

**2015 Summer High School Program
Rights, Responsibilities, and Resource Guide**

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Welcome Summer High School Students

Welcome to Temple University's residence halls. It is our pleasure to have you as a member of our residential community. The residence halls are a vibrant and exciting part of campus life here at Temple. The diversity of our staff and student body provides opportunities for your personal growth while at Temple.

Through partnership with the university community, we provide opportunities for students to be academically successful, to explore who they are and want to be as a person, to be engaged and involved in our communities, to be inclusive of one another and most importantly, to be safe and secure in their surroundings.

Meet the Staff

All areas of Residential Life report to the Director of Residential Life. The following summaries describe staff positions that are here to assist and educate residential students:

Residence Hall Staff

Resident Directors

Resident Directors (RD) are full-time, live-in professional staff member overseeing a residence hall. RDs supervise graduate and undergraduate students, and/or full-time administrative staff to create safe, caring, and inclusive learning centered communities.

Front Desk Managers

Front Desk Managers (FDMs) are full-time, live-off professional staff members who work in residence halls during the weekdays. FDMs are responsible for overseeing the day-to-day operations of residential front offices, not limited to lockouts, mail delivery and general assistance.

Resident Coordinators

Resident Coordinators (RCs) live with students in many of the residence halls. The primary responsibility of the RC is to assist with supervision of student staff, programming. RCs are graduate students who are trained to assist residents and who report to a full-time professional staff member (Resident Director).

Security Desk Operations

All residence halls are staffed with Security Officers (SO) 24 hours a day, 7 days a week during the academic year when classes are in session. The SOs monitors all individuals entering and exiting the halls. SOs have the right to detain individuals for the purpose of inspecting items that students and/or guests attempt to bring into or remove from the residence halls. All residents MUST present their Temple University ID to the SOs when entering the halls and must register any guests in accordance with the resident and guest admittance procedures.

Summer Owl Leadership Experience Program Expectations

While on campus, participants may walk with at least one program participant buddy to campus facilities such as campus recreation, Barnes & Noble's bookstore and fast food restaurants.

Below are participant expectations. If participants violate these expectations, it will result in the student being expelled from the program. Violations include but are not limited to:

1. Violent behavior
2. Possession of fire arm, drugs, alcohol
3. Leaving campus without permission
4. Traveling without a program participant buddy
7. Unexcused absence from daily classes and/or activities
8. Violation of student code of conduct and residence hall policies.
9. Failing to respect Residence Hall curfew which by city regulation is 10 pm

Student Conduct Code

Important aspects of attending the university as a student are having respect for the rights of others in the community, conducting one's self in a manner that is compatible with the university's mission and taking responsibility for one's actions. Responsibility for the enforcement of the rules of the university rests with all the members of the Temple community. University rules should serve as a guide for high personal standards.

University Housing & Residential Life's Undergraduate Community Living Standards

The following conduct is prohibited in the residence halls and any University sponsored housing site and constitutes a violation of Section 13 of the Student Conduct Code: http://policies.temple.edu/getdoc.asp?policy_no=03.70.12

13. Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website:

- a. Violation of the Guest Policy (as described in the below section).
- b. Failing to follow appropriate University Housing guest sign-in/sign-out procedures.
- c. Failing to accompany your guests in University Housing at all times.
- d. Enabling a guest to stay in a specific residence hall for more than three nights in a seven-day period.
- e. Signing any person into University Housing who has been banned from University Housing or the University.
- f. Failing to make a guest of University Housing aware of the rules and regulations of the University. The resident is responsible for all of their guest's actions.
- g. Intentional interference with the rights, safety, reasonable comfort and convenience of one's roommate(s) or other students.
- h. The intentional violation of the roommate/suitemate/apartment agreement.
- i. Engaging in behavior that violates quiet hours and/or courtesy hours; is disruptive and is likely to disturb other neighbors and community. Such behavior includes but is not limited to loud music/entertainment.
 - i. COURTESY HOURS IN UNIVERSITY HOUSING ARE DEFINED AS:
 - Hours outside the stated quiet hours' policy. Students are expected to be respectful of the community in regards to noise at all times.
 - ii. QUIET HOURS IN UNIVERSITY HOUSING ARE DEFINED AS:
 - Sunday through Thursday: 10:00 P.M. to 10:00 A.M.
 - Friday and Saturday: 12:00 Midnight to 12:00 Noon.
- j. Use, possession, manufacture and/or distribution of alcoholic beverages, or public intoxication in Undergraduate Residence Hall.
- k. Being present where any alcohol violation is occurring in University Housing, including possession of any empty containers.
- l. Being present where any drug policy violation is occurring in University Housing, including possession of drug paraphernalia.
 - i. Drug Paraphernalia includes but is not limited to: Bongs, pipes, scales, baggies, stems, pipes, hookahs, water pipes, grinders, or any items modified or adapted so they can be used to consume drugs
 - ii. Where the odor of marijuana is present, a student may be charged with a violation of this section.
- m. Smoking and/or the use of tobacco products inside residence hall and within 25 feet of entrance and exit to facilities. Tobacco products include, but are not limited to: cigarettes, electronic-cigarettes, cigars, water pipes, pipes, hookahs, and any other combustible or non-combustible tobacco products

- n. Setting a fire, tampering with fire safety equipment, and/or causing false fire alarms. Possession of candles, incense, aromatherapy, oil burners, hookahs, and electronic cigarette
- o. Possessing pets of any kind within University Housing, except authorized guide dogs and other service animals.
- p. Bringing any personal bed into University Housing without the written approval of authorized UH&RL staff. Beds may not be lofted.
- q. Storing or locking bicycles in any public area within University Housing. Bicycles will be allowed only in areas designated for them or in student rooms, but then only with the permission of the resident's roommate(s). Further, bicycles can't block any egress (i.e. doors or windows).
- r. Relocating or making unauthorized use of University furnishings. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing University furniture from a room or hall, moving University property onto balconies, and using furniture and fixtures in a manner for which they are not intended. Moving and consolidating bedroom furniture in a unit into one bedroom.
- s. Applying paint, fixtures, or adhesive-backed items to any surface in University Housing;
- t. Personal refrigerators larger than 3.6 cubic feet are not allowed. Personal appliances such as irons, coffee-makers, etc. are permitted, if they have an automatic shut-off feature. Using or possessing any type of oven (microwave, toaster, convection, etc.) in non-apartment residences (traditional room-style or suites). Microwave/micro-fridge units are the only type permitted in non-apartment residences. Using or possessing high wattage electrical appliances in University Housing without the written approval of authorized UH&RL staff.
- u. Using or possessing barbecues or gas grills in University Housing is prohibited. For fire and health safety reasons, items that may be used to heat or cook food or beverages such as toasters, toaster ovens, hot plates, non-University sponsored micro-fridges, and electrical skillet are prohibited outside of kitchen areas.
- v. Opening or removing any security or regular screen, or using any window or balcony as a means of entrance to or exit from a University Housing building, except in an emergency.
- w. Playing sports including the use of water guns or water balloons anywhere within University Housing.
- x. Subletting, selling or sharing University Housing space or selling or sharing University meal plan privileges.
- y. Relocating to another assignment within University Housing without the written approval from UH&RL staff member is prohibited and may result in disciplinary action, including removal from University Housing. The following actions are not allowed:
 - i. Converting living room space into a bedroom.
 - ii. Changing bedroom assignments within the apartment/suite, without the approval of authorized UH&RL staff.
- z. Using University Housing for commercial enterprise or personal gain except under those conditions outlined in the Rights, Responsibility and Resource Guide.
- aa. Failing to vacate University Housing:
 - i. Within 24 hours of the resident's last final examination of the academic semester, or by the beginning date and time of each scheduled vacation/academic recess period, whichever comes first.
 - ii. Within 24 hours (unless the University stipulates a different time period for the student's removal/dismissal from the University) of a student's withdrawal/dismissal from Temple University or UH&RL.
 - iii. During emergency evacuation and/or when an alarm system is activated
- bb. Contracting with any vendor to provide service to individual student units within University Housing.

You should be aware that if you are found responsible for ANY violation(s) you are subject to the FULL RANGE OF SANCTIONS found in the Student Conduct Code, which includes REMOVAL from the residence halls and any University sponsored housing site. Anyone removed from the facilities remains liable for all housing and/or meal plan fees and is not eligible for any refunds for the full occupancy period of the Housing License. The Student Conduct Code can be found online at the web site listed below.

http://policies.temple.edu/getdoc.asp?policy_no=03.70.12

Safety and Security

Campus Safety Services

Our Campus Police Division has a staff of over 120 state-certified, professional law enforcement officers. Each has graduated from an accredited police academy. Police officers patrol the campus by foot, bicycle, and various vehicles 24 hours a day, 7 days a week, and Security Officers work in the residential facilities as well as various buildings throughout campus.

Safety Tips

- Always keep your door locked.
- Never lend your key to anyone.
- Report suspicious or unfamiliar people in the hallways, lounges or restrooms to Campus Safety, the SO, or any residential life staff member.
- Secure your room, suite or apartment when leaving campus for vacation or an extended period of time.
- Let your roommate and your RA know when you plan to be away from school for more than just a weekend,

Being aware of your surroundings is the key to staying safe!

- Utilize campus resources – the Temple University OwlLoop shuttle bus runs every evening from 5:30pm – 6:00 am, and covers the boundaries of Main Campus.
- Use the main and well-lit pathways when traveling at night.
- Use the buddy-system rather than walk alone.
- Do not venture off campus into unfamiliar neighborhoods.
- Always follow your instincts.
- Do not UNDER ANY CIRCUMSTANCES lend your Owl Card to anyone or leave it unattended
- If your Owl Card is lost or stolen, report it to the Diamond Dollars office at 215-204-3140 during regular hours Monday – Friday, 8:30 am – 5:00 pm.
- If your Owl Card is lost or stolen after hours, students should deactivate card online through their TUPortal and click on the Diamond Dollars link.
- A \$20 replacement fee will be charged regardless of whether or not your card was lost or stolen. Once a replacement card has been printed, the initial card will be invalid, even if it is found.

Residential Life Staff On-Call Emergency Response System

Residential Life staff are available during evenings and weekends to ensure the effective operation of residence halls and respond to student needs. The names and phone numbers of the building on call staff are posted in the main lobby of each hall or in designated areas.

Peer Counselor On-Call

Peer Counselors are on-call in all campus residence halls from 6:00pm – 8:00am Monday -Friday and on a 24-hour basis on the weekends. While on call, Peer Counselors perform many functions, such as disseminating information to students, interpreting and upholding University policies, and assisting with emergency situations.

Resident Director On-Call

A Resident Director On-Call (RDOC) is on-call for campus residence halls 24 hours a day, 7 days a week. While on call, the RDOC performs many functions such as assisting Peer Counselors and Campus Safety with emergency situations, supervising the resolution of any serious problems or emergencies and if necessary contacting a supervisor for additional assistance, assisting with hospital transports, and following up about the status of the situation.

Room Maintenance

Check-In and Room Condition Report (RCR)

As part of the move-in/check-in procedure, each student will be required to check the condition of their room against a Room Condition Report (RCR). An RCR is a record of the inventory and condition of the room, suite or apartment. Any discrepancies that a student finds between the RCR and the actual condition and inventory of the room, suite or apartment should be brought to the attention of the Resident Assistant before the student signs the form. A copy is available upon request, and the original is kept on file with University Housing and Residential Life (UH&RL). Residents should be aware that they will be charged for any damage done to their furniture or room (including floor, walls, doors, etc.).

Check-Out and Room Condition Report (RCR)

Starting in late April, check-out information will be provided to students via e-mail, bulletin boards and on the University Housing and Residential Life website. Please note and follow the check-out information and guidelines that are provided to you. In general, each resident will need to do the following when checking out:

- **Clean** the room, suite or apartment and remove all of their belongings.
- **Complete check-out procedures** and move out by the designated closing date and time. Residents should take all personal belongings home, as they will not be able to gain entrance to the halls after the closing date and time.
- After all residents have vacated, **staff will perform a final inspection** of the rooms and common areas of the residence halls.

Keys and Cards

Room keys or key cards are issued to assist in resident safety and the security of a resident's possessions. Residents are responsible for the replacement costs of all lost or stolen keys, key cards and guest cards issued to them. Residents can report all lost and stolen keys, key cards and guest cards at the front desk of their residence hall.

Damage Assessment

- The cost of damage to common areas and other portions of the building will be divided among the floor or residence hall occupants when the individuals who caused the damages are not identified. All damage appeals must be submitted within 15 calendar days of the date that the bill. Students will receive an e-mail at the end of the semester letting them know about any damage billing that they are responsible for.
- Residents will be held responsible for the cost of damage repairs in common areas of the specified living area when individual billing is not appropriate or possible. Decisions as to whether damages are billed to an individual or all residents in a specified area (i.e., room, suite, apartment, floor, or building) or to all residents in the facility are made by the University.
- University Housing and Residential Life will notify students in writing of damage, repair or replacement costs and will assess all costs of repair or replacement directly to a student's University account.

Starting prices for common damage billings - *All prices and ranges are approximate and are subject to change.					
Cable Box	\$100	Excessive Cleaning	\$110-\$210	Ceiling Tile Replacement (per Tile)	\$45
Guest Card Replacement	\$20	Glass Replacement	\$400-\$900	Door Repair/Replacement	\$80 - \$710
Hard Key Replacement	\$50	Hole Repair	\$85-\$160	Exit Light Replacement	\$180-\$360
Key Card Replacement	\$20	Light Fixture Repair	\$60-\$200	Fire Extinguisher Replacement	\$90
Mailbox Key	\$5-\$20	Painting	\$100-\$400	Microwave Replacement	\$65-\$220
Phone	\$25	Peep Hole Replacement	\$80	Smoke Detector Repair/Replacement	\$80-\$150
TV Remote	\$25	Shower Head Replacement	\$115	Window Screen Repair/Replacement	\$90-\$295

Residence Hall Amenities

Each residence hall is equipped with a bed, desk, desk chair and dresser/wardrobe/closet. Students may bring additional furnishings that are in compliance with University Housing and Residential Life policies, but none of the provided furniture can be removed for the space. Below is a general overview of items that are prohibited in a residence hall room/community.

This is not an all-inclusive list; if you are unsure about an item, please contact University Housing & Residential Life.

Air conditioners	Hotplates
Alcohol	Knives
Alcoholic Containers	Illegal Drugs
Ammunition	Lofts (this includes items to loft bed – bricks, risers, etc...)
Beds (Personal)	Martial Arts Tools
Candles//Incense	Natural-Cut Trees, Branches, or Greens
Coffee Mug Warmers	Oil Burners
Ceiling Fans/Track Lights	Paint (except those allowed for use in art classes)
Coffee Machines (unless automatic shutoff)	Pets
Cooking appliances (w/ heating elements)	Power Tools
Contact/Wallpaper	Satellite Dishes
Dartboards	Space Heaters (Ceramic, Electric, Kerosene)
Drug/Drug Paraphernalia	Street Signs (University, city, county or state)
Deep Fat Fryers	Television Brackets for Mounting
Electric Blankets/Electric Mattress Pad Covers	Toaster Ovens/Toasters (except in apartment-style rooms)
Electronic cigarette	Waterbeds/Mattresses
Expensive Jewelry	Weapons of any kind (including paint ball guns, stun guns, air/gas pistols)
Explosives/Fireworks	Wireless Routers/Access
Fog/Smoke Machines	
Glow-in-the-Dark Stars/Stickers	
Grills (any size)	
Halogen Lamps	
Hookah/Pipes/Torches	
Hot Oil Popcorn Poppers	

Mail

The U.S. Postal Service delivers mail (including packages) to each residence hall. Incoming mail to residents must be addressed with the full name of the student as known by the University. Nicknames or names other than those by which an individual is registered as a Temple University student should not be used on any mail in order to avoid delays. Incoming mail to students should be addressed as listed below. **Note: Do not include the phrase “Temple University” for mail to the Main Campus, as this will delay mail delivery.**

Morgan South Residence Hall
Student Name Morgan Hall South, Room number 1603 B. Broad Street Philadelphia, PA 19122

Telephone and Internet services

Every bedroom on campus has one telephone and internet jack for each resident. Telephones are University property and must be left in the room when vacating. Failure to leave the University phone will result in a \$25.00 fine. Using the University telephone service, students are able to do the following:

- Receive incoming calls
- Make free five-digit internal campus calls
- Make emergency 911 calls
- A prepaid calling card is needed to make local, toll-free, suburban, long-distance, and international calls

To obtain Internet access, students are able to do the following:

- Connect your new computer to the network jack closest to your assigned bed
- Log onto: <https://getconnected.temple.edu>
- Follow the directions for registration

If you have issues or concerns with your telephone or internet services, please contact computerservices.temple.edu.

Voicemail

Voicemail is provided to all residential students. To obtain voicemail:

- Log onto: <https://getconnected.temple.edu>
- Click on the box indicating voicemail is desired
- You will receive a confirmation e-mail acknowledging your request. This confirmation message includes instructions on how to initialize your voicemail as well as a temporary password.

Cable Services

Every bedroom on campus will have access to one cable box provided by Xfinity. This cable box supports the expanded basic programming package (approximately 100 channels) Temple University offers to its students.

Laundry Rooms

All residence halls are equipped with laundry rooms featuring computerized washers and dryers. The laundry equipment can be paid for using quarters or Diamond Dollars. Washing machines cost \$1.50 and dryers cost \$1.50 per load.