

The Oaks Resident Handbook 2018-2019



Greetings from the Director of Residential Life,



Dear Generals,

On behalf of the Department of Residence Life, WELCOME to campus living at Louisiana State University of Alexandria! Our department supports the educational mission of the University through the creation of a positive living and learning community. Our responsive staff strives daily to enhance student academic and personal development by fostering a sense of respect, celebrating diversity, encouraging personal and civic responsibility as well as providing leadership development opportunities to our residents.

Living on campus you will have the opportunity to learn, build lasting friendships and enjoy the benefit of your classes and numerous support programs located conveniently within the campus community. The satisfaction you gain from your on-campus living experience begins and ends with you and how you choose to participate in our community. I encourage you to get involved and to take advantage of the opportunities to interact with your fellow students as well as LSUA faculty and staff members. Rest assured, your time living on campus puts you in the center of the action at Louisiana State University of Alexandria!

I hope you will embrace the new experiences, people, ideas and challenges you will face as you make the campus community your home. If my staff and I can assist you, please do not hesitate to reach out to us. Again, WELCOME to campus living at the Oaks Residence Hall at Louisiana State University of Alexandria!

Go Generals!



This page is reserved for RHA (Residence Hall Association)

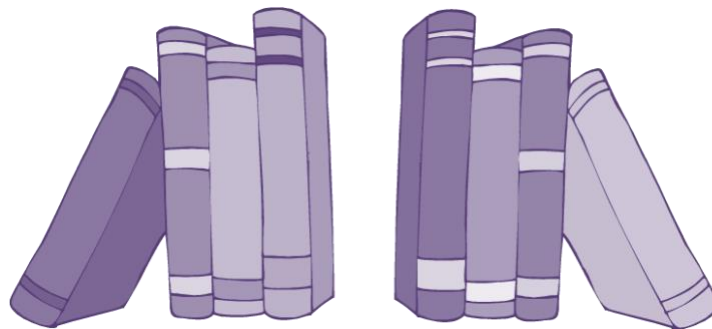
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Glossary of Terms

1. **Department of Residential Life** – located at 8223 Acorn Dr. Alexandria, Louisiana 71302
2. **Oaks Staff** – Office Manager, Resident Assistants (RAs), Desk Assistants (DAs), residence life coordinator (RLC), housing facilities staff, etc.
3. **Keys** –Keys are used for the Oaks apartments (by residents), Gate Keys are designed for the Oaks gate by residents and staff of the University.
4. **Inspection of Rooms** – the Department of Residential Life staff reserves the right to inspect rooms at any time to uphold Residential Life policies, for necessary repairs, cleanliness and health and safety checks. Warnings may not necessarily be given on the date and time of room inspection.
5. **University Staff** – staff members employed with Louisiana State University of Alexandria (e.g., University Police Department, Division of Student Engagement, etc.).
6. **University Property** - items purchased by organizations at Louisiana State University of Alexandria including the Department of Residential Life.



The Oaks Residential Life Regulations and Expectations

Individuals with signed Housing Contracts and their guests are responsible for abiding by all federal, state and university policies, which include the following Department of Residential Life rules and regulations. These rules are published to provide residents with general notice of expected conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms. Residents are responsible for being familiar with and abiding by policies contained within the LSUA Student Conduct Code. Violations of any Residential Life policy and standard of conduct governing residential housing on campus, or violation of the Housing Contract shall be considered a violation of the Student Conduct Code and may result in disciplinary action, including but not limited to, the immediate termination of the Housing Contract (removal from housing).

Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented by Residential Life staff, University Police Department, or other university officials, and may be found responsible for the violation(s) being documented.

A1.0 Alcohol

In the State of Louisiana, the legal age for possession and/or consumption of alcohol is 21. Residents and guests under legal age, who consume, possess, buy, serve or sell alcoholic beverages, or individuals who sell to or serve minors are in violation of both state law and University policy.

Alcohol-related conduct impedes building a strong community within our residence halls as it infringes upon the rights of others to a quiet, orderly living environment. Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University regulations. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others or the environment when under the influence of alcohol.

- A1.1** Alcoholic beverages and non-alcoholic beer are not permitted in the pool area, even if a resident is 21 years of age or older. Designated “dry” areas include: Pool, Clubhouse, The laundry room, Vending room, and any public space around the Oaks Residence Hall.
- A1.2** 21 and older residents, who are of legal drinking age, may possess or consume alcohol in the privacy of their room/suite/apartment. This excludes exterior areas -- such as apartment balconies, the breezeways or building courtyards.

Residents of these Housing areas are prohibited from storing alcohol that belongs to others. If all of the residents in one suite or apartment are under the legal drinking age, it is considered a “dry zone”. No one, including of-age guests, may possess or consume alcohol.

Residents not of legal drinking age in these environments may not possess or consume alcohol, but may be present in the room. Guests of non-legal drinking age residents may not possess or consume alcohol in the room/suite/apartment.

- A1.3** Any device used to contain or consume large amounts of alcohol is not permitted in any room or area of University own housing. This includes but is not limited to: kegs, beer balls, beer taps, alcohol vaporizers, funnels, beer/alcohol pong, bong, etc.

Alcohol games (e.g., beer pong) are prohibited in residential areas.

- A1.4** Alcohol related paraphernalia, alcoholic beverage containers, and packaging are not permitted in “dry” rooms or any common areas. Alcohol related materials may not be used as decoration in any Housing area. This includes but is not limited to: decorative wine glasses, solo cups, beer caps, etc.

- A1.5** Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas, such as parking lots, balconies, courtyards, and residence hall breezeways is not permitted.

A2.0 Appliances

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and follow the proper use guidelines.

Approved Appliances:

- A2.1** Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted.

2-bedroom apartments are limited to two microwaves and two mini-fridges per unit as they come equipped with a full size refrigerator.

- A2.2** Small appliances without exposed heating elements are permitted in student rooms with proper usage.

- A2.3** Toasters, toaster ovens and George Foreman grills are permitted in the residence halls, residents can use them in their kitchen ONLY. Toasters, toaster ovens and George Foreman grills found plugged in within student rooms may be documented.

Appliances that are Not Permitted:

A2.4 Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to: burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, and smoke machines.

A2.5 Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies and breezeways. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

Other Restrictions:

A2.6 Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.

A2.7 Residents and guests may not leave cooking food unattended in rooms, kitchens or grilling areas.

A3.0 Air Handlers

To ensure proper ventilation, residents must keep items, including furniture, at least 24 inches from the air handler.

B1.0 Bicycles

Residents are permitted to store their bicycle in their room/apartment with roommate consent. For safety concerns, bicycles may not be hung in or around any room, suite or apartment.

Bike racks are available at the parameters of residential communities. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles or on landscape vegetation (i.e., trees, bushes, etc.).

C1.0 Candles/Incense/Smell Goods

Candles with or without a wick, wax warmers, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments for fire safety purposes.

Other options are air freshener sprays, portable home fragrances, and plug in scents.

C2.0 Cleanliness

Residents are required to keep their assigned residential space in a clean and sanitary condition. Residential rooms will be checked periodically by OAKS staff not necessarily with warning.

C3.0 Cohabitation

Cohabitation is not permitted. Cohabitation is defined as: the housing of unauthorized individuals in the resident's apartment or room for more than three (3) consecutive days, or the sharing of a housing space by individuals including storage of another's belongings in one's room.

C4.0 Cooperation/Failure to Comply with University officials

Failure to comply is defined as the refusal to cooperate with the request of any University staff member (including student staff, and professionals). The request may be communicated by word, letter or through email.

1. Providing false information, withholding information, or providing misleading information to any University staff.
2. Acting on behalf of another person, group or the University without authorization or prior consent.
3. Cursing, yelling or making obscene gestures toward staff.

D1.0 Damages/Vandalism

If University property, facilities, or equipment are damaged, it is the resident's responsibility to report it to maintenance and student staff immediately. Residents are responsible for the condition of their housing space and for restitution to Residential Life for damage and/or loss of furnishings and physical structures.

In the event of damage which is not assignable to an individual or group, members of the room, wing, floor, or building may be assessed a Community Damage Fee.

D2.0 Dangerous Materials and Weapons

The possession and/or use of firearms, weapons, and dangerous materials for use or decorative purposes is not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as, but not limited to: ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches and dangerous chemicals) or other dangerous articles or substances.

D3.0 Decorations

Residents are encouraged to decorate their rooms and apartments in a way that are pleasing and comfortable to them. However, residents are encouraged to be respectful of roommates and community members when decorating. In the event of a resident complaint over a roommate's decoration, the Department of Residential Life will attempt to accommodate both parties and help to avoid conflict. This may include splitting up roommates into separate

residences; however, the Department will not take down, censor, or punish student decorations on the basis of their content. Please refer to the guidelines below when personalizing your space.

Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips, sticky putty and/or blue painters tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.

1. The use of paint, paper, chalk, or contact paper is not permissible on any surface in your residence hall. Staples or nails on doors, walls, ceilings, closets or any other surface are not permitted (i.e., cannot mount bicycles or skateboards).
2. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans or room light fixtures at any time or fashion.
3. Live or cut trees are not permitted in resident rooms or apartments.
4. Smoke machines and strobe lights are not permitted.
5. Carpet may not be affixed to the floor surface.
6. Windows and the exterior of doors should be kept free of writing, signs, stickers, window clings and other personal possessions and window or door accessories.
7. Items may not be affixed to floor or ceiling (e.g., dancer poles). The Department of Residential Life must deem items as safe and not potentially damaging housing property.
8. No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.

Common Areas: Decorating of clubhouse lobbies, bulletin boards or lounge areas is not permitted without prior approval from Residential Life staff.

D4.0 Disorderly/Disruptive Behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of the community members. Any student, who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats or physical abuse.

Disorderly and/or disruptive behavior includes: physical abuse, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

D5.0 Doors/Locks

For personal and communal safety, residents are expected to lock their doors upon entering and exiting their assigned space. Attempting to gain entry without key access is not tolerated in the residential communities. If doors are found unlocked, University staff reserve the right to secure any doors in the residential communities. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors.

Blocking exits (doors or windows) is not permitted and may result in immediate removal from Housing. Locks may not be added on any doors in rooms/apartments, nor may they be changed or replaced.

Only Residential Life approved door decorations and properly affixed message boards are allowed on your exterior room/apartment door. Postings are at the discretion of Residential Life. Reference M2.0 Message boards for additional information.

Fire doors, breezeway doors, room doors, or any other exterior doors may not be propped open in any area.

D6.0 Drugs

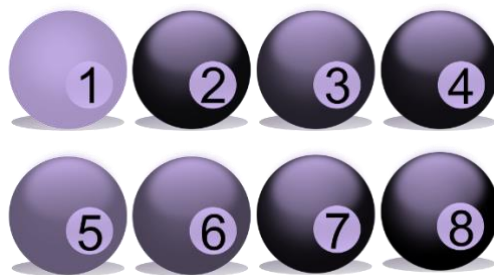
The possession, distribution (i.e., delivery and sale) and/or use of controlled substances, illegal drugs and prescription drugs without a prescription are illegal and grounds for criminal prosecution and may result in immediate removal from Housing.

Drug paraphernalia, such as hookahs, pipes, bong, grinders and rolling papers are not permitted in the residential communities.

Depending on the individual circumstances that constitute the violation of this policy, including the suspicion of drug use based on odor, the University is prepared to take disciplinary action up to and including expulsion from the University.

E1.0 Equipment

Gaming equipment is available to students for use in the Clubhouse game room (located next to the Clubhouse Welcome Desk). Equipment for this facility can be checked out by any student when the clubhouse is open.



The following applies to equipment checkouts:

- E2.0** Sitting, leaning or placing items on any of the pool, air hockey, and shuffle board, foosball or ping pong tables is not permitted.
- E2.1** Damage or loss to games or equipment could result in charges to the student for repair or replacement.
- E2.2** Beverages and food should not be placed on top of gaming equipment.

F1.0 Fire Safety and Fire Safety Equipment

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems and smoke detectors, is a third-degree felony under Louisiana state law and is prohibited. Falsely setting off fire alarms is prohibited by Louisiana State Law, and is a misdemeanor. Any damage to University property due to resident activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.

- F1.1** During fire alarms, students and guests **MUST** leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Residential Life staff or the University Police Department give permission to re-enter.

Students and guests failing to vacate, or returning before cleared by OAK Staff or UPD are subject to disciplinary action and/or a fine. ***Staff may enter student rooms during fire alarms to confirm evacuation.***

- F1.2** Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers and door alarms) places the lives and safety of fellow students in danger.
- F1.3** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately

F2.0 Fires

Setting a fire or setting fire to any university or personal property is not permitted. The only exception is grilling in designated areas. Please refer to housing resources for approved option for grilling

F3.0 Furniture

Residents are responsible for furnishings provided in their room and apartments. Furnishings may not be removed from assigned locations or placed in the breezeways. Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns. Waterbeds, pools and Jacuzzis are not permitted.

H1.0 Harassment and Endangerment

Behavior and actions that create an unreasonably intimidating, hostile, or offensive, living, educational or work environment for another person or group is not permitted. Behavior and actions that intimate, threaten, or harm the health, safety, or welfare of another person, group, or animal is not permitted. Students and/or guests who intimidate, threaten, or harm the health, safety or welfare of another person, group, or animal will be charged through the University/housing conduct system.

I1.0 Identification

Residents and their guests are required to carry a University ID card or another picture identification card at all times. This ID must be presented upon request of a University staff member.

K1.0 Keys

Keys are distributed to each resident, which grants them entry to specifically assigned areas. Keys should only be in the possession of the resident to whom they are issued and should not be given to anyone else for any reason.

For your safety, residents are required to report a lost or stolen key immediately to the Department of Residential Life. A replacement key carries a fee of \$100-\$300.

L1.0 Lighting

Lamps and lighting should be UL approved. Halogen lamps, lamps with plastic shades, medusa style lamps and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

L2.0 Lockouts

Residents are given one complimentary lockout per semester or summer session for room or common area access. A lockout fee of \$25 will be assessed to the resident's student account each time thereafter.



L3.0 Loft or Furniture Elevation

Lofts or the elevation of furniture by use of wood, cinder blocks, bed risers or any other materials are not permitted in any room or apartment.

M1.0 Mail

University mail and package delivery services are for resident personal use and should not be used to run a business or conduct illegal activity.

Tampering with mail or removing and/or opening mail addressed to others is not permitted.

Only authorized personnel are permitted to enter the mailroom sorting and distribution area.

M2.0 Message and Dry Erase Boards

Message boards that are attached to the room door by magnet, 3M strips, or sticky putty that are smaller than 24"x14" are permitted.

M3.0 Mobility Devices (non-service) and Motorized Vehicles

In an effort to promote safety in our community, non-service mobility devices (e.g., skateboards, hover boards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters, etc.) are not to be ridden near the entrances and exits of the residential areas.

Motorcycles, motorbikes, scooters and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense. Riding or storage of motorcycles, scooters or other motorized vehicles in residential courtyards and enclosed areas is not permitted.

O1.0 Outdoor Recreational Space (volleyball, basketball, and running track)

Outdoor recreational space within the housing areas is intended for use by residential students only. All outdoor equipment should be used as intended without intentional abuse (hanging from volleyball net, hanging from basketball rim, etc.).



Regardless of location, outdoor recreational spaces close at 11 p.m. Residents should discontinue use of the outdoor recreational facilities. See the courts for policies associated with these areas and the Residential Community Resource page.

P1.0 Painting

Spray paint is a hazardous item which is not allowed to be stored in student rooms. Should spray paint be used without following appropriate procedures the offending party will be assessed a fine of \$500 plus the cost to remove any paint overspray or droppings that spread to nearby surfaces. For procedures information, please refer to the Resident Resources.

P2.0 Pets/Wildlife

With the consent of your roommate(s), you may have a non-aggressive fish, in no more than a 4-gallon tank. Other service animals, emotional support animals, pets and/or wildlife must be registered and approved with Residential Life *prior* to being brought to campus.

- P2.1** Pets or other OAKs unapproved animals may not visit the residential community at any time. This includes rooms, courtyards, hallways, Clubhouse, etc. Cost associated with the possession of an illegal pet (i.e., damaged furniture, cleaning, pest control) will be charged to the responsible individual(s).
- P2.2** Pets that are approved by the Oaks Staff, (with prior approval, documentation and appropriate fees paid) allows residents to have a pet reside with them in their assigned bed space. Residential Life reserves the right to limit the number, type, breed, and/or size of ANY pet that is approved to be in the community. Residents are solely responsible for any damages, flea treatments, deodorizing, and/or shampooing necessary as result of their approved pet. For any concerns about pets or pet ownership (i.e., treatment of animals, waste pick up, etc.) please contact The Oaks at LSUA main office.
- P2.3** Under no circumstances can residents or guests feed, touch, harass, injure or kill wildlife on campus (i.e., squirrels, birds, turtles, fish, ducks, and raccoons). Beta fish wars are not permitted. For any wildlife concerns, contact the UPD at (318) 473-6427.

Service Animals

Assistance Animal Approval and Registration: An Assistance Animal may be permitted to reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and received written approval by LSUA's Department of Disability Services.

SSD Coordinator Office of Services for Students with Disabilities

8100 Hwy 71 South
Alexandria, LA 71302
Phone: 318.473.6545

Fax: 318.473.6580
Email: studentservices@lsua.edu
Office Hours: Monday — Friday (8:00 a.m. — 4:30 p.m.)

An Assistance Animal will be approved for an individual provided the following conditions are met:

- The person has a documented disability as recognized by the Office of Disability Services.
- The Assistance Animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable.
- There is an identifiable relationship or nexus between the disability and the assistance the animal provides.
- All required forms are submitted to the Department of Residential Life.
- LSUA's Department of Disability Services provides approval of the request.
- The Assistance Animal does not impose an undue financial and/or administrative burden.
- The Assistance Animal does not alter an essential element of the University housing policies.
- The Assistance Animal does not pose a direct threat to the health and safety of others nor is there a reasonable basis to believe the animal could potentially cause substantial property damage to the property of others, including, but not limited to, Residential Life property.

Residential Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Assistance Animal is necessary to accommodate the disability of the student partner.

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would evict another individual from individual housing (e.g., serious allergies);
3. The animal's presence otherwise violates another individuals' right to enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others.
7. The animal causes or has caused damage to LSUA's Residential Life property beyond what is normally considered reasonable wear and tear.

Required Forms

Requests for Assistance or Service Animals in LSUA's residential facilities are made by completing the following and submitting to the Department of Residential Life:

1. **Registration:** Complete the Assistance and Service Animal Registration Form.
2. **Verification of a disability and accommodation request (Assistance Animal only):**

Attending healthcare provider for the disability must complete the attached Assistance Animal Disability & Accommodation Verification Form.

3. **Veterinarian Verification Form:** Veterinarian must complete the attached form, which may then be submitted by the student partner.

4. **Personal Attendant Agreement Form:** If applicable, personal attendant must complete the form and the student partner submit.

5. **Roommate Acknowledgement Form:** This form is to be completed if the roommate is known; otherwise the form will be forwarded to the student partner's roommate(s) for completion prior to finalization of assignments.

Process

The student must complete and submit all of the necessary forms listed above to the Department of Residential Life. Upon receipt of all required information, Residential Life will forward the documentation to the appropriate persons for further review and required approval.

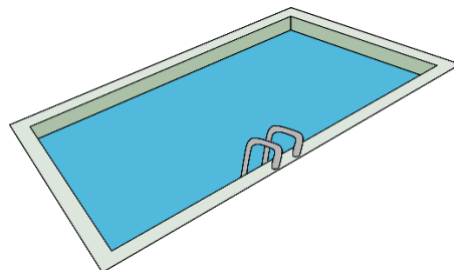
Assistance Animal Request: Disability Services will retain the *Assistance Animal Disability & Accommodation Verification form* in its files. If the request is approved, the Office will sign the Assistance and Service Animal Registration form and return all remaining original forms to Residential Life for final approval.

Service Animal Request: Disability Services will review the request and return all original forms to Residential Life for final approval.

The Department of Residential Life will provide a decal for the room/apartment door once an animal has been registered.

P3.0 Pool

The Department of Residential Life provides the Oaks Clubhouse, as an amenity to residents. As such, residents using the pool should treat it with respect for others to use in the same manner. NO Alcohol allowed in the pool area. NO glass containers in the pool area. NO pets in the pool area. Residents are allowed 2 guests. Resident must remain with guest at all times. You are responsible for your guest's behavior! DO NOT put chairs in the pool. Remove all personal belongings when leaving the pool area. Any personal belongings left overnight will be disposed of. DO NOT remove furniture from the pool area.



Please be sure to not damage any of the pool equipment during your time in the pool (hanging on nets, destroying property, etc.) and also follow these rules:

1. The Oaks Clubhouse is available for LSUA students and accompanied guests only
2. No lifeguard on duty, swim at your own risk
3. No smoking in the pool or surrounding deck area
4. Shower before entering the pool
5. No person under the age of 17
6. Proper swim attire required at all times
7. No glass or animals in the pool or on the pool deck
8. Persons under the influence of alcohol or drugs may not use the pool
9. No running or horseplay in the pool area
10. Pool furniture must remain on the pool deck
11. Residence Life policies are in effect
12. NO DIVING or flips
13. Prolonged breath holding is dangerous and strictly prohibited
14. No chewing gum
15. Exit the pool if thunder is heard or lightning is seen
16. Persons with open wounds are not permitted in the water

P4.0 Projectiles

The use and/or possession of slingshots, water guns, water balloons or other related items are not permitted without approval from Residential Life professional staff member.

Throwing or dropping objects from windows, balconies, stairways, etc., including water, food or trash, is not permitted.

Q1.0 Quiet and Courtesy Hours

While we encourage residents to express themselves in their rooms, please be courteous to members of our residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guest(s) may be asked to leave common areas if they are being disruptive.



Q1.1 *Quiet Hours*

Sunday – Thursday 11:00 p.m. to 7:00 a.m.
Friday – Saturday midnight to 7:00 a.m.

Quiet hours are enforced during the times listed above, regardless of holidays or semester breaks. During examination periods, quiet hours will be enforced in a 24 hour cycle to ensure other students, who are preparing for final examinations, are not disturbed.

Q1.2 *Courtesy hours*

Courtesy Hours are enforced 24 hours a day. Residents' noise level should not interfere with the academic pursuits of others in the residential community. A student's right to quiet overrules another student's right to make noise.

R1.0 Railings, Roofs and Stairwells

Any form of presence (e.g., sitting, standing, climbing, jumping from or hanging) on railings, stairwell or roof is not permitted. Items may not be hung that obstruct the view or access to the balcony.

Clothing should be dried via a dryer in a laundry room or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line be constructed outside your room/apartment. This includes, but is not limited to: balconies, courtyards and/or railings.

The Oaks at LSUA residents need to keep the breezeways free of clutter. The following items **are not permitted in the breezeways/ staircases**:

1. Electric lights--including holiday lights added to the balcony or railings
2. Housing furniture including chairs, dressers, mattress, etc
3. Anything displaying alcohol or drug logos or promoting drinking or drug use
4. Shower curtains, blinds, extension rods or curtains
5. Storage bins, units or containers
6. Hanging clothes (swim wear and beach towels are allowed, but not hung from light fixtures)
7. Pets (including fish)
8. Trash, garbage cans, cardboard boxes and recycling
9. Appliances (refrigerators, microwaves, grills, etc.)
10. Tools or automotive supplies including tires and tire rims
11. Mops, brooms or cleaning supplies
12. Live or cut trees and dead plants
13. Wood -- including broken housing furniture, art projects, etc
14. Exercise equipment
15. Personal items

16. Other items deemed inappropriate or improper by Residential Life staff or that block doors or windows.

Upon notification the item(s) requested must be removed immediately. Residential Life staff has the right to enter an apartment and remove item(s) from the windows in the absence of the resident(s) if necessary.

R2.0 Restricted Areas

Areas in the residential community that are restricted and not for general student use include: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang.

S1.0 Sales, Solicitation, Canvassing and Chalking

Door-to-door solicitation, sales, surveys, canvassing, distribution of flyers or leaflets are not permitted within the residential community. Flyers and other forms of publicity, such as chalking, may not be distributed or displayed without the consent of the Director of Residential Life or designee.

Students may not engage in any sales or business activities in their room or within any public area of the residential community.

S2.0 Self-Inflicted Harm

We value the success of each of our students. Referral for a mandatory assessment and/or behavior contact may be required when residents endanger themselves due to misuse of prescription/over the counter drugs, and other harmful substances. Acts of self-mutilation or any behavior intended to hurt themselves is also grounds for a mandatory assessment.

S3.0 Smoking and Vaping

Smoking and vaping are not permitted in any of the residence hall rooms, apartments and facilities, including the Oaks Clubhouse, courtyards, breezeways, stairwells, balconies, lounges, patios, etc.

Please refer to the University Smoke-Free Campus Initiative policy

<http://chancellor.lsu.edu/docs/default-source/Policies/policystatement272.pdf?sfvrsn=4>

LSUA's campus is considered a smoke-free environment effective August 1, 2014.

S4.0 Social Gatherings

Due to student safety and shared residential space, the number of people allowed in a room/apartment, including residents of the room/apartment, must be limited as follows:

<u>Unit</u>	<u>Maximum Occupancy Allowed</u>
1 bedroom Private	3 people
2 bedroom private	6 people
2 bedroom value	6 people
4 bedroom private	10 people
4 bedroom value	8 people

Approved and advertised Residential Life events are not subject to the above conditions. Requests for space use can be submitted with our Maintenance work order system at <https://form.jotform.com/81785434771163>



S5.0 Sports

For the safety of the residents and facilities, the use of athletic equipment, playing or participating in sports in the residential areas are not permitted.

T1.0 Theft

Possessing and/or displaying stolen property is not permitted. This includes any business, highway, city, state, community or University sign or property that has been illegally obtained.

The University is not responsible for loss of or damage to student property.

Theft of personal property should be reported immediately to the University Police Department.

T2.0 Trash Removal

Trash left outside apartment doors or balconies is not only an eyesore and a potential health concern for residents and their neighbors, but can also attract unwanted pests and rodents to the facilities. Residents are expected to remove trash and recycling from their room/apartment immediately. Dumpsters are provided in residential parking area. Trash removal may prevent health concerns developing in the area.

- T2.1** A minimum fee of \$40 will be assessed for removal of trash/recycling left in and/or outside of resident rooms, apartments, balconies, public bathrooms, lounges, lobbies or any other common areas.



T2.2 Community charges may result if common area trash/recycling cannot be linked to a specific room or individual.

T3.0 Trespassing and Banned

Guests, residents or individuals who are not authorized, licensed or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so.

Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted.

Residents are not permitted to host persons under a trespass/banned notice. Individuals under trespass/banned notice found trespassing will be arrested on sight.

V1.0 Visitation and Guests

VISITATION POLICY

Residential communities have open room visitation with suite/apartment/roommate consent. The Visitation policy is a shared responsibility between the residents of a community and community staff. Students are encouraged to address violations in their area.

V1.1 Guest Policy

Guests must be 18 years of age or older. Any minor under the age of 18 must have signed waiver from guardian permitting visitation on the premises.

The host is responsible for their guest and the actions of their guest.

Guests must call their resident host from outside the building in order to gain entry. The resident host must escort their guest in the residence area/apartments at all times.

The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest. The host must have verbal agreement from their roommate(s) to have a guest.

Overnight guests - A guest's stay is limited to no more than 3 nights in a row. There must be a 72 hour gap between reoccurring 3-night stays. Overnight guests must be registered by 10 p.m. Exceptions to this policy can be made by the Director of Residential Life or their designee.

Guests may use only appropriately designated restrooms.

Registered sex offenders are never permitted to visit the residential areas.

Any violation of these policies can result in loss of visitation privileges and/or immediate room change.

W1.0 Windows

Residents may not display anything that can be viewed from the exterior of windows or window sills.

W1.1 Windows may not be used as an entrance or exit to rooms/apartments.

W1.2 Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precaution for your safety.



The Oaks Conduct Process

Residential Life Conduct Process Purpose

The Residential Life Student Conduct System serves to protect individual rights, while developing good citizenship and providing procedural fairness to residents documented for violating established standards of conduct in the residential community. The Residential Life Conduct process is separate from the University Conduct Process, and as such, is in support of the Housing Contract and the Department of Residential Life. The Residential Life staff reserves the right to forward any disciplinary case to the University Conduct Process.

Residential Life Rules and Conduct Procedures

The Residential Life Conduct Process includes policies published in the [Housing Contract](#), [Terms and Conditions](#), [Resident Handbook](#), [Student Handbook](#) and other official University publications.

Student Rights Pertaining to Student Conduct Process

The following information is provided to offer a basic overview of your rights and responsibilities during the Student Conduct process. For further information, please refer to the LSUA Student Handbook at <http://www.lsua.edu/docs/default-source/default-document-library/student-handbook.pdf>

Student Rights during the Student Conduct Process:

- You have the right to a fair and impartial hearing.
- The charged student is not responsible pending the hearing and the outcome of the hearing.
- Evidence may be presented on your behalf and you may bring witnesses related to the incident. Character witnesses are permitted in writing only.
- You may inspect or question evidence or witnesses presented in support of the charges.
- You may have an adviser of your choice present at the hearing. The adviser may consult with you, but cannot speak for you in the conduct hearing.
- The student does not have to answer questions that would incriminate themselves.
- The decision of “responsible” or “not responsible” on the charges shall be based on the evidence presented at the hearing.
- The formal hearing outcome decision(s) shall be furnished in writing within two weeks of a hearing.
- Your housing status shall remain unchanged pending the hearing final decision in the matter except in cases where health, safety or general welfare of you or the Department of Residential Life necessitates other action.



Procedural Due Process for the Residential Life Conduct System

The following procedures constitute the requirements and limitations of procedural due process under the Residential Life Conduct Process:

1. The charged resident shall receive notification of the charge(s), date, time and place of hearing at least 48 hours prior to the hearing.
2. Whether a resident is in violation of the standards shall be based on information shared during the hearing, in addition to any incident reports.
3. Should the charged resident receive proper notice and fail to appear at the hearing, the hearing administrator may proceed with the hearing and take action based on the information available at the hearing, and/or forward the case to the University Conduct System, and/or place a hold on the student's account.
4. If, in the course of the hearing, it is determined that the charged resident is responsible for violations connected with the same incident other than those cited in the original charges, the hearing administrator may issue disciplinary sanctions based on those findings.
5. The charged resident will be given the opportunity to respond to the information during the hearing.
6. The charged resident shall receive written notification of the decision of the hearing within two weeks.
7. A resident may be accompanied by one adviser. The adviser will not be permitted to participate directly in the hearing and will be available only to respond to questions the resident may have.
8. Deviations from these procedures shall not necessarily invalidate a hearing or the decisions of a hearing.

Residential Life Hearing Administrators

Professional staff members from the Department of Residential Life are designated as hearing administrators and are authorized to conduct hearings. This includes the Director of Residential Life, Vice Chancellor of Student Engagement, The Oaks Office Manager, and the Residential Life Coordinator.

Hearings

Conduct hearings will follow requirements and established procedures for the Department of Residential Life.

Sanctions

In considering the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual resident and/or groups or organizations found to have violated the Residential Life Rules and Policies:

1. Written warning
2. Community service hours – assignment to complete tasks under the supervision of a University department or outside agency

3. Educational activities – attendance at educational programs, preparation of bulletin boards, reflective papers, interviews with appropriate officials, planning and implementation of educational programs or other educational activities
4. Counseling assessment – referral for assessment at a counseling center for alcohol/drug dependence, general mental health or other counseling issues
5. Visitation restrictions – limit or loss of visitation privileges
6. Restitution
7. Fees
8. Probation – A period of time during which a resident is expected to demonstrate appropriate changes in behavior. Any further violations of the Rules and Conduct Procedures may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probation period include, but are not limited to: participation in student activities, participation in leadership positions (RA/RHA), entrance into residence halls or other areas of campus, or contact with another specified person(s)
9. Change in residence hall/apartment assignment
10. Exclusion (either temporary or permanent) from University residence halls/apartments. If a resident's Housing Contract is terminated as the result of disciplinary action, the resident will remain fully responsible for all rent due for all signed Housing Contracts.

Conduct Appeal Process

Residents may appeal Housing and Residence Life Conduct decisions in accordance with the following provisions:

1. Residents are entitled to one appeal per incident.
2. Residents electing to appeal a Residence Life Conduct decision must file a written appeal within five (5) business days of being given notification of the decision of the original hearing. Appeals must be submitted to the Director of Residential Life or their designee.
3. Only appeals based on severity of sanctions, violations of due process (as explained above) and/or the availability of new pertinent information will be considered. Written appeals must state specific grounds for the appeal.

Failure to Complete a Sanction

Failure to complete a Residential Life Conduct sanction(s) may result in a hold being placed on your student account, and/or more severe disciplinary action being taken, and/or immediate referral to the University Conduct System.

Housing and Residence Life Conduct Records

Housing and Residence Life Conduct records are retained by the Department of Residential Life and shared with other University Officials as needed. The Residential Life staff reserves the right to forward any individual and/or conduct case to the University Conduct System.