

Rhodora J. Donahue Academy of Ave Maria Housing Policies



It is up to the Program Director (and if necessary in consultation with the Headmaster) to interpret and apply these policies. Policies may be changed, added and clarified as the program develops.

Abandonment

At the end of your contract/lease, be sure to take all belongings with you or store them properly in designated storage rooms. Bicycles, furniture, carpet and other items stored improperly or left on campus will be considered abandoned and are subject to donation or disposal at the student's expense. (See **Storage**).

Advertisements/Signs

Students are prohibited from posting materials in the residence halls or student lounges.

Alcohol

According to Florida state law, no person under 21 years of age may purchase or consume alcoholic beverages of any kind. Any under-aged student caught drinking is subject to legal penalties, as well as to disciplinary measures from the University. The same applies to persons who provide alcohol to anyone under 21 years of age. A student caught drinking underage is subject to various forms of interactions including mandatory counseling or in the case of repeated or severe problems dismissal from the residence hall.

Appliances

Refrigerators must have a UV label, draw 2.5 amps or less of electricity and be no larger than 3 cubic feet. One refrigerator for each room occupant is permitted. Appliances with any type of exposed burner or open flame device are prohibited. Examples include, but are not limited to, space heaters, toaster ovens, toasters, woks, fry pans, sun lamps, electric grills and hot plates. Hot pots and hot air poppers are permitted.. In addition, due to electrical limitations and fire safety regulations halogen lamps and air conditioners are not allowed.

Bikes

Riding your bike inside of any campus building is prohibited. Any damage caused (i.e., to the walls, carpet, etc.) by bringing your bike in and out of the building is your responsibility. Bikes must be stored in student rooms or locked to bike racks outside the building.

Building Access

The residence hall is open when the Academy is in session. The Residence hall is also open during both Thanksgiving and spring breaks. It is closed during the Christmas break. The residence hall is locked 24 hours a day and all buildings have a card-lock access system for entry. Your Student ID Card is your "outside door key" as well as your room key.

Candles

Incense and candles (even if not intended to be burned) are not permitted in the residence hall. Exceptions to this policy must receive advanced written approval from the program director.

Check-In

At check-in during opening Fall semester, the program director will provide you with a copy of your Room Inventory Form. For your protection, it is essential that you ensure that damages to your room prior to your occupancy are documented on the form. You are responsible for reviewing your inventory form and contacting the program director within 48 hours of moving into your room if you wish to make any corrections/additions. You will be held responsible

for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

Check-Out

Students are responsible for checking out of their room with the program director whenever they move or leave at the end of their contract period. For your protection, the check-in Inventory form will be completed by the program director. All residents must check-out of their rooms no later than 48 hours after their last class. You are responsible for returning your room to its original state, scheduling a time with the program director to inventory your room and returning your key. Failure to follow these guidelines constitutes improper check-out. Students will be responsible for all damages and assessed a monetary fine. In addition to the program director doing an inventory of your living space at check-out, the AMU Physical Plant and Custodial Services staff will inspect rooms, apartments and common areas after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damages, missing furnishings, extra cleaning charges (including common areas), damaged or missing phones, and the removal/disposal of abandoned furniture, carpet or other personal property not properly stored.

Common Hours

The residence hall has designated common areas for the use of the residents and their guests for gatherings, TV viewing, group study sessions, prayer meetings, etc. During approved Common Hours, members of the opposite sex may only be on the floor or the wing where the common area is located and may not linger in the halls. Under no circumstances may a student of the opposite gender enter the other gender's suite of rooms including that suites interior shared spaces.

Cooking

It is a violation of the Fire Code to cook in your room, bathrooms and hallways. Food left out in your room or in the common area also tends to attract pests and bugs.

Courtesy

Courtesy requires all residents to be considerate of others' desire to sleep, study, and pray. Courtesy is expected at all times and, therefore, excessive noise (e.g., loud music and yelling) is never acceptable. Violations of Courtesy will be dealt with accordingly.

Damage or Loss within Student Rooms

Student rooms and the furnishings provided are to be used in the manner for which they are designed. If you lose or damage Academy or University property, even accidentally, you will be billed for the cost of replacement or repair. If a window is broken in your room and the responsible party is unknown, you are responsible for 50 percent of the cost. Residents are responsible for the actions of any guests they invite to campus and for any costs they incur. A minimum \$25 charge will be assessed for damages caused by vandalism (\$50 minimum for vandalism of laundry and vending machines). Charges for repairs or property replacement will be assessed to your Academy account.

Damage or loss within student rooms is the joint responsibility of the students assigned. Students are responsible for reporting any room damages or maintenance needs to the program director immediately so repairs can be made in a timely manner.

Because all residents share responsibility for damage or loss to public areas of their building, an entire living group or floor/wing may be charged for damages or losses to public areas of the building when the person(s) responsible is unknown. If it is necessary to bill an entire living group or portion thereof, a service charge will be added to the cost of repairs..

If you are aware of others damaging property, ask them to stop and advise the program director immediately. Damages and the resulting charges are reduced when everyone in a community works to ensure that residents and guests respect others' property.

Decorations in Student Rooms and Apartments

Because your room is your home away from home, you may prefer to bring your own decorations to give it a personal touch. Furniture may be added if it does not create a health or fire hazard. However, all current furnishings must remain in the room. Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors and must be fire retarded. Lights cannot be covered, tampered with nor have the bulbs removed. Florida's Fire Code does not permit the use of live Christmas decorations (i.e., trees, wreaths, holly, etc.) in student rooms.

While you are encouraged to personalize your living space, possessions or displays which are inconsistent with accepted standards or Academy or University policies should not be displayed in or outside of room, doors, or in general view of the public. This includes your room windows. For example, posters that may be immodest or suggestive or harassing or intimidating visual materials are generally considered inappropriate. It is our goal to ensure that people feel welcomed and comfortable in their living environment and are not threatened or offended. If you display an item which is incongruent with this goal, the program director will discuss the concern with you. Be aware that some items displayed may constitute a violation of Academy policies regarding harassment. Check with the program director if you have questions about what may or may not be appropriate.

Discrimination

Discrimination against or harassment of any person on the basis of race, handicap, age, sex, creed, religion, political persuasion, or national or ethnic origin, is contrary to the mission of the Donahue Academy. As such, individuals guilty of such misconduct may be subject to disciplinary action including and up to suspension, dismissal or expulsion.

Drugs

The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia is illegal as defined by Florida state law and is prohibited on campus. Also, the manufacture, sale, delivery, possession or use in any amount of any controlled substance, drug, chemical, product or material for the purpose of use as an intoxicant is not permitted. A student who chooses to violate this policy or other Academy policies will be required to attend an educational workshop on alcohol and other drugs at the student's expense. Additional sanctions may also be imposed.

Duty Coverage

Duty coverage in the residence halls is provided by the program director or the mentors during normal working hours. The program monitor or the mentors will also be available "on call" during the night in an adjoin room. The "on call" staff member will be clearly posted. In addition, there is also always an AMU Residence Director on call for the whole campus and can be called in case of an emergency 24 hours a day. Security personnel are also on duty 24 hours a day.

Entry of Rooms

It is the Academy's policy to respect your right to maximum privacy in your room. When possible, notice is given prior to entering your room for routine maintenance and inspection. However, Academy personnel and their authorized designee(s) (eg. AMU physical plant staff or security personelle) may enter your room without notice for an emergency, maintenance work, fire safety inspections, fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of Academy or University policy, state or federal law. University Physical Plant personnel may also enter your room without notice in case of maintenance needs. A note should be left if your room has been entered. Your room may be entered during semester and spring breaks without prior notice by University personnel when they are conducting building inspections and doing maintenance work. Your signature on your contract authorizes Physical Plant and AMU staff members to enter your room to complete any work order that you submit.

Fireworks, Explosives and Dangerous Chemicals

Due to their potential to start a fire or otherwise endanger members of the campus community, explosives, fireworks, compressed gas and dangerous chemicals are prohibited on Academy and University property. Equipment and vehicles that use combustible fuel are also prohibited in the residences.

Fire Safety

Fire extinguishers are located throughout each building and in staff apartments. All hallways and stairwells must be clear of obstructions at all times. Know the location of all fire exits, fire alarms and extinguishers. All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.). The sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. If smoke detectors or sprinkler heads have been tampered with, a fine will be assessed to each occupant.

Pulling the fire alarm in a non-emergency situation or tampering with fire safety or firefighting equipment will result in referral for further disciplinary action. This equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting and automatic door closures. If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living unit or portion thereof will be held responsible.

In the event of a fire alarm, you are expected to leave your room, close the door behind you and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return. Anyone who fails to cooperate with these expectations is subject to disciplinary action.

Furniture in Rooms

Residence Halls: Furniture cannot be removed from your room and/or switched between rooms. Physical Plant personnel will remove any extra furniture that is set up to accommodate an over-assigned room.

Due to limited storage on campus, it is not an option to remove any of the original room furniture. Your room is to be left in the same condition as upon your arrival. Permanent additions are not permitted.

Furniture in Common Areas

Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. Removal of furniture from the common areas is considered theft. Furniture that is removed, damaged or stolen is the financial responsibility of the individuals involved if known, or the residents of that particular residence hall if unknown.

Gambling

Students are not permitted to participate in gambling anywhere on campus. All those present where gambling is taking place are considered participants. Violators of this policy will be appropriately penalized. Any game that involves the exchange of money is considered gambling.

Hall Sports

No athletic activity of any kind is allowed in the halls. This includes, but is not limited to, skating, kicking or tossing balls or Frisbees, playing basketball or football, wrestling, or jumping rope, etc. All water sports are also prohibited in the hallways of residential halls: this includes the use of water balloons and water guns. There are places to participate in these activities around campus. All athletic equipment must be stored in residents' rooms.

Hallways

Hallways and stairwells must remain free of any obstruction at all times. This includes, but is not limited to, boxes, clothes, shoes, cleats, garbage, book bags, bikes, and other obstructive items. Failure to remove those items may result in the confiscating or discarding those items left in the hall.

Hanging Decorations in Student Rooms

Use painter's masking tape, pins or very small nails to hang items on the walls. Do not use duct tape, cellophane tape, double-sided mounting tape, regular masking tape, stickers, staples, screws or large nails. Do not hang items from or stick items to the ceiling.

Halogen Lights

Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

Insurance for Personal Property

The Academy and the University assume no responsibility for damage, loss or theft to residents' personal property from any cause. Items you place in an Academy or University storage room are left at your own risk. Therefore, students are responsible for obtaining their own personal property insurance and liability coverage for damage, loss/theft of property or fire. If you do not have coverage under your family's homeowner's insurance, there are many options that can be found on the internet.

Visitors

Visitors who are not members of the Donahue Academy must obtain permission from the program director to visit with students in the residence halls.

Keys and Building Security

All Residence Halls have a card-lock access system for entry and are locked 24 hours a day. The residence halls are only as safe and secure as residents help to keep them. To protect the safety and security of all residents, do not prop an outside door to a residence hall.

Student ID cards are used for the card-lock system. At check-in you are issued an ID card that will give you access to your residence hall and room. You are responsible for your ID card. If you lose your ID card, it is your responsibility to pay for the lost card. The fee for a replacement ID is \$25.00.

For the security of all campus residents, students may not lend their ID Card to anyone. In addition, the unauthorized possession, use, reproduction or sale of keys to Academy or University facilities is prohibited.

Laundry Facilities

The residence hall has washers and dryers. Most laundry rooms have ironing boards, but you will need to use your own iron. If a laundry machine is broken, report it to the program director. Laundry facilities are for the residents of that hall and may not be used by other members of the community. If laundry is kept in the laundry room past the specified allotted time, it will be confiscated and will not be returned until a fee is paid.

Lockouts

The program director (or if necessary Campus Safety) will open your room you get locked out. This service is provided to you free of charge three times during the academic year. Each time you are let into your residence room you will be given a notice that explains that there is a three-time limit and this is one of those times. You will be required to present your student ID Card. Staff will turn these notices in to the program director to be logged. If you

receive three notices you will be sent a memo stating that the service is no longer free and there will be a \$10 charge assessed to your student account for each subsequent entry.

Maintenance and Phone Repairs

AMU's Physical Plant and the IT staff make every effort to keep the residence halls and phone system in good condition. However, normal wear and tear does occur and repairs are necessary. To order repairs in your room, submit a Maintenance Request Form which can be found on the University's intranet system. Your signature on your contract authorizes a Physical Plant staff member to enter your room to complete any work order that you submit throughout the contract period. Please report emergency maintenance situations to a Residence Life staff member or Physical Plant personnel immediately.

Modesty in Dress

We encourage, and require, modesty of dress at all times while on campus.

Our approach to the question of modest dress emphasizes "freedom and responsibility," teaching students to make their own decisions toward a life of virtue and letting them know the consequences of vice.

At all times, students should dress with modesty and prudence, whether inside or outside of the classroom. The students of the Donahue Academy should avoid fashions that attempt to go against the norms of Christian modesty and morality. (See the Catechism of the Catholic Church, nos. 2521-27.) Standards of dress and sexuality stand and fall together. Sexual immodesty not only distracts, it reduces. It reduces young men and women to something less than they truly are. Modesty, on the other hand, acknowledges the body. It does not hide the body because it is ashamed of it; it veils the body because its sexual power is not an appropriate object of public display. With regard to public life, the Catechism states that modesty "inspires one's choice of clothing." May these words inspire us everyday.

Some Guidelines Regarding Appropriate Dress

Skin-tight clothing, plunging necklines, bare midriffs and backs, short-shorts, shorts at Sunday Mass, shirts with inappropriate logos or messages, exposed undergarments, spaghetti straps or tube-tops, mini-skirts, two-piece swim suits, and the like are all inappropriate.

Movie Policy

Academy boarding students can access a broad array of movies via the AMU intranet as well as the University Library. All films and T.V. programs shown -- whether in your room or the common areas -- should be in good taste and not offensive to Catholic morals and values. Academy students may not view movies carrying anything above a PG 13 rating.

To ensure that movies being watched are not in violation of our movie policy, the Donahue Academy has set up guidelines for the proper viewing of movies. We use the Bishops' list, which provides an easy, frequently updated, and usually reliable way of determining the value of specific films from a Catholic perspective.

You can check out the Bishops' ratings on <http://www.usccb.org/movies/>.

Music

Music is the cause of fruitful entertainment, discussion, and debate. It can also be the cause of much tension and frustration, with potential to do either great harm or great good. Any music which is sacrilegious, obscene, or violent is opposed to the faith and values of the Donahue Academy and of the moral atmosphere we share. Such music, therefore, has no place on our campus. Appropriate action is up to the discretion of the program director. Volume of all music should be carefully moderated so that it does not disturb others. Roommates and fellow residents should not be put in the awkward position of having to request repeatedly that volume be lowered.

Open Flames

As a means of fire prevention, candles, potpourri, incense, or any open flames are not permitted in or outside the residences. Smoking is not permitted at any time by a Donahue Academy Boarding Student.

Exceptions to these guidelines will only be considered for specific celebrations or ceremonies, such as candles on a birthday cake. Any exception to the open flame policy needs to be approved in advance through the program director

Painting

Residents are not permitted to paint their rooms/apartments. Students who paint their rooms are responsible for the cost of repainting the space and will be subject to disciplinary action. Common area painting requests must be submitted to the program director

Pesticides, Notification of Use

If there are pests or bugs in your room, turn in a request to the program director to have the area treated. Notices from Physical Plant will be posted 24 hours in advance of the treatment.

Pets

Animals carry diseases, irritate allergies, may not have had the required immunizations, may offend others and can cause damage. Therefore, they are not allowed in the residences. Fish are the only exception and tanks are limited to 15 gallons.

Physical Harm

Physical harm or the threat of physical harm to any person, including sexual misconduct (e.g., sexual assault, sexual harassment), assault, battery and physical fights, will result in serious disciplinary action. You and your guests are expected to resolve differences in a mature, constructive manner.

Propped Doors

All exterior doors are not to be tampered with or disabled. According to the Uniform Fire Code it is a violation to prop an exterior door even if it is attended. Fines could be levied by Fire Marshall

Romantic Displays of Affection

"Man's capacity for love depends on his willingness consciously to seek a good together with others, and to subordinate himself to that good for the sake of others, or to others for the sake of that good." -Pope John Paul II

In light of the above quote, we as a Christian community are pursuing an atmosphere that upholds and respects the dignity of the human person.

Any display of romantic affection in the residence halls or on the Academy or University campus are prohibited

Room Checks

Room checks are done every week, or more frequently as needed, to ensure cleanliness and basic sanitation in the room/suites. They are also done to promote maintenance of Academy or University property and maintenance of school policy.

Skating

Roller skating, rollerblading or skateboarding is prohibited in the residence halls

Smoke Detectors/Sprinklers

All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.), sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. Students cannot tamper with smoke detectors. If a battery is low (beeping) submit a work order via the intranet. NEVER remove the battery. This compromises the security of your community. After hours, call Campus Security for assistance. A staff member will replace the battery or install a temporary smoke detector for the night.

Smoking

Donahue Academy resident students are not permitted to smoke at any time or place.

Stolen Property

The possession and/or display of stolen property (i.e., street signs, etc.) is prohibited. All stolen property will be collected and returned to its rightful owner by Campus Security, disciplinary action may follow.

Storage

A locked storage room is available in the residence halls, but space is limited. Storage space in residence halls is not guaranteed for students. All items must be stored in a designated storage room and clearly marked with your name, address and the date stored. Only current on-campus students may store items during the academic year, and only students who have reserved a room for the following academic year may store items over the summer. Storage areas are for items to be stored for long periods of time. Keep items that you need periodically in your room. Items left in designated storage rooms over one year will be subject to donation and/or disposal. Items left in common areas at any time are subject to donation and/or disposal.

Stored items are left at your own risk! The Academy and the University do not accept responsibility for the damage, loss or theft of personal property.

Items that students CANNOT store on campus include but are not limited to: motor vehicles (such as scooters), gasoline, oil, paint, hazardous chemicals or chemicals that are a potential fire danger, weapons, compressed gas, animals, empty cardboard boxes*, student-owned furniture or carpet, and other items that may be deemed unsafe by the Fire Marshal or the University.

Cardboard computer boxes can be stored in designated storage areas but must be broken down and clearly labeled with the resident's name.

Television

In order to promote community and encourage a studious environment, students may not keep televisions in their bedrooms. Televisions, VHS and DVD players are provided in the common areas of each residence hall. Obscene or indecent programs are strictly prohibited on campus.

Trespassing

Posted times of operation for all buildings on campus are to be respected. Any use of rooms and other areas during times of non-operation is considered trespassing: this includes ponds, lakes, and any property outside of the Academy and University grounds. Students are not allowed on the roof, window ledges, piers or other areas where the safety of students may be endangered. Please notify the Director of Campus Security of any such violations. Violation of this policy may result in dismissal from the residence halls.

Verbal Abuse and Harassment

All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect. Therefore, verbal abuse and harassment of another individual will not be tolerated. This includes but is not

limited to threats, malicious pranks, abusive name calling, and harassment. You and your guests are expected to resolve differences in a mature, constructive manner. Contact the program director for more information and/or clarification.

Visitors

All non-Donahue Academy visitors and any visitor in the residence hall outside of recreational periods must be approved in advance by the program director. Because students are responsible for the behavior of their guests and incidents which occur in their rooms, guests must have a host or be escorted while in the building. This responsibility includes charges for any damages incurred. If you are concerned about a guest's behavior, you may need to assert yourself or contact the program director for assistance.

Weapons

The possession of dangerous weapons, explosives, fireworks, dangerous chemicals (or launching/propulsion devices) is prohibited on University property. A weapon includes:

- Any item or instrument defined as a weapon by local, state or federal law
- Any item designed to cause injury or incapacitate another person
- Any item used to harass, threaten, intimidate, assault or batter another person
- Any item the University deems dangerous

The Academy and the University have a zero tolerance policy regarding dangerous weapons and may summarily dismiss students for weapons possession.