



Minnesota Life College

Student Handbook

2013 - 2014

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Introduction

Welcome

Welcome to Minnesota Life College! We hope you'll look back at this time as an exciting and rewarding part of your life. The undergraduate program at Minnesota Life College (MLC) has a number of benefits for you both personally and professionally, and getting the most out of the experience requires a great deal of commitment and hard work from everyone involved.

Purpose of the Handbook

This handbook contains a brief outline of information, policies, and procedures of the undergraduate program, highlighting what you can expect from MLC and what MLC expects from you. It's important for you to understand that the undergraduate program rules and policies are there to ensure that your time at MLC will be a positive and productive experience. This handbook is a guide towards your independence, and by following it you'll have the power to better control your future.

Please remember that the information in this handbook may change. We'll tell you about any updates as soon as possible so that you always have the right info.

This handbook is not a contract and nothing herein shall be construed to convey any rights. It provides general guidance and information and is not meant to cover every conceivable situation. Specific questions relating to policies, procedures, and interpretations of guidelines should be addressed with the Director of Programs.

Vision, Mission & Values of Minnesota Life College

VISION

Minnesota Life College (MLC) is a vibrant, post-secondary, college-like community where learning differences and autism spectrum disorders are no longer barriers to a productive and satisfying adult life. Our nationally recognized program enables students and families to realize their greatest hopes and dreams by providing students the opportunities for apartment-living and for practicing *Real Skills for Real Life*[™] in a nurturing and respectful environment. MLC alumni live meaningful and independent lives through achieving life-long friendships and sustainable employment with benefits.

MISSION

The mission of MLC is to transform the lives of young adults with learning differences and autism spectrum disorders by teaching them the skills necessary for independent living as they pursue personal and financial self-sufficiency.

VALUES

Experiential Learning

Our students learn by doing. Our motto, "Real Skills for Real Life," embodies our commitment to enhancing student achievement and success through hands-on learning.

Community

Our students gain self-awareness, confidence and self-esteem in our college-like atmosphere. We foster physical, social, and emotional wellness in a compassionate, nurturing and respectful environment.

Fun

We foster creative, positive interactions among students and staff to establish mutual respect and caring to help our students develop important emotional, social, and cognitive skills.

Accountability

We focus on what students do well rather than on what they cannot do. We carefully assess each student's progress and design learning strategies that capitalize on the individual's strengths, abilities, and interests. We use current research and professional practices in all our work.

Team Work

We encourage an innovative and supportive workplace, where our professional staff participates in making decisions that advance our mission, work, and our students' achievements.

Partnerships

We collaborate with educational, vocational, business and non-profit partners to further out students' success and independence. We value highly our internal family of students, parents, staff, volunteers, extended families, donors, and alumni. We recognize every partner with a grateful heart.

Integrity

We strive to practice the highest ethical, financial and moral standards in our work. We honor our commitments, take personal responsibility for our actions and treat everyone with trust and respect.

What You Can Expect from Minnesota Life College (Information & Services, Apartment Life & Student Life)

Information & Services

DEFINITIONS

References to MLC are inclusive of all programs and services provided by the organization as a whole (i.e. staff, activities, students, functions, campus, etc.). The 'MLC Campus' is defined as the townhome/apartment unit and/or space that MLC rents, the Colony Apartments common areas (grounds, garages, parking lots, laundry rooms, patios, etc.), MLC vehicles, and requested space at various community locations, including the GLC Annex and the School Store.

STUDENT RIGHTS AND RESPONSIBILITIES

- Students may receive information regarding their disability and how it affects their ability to learn, live independently, and maintain employment. It is the student's responsibility to ask questions, request help, and seek self-advocacy training/support to learn about their disability.
- Students may be provided information regarding GLC admission and exit requirements, programs and services, access to records, and costs. It is the student's responsibility to ask questions so they clearly understand the information.
- Students have the right to accept or refuse services with the understanding that refusing services may affect their standing in the program.
- Students may be informed how to address complaints. It is the student's responsibility to follow the proper procedural guidelines.
- Students may participate in their individual Action Plans.
- Students must follow MLC rules and guidelines to maintain the health, safety, and welfare of themselves and others. They must attend any training MLC requires if further education is deemed necessary.
- Staff will endeavor to treat all students with respect. Students must treat other students and staff with that same courtesy.

STAFF ASSISTANCE & SUPPORT

MLC staff members are available 24 hours a day during the undergraduate school year in case assistance is needed. The phone numbers to call are:

Daytime:

Monday-Friday

8:00am-5:00pm 612-869-4008 - Main Office

Saturday/Sunday

9:00am-5:00pm 612-876-9430 or 612-703-5776 - Evening Instructors

Evening:

Sunday-Thursday

5:00pm-11:00pm 612-876-9430 or 612-703-5776 - Evening Instructors

Friday/Saturday

5:00pm-12:00am 612-876-9430 or 612-703-5776 - Evening Instructors

Overnight:

Sunday - Saturday

11:00pm–8:00am

612-703-5772 – Residential Program Instructor

STUDENT CENTER

The Student Center is a gathering place for leisure activities. It is equipped with cable TV, gaming systems, a DVD player, a library of books and movies, board games, and sporting equipment. We ask everyone to be respectful of the shared space by cleaning up after use and observing times for quiet activities. Facilities and equipment are available during the designated hours unless there is a scheduled activity in the Student Center.

Student Center Hours

Monday-Thursday	Friday	Saturday	Sunday
7:30am-11:00pm	7:30am-11:30pm	9am-11:30pm	9am-10pm

COMPUTER CENTER

The Computer Center is for classroom instruction and individual student use. All students will be assigned a login name and password for access. The Computer Center may only be used during non-instructive hours, and students who need to use the computers for program assignments are given first priority.

Students must be respectful to others in the center and practice common courtesies, such as wearing headphones when listening to audio. The equipment in the center is not to be changed or altered without permission at any time. That includes adding and removing games or programs, creating screen savers, uploading and downloading, and changing settings. Food, drinks, and cell phone conversations are also prohibited in the center

Computer and internet use guidelines are posted in the lab, designed to create a safe and participative environment. Students are expected to abide by those rules at all times. The guidelines specify that students may not access chat rooms, offensive sites, dating sites, or Instant Messengers under any circumstance. Students need to monitor the time they spend in the Computer Center and must not exceed the time allotted to them.

Computer Center Hours

Monday - Thursday	Friday	Saturday	Sunday
9am-Noon	9am-Noon	9am-11:30pm	9am-10pm
Closed for Lunch	Closed for Lunch		
1pm-10pm	1pm-11:30pm		

Apartment Life

The apartments and offices are part of Colony Apartment Homes in Richfield, Minnesota. They are near bus lines, shopping areas, colleges, and recreational facilities. Living in an apartment on the MLC campus gives students opportunities for friendships, recreational activities, support, and instruction on community life.

RENTAL AGREEMENT

MLC provides an apartment for each student that is shared with up to four roommates. Minnesota Life College signs rental agreements for all student apartments and MLC staff has the right to enter student apartments at any time and for any reason. Rent, heat, electricity and telephone are covered by the MLC tuition fees.

DAMAGE DEPOSIT

A damage deposit of \$500 is collected at registration. These funds are for any damages to MLC or Colony Apartments property and/or for cleaning and moving support at the end of a program year. The balance, after deductions from the deposit to cover loss, damages and other costs, will be refunded to the student upon leaving the MLC program. By the terms of the rental agreement a balance of at least \$300.00 must be maintained throughout the student's occupancy of an MLC-provided apartment.

APARTMENT MAINTENANCE

If there is a problem with an apartment or if a fix is needed, students should notify MLC staff immediately by submitting a repair form. Forms are located in the Student Center and should be filled out and turned into the designated staff member as soon as the problem is discovered, because a small problem can quickly worsen and cause serious or permanent damage to the apartment. Students are responsible for covering the costs of these repairs if they are outside of normal maintenance.

MAIL

The U.S. Postal Service delivers mail directly to the apartments, so all personal correspondence should be sent to students' apartment address. Large packages are delivered to the Colony Apartments business office and can be picked up during business hours. Students may leave their outgoing mail in the MLC office mailbox for pickup.

TELEPHONE

Each apartment is set up with one local telephone line. Hookup charges are paid for by MLC. Long distance phone service is not available in the apartment, so. Students are encouraged to use a personal cell phone or prepaid long distance phone card or make arrangements with their parents for long distance communication. The installation of additional land lines is not permitted.

No additional services such as caller ID or call waiting can be added to the provided phone service. Students who make these types of changes will be required to repay all charges associated with installing and cancelling the unauthorized features.

Each apartment must have a working answering machine on at all times in their apartments during program hours.

INTERNET/GAMING SYSTEMS

Internet access equipment (cable, satellite) may not be installed in MLC apartment. Use of wireless internet cards or hot spot devices is also prohibited. Students may access the internet in the Student Center and Computer Center. Each student is allowed one gaming system or handheld device at MLC.

TELEVISION

Each apartment can have one television the living room; students may not have televisions in their bedrooms. Roommates should communicate prior to the beginning of a school year and decide who will bring a television and stand. Apartments are wired for cable TV, but it is not provided by MLC. If all roommates agree to have cable TV, arrangements can be made with Comcast at 612-522-2000. Installation costs and monthly bills are the responsibility of the students living in the apartment.

CARE OF APARTMENT & FURNISHINGS

The MLC apartments are fully furnished with furniture, dishes and food preparation tools. Due to space concerns, additional furniture is not allowed in student apartments. In special circumstances, when there is a specific need for an additional piece of furniture, permission must be obtained from the Facilities Coordinator prior to student move-in.

Students are asked to respect all of the furnishings and kitchen appliances and inform their Apartment Mentor of any problems they have with them. The care and maintenance of the furnishings and appliances is their responsibility and they may be charged to replace lost or damaged items.

Students are encouraged to decorate their apartments to make them feel more comfortable. Roommates must agree on all decorations in shared spaces. Pictures must be hung with appropriate hardware and posters should be hung using putty-type poster adhesive, not double-sided tape. Your Apartment Mentor can help with decorating ideas and installation.

LOCKS AND KEYS

For safety reasons, each student must carry and be responsible for their apartment keys. All doors should remain locked at all times, including when students are in their apartment. If a student loses his or her key and has to be let into his/her apartment after hours, there is a charge of \$25.00. The sliding patio doors have a lock and steel pipe to place in the inside track system of the door. All apartment windows come equipped with locking devices. The back gate to the patio must not be locked so that utility representatives and apartment maintenance crews can access the patio.

During school breaks, students are required to turn in their keys to ensure the safety and security of all MLC students and their property. There is a \$10.00 fee per key for replacement of lost apartment keys.

SAFES

Each student will be issued a safe to lock up valuables, money, and medications. Students will choose their own combination, which they will share with MLC staff. The safe is the property of MLC and staff reserves the right to open and search its contents if there is a reasonable suspicion that it may contain illegal or contraband materials.

TRASH REMOVAL AND RECYCLING

Students are responsible for disposing their own trash and recycling. Receptacles are located near each building in the complex. Trash bags must be tied and all items placed inside the dumpsters.

BALCONY, PATIO AND FRONT DOOR AREAS

These areas are to be kept clean and neat at all times. Hanging items over the railing or the use of clothesline is not permitted. If Colony Apartment Management considers items unacceptable, residents are given five days to remove the items. If they are not removed within five days, residents will be charged \$10.00 per day until they are removed. Any fines imposed by the Colony Apartment Management are the responsibility of the student. All fire hazards must be removed immediately.

GRILLING

The use of charcoal or gas grills is not permitted except under direct supervision of MLC staff in the MLC common areas.

LAUNDRY FACILITIES

Each student will have a time designated on his/her schedule to do laundry. Laundry facilities are located in secured buildings in the apartment complex. Students are instructed on the use and care of the machines and are responsible for cleaning the lint trays and keeping the area neat. Keys to the buildings and laundry rooms are provided for each apartment. The Apartment Mentor will help roommates develop a plan for using and storing the keys. For security reasons Colony Apartments charges a \$100.00 fee if a set of laundry keys is lost. Apartment residents are responsible to pay.

VEHICLES

Students are permitted to have a vehicle on campus at the discretion of parents/guardians and the Director of Programs. Consideration will only be given when there is a demonstrated need for personal transportation, such as a place of work inaccessible by the bus line. All vehicles on campus must be in proper running condition, and each student must register the vehicle with MLC and display the Colony parking permit. Proof of insurance, a driver's license, the license plate number, and the make and model of the vehicle are required for registration.

Students are not allowed to drive themselves to MLC-sponsored program activities.

In order to transport another MLC student in a personal vehicle, both students must receive prior written permission from their parents and approval from the Director of Programs. Only one MLC passenger in a personal vehicle is allowed.

APARTMENT COURTESY

To allow apartment residents privacy and time to prepare for their day, students should not be in others' apartments until after 9:00 am. Only apartment residents are allowed upstairs at any time. If one resident has been checked in for illness, guests or visitors are not permitted. Other apartment courtesies are developed between apartment residents and the MLC program staff as necessary.

Freshmen Apartment Rules – As they're becoming acclimated to life at MLC, first-year students have some special guidelines:

- Freshmen may not have mixed company, male/female, in apartments or be in mixed company apartments unless it is for an event such as Freshmen Open House Day.
- Freshmen may not visit GLC apartments at any time and may only go into a Junior or Senior apartments during Open House.
- Freshmen may socialize with juniors, seniors, or GLC members during organized MLC activities, in the Student Center, in classes, and in public places off campus.

- Beginning second semester, freshmen may visit same-sex junior and senior apartments.

QUIET HOURS

By Richfield City Ordinance, quiet hours are observed between 10:00pm and 8:00am every night. This ordinance will be enforced by the police if necessary.

GUESTS

A guest is any individual who is not a current MLC program student (not including MLC staff members.) No guests are allowed in an apartment during a class or lab occurring in the apartment. Guest visits are restricted to the following hours:

- 6:00pm – 9:30pm - Monday -Thursday
- 5:00pm – 11:00pm - Friday
- 9:00am – 11:00pm - Saturday
- 9:00am – 9:30pm - Sunday

All guests must sign in at the Student Center and are expected to follow all MLC conduct guidelines while on campus. MLC makes copies of the visitors' state picture identification cards for every guest who is not a parent or guardian, which they keep on file. Students are held responsible for guests who refuse to cooperate with these policies. MLC staff members reserve the right to deny a guest access to MLC facilities, including a student's apartment, if they believe that the safety or well-being of the student, the student's roommates, or the program might be threatened. Guests may only be entertained in the common areas of the apartment, not permitted upstairs or in bedroom areas for any reason.

Student Life

TRIAL PERIOD

MLC enforces a minimum 90-day trial period for all students. If a student is not making progress or is having significant difficulty, a discussion about the appropriateness of continued enrollment at MLC will take place.

CURFEW HOURS

The evening curfew established for all is students 10:00pm Sunday through Thursday and 11:30pm Friday and Saturday. Students may be granted later curfew if they are following all program expectations and have the approval of their Advisor. Freshmen must also receive approval of the Director of Programs or the Assistant Director of Programs.

At curfew time, students must be in their own apartments. Requests for one-time curfew extensions must be submitted to your Advisor and approved ahead of time. Students are to contact MLC staff if they are unable to physically check in by curfew for any reason. If a student is unaccounted for at curfew time without prior notice, a parent or guardian may be contacted.

SIGNING OUT AND IN

To ensure student safety, all students are required to sign out when leaving campus for any reasons other than training internships and organized MLC activities. The logbook is located in the Student Center. When signing out, they must note the specific destination and estimated time away. Upon return, students need to sign back in. GLC apartments are considered off campus; therefore, students must sign out before visiting GLC apartments. Freshmen are not permitted to visit GLC apartments.

EVENING CHECK IN

Students are required to check in with the Evening Instructors each evening before curfew. “Checking In” means that students go directly to their apartments and remain there until at least 6:00am the following morning. A student outside of his or her apartment during curfew hours, including being on the patio or front steps, is in violation of this policy. If one apartment resident has been checked-in for illness, guests apartment are not permitted.

ATTENDANCE

Attendance to all classes, labs, MLC activities, and scheduled meetings is mandatory. In the event of illness or other circumstances, students are required to notify their Advisor or individual instructor before class start time, get approval to be excused from classes and activities, and request make-up materials. Once absences are approved, students are responsible for notifying other program instructors.

TARDY/ABSENCE POLICY

There is a 10-minute passing time between classes. “On time” is measured by the classroom clock. Poor attendance will be reflected in Progress Report comments and grades and will also be addressed in advisory sessions. Cases of chronic tardiness or absence may be referred to the Resolution Team for disciplinary action.

CAMPUS LEAVE

Students wishing to leave campus for a period of time during the day and miss scheduled activities or classes must prearrange plans with their advisors. To leave campus overnight, a student must have made a prior plan with the Director of Programs. MLC staff reserves the right to deny this privilege if there is concern that the activity would put the safety and/or well-being of the student at risk or would unduly conflict with the individual’s MLC schedule. Students are expected to stay at MLC on weekends to encourage involvement in MLC activities and peer social interactions that help increase and develop social skills.

VACATIONS AND BREAKS

MLC is closed on official vacation days marked on the school calendar. Seniors who are employed may remain on campus after signing a residence waiver and receiving approval from the Director of Programs. Be aware that no staff will be on duty while the campus is officially closed. Additionally, there are designated program planning and development days for staff when regular classes are not held. On those days a Program Assistant will be on campus and there may be alternate activities.

MEDICAL PRESCRIPTIONS

Students who require daily medications are allowed to manage their own routines once the necessary forms have been completed and signed by a licensed physician. Staff supervision may be provided if a student is struggling with his or her medicinal routine (taking medication on time, proper dosages, etc.) Supervision can include time reminders, observing the student taking the medication, and/or helping to fill pill boxes.

A staff member, not medical personnel, will supervise daily medications. Medications are stored in each student’s personal safe in the apartment or in the locked medicine cabinet in the Evening Instructors’ Office at the Student Center. Careful records of the date, time, and amount of medication taken are maintained. Medication must be supplied to staff in the original prescription bottle with the correct label, the name of student, the name and dosage of medication, the name of doctor, the pharmacy, and the date.

Students must immediately share changes any in medication and/or dosage with their Advisors in the form of a note from the student’s physician.

TRANSPORTATION

Students regularly take taxis to doctor and counselor appointments and sometimes to travel to the airport. MLC has established a relationship with a local taxi company, and recommends that parents set up accounts for their students directly with the company to provide credit and billing information. Upon request, MLC will provide information on how to set up accounts. MLC staff members help students order taxis until they develop the skills to order them independently.

There may be a charge if MLC staff members provide transportation to non-program related appointments. Such transportation charges will be billed to families. Wellness appointments with physicians and dentists should be scheduled during MLC breaks.

Students will be instructed on use of local public transportation during transportation classes.

DRESS CODE

During classes and program activities, students are expected to adhere to a reasonable hygiene and dress code.

Hygiene Habits:

- Shower and shampoo hair daily – exceptions to this will be considered on an individual basis.
- Teeth brushed, especially in the morning.
- Deodorant worn daily and reapplied as needed.
- Hair must be clean, trim and combed/styled for MLC classes and activities.
- Makeup, if worn, must be presentable – no bright colors or glitter.
- Men must be clean shaven – neatly trimmed facial hair is permitted if allowed in the workplace.
- Nails must be clipped and clean.

General Dress Expectations:

- Clothing must be clean and presentable with no rips, stains and/or holes. It has to fit appropriately (i.e. no undergarments showing.)
- No inappropriate pictures or words on clothing; attire must not negatively impact the learning environment (e.g., no tails, dog collars, chains, etc.)
- Shoes and socks must be appropriate for activity or worksite.
- If shirts are not tucked in they must overlap pants or skirts by at least one inch; midriffs must be covered.
- All tops must allow for movement and bending over without exposure.
- Shorts must have a 6 inch minimum inseam, depending on body build and coverage.
- Skirts/dresses must be no more than 2 inches above the knee (standing.)
- Any students not in compliance with the Dress Code will be instructed to return to his/her apartment. To change into proper attire. A student may be considered late for class missed while changing.

Vocational Dress Expectations:

- **Training Internships** - MLC's community partner worksites have specific guidelines for what workers should wear at each job site. Generally, the dress code requires business casual attire or a specified uniform. Students are informed of the expectations of each worksite prior to the start of the semester but should be ready with at least 3 pairs of business casual pants and 4 business casual tops in their MLC apartments.
- **Job Search/Employment** - As students progress through the vocational program, they will also need appropriate attire for job search activities and interviewing. In general, students who are job searching should have clothing appropriate for many employment situations and must demonstrate that they are able to dress as if they were planning to go to a job or impress a potential employer.

PERSONAL SPENDING MONEY

MLC students are permitted money for their own personal needs which they spend at their own discretion. Generally, MLC recommends a maximum of \$20 per week of spending money as the majority of student expenses are included in the MLC tuition and fees.

At the discretion of the family, many students handle their money independently. If the student needs initial supervision MLC will hold the student's ATM card and the student may request to use their card during a regularly scheduled visit to Cub Foods. Generally, this is the only time that students will have this opportunity. Immediately after the cash withdrawal the student will return their ATM card and the withdrawal receipt to the appropriate staff member.

It is the responsibility of the family to monitor and maintain funds in the account. Staff is not responsible for monitoring account balances. The ATM machine in Cub Foods is owned by TCF Bank. While it will service any bank card, there is a fee to non-TCF customers. TCF offers a student checking account with no fees and a minimum \$25 deposit.

PERSONAL PROPERTY

MLC is not responsible for the loss of personal items or property due to theft, loss, or any other foreseeable or unforeseeable causes. MLC recommends students and families to check their homeowners insurance and/or look into getting renters insurance to cover losses to personal items and property.

What Minnesota Life College Expects From You (Policies, Procedures & Processes)

Policies

The policies and procedures in this handbook are meant to provide a basic outline of expectations for all students.

Certain situations may require MLC staff to seek outside assistance to ensure the best level of care can be provided. That includes but is not limited to the following resources:

- **Law Enforcement:** MLC is considered an education institution and not a court of law. Any policy or procedure listed in this handbook does not replace or reduce the requirements of civil or criminal laws. If a member of this community is involved in behavior where the law has been violated, the Richfield Police Department may be contacted.
- **Physical Health:** MLC is not a medical facility and all serious/immediate concerns of physical health will be handled by 1st responders at emergency services (911) or referred to the nearest local hospital/emergency room.
- **Mental Health:** MLC is not equipped to handle mental health issues. If staff member suspects a severe disturbance of mood or thinking that threatens someone's safety, MLC reserves the right to contact Hennepin County's Crisis Services for Adults (COPE) at 612-596-1223.

TOBACCO USE

Tobacco use (including smoking and chewing tobacco) are not allowed on the MLC campus at any time. During MLC scheduled activities smoking is only allowed in the designated areas during socially appropriate times. Students may ask staff present at events to specify that location and time so they can plan accordingly.

ALCOHOL AND DRUG USE

MLC has a strict policy against alcohol and illegal drug use.

Alcohol Use Policy

Alcohol use by students is not permitted on the MLC Campus or at MLC functions or activities. Alcohol acquired off campus or with parents, including at MLC fundraisers, cannot be brought back to student apartments. Students who are 21 and over may consume alcohol while off campus. Anyone returning to campus in an intoxicated state will be monitored for his/her health and safety and family may be contacted. Other actions and consequences can potentially follow.

Drug Use Policies

MLC is committed to providing a healthy learning environment that fosters the full development of its students. The campus community strives to support and promote safe and legal behavioral norms and standards. The following priorities have been established in accordance with state and federal laws:

- MLC will not permit any coercion to abuse illegal or prescription drugs.
- MLC prohibits the use or possession of illegal drugs and paraphernalia, the misuse of prescription drugs, and the sale or distribution of illegal drugs and prescription drugs.
- MLC advisors may provide education to students regarding proper prescription and over-the-counter drug use and work with families and community experts to monitor appropriate prescription drug plans.

- MLC endeavors to educate its students about drug use and abuse and is committed to assisting students in obtaining medical treatment without being subject to discipline policies if help is sought proactively.

Criminal activity by students or guests of students, including drug-related criminal activity, is not permitted. "Drug-related criminal activity" includes the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance. Students shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the MLC Campus, nor shall they permit their guests to engage in any such activity. Property owned, controlled, or leased by MLC, including the MLC Campus, is private property, and MLC reserves the right to determine who can and cannot be present on MLC property. MLC reserves the right to bar from MLC property or facilities any non-MLC affiliated person MLC does not wish to grant access.

Any students using, possessing, buying, selling, or distributing illegal substances, paraphernalia, or unauthorized prescription drugs, or providing alcohol to persons under age 21, may be disciplined pursuant to the MLC Conduct Code. In appropriate cases, parents/guardians and law enforcement personnel will be informed. If a student is not his or her own guardian the guardian may be informed and, if appropriate, be held accountable for the student's actions in violation of this policy.

Students should be aware that the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to MLC. **If reported, MLC can take appropriate disciplinary action under this policy.** All instances of drug policy violations will be referred to the Resolution Team for action and families will be kept informed during the decision making process. Depending on the situation, family recommendations may be considered.

SELF-HARM

If students feel that they are a danger to themselves or if they hear another student discussing self-harm, they should contact a staff person as soon as possible. If it is an emergency, they should immediately call 911.

The staff reserves the right to contact Hennepin County's Crisis Services for Adults (COPE) at 612-596-1223.

INVOLUNTARY MEDICAL LEAVE

MLC reserves the right to place any student on involuntary medical leave. The terms of the medical leave are at the discretion of the Director of Programs upon evaluation of what is in the best interest of the student and MLC. This leave will be in accordance with, but not limited to, the terms outlined in the "MLC Self-Harm Policy." Any students at a risk to themselves or their classmates will not be allowed to be alone in his or her apartment until a medical professional deems the student is safe to do so.

WEAPONS

MLC does not allow weapons of any kind on or off campus. Any item used to threaten, intimidate, or produce harm upon another person is deemed a weapon. Examples of weapons include but are not limited to: guns (toy or real), firearms, bullets, bows, arrows, crossbows, machetes, slingshots, hunting knives, Swiss Army knives, utility tools (Gerber or Leatherman knives), sharpened objects, and throwing stars.

VIOLENCE

MLC does not tolerate violence of any kind. If a student is threatened or physically harmed by anyone staff should be notified immediately. If the situation is an emergency, however you should first call 911. The staff will evaluate the situation and the police may be called. The staff provides assistance in filing criminal complaints and dealing with the police and other service providers when appropriate. In police are called, the staff role is to serve as an advocate for students, MLC and the families.

Violence includes, by way of example, the following types of conduct:

- Verbal abuse – using words to provoke, insult, or threaten another person.
- Threats of violence – behaving in a physically intimidating manner, stalking; threatening to harm the staff or community members or to do damage to the premises.
- Fighting – mutual pushing, grabbing, and hitting. Acceptable ways of defending oneself include leaving the situation, calling for help, blocking attacks, and restraining the attacker; retaliation is not acceptable.
- Assault – aggressively attacking another person by pushing, hitting, kicking, grabbing, or throwing objects to cause bodily harm.

PHYSICAL VIOLENCE & ASSAULT

MLC does not tolerate physical violence or assault of any kind. MLC uses Minnesota's statutory definition of assault, which is an act done with intent to cause fear in another of immediate bodily harm or death or the intentional infliction of or attempt to inflict bodily harm upon another. Any and all actual or attempted acts of assault should be reported to the Richfield Police Department and the Hennepin County Common Entry Point (612-348-8526.)

The following are examples of physical assault.

- Provocation: insults, death threats.
- Intimidation: making a fist, pushing, stalking, stealing/throwing objects.
- Brutality: attacks, struggles, fights.
- Punches and injuries: bites, bruises, injuries, dislocations, fractures.
- Assault with a weapon.
- Armed robbery (with a firearm or using force or the threat of force).

SEXUAL HARASSMENT & ASSAULT

Sexual Assault

Sexual assault is an unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature. Usually a sexual assault occurs when someone touches any part of another person's body in a sexual way, even through clothes, without that person's consent.

The following are examples of sexual assault:

- Non-consensual, forced physical sexual behavior (rape and/or attempted rape.)
- Unwanted touching.
- Sexual kissing, fondling, exposure of genitalia, and voyeurism, exhibitionism.
- Non-consensual verbal sexual demands.
- The use of a position of trust to compel otherwise unwanted sexual activity without physical force (or can lead to attempted rape or sexual assault.)
- Certain forms of sexual harassment (more detail below.)

Sexual assault can occur between a student and other students, roommates, day and/or evening staff, and other individuals in the community. It can take place anywhere, including but not limited to: in the Student Center, classrooms, apartments, activities, buses, and off campus.

Sexual Harassment

Another type of sexual assault is sexual harassment defined as intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors.

When unwelcome sexual behavior is serious enough or happens often enough to interfere negatively with either one's work or learning environment, this could constitute sexual harassment. If the same type of behavior prevents a student from participating in campus sponsored activities, this could also be sexual harassment.

Sometimes a student may not be the direct recipient of the unwelcome behavior. For example, a student may observe others engaged in sexualized behavior or overhear a conversation that turns into an intimate sexual discussion or jokes. This can also disrupt the learning or work environment and could be considered "third party" sexual harassment.

At times, our words and actions are perceived differently from how we intend them. It is important to note that it is the **impact** of the behavior, not the **intent**, which is used to determine whether the behavior constitutes sexual harassment.

Whether behavior constitutes sexual harassment depends upon the circumstances, but examples of sexual harassment may include:

- Leering, pressing or rubbing against a person, obscene phone calls, bra snapping, wolf-whistles, lip-smacking, indecent exposure, sexual discrimination, displaying explicit materials, sexist jokes, unwanted grabbing, comments about person's body, soliciting sexual services.
- When your job or school standing depends on whether or not you submit to sexual advances by a supervisor, coworker, peer, school staff, or someone in a position of power or authority.
- When your submission to or rejection of sexual conduct is the basis for your continued employment or academic progress.
- When the physical or verbal sexual advances by another person such as those mentioned above interfere with your ability to do your job, make academic progress, and/or create an intimidating, hostile, or offensive work or school environment.

If you feel you have been the target of sexual assault/harassment in any circumstance, including at your job, please do the following:

Report your personal experience to any staff member. Staff will inform the Executive Director, and, when appropriate, the situation will be reported to the Hennepin County Common Entry Point (CEP) at 612-348-8526. CEP is the county unit responsible for receiving oral reports of suspected maltreatment – physical, mental, emotional or sexual abuse; neglect (caregiver or self); or financial exploitation of vulnerable adults. Staff will follow the recommendations of CEP for further directions on reporting the incident to the parent/guardian and Richfield Police Department.

If staff know or suspect that a student is in immediate danger, staff will first contact the Richfield Police Department. If you believe you are in immediate danger, call 911.

If appropriate, Hennepin County's Crisis Services for Adults (COPE) may also be contacted (612-596-1223).

ANTI-DISCRIMINATION/ANTI-HARASSMENT

The policy of MLC is to maintain an environment that is safe for all members of the community. This means an environment free from bullying, physical violence, sexual harassment and discrimination. Accordingly, MLC will not tolerate any form of harassment because of race, age, color, sex, sexual orientation, national origin, religion, or disability.

BULLYING

Any form, type, or level of bullying is unacceptable and will not be tolerated. Every incident of bullying is taken seriously by staff. This policy covers conduct that occurs on school campus, at school sponsored activities or events, on school provided transportation, or through school-owned technology and student-owned personal communication devices.

Examples of bullying may include, but are not limited to:

- Systematically and chronically inflicting physical pain or psychological distress on others through teasing.
- Systematic social exclusion.
- Threats; intimidation; stalking; physical violence; theft; public humiliation; destruction of property
- Sexual, religious, or racial harassment.
- Retaliating against a student or staff member for asserting or alleging an act of bullying or harassment.
- Perpetuating conduct by an individual or group with intent to demean dehumanizes, embarrass, or cause physical harm to another.
- Bullying by any use of electronic communication, including but not limited to email, instant messaging, text messaging, blogs, on-line games, social networking web sites, and/or the use of an individual's picture, video, or audio without permission.

RETALIATION FOR REPORTING

MLC expects students to be advocates for their personal safety as well as the safety of others. Students who report events or actions of misconduct can expect confidentiality. The only exceptions are situations where police and other service providers require witness statements and/or mandated reporting.

Retaliation against reporters is considered a substantial violation of MLC policies and values. All reports of retaliation will be taken seriously and thoroughly investigated by the Resolution Team and may result in probation and/or more serious consequences.

SOCIAL MEDIA POLICY

Examples of popular social media include but are not limited to: texting, blogs, and propriety platforms such as Twitter, Facebook, LinkedIn®, YouTube, and Flickr®.

Minnesota Life College recognizes and embraces the power of social media and the opportunity those tools provide to engage in ongoing conversations with the MLC community including students, faculty, staff, parents, alumni, and fans. It is important to recognize, however, that the use of social media is governed by the same laws, policies, and rules of conduct, and etiquette that apply to all other activities. This policy provides guidance concerning the use of social media to represent or discuss matters related to MLC and/or members of the MLC community, whether or not such use involves MLC's network or other computer resources.

MLC reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from MLC, upon members who use private social media sites or communications resources to:

- Harass, threaten, insult, defame, or bully another person or entity or engage in any unlawful act, including but not limited to identity theft or other types of fraud.
- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying, or otherwise objectionable or injurious.
- Operate an illegal lottery, gambling operation, or other illegal venture.

- Disparage or engage in other conduct detrimental to the interests of MLC or members of the MLC community.

In appropriate cases, such conduct will also be reported to law enforcement authorities.

Student Conduct & Disciplinary Resolution

CODE OF CONDUCT

Students are expected to contribute to the community by treating others courtesy and respect. Rules are provided to protect the rights, safety and wellbeing of everyone. MLC expects enrolled students to follow all laws, Colony Apartment rules, and MLC policies, procedures and guidelines, both on campus and at MLC programs and activities off campus. Student behavior, both on and off the MLC campus, may impact a student's standing or future participation in MLC. Students are expected to use positive and respectful behaviors whether on or off campus.

Students violating civil or criminal law may be subject to MLC conduct procedures for the same conduct when it occurs off campus but adversely affects the service functions of MLC.

MISCONDUCT

The following types of behaviors are considered misconduct and may result in disciplinary consequences:

- Willfully providing false, misleading, or incomplete information to MLC.
- Cheating and turning in dishonest course work.
- Failure to follow computer policy.
- Abuse of alcohol.
- Disorderly conduct including:
 1. Actions which endanger the health, safety, or welfare of others and/or one's self, including threats, obscenity, verbal or physical abuse, predatory advances/behavior, or harassment (e.g., racial, sexual, ethnic, religious.)
 2. Disruption of apartment living, program activities, instruction, and staff duties.
 3. Disruptive behavior on or off campus.
 4. Horseplay (e.g., rough/rowdy/boisterous play and pranks.)
 5. Verbal abuse and obscenities (e.g., teasing, inappropriate language and jokes.)
- Damage to or theft of Colony Apartment property, MLC property, or the property of other community members or guests.
- Trespassing, going into another student's apartment without permission, refusing to leave another member's apartment when asked, unauthorized use of keys, possessing or using any apartment or MLC keys other than those to one's own apartment.
- Misuse of MLC vehicles.
- Violations of MLC policies regarding curfew, sign-out, check-in or visitors.
- Failure to follow any rules, procedures or expectations for specific campus areas and activities and/or failure to comply with the terms of disciplinary actions.
- Assisting other members in breaking MLC rules and policies.
- Not complying with the direct requests of staff.

This list is not a complete list of all behaviors that may be considered misconduct. Depending on the circumstances, other behaviors not specifically mentioned above may also be considered misconduct and subject to the same disciplinary consequences.

DISCIPLINARY RESOLUTIONS

MLC endeavors to develop positive plans and solutions that lead to student success, foster an atmosphere of encouragement, and empower students to use positive strategies immediately and in independent life after graduation. Many discipline problems are avoided by proper pre-planning. At MLC the advisor has discussions with parents, apartment mentors, other staff, counseling professionals (as needed), and the student to gain an understanding of how each student manages various situations. Minnesota Life College strives establish trusting relationships in which students understand that their success is our goal.

In all conduct proceedings it is recognized that MLC is not a court of law. This code does not replace or reduce the requirements of civil or criminal laws. All criminal activity may be referred to local law enforcement as well as investigated internally. Members of the MLC community also have responsibilities as citizens.

Being under the influence of alcohol and/or other drugs does in no way excuse or mitigates responsibility for a student's behavior. The excessive, illegal, un-prescribed, or otherwise socially irresponsible use of alcohol and other drugs infringes upon one's ability to preserve personal integrity and civility.

Each student's case is considered on an individual basis; therefore, no set response or consequence will apply to all students. The following common resolutions may be used by all staff members to address general misconduct:

- One-on-one verbal warnings.
- Written warning.
- Direct referral to advisor.
- Loss of privileges (e.g., access to social opportunities.)
- Use of incentives in individual behavior contracts.
- Differentiating instruction (varying class assignments to suit learning styles.)
- Confiscation of goods used in any violation of MLC policy.
- Peer Resolution Counseling or Restorative Measures.
- Consultation with the Resolution Team or advisor.
- Informing relevant family members.
- Referral to Resolution Team.
- Staff consultation with School Resource Officer (SRO) or contact 911 in emergencies.

RESOLUTION TEAM & CONSEQUENCES

The Resolution Team

If misconduct occurs, MLC may convene a team of staff members called the Resolution Team. This team determines responses to incidents of inappropriate behavior in the form of misconduct and rule and/or policy violations. In appropriate cases, information is gathered from all individuals impacted by the reported misconduct.

The Resolution Team protocol is based on MLC's experiences working with students and current best practices in education and the social services sector. When the team develops a Resolution Plan for the student, these proactive/positive options will be explored:

- Different teaching methods to address particular students' needs.
- Staff interventions when students' negative behaviors begin to escalate that will assist the student in stopping the negative behavior and getting back on track.
- Environmental changes that might be necessary – changes in schedule, changes in roommates, establishing healthy routines (sleep habits, food habits, exercise, etc.)
- Evaluating the possible need for medication adjustments, professional counseling, and new neuro-psych evaluation (if a misdiagnosis is suspected or a diagnosis is not current.)

- Determining whether or not routine home visits might help the student.

Possible responses to rule and policy violations include those listed above and the following, as well as others as appropriate.

- Family consultation with advisor and/or Resolution Team.
- Behavior contracts (monitored by advisors.)
- Mandatory educational workshops
- Loss of school-wide privileges (e.g. curfew reduction, class schedule change, activity participation, etc.)
- Fines and other forms of restitution or restorative justice, including MLC community service, letters of apology, personal reflection log, etc.
- Voluntary medical leave (time off for medication adjustments period or a “restart”).
- Involuntary medical leave.
- SRO/police involvement.
- Probation or suspension from the MLC Program.
- Dismissal from the Program (as approved by the Executive Director.)

It is the responsibility of the student who has been accused of misconduct to participate conscientiously in the resolution process. Students are responsible for becoming familiar with MLC policies and procedures. Failure to be informed does not excuse misconduct. After review, a final decision will be made by the Resolution Team depending on what violations occurred and relevant circumstances surrounding the situation.

Disciplinary action is cumulative, resulting in more serious consequences if the student engages in repeat violations or fails to follow through with actions from a previous resolution.

MLC reserves the right to immediately remove a student from the MLC campus if his or her conduct poses a threat to the safety or wellbeing of another student, staff, or the program, or if other circumstances at MLC’s discretion justify immediate removal.

COMMUNICATION PROCEDURES REGARDING DISCIPLINARY RESOLUTIONS

Information regarding student misconduct and resolutions may be documented in the MLC student information system. Students will receive information in face-to-face meetings with staff members on an as-needed basis.

All Resolution Team recommendations and actions are documented in the student information system. Advisors are responsible for compiling and summarizing student conduct and reporting to families. In the case of more serious situations, the Resolution Team or Executive Director may contact parents directly.

APPEALING DISCIPLINARY RESOLUTIONS AND GENERAL GRIEVANCES

One of MLC’s goals is to develop student capacity to self-advocate. Students who feel they have been assigned inappropriate consequences are encouraged to suggest solutions and self-monitoring plans. Students may do this by working directly with the person(s) involved, and students with a non-emergency concern or issue are encouraged to communicate them directly to whoever is involved. If doing so does not resolve the student’s concern, or if the student does not feel comfortable directly communicating with the person(s) involved, the student should tell his/her advisor.

If the concern involves the advisor or has not been resolved to the student’s satisfaction, the student and/or family/guardian may submit a written appeal to the Director of Programs.

Concerns and/or complaints about the Director of Programs' final decision may be addressed in writing to the Executive Director.

Concerns and/or complaints about the Executive Director's handling of the issue may be addressed in writing to the Chair of the Board of Directors.

A member and/or family/guardian who wish to appeal the student's dismissal from the program should submit the appeal in writing to the Resolution Team which will issue a final decision in writing. Further appeals should be addressed in writing to the Executive Director.

Appeals of any disciplinary consequences other than a member's dismissal from the program should be first addressed in writing to MLC staff as described in the Grievance/Appeals Process.

Student Acknowledgment

I acknowledge that I have received a copy of the Minnesota Life College Student Handbook that contains important information on MLC policies and procedures. I understand that I am responsible for reading this handbook and complying with all policies, procedures and practices within.

I understand that the provisions of this handbook can be changed, altered, modified or amended from time to time. Any revisions will substitute and replace prior policy or procedure statements.

When changes occur in the undergraduate program's policies or procedures, I understand that I will be informed through normal communication channels, issuance of new policies, or by way of special student meetings or supplements to this handbook.

I understand that this handbook is not a contract and nothing herein conveys any rights to me.

Student Signature

Date

Print Name

Parent/Guardian Acknowledgment

As a parent, guardian or conservator of the student named above, I acknowledge that the above named student has received a copy of the Minnesota Life College Student Handbook that contains important information on MLC policies and procedures, and I understand that it is the responsibility of the above named student to read this handbook and comply with all policies, procedures, and practices within.

I understand that the provisions of this handbook can be changed, altered, modified or amended from time to time. Any revisions will substitute and replace prior policy or procedure statements.

I understand that this handbook is not a contract and nothing herein conveys any contractual rights to me or the above named student.

Parent/Legal Guardian Signature

Date

Print Name