

Student Rights and Responsibilities Handbook 2019 - 2020

updated MRG 4/7/19



Labouré College

STUDENT RIGHTS & RESPONSIBILITIES

COLLEGE STATEMENT

General College policies and procedures are stated below. Students should understand that within individual programs, there may be additional requirements or variances of these policies/procedures. The policies and procedures described in this section are intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list, nor shall be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, professionalism, self-motivation, and the ability to foresee consequences for their actions.

It is the responsibility of students to review and make themselves aware of these policies, procedures, and their rights as a member of the Labouré College community. Students agree to abide by and follow the below policies and procedures upon registration for any course in any term. Policies in this section of the catalog are as follows:

1. Student Rights & Responsibilities
2. Equal Opportunity, Non-Discrimination, & Definitions
3. Academic Integrity Policies & Procedures
4. Code of Conduct Policies & Procedures (Formerly known as Grievance Policy)
5. Student Verification, Social Media and Online Student Access Policies & Procedures
6. State Authorization Complaint Policy & Procedures
7. College Safety Procedures

Students should contact the Vice President of Student Affairs should they have questions or concerns with any of the information presented in this document.

1. STUDENT RIGHTS & RESPONSIBILITIES

Students have a right to:

1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
2. Assemble and voice their views peacefully on College property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
3. Enjoy privacy and confidentiality as members of the College community. Under FERPA, no information in the student's record will be released to any source without the student's written consent, other than directory information, as required by law.
4. Review their College record with reasonable notice in the presence of a faculty member or administrator.
5. Belong to or refuse to belong to any organized group within the College.
6. Have representation and voice on all committees of the College having to do with academic standards, student affairs, and curriculum matters.
7. Obtain an education of the highest available quality.
8. Participate in all financial aid programs available at the College, providing eligibility requirements are met.
9. Receive fair and equal treatment by faculty, staff, and the administration in all College matters such as instruction, evaluation, and services.
10. Receive due process in any complaint or disciplinary procedure.

Students have the responsibility to:

1. Be knowledgeable of and comply with the policies and procedures of the College.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.
3. Meet course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on College grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of College personnel.

2. EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY

Labouré College does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran. The College complies with local, state, and federal regulations prohibiting such discrimination in the administration of its academic, admissions, financial aid, and employment policies.

DEFINITIONS

The term **Respondent** means a student who is alleged to have violated a College policy or failed to follow a written or verbally described procedure.

An **Administrative Resolution** is a sanction mutually agreed upon by VPSA and the Respondent during an Administrative Hearing. By agreeing to the Administrative Resolution, the Respondent waives his/her right to an appeal of the resolution.

A **Classroom** will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or affiliated with Labouré College.

The **College Community** means any student, faculty, staff, College official or guest of the College.

A **College Official** is any person employed by the College acting under the authority of the College.

A **College Partnership** is an outside company or facility that the College has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for College sponsored events.

College Premises are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.

A **College Sponsored Activity** is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and College events.

A **Day** as outlined in the Judicial Process means a College work day which is defined as only Monday through Friday, exclusive of holidays and other College closures.

A **Faculty Member** is any full or part time instructor, assistant professor, associate professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the College to conduct academic activities.

A **Complaint** is a formally written concern reported by a student who may not agree with or understand a policy, procedure, in and out of the classroom. These concerns are submitted to the VPSA along with an incident report.

An **Incident Report** is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated College policy, or by any person who witnesses a student violate College policy, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.

The **Appeals Officer (AO)** is designated by the President to hear appeals filed by students who have been found responsible for violation of College policy. Typically, this is the Vice President of Academic Affairs or

Vice President of Student Affairs. The AO will serve as the final decision, typically in consultation with the College President.

Due Process is the timeline noted by the College on how long the process should take for each potential type of violation and review. Typically, students will be contacted within five business days via their College e-mail with the specific timeline and their rights

The **President** is the President of Labouré College or his/her designee.

A **Student** is any person enrolled in or accepted for any course or academic program at the College, full or part time, credit or non-credit.

A **Chair** is the person who oversees all faculty, policies, and academic curriculum for a specific academic program.

The **Vice President of Academic Affairs** (VPAA) is a member of the senior leadership team who oversees all academic faculty and curriculum. This person also works with the VPSA with regards to the Academic Integrity section.

The **Vice President of Student Affairs** (VPSA) is a member of the senior leadership team who oversees the Student Success Center and Student Rights and Responsibilities – Code of Conduct.

3. ACADEMIC INTEGRITY POLICIES & PROCEDURES

In keeping with our mission, Labouré College will foster a high-quality education for students, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity.

Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Labouré College, pledge to advance the principles of honor and integrity in all of our actions.

Students assume full responsibility for the content and integrity of the coursework they submit either formally in class or via electronic means. Students should review the academic integrity policies below along with the netiquette guide, found in section five, for guidelines and examples related to eLearning. To assist students in observing academic integrity, the following guidelines have been developed:

- Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
- Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.
- Students must follow all written and/or oral instructions given by instructors or designated College representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.
- Students who are concerned about a policy or procedure within an individual academic course may follow the complaint procedures listed below.

POLICIES RELATED TO ACADEMIC INTEGRITY OR HONESTY

1. **Plagiarism** is the representation of the words and/or ideas of another as one's own in any academic assignment. Examples include but are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.
2. **Cheating** is using or attempting to use unauthorized materials, information, or study aids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.
3. **Fabrication** is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
4. **Facilitation** is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.
5. **Misrepresentation** is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level.

ACADEMIC INTEGRITY PROCEDURES – FACULTY DRIVEN

Faculty or staff should follow the procedure below if there is a violation of the above policy. Students should be aware that this is the procedure that will be followed if a faculty/staff member believes there is a violation.

1. Submit an e-mail to the Chair & Vice President of Student Affairs with the specific course/program detailing the alleged violation with appropriate attachments.
2. Faculty or Staff will make the student aware of their concern in detail via e-mail. The e-mail should be copied to the Chair and VPSA. The e-mail must contain the following information:
 - Respondent name, ID number, and the course in which the concern was found,
 - Alleged violation with specific reasons for bringing the concern forward, and
 - Notice that the student will automatically receive a grade of "F" or "no points" for that particular assignment/examination pending a decision of the investigation.

In order to remain fair to both parties the VPSA oversees the investigation, as they do not oversee an Academic Department. Respondents who are allegedly found in violation of one of the above policies should note the following procedure:

1. VPSA will send a formal letter via student's College e-mail explaining the following:
 - Alleged violation, immediate sanction(s), and potential sanction(s),
 - Respondent rights and explanation of their due process, and
 - A date of when a respondent will be required to meet with the VPSA for the initial investigation, which must be within five days of receiving the initial concern.

2. After investigation meeting with respondent, staff/faculty member(s), and review of supporting documentation, the VPSA will send a document explaining their findings and suggestion for an administrative resolution. This must be complete within five business days of the respondent meeting with the VPSA.
3. With approval from the faculty member and Chair, the VPSA will schedule a formal meeting with the respondent to review the Administrative Resolution. This meeting must occur within five business days of the approval from the faculty member and Chair.
4. If respondent accepts the Administrative Resolution, the sanction will be applied immediately, and the faculty/staff member will be informed of the decision. If the respondent does not accept, he/she has five business days to submit a formal letter to the Appeals Officer (AO), which in this case is the Vice President for Academic Affairs.
5. The AO will review the information provided by the VPSA, review the formal letter of appeal, and may ask the student, Chair, or faculty member to meet to finalize his/her decision. The AO must submit his/her final decision in writing to the respondent, faculty member, Chair, and VPSA within five business days of receipt of the appeal letter.

Note: Appeals can only be made if there is additional information presented after the VPSA has completed his/her investigation or if the respondent feels due process has not been followed as described in the email from the VPSA.

COMPLAINT PROCEDURES WITHIN AN ACADEMIC COURSE – STUDENT DRIVEN

A formal complaint is any complaint documented by a student or external stakeholder. This may range from minor reports of dissatisfaction, to a direct violation of rights, resulting in harm, or impeding the ability to study or learn. For concerns related to grades on an exam, an assignment within the Professional Nursing courses, or if there is dissatisfaction of a faculty member in the Nursing Division; students must follow the chain of command which is outlined in the Student Nursing Handbook.

An individual, or group of students, who have complaints related to the clinical or classroom components of the course and are not in the ASN/RN-BSN program, are expected to follow these steps.

1. **Student-Faculty Level:** An individual student, or group of students, should directly discuss, with the faculty member(s) involved, any issues related to the faculty member's performance or expectations. If a satisfactory resolution is not achieved, the student has the prerogative to inform the faculty member of any intentions to bring the situation to the Chair. This process should be initiated within ten days of the initial request.
2. **Chair:** A problem, which is not satisfactorily resolved at the course level, may be taken to the Chair for the specific academic course/program. The Chair will review the data and act as an arbitrator of the complaint, responding within ten days of the appeal.
3. **Vice President for Academic Affairs (VPAA):** For issues that remain unresolved after consultation with the Chair and faculty members, the student may make a final appeal to the VPAA. The VPAA will review the issue, and act as an arbitrator of the complaint, consulting with the Chair and Vice President of Academic Affairs (VPAA) and the Vice President of Student Affairs (VPSA) as needed. The decision at this level is final and no further appeal is accepted.

4. CODE OF CONDUCT POLICIES & PROCEDURES

Labouré College ('the College') strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Code of Conduct fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students.

The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions. This Code of Conduct reasonably limits some activities and prohibits certain behaviors that could interfere with the classroom setting, the orderly operation of the College and the pursuit of its goals and values. Each student shall be responsible for reading and complying with the policies listed below, which shall be developed, maintained and implemented by the VPSA or his/her designee.

The Code of Conduct shall be published as a College procedure and made available to students through the College Catalog and the Labouré College website.

CODE OF CONDUCT

Students, and employees where noted, are subject to College disciplinary procedures for violating the Code of Conduct. The policies include but are not limited to the following.

1. **Health & Safety:** Endangering the health and/or safety of the College community by:
 - a. Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person, or self, or to the College community in general.
 - b. Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e. email, social media etc.) any person.
 - c. Engaging in behavior that infringes or is intended to infringe upon the rights of others.
 - d. Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on College computers and/or College social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a College activity or event.
 - e. Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the College premises or at a College activity or event with the exception of law enforcement officers carrying service weapons.
 - f. Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.
2. **Disruption of College Activities:** Obstructing or disrupting the normal operations of the College or College sponsored activities by conduct, including but not limited to:
 - a. Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any College premise or College partnership facilities, stairway or hallway.
 - b. Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member's syllabus or otherwise disrupts academic or administrative activities. This includes communicating in a unprofessional manner with other students or faculty in a physical classroom, on college property, or online.
 - c. Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causing undue attention to an individual student.

- d. Inciting or otherwise causing others to disrupt the normal operations of the College or College sponsored activities.
3. **Alcohol:** Using or being under the influence of alcohol while on College premises or at College sponsored events and activities except as authorized in accordance with official College policy; possessing or distributing alcoholic beverages while on campus or College sponsored events. See additional information in the Drug-Free Workplace Policy as this policy applies to all members of the College Community.
4. **Illegal Drugs:** Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen or similar chemical agent, including the inappropriate or unlawful use, distribution or possession of prescription drugs, in any quantity, that is prohibited by law. See additional information in the Drug-Free Workplace Policy as this policy applies to all members of the College Community.
5. **Drug Free Workplace Policy:** The use, possession, sale, or cultivation of marijuana for medical and/or recreational purposes is not allowed on any Labouré College property; nor is it allowed at any College sponsored event or off campus activity.
 - a. Use of marijuana (and/or any other drug) on College premises is strictly forbidden. Individuals may also face criminal sanctions for the unlawful possession, use or sale of marijuana under state or federal law.
 - b. Effective January 01, 2013, Massachusetts law legalized the use of medical marijuana.
 - c. Federal laws (including the Controlled Substances Act and the Drug Free Schools and Communities Act) prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds.
 - d. Therefore, even individuals with medical marijuana prescriptions will not be able to possess or use marijuana on the Labouré College campus or College sponsored events or off campus activities.
 - e. College sponsored events includes, but are not limited to, any location students are required or offered to attend related to college or academic reasonings (i.e. clinical sites, pinning, convocation, commencement, etc.).

Drug and Alcohol Counseling, Treatment and Rehabilitation Services

Outpatient care, including assessment, counseling, and follow up for individuals and families experiencing problems with alcohol and drugs, may be arranged at the following agencies:

Federated Dorchester Neighborhood Houses
The Little House
275 East Cottage Street Dorchester, MA 02125 (617) 282-2180
http://mydorchester.org/about_us/mydorchester

Comprehensive Addiction Program
St. Elizabeth's Hospital/SECAP
736 Cambridge Street Brighton, MA 02135 (617) 789-6574
<https://www.semc.org/service-directory/substance-abuse>

Adcare Recovery Services, Boston@Ascare.com

Out Patient Services
14 Beacon Street Suite 801 Boston, MA 02108 (617) 227-2622
<http://www.rehabcenter.net/rehab-centers/massachusetts-rehab-centers/boston/adcare-hospital-outpatient>

Carney Hospital chmail@cchs.org
2100 Dorchester Avenue Dorchester, MA 02124 (617) 296-4000

Daniel Driscoll-Neponset Health Center
398 Neponset Avenue Dorchester, MA 02122 (617) 282-3200
<https://www.hhsi.us/locations/daniel-driscoll-neponset-health-center/>

Bournewood Hospital (3-5 days)
300 South Street Brookline, MA 024671
(617) 469-0300 or 1(800) 468-4358 (24-hour phone)
<http://www.bournewood.com/>

Emerson Hospital (Detoxification)
133 ORNAC Concord, MA 01742
(978) 369-1400 ARP (Addiction Rehabilitation Program)
10-day outpatient program, (978) 287-3520
<https://www.emersonhospital.org/clinical-services/behavioral-health/addiction-support-groups>

Dimock Halfway House (4-6-month residential program for substance abuse; treatment facility) info@dimock.org

Dimock Community Health Center
55 Dimock Street Roxbury, MA 02119, (617) 442-8800

NOTE: Dimock Community Health Center has many programs. Call (617) 442-8800 for a complete list of services

Hope House (4-6 months in-house facility for drug and alcohol detoxification)

42 Upton Street Boston, MA 02118 (617) 267-4673
Alcohol and Drug Detoxification Services: Supervised, residential
settings for safe withdrawal from alcohol and other drugs
<http://hopehousemd.org/>

Steward Health Care
NORCAP Lodge, 71 Walnut Street, Foxboro, MA 02035
Call (800) 331-2900, ext. 2. (24-hour phone) Main Number: (508) 543-
1873 Inpatient Services: (508) 698-1104
Intensive Outpatient Evening Treatment Program: (508) 698-1117
[https://www.goodsamaritanmedical.org/services-directory/substance-
abuse](https://www.goodsamaritanmedical.org/services-directory/substance-abuse)

6. **Smoking:** Labouré College recognizes the medical evidence that indicates that smoking and use of tobacco products is a serious health hazard. In our effort to consider the needs and concerns of smokers and non-smokers, and to provide a healthful working environment, the College has a campus wide smoke free policy with respect to smoking, vapor, and/or tobacco products. This policy includes all buildings, parking lots, and additional grounds on the Labouré campus.
7. **Electronic Recordings:** Any unauthorized use of electronic or other devices to make an audio recording of any person while on College property or at a College event or activity without the express consent of the person; any violation of the College's acceptable use policies. Students who wish to record lectures can review the Labouré Access & Accommodations Handbook for the required materials or their specific program Handbook for unique circumstances.
8. **Gambling:** Engaging in unauthorized or illegal gambling on campus or at College sponsored events, either in person or by computer is not allowed on any Labouré College property.
9. **Compliance:** Failing to comply with the directions of a College official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Labouré College identification.
10. **Documentation:** Forging, altering or misusing any College document, record or means of identification including student identification card, user name, pin code or password, College portal and email access.
11. **College Property:** Defacing, damaging or destroying College property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of College property or the property of another person; member of the College community / College partnership, or other personal or public property.

Below describes the policy regarding search and seizure of College property:

- a. Lockers and student desks are the property of the College and are subject to periodic inspection under the authorization of the President or his/her designee any time health, safety, or compliance with the College rules by students is in question. The following rules shall apply to

the specific search of College property assigned to a student and the seizure of any illegal items found therein:

- i. There should be reasonable grounds for any search and/or seizure of property.
 - ii. Search of an area assigned to a student should be made in the presence of a witness, and when reasonably possible, in the presence of a student.
 - iii. Illegal items (weapons, illegal drugs, drug paraphernalia, alcoholic beverages, stolen property, etc.) or other items reasonably determined to be a threat to the health, safety, or Public Safety of the student and/or others may be seized by College authorities.
- b. When reasonable cause exists, a search of the student may be conducted under the authorization of the President or his/her designee. A search of a student is reasonable if:
- i. There are reasonable grounds for suspecting that the student has violated or is violating either the law or rules of the College.
 - ii. The search itself is conducted in a manner reasonably related to its objectives and limited to areas and objects that reasonably could be expected to contain the items being sought and the nature of the infraction; and if the age and sex of the student are considered.
 - iii. A student search, including desks and lockers, may be done by police or other law enforcement officials if there is a valid search warrant or, in certain cases, if there is a valid arrest. Such searches must be carried out in the presence of a College official, unless waiting to do so would impede the normal duty of law enforcement officials.

12. **Authorization:** Possessing or duplicating keys, mechanical or electronic, to College premises without authorization; or entering College premises outside of normal business hours without authorization.

13. **Hazing:** Engaging in acts of Hazing as outlined in Massachusetts General Laws, Chapters 269, Sections 17,18, and 19.

14. **Hate Crimes/Cultural Harassment:** Engaging in hate crimes as defined and prohibited by the laws of the Commonwealth of Massachusetts and United States codes.

- a. Cultural harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran.
- b. While some examples of cultural harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and, depending on the circumstances, can be considered by definition to be a form of discrimination.

15. **Disciplinary Process:** Abusing the disciplinary process by:

- a. Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.
- b. Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.

- c. Attempting to discourage an individual's participation in or use of the disciplinary/judicial system.
 - d. Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.
 - e. Harassing, or intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.
 - f. Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.
 - g. Failing to comply with sanctions imposed under the Code of Conduct.
16. **Posted Policies:** Violating published College policies, rules or regulations as outlined in the College policy manual, posted in College facilities, College catalog, student handbook, or on the College website not otherwise enumerated herein.
17. **Pet Policy:** Personal pets that are not certified support animals are not permitted in the administrative or academic buildings. Certain events may allow for pets to visit the campus grounds. Owners are not allowed to bring their pets inside and must tend to any cleanup or damage before leaving the campus.
18. **Policies related to Sex Discrimination, Harassment, & Assault:** Students must refer to the Title IX guidelines, policies, and procedures outlined in the Student Catalog located at <https://www.laboure.edu/about-laboure/title-ix>.
19. **Policies related to Off-Campus Behavior:** The College reserves the right to take disciplinary action against a student for off campus conduct (i.e. clinical sites) when such conduct poses a direct or indirect threat or adversely affects the College community, if the conduct poses a threat to another member of the College community or if the student is charged with a violation of local, state or federal law.
20. **Policies related to Distance Education & eLearning:** Students should refer to the next section (5) for all specific policies and procedures related to distance education, including guidelines for eLearning and electronic communication. These policies are in addition to the Code of Conduct.
- a. Violations may include responding to professors or staff members in an unprofessional manner either via e-mail or other electronic locations.
 - i. Dissatisfaction of a professor or comment or concern, should be handled professionally and in most cases by following the chain-of-command.

Additional Considerations

Violation of the Law

Students who engage in behavior that violates local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the College disciplinary/judicial procedures.

Faculty or staff should follow the procedure below if there is a violation of the aforementioned policies. Students should be aware that this is the procedure that will be followed if a faculty/staff member believes there is a violation. Students who are alleged to be responsible are considered respondents.

Students who wish to file a concern of any violation(s) and wish to submit documentation, should reach out directly to the VPSA or Public Safety to complete the proper paperwork. If the student is filing a concern against a faculty or staff member, this process is handled by Human Resources, not the procedures noted in this section. Students can use the Complaint Form as a template, which can be found under the Downloadable Forms section of my.laboure.edu.

Students should understand that any non-academic documentation will be kept separate from their academic documentation. However, depending on the situation, it may impact their ability to continue at Labouré.

Documentation of the alleged violation should be submitted via e-mail within 72-hours to the VPSA and include the following information:

- Respondent(s) Name, ID Number, and Contact Information (if available)
- Date, Time, and Location of Incident
- Witness(s) Names & Contact Information
- Specific details of the incident and notation of alleged violation(s) of the Code of Conduct

Once the appropriate documentation has been received by the VPSA, the following is the process:

1. **Investigation:** The VPSA will begin the investigation process. This process includes but is not limited to: scheduling a meeting with the person filing the complaint within five business days of received documentation; schedule meetings with additional witnesses, faculty, or staff who have a connection to the concern, and review any additional material (i.e. e-mails, texts, photos, letters, etc.).
2. **Respondent Notification:** After gathering all information, the VPSA will send a notification via College e-mail to the respondent. This notification will list the alleged violation(s) and the date/time for a formal meeting to review the respondent's explanation. The respondent can work with the VPSA to adjust the meeting time/date. However, the meeting must occur within ten business days of sending the respondent notification.
3. **Respondent Meeting:** The respondent will be formally made aware of the alleged violation(s) against him/her and encouraged to provide his/her recollection of events. The VPSA may question the respondent on specific points, related to the investigation. The respondent may not have anyone additional at the meeting unless approved by the VPSA. The only person able to contribute to this conversation would be the respondent. Any potential witnesses to support the respondent will have a meeting with the VPSA at a later time. If a student wishes to have someone with them for support, they must inform the VPSA in advance and be aware that they cannot comment during the meeting.
4. **Administrative Resolution:** At the conclusion of the respondent meeting and any final investigation meetings, the VPSA will draft an Administrative Resolution. The Administrative Resolution will contain the VPSA decision on responsibility for each violation and discuss any appropriate sanctions. The Administrative Resolution will be sent to the respondent via the College e-mail within five business days of the respondent meeting and any additional investigation meetings (i.e. with witnesses or faculty/staff). The respondent will have 72 hours to respond to the Administrative Resolution. Should

the respondent accept the decision, he/she will submit an e-mail acknowledging acceptance of responsibility and a final meeting with the VPSA will be scheduled to review the resolution sanctions and appropriate timelines.

5. Appeal: An appeal can be written to the Vice President of Academic Affairs within five business days of the delivered outcome from the VPSA. The VPAA will only review appeals that bring forward new information that was not brought forth in the investigation or proof of failure to follow due process described above. Appeals cannot be made because a student dislikes the outcome.

Potential Sanctions may include, but are not limited to:

- Written Warning or Probationary Status,
- Educational Sanction (i.e. presentation, paper, training, etc.),
- Financial Implications (i.e. payment for destruction of property, etc.),
- No-Contact Order (i.e. order of no contact by verbal, written, or by electronic means with another individual during academic or College matters),
- Removal from academic course or full semester, or
- Dismissal from College

5. STUDENT VERIFICATION, SOCIAL MEDIA AND ONLINE STUDENT ACCESS

Policies in this section are in addition to the policies listed in the Code of Conduct (Section 4) as students are responsible for all policies no matter which program they are enrolled, be it online, hybrid, on-ground, or flex, as each course may have at least one component to distance education.

1. Academic Integrity and Student Verification Policy
 - a. The following policy ensures that Labouré College is in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education credit-bearing courses and programs.
 - b. Programs and courses offered through distance education methods should verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.
 - c. According to the HEOA, one or more of the following methods should be used:
 - i. An individual secure login and password issued by the College;
 - ii. Proctored examinations; and/or
 - iii. Other technologies or practices that are effective in verifying student identification.
2. Online Student Work, Assessments, or Graded Activities Policy:
 - a. Must be submitted via a system that verifies the student's identity as noted above. Labouré students are assigned a unique username and password to log into the College's learning management system (eLearning).
 - b. Students are responsible for providing their complete and true identity information in any identification verification process.
 - c. All users of the College's learning management system are responsible for maintaining the Public Safety of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual.

- d. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against College policy for a user to give someone his or her password or allow others to use his or her account.
 - e. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.
3. Student Verification Policy
- a. Personal identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:
 - i. Student ID number
 - ii. Last 4 digits of the student's Social Security Number
 - iii. At least 2 other pieces of information such as the student's email address on file, date of birth, address, or user name
 - b. The verification of a student's identity begins at the time of admission or initial course registration. Procedures related to student identity verification include registration, advising, and transcript procedures.
 - c. Personal identifiable information collected by the College may be used, at the discretion of the institution, as the basis for identity verification. The Code of Conduct in the Student Manual and Catalog specifically prohibits all forms of cheating, plagiarism and academic dishonesty.
 - d. The policy also proscribes any misuse of College computer resources such as to knowingly gain access to or use College computing or internal or external communications facilities to which legitimate authorization has not been granted.
4. Social Media
- a. The College recognizes that social networking websites are a popular means of communication. Faculty and students who use these websites must be aware that posting certain information is illegal.
 - b. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal.
 - c. The following actions are forbidden for students and faculty/staff where listed:
 - i. Faculty and staff may not present the personal information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected information.
 - ii. Faculty and staff may not report private (protected) academic information of another student or trainee.
 - iii. Faculty and staff may not present themselves as an official representative or spokesperson for the College. Faculty and staff must make it clear that they are speaking for themselves and not on behalf of the College- Faculty and staff may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of the College."
 - iv. Faculty and staff may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions listed above and below.

- d. In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
 - i. Display of vulgar language; Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation;
 - ii. Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity; and
 - iii. Posting of potentially inflammatory or unflattering material on another individual's website
 - iv. This policy shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.
- e. For additional examples of acceptable use, students can refer to the *Acceptable Use Policy*, available in the student handbook, catalog, and by request.

5. Netiquette Guide for eLearning Coursework

- a. General Guidelines - When communicating online, you should always:
 - i. Treat the professor with respect (in all online communication).
 - ii. Use your professor's proper title: Dr. or Prof., or, if you are in doubt, Mr. or Ms.
 - iii. Avoid referring to your professor by first name, unless specifically invited to do so.
 - iv. Use clear and concise language.
 - v. Have correct spelling and grammar for all College level communication.
 - vi. Avoid slang terms, such as "wassup?" and texting abbreviations, such as "u" instead of "you."
 - vii. Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.
 - viii. Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
 - ix. Limit and possibly avoid the use of emoticons like :) or \o/.
 - x. Be cautious when using humor or sarcasm, as tone is sometimes lost in an email or discussion post and your message might be taken seriously or considered offensive.
 - xi. Post only personal photographs into eLearning and forum posts that are professionally-dressed head shots.
 - xii. Be careful with personal information (both yours and others).
 - xiii. Avoid sending confidential patient information via email.
- b. E-Mail Guidelines – When communicating online, you should always:
 - i. Use a descriptive subject line.
 - ii. Write a greeting at the beginning of your first email.
 - iii. Keep your message brief and focused.
 - iv. Avoid attachments, unless you are sure your recipients can open them.
 - v. Avoid sending email to large numbers of people unless you have a legitimate reason to do it.
 - vi. Proofread your emails.
 - vii. Be careful of your tone in emails. When communicating in person or phone, your facial expressions and voice convey so much information. That information is lost in an email. Choose your words thoughtfully. Sarcasm can (and will) backfire.
 - viii. Check your email at least once a day.
 - ix. Attempt to find the answer to your question in the course syllabus or handouts before emailing the professor or classmates.

- x. Sign your message with your name.
- xi. Read all emails sent by your professor.
- xii. Think before you send an email to more than one person. Does everyone really need to see your message?
- xiii. Be sure you really want everyone to receive your response when you click, “reply all.”
- xiv. Be sure that the message author intended for the information to be passed along before you click the “forward” button.
- xv. Be kind.

c. Forum/Discussion Board Netiquette Guidelines – When posting on a discussion board in your eLearning course, you should:

Participate. This is a shared learning environment. No lurking in the cyberspace background. It is not enough to login and read the discussion thread of others. For the maximum benefit to all, everyone must contribute.

- i. Check if anyone has asked a question or made comments already and received a reply, before posting your question or comments to a discussion board. Just as you wouldn’t repeat a topic of discussion right after it happened in real life, don’t do that in discussion boards either.
- ii. Make posts that are on topic and within the scope of the course material. Don’t post irrelevant links, comments, thoughts, or pictures.
- iii. Take your posts seriously and review and edit your posts before sending.
- iv. Be as brief as possible while still making a thorough comment.
- v. Be sure to read all messages in a thread before replying.
- vi. Avoid repeating someone else’s post without adding something of your own to it.
- vii. Avoid short, generic replies such as, “I agree.” You should include why you agree, or add to the previous point.
- viii. Summarize all answers and post that summary to benefit your whole class, if you ask a question and many people respond.
- ix. Quote just a few key lines from their post so that others won’t have to go back and figure out to which post you’re referring, if you refer to something your classmate said earlier in the discussion.

Recognize and respect diversity.

- x. Check the most recent comments before you reply to an older comment, since the issue might have already been resolved or opinions may have changed.
- xi. Run a spelling and grammar check before posting anything to the discussion board.
- xii. Express your differing opinion in a respectful, non-critical way, when you disagree with someone.
- xiii. Always give proper credit when referencing or quoting another source.

Refrain from being personal; do not take things personally.

- xiv. Avoid flaming! Criticism must be constructive, well-meaning, and well-articulated.
- xv. Return to the conversation regularly.
- xvi. Refrain from :-) faces and **c u l8r**’s, even though social networking and text messaging has spawned a body of linguistic shortcuts that are not part of the academic dialogue.
- xvii. Always remember to say “Please” and “Thank you” when soliciting help from your classmates.
- xviii. Avoid writing anything that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you are joking.
- xix. Be open-minded.
- xx. Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

Procedures in this section:

- a. For any complaints that refer directly to the overall academic program, academic integrity, course, instruction, or instructor:
 - i. Follow the procedures listed in section 3 (Academic Integrity Policies & Procedures)
- b. For any complaints that are not academically related:
 - i. Follow the procedures listed in section 4 (Code of Conduct)

6. STATE AUTHORIZATION COMPLAINT POLICY & PROCEDURE

Labouré College is committed to integrating institutional objectives in innovative ways to demonstrate excellence in all online programs. The College greatly values students' experiences and urges all students to adhere to the Student Code of Conduct. Please refer to the Catalog and Student Handbook for detailed information regarding student expectations, rights, and complaint procedures.

When an issue is brought to the College's attention, the College will take appropriate action to seek resolution. Students are encouraged to pursue Labouré College's internal complaint procedures for any complaints before contacting external sources for resolution. Often, it is the case that communication with the course professor is the most direct route to resolving issues.

If an issue cannot be resolved at that level, a student should contact the Academic Chair for guidance. While attending Labouré College, students residing outside of Massachusetts who desire to resolve a complaint should always follow the College's student complaint procedure in the Catalog and Student Handbook. If a complaint cannot be resolved internally, students may be able to file a complaint with the Massachusetts Department of Higher Education.

1. Massachusetts Department of Higher Education Complaint Process:
 - a. The Massachusetts Department of Higher Education, in its capacity as the SARA portal entity for Massachusetts, reviews and evaluates student complaints regarding distance learning programs offered by Massachusetts-based institutions that are members of SARA in accordance with 610 CMR 12.07.
 - b. Complaints that should be filed as a SARA Complaint are those that pertain to distance (online) education provided by Massachusetts-based SARA institutions to students residing in other states pursuant to SARA only.
 - c. Complaints about a SARA institution's operations or activities in Massachusetts can be filed here and will be resolved pursuant to 610 CMR 2.00 or otherwise in accordance with the institution's policies.
2. The SARA complaint process is as follows:
 - a. Students must first attempt to resolve their complaint using internal administrative procedures offered by the SARA institution.
 - b. After all administrative remedies have been exhausted with the MA-SARA institution, the student may submit a SARA Complaint via the URL below.
 - c. The Department shall send a copy of the complaint to the institution that is the subject of the complaint
 - d. Within 30 days of the date that the Department sends a copy of the complaint to the institution, the institution must provide a written response to the student and the Department.
 - e. More information about the BHE's complaint process can be found at: <https://www.mass.edu/foradmin/sara/complaints.asp>
 - f. Within 30 days of the date the Department received the institution's response, or if the Department receives no response, the Commissioner or his or her designee shall issue a notice to the institution containing the Commissioner's findings regarding the complaint; any corrective actions that the institution shall take; and that, should the institution fail to take those corrective

actions, the complaint shall be referred to the Office of the Attorney General for review and, if the Office of the Attorney General deems it appropriate, enforcement action.

7. COLLEGE EMERGENCY PROCEDURES

Labouré College is dedicated to providing a safe and secure work and learning environment for students, faculty, staff and visitors. The safety and protection of all students, faculty, staff and visitors to Labouré College are critically important. The College Emergency Plan identifies the preparedness and responses necessary to ensure this objective.

The College has an Emergency Executive Incident Response Team (EEIRT) which will be convened to implement the Emergency Continuity Plan in addressing crisis management incidents. The EEIRT will conduct a prompt assessment of the severity of the incident/situation and determine the actions to be taken. Upon assessment, EEIRT will execute a chain of actions to address the incident which includes the execution of internal and external communication response protocols. This includes timely warning, debriefing and documentation of resolution.

Labouré College's policy is to release information to the campus community in times of crisis in a timely, accountable and honest manner. Campus community members are immediately notified when a significant health or safety emergency occurs on campus.

Labouré College has a variety of ways to notify the community of emergency incidents. These include the campus phone system, OMNI Alert System, Emergency Page system, and College website. The Emergency Page system is tested quarterly by Public Safety.

An emergency is an unforeseen event or condition requiring prompt action. An emergency or disaster may occur at any time of the day or night, weekend, or holiday with no warning. Public safety emergencies and environmental emergencies, fires and fire alarm emergencies, and medical emergencies fall into the emergency category. An individual, groups or the entire College can be affected by an emergency which may involve the evacuation of the campus.

1. Reporting Criminal Incidents

- a. Labouré College Public Safety staff are entrusted with Public Safety/building monitoring services at the College. Public Safety staff does not have arrest powers.
- b. In the event of an emergency, Public Safety will coordinate with local law enforcement/emergency services officials as necessary.
- c. The Public Safety staff are on campus during campus hours and beyond as needed. They enforce the College's Public Safety policies. Public Safety maintains written plans and procedures for its duties on campus.
- d. In an emergency, call Public Safety (x3571) if calling from an on-campus phone, call 911 from a cellular device, or access police box at rear of C building
- e. Labouré College encourages students, faculty, staff and visitors to report public safety related incidents to the Public Safety Office.

2. Reporting Emergency Incidents:

- a. Call Public Safety at ext. 3571, Dial 911 or pick up the Blue Police Call box which is outside on the wall by the rear entry to the C building. This will connect you directly with the Milton Police Department.

- b. When reporting an incident:
 - i. Clearly identify yourself
 - ii. State where you are calling from; and
 - iii. State briefly the nature of the emergency
 - c. For Non-life-threatening emergencies:
 - i. Dial ext. 3571 (Public Safety) from campus phones (classrooms, offices)
 - ii. Dial Milton Police Department (617) 698-3800
3. Steps to take in an Evacuation
- Depending on the type of emergency (steps specific to the type of incident are detailed below):
 - Collect all personal belongings if safe to do.
 - You cannot return to the building after the event.
 - Leave the building immediately following any verbal instructions. Also follow the evacuation route which is posted on each floor by the elevator in the C building.
 - If safe to do so, faculty should turn off all gas and electrical appliances.
 - When outside the building move as far away as possible from the building. This will also help first responder and emergency services get unimpeded access to the emergency.

If a disabled person needs assistance, he/she should identify the need to a faculty member. UNDER NO CIRCUMSTANCES, in the event of an emergency, should the elevator be used.

4. Timely Warning Procedures
- a. The Emergency Alert system is designed to give students, faculty and staff timely notice of an immediate threat to the campus community and to heighten safety awareness. The safety of our Labouré community is of utmost importance and a priority. The College has created an Emergency Management team to oversee operations during a crisis and/or in the planning and the preparedness stages.
 - b. Emergency notifications will be announced to faculty, staff and students via the Emergency Omni Text Messaging alert system, phone calls, email and the Emergency Page system.
 - c. Participation in the Emergency Omni Text Messaging alert system is voluntary.
 - d. If you choose not to participate in the system:
 - i. You will not receive electronic communications via the alert system.
 - e. If you choose to participate in the system:
 - i. Your cell phone number and information should be current in the Labouré communications system.
 - ii. If the information is not in the system, other methods of communication pertaining to timely warning procedures would include oral directions from Public Safety, from the Labouré Senior Management staff (Emergency Management team) or from public safety personnel.
5. The following situations are examples that may warrant an emergency notification after confirmation:
- a. Hostile/Active Intruder
 - b. Shelter in Place: Designate area of safety
 - c. Bomb/Explosives Threat
 - d. Severe Weather
 - e. Natural Disaster
 - i. Hurricane/Tornado
 - f. Hazardous Material Incident
 - g. Suspicious Activities & Packages

- h. Fire in Buildings
 - i. Power Outage
6. Emergency situation procedures:
- a. Hostile/Active Intruder
 - i. Escape/run if you feel safe to do so.
 - ii. If you know where the shooter is and are able to flee the building without the shooter's/intruder's knowledge run out
 - iii. If conditions are not safe:
 - 1. Lock and barricade the classroom doors;
 - 2. Turn off all lights
 - 3. Take coverage behind concrete walls, heavy desks and file cabinets;
 - 4. Make sure all cellphones, classroom monitors and audio equipment are on silent mode; and
 - 5. Stay covered until notified by Public Safety/public safety personnel, or staff member
 - iv. If armed intruder comes into your classroom,
 - 1. Identify an escape route behind you if possible.
 - v. If escape is not possible, decide if you are going to negotiate with intruder or take any measures such as fighting off the intruder.
 - vi. If a hostile/active intruder is outside your building, you should:
 - 1. Go the closest room that can be locked,
 - 2. Close and lock all the doors and windows once secure in room,
 - 3. Turn off lights and everyone down on the floor so as not to be seen, and
 - 4. Someone in the room should contact Public Safety at 617-322-3571, or pick-up classroom phone and dial extension 3571 and/or Call 911 directly from classroom phone (this phone only allows calls within the College or 911).
 - vii. If hostile/active intruder is inside building, you should
 - 1. Go to the closest room that can be locked;
 - 2. If not found, look for an exit that you can reach safely;
 - 3. Do not carry anything so you will not be mistaken for a suspect;
 - 4. Keep your hands up as you exit so again you will not be mistaken for a suspect; and
 - 5. Do not leave area until you have been told to do by emergency personnel.
 - b. Shelter in Place: During the time of a campus-wide emergency, Public Safety and/or College Emergency Management team may order a Shelter in Place warning.
 - i. Shelter in Place is a designated area of safety, such as an interior room with no or few windows and taking refuge in that location. Different situations require different locations. Once told to shelter in place, follow the directions provided.
 - 1. You may be required to shelter in place for such events as active shooter, severe weather, hazardous material event, or if directed by emergency personnel.
 - 2. If ordered to shelter in place, immediately seek shelter in the nearest facility, classroom, building, or office.
 - 3. If possible, try to find a room with no windows. You should have a cell phone, land-line phone or computer in the location to aid in getting additional information as well as being able to report any life-threatening conditions.
 - c. Bomb/Explosives Threat
 - i. Students should contact Public Safety and/or the Welcome Center if they have any information related to a bomb/explosives threat.
 - ii. Staff will connect with local law enforcement and follow emergency commands

- iii. Staff and Students will be notified by the College through all available communication means.
- d. Severe Weather
 - i. The Labouré community will be notified via local tv stations, radio stations, Omni Text Alert, Twitter, Facebook and/or the College website if the College will close for the day/night or close early/open late.
 - ii. If students are already at the College, they will follow instructions by staff regarding possible evacuation.
 - iii. Students who are at a clinical site when receiving a notification from the College should follow the directions of their clinical site, since clinicals are in multiple areas.
- e. Natural Disaster (i.e. Hurricane/Tornado)
 - i. Go to rooms and corridors in the inner part of the building – do not use elevators.
 - ii. Stay indoors away from windows and glass.
 - iii. Close all doors, including main corridors if possible.
 - iv. Stay away from heavy objects such as lights, wall hangings, etc.
 - v. Help direct people with disabilities to a safer location.
 - vi. Remain inside until cleared by emergency personnel or appropriate College staff.
 - vii. If you are outdoors, lie flat in nearest ditch and cover your head.
- f. Hazardous Material Incident
 - i. Tell people to evacuate immediate area.
 - ii. Alert Public Safety and/or call 911 emergency services via phone or call on College blue police phone.
 - iii. Avoid breathing vapors.
 - iv. If contaminated, seek eye wash and/or emergency shower.
 - v. Leave the cleanup to the professionals.
 - vi. Do not operate any electrical devices, phone (including cell), appliances, light switches or any equipment with open flames, within spill area.
 - vii. Re-enter area only after clearance by emergency personnel/authorities.
- g. Suspicious Activities & Packages
 - i. Report suspicious activity immediately to Public Safety 617-322-3571
 - ii. Alert others in the immediate area.
 - iii. Do not open or shake package.
 - iv. Leave the area and let appropriate staff handle situation.
- h. Fire in Buildings
 - i. Walk to the nearest exit; do not use elevators.
 - ii. If not already activated, pull the fire alarm or call 911.
 - iii. Drop to hands and knees and crawl to nearest exit if there is smoke.
 - iv. Cover your face with a scarf or towel to breathe through your nose.
 - v. Assist persons with disabilities and alert emergency responders to the location of trapped or disabled persons.
 - vi. Once outside of building, follow the directions by emergency personnel and place yourself as far from the potential location of the fire/College as possible.
 - vii. Do not get into your vehicle and/or leave the scene until cleared by emergency personnel.
- i. Power Outage
 - i. Remain calm and follow directions from staff and/or emergency personnel,
 - ii. Shut off all equipment in labs.
 - iii. Do not use candles or other types of flame.
 - iv. If trapped in elevator, do not pry open elevator doors. Use emergency phone in the elevator to contact emergency personnel.

