member of the internal or external community of the College of Holy Cross may initiate a complaint against a student member of the community by submitting in writing to the Office of Student Conduct and Community Standards, the following information:

- a) The name(s) of the accused.
- b) A statement explaining the nature and circumstances of the complaint, to include a list of possible witnesses.
- c) The names, addresses and telephone numbers of those filing the complaint.

Referrals for disciplinary review may also be generated through reports received from campus offices including but not limited to the Department of Public Safety and Residence Life or external law enforcement agencies.

The Director of Student Conduct and Community Standards or designee reviews all complaints and reports and determines if disciplinary charges will be initiated, specific violation sections and the appropriate adjudication venue. Students not subject to suspension or dismissal will be entitled to a disciplinary conference, or an administrative hearing. A Community Standards Board hearing will normally be conducted for students who face the possibility of suspension or dismissal, or when the alleged violation may have a wide community impact.

## **ALTERNATIVE DISPUTE RESOLUTION**

### **Mediation**

Filing a complaint may not always require a formal disciplinary review process. With the approval of the Director of Student Conduct and Community Standards, or designee, the accuser and the student accused may agree to participate in a form of mediation. Resolution shall be achieved when the Director of Student Conduct and Community Standards or assigned mediators and involved parties are satisfied that the behavior at issue has been addressed. This resolution may include a letter from the mediation facilitator to the parties involved indicating the agreed upon resolution. If the accuser or accused believes that the informal process has been unsuccessful, formal disciplinary procedures could be initiated.

### **Peer Conduct Advisory Board (PCAB)**

Some violations of college policies may be referred to the Student Peer Conduct Advisory Board (PCAB). PCAB operates under the supervision and guidance of the Director of Student Conduct and Community Standards and Residence Hall Staff. Please contact the Director for information on PCAB procedures and membership opportunities.