



**Student Handbook
and
Annual Fire Safety Report
Academic Year 2023-2024**

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Interpretation of LCWS Policies

The Dean and Executive Director of LCWS interprets all LCWS policies. LCWS' rules and regulations have precedence over all issues related to day to day living and learning while students are in Washington, D.C. Yet, students are primarily students of their home campus and remain accountable for all rules and regulations that govern behavior on their home campus while in D.C. Students are responsible for knowing and abiding by both LCWS' rules and regulations and those of their home school.

Non-Discrimination/Equal Opportunity Statement

LCWS does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit-based factors. LCWS is committed to providing an environment for learning, working and living that promotes equal opportunity, inclusion, and non-discrimination for its faculty, staff, students, contractors, and visitors.

Commitment to Diversity

As a program with students from different institutions, the Lutheran College Washington Semester (LCWS) represents and benefits from a wide spectrum of identities and viewpoints. Although the campuses are spread across the country and have varying student demographics, all institutions embrace diversity and reject racism and discrimination. It is with this understanding that we affirm our programmatic commitment to diversity, equity, inclusion, and social justice.

Free Expression/Non-Civil Discourse

LCWS aims to prepare students for life after college and to encourage students to become engaged citizens of their community, nation, and world. As part of this mission, and because LCWS is perfectly situated to allow students to closely study the articulation of arguments, LCWS strongly endorses freedom of expression. As a community in which individuals from diverse backgrounds and diverse perspectives reside, LCWS is committed to maintaining a climate that emphasizes the importance of communication between individuals with different perspectives, opinions, and identities. The success of an inclusive learning environment relies on the participation, support, and understanding of all students. LCWS encourages students to speak up and share their views, while knowing that they are doing so in a learning environment in which everyone is expected to engage respectfully and with regard to the dignity of others.

LCWS Program Requirements

The LCWS program has three mandatory areas of participation: the internship, academic courses, and the DC Experience. Students are required to participate in all three aspects of the program. The Dean, in consultation with the appropriate campus representative, will determine the appropriate course of action, including dismissal from the program, if a student is not participating in all three areas.

Internship

LCWS defines internships as a temporary work experience in which a student assumes a responsible role in an organization to further their own professional and/or academic goals. All student internship experiences should meaningfully engage the student in pursuit of their goals and prompt the student to actively reflect on what they are observing and learning.

Students are required to work four days a week and average 28 hours per week at their internship.

Internships are evaluated twice a semester, once around midterms and once at the end of the semester. The midterm evaluation, completed by both students and supervisors, does not hold any academic weight—it is simply an opportunity for LCWS to check in on how the internship is going. If there are negative ratings on either the student's or supervisor's midterm evaluations, LCWS staff will intervene and try to remedy the problem before the end of the semester. All internship supervisors are encouraged to discuss midterm evaluations with their interns. The end of semester evaluation is used to help determine a student's final internship grade. The student's on-campus reader (faculty member from their home institution responsible for evaluating the student's internship performance) will receive the end of semester evaluation and use that to help determine the internship grade (internship grades are either pass/fail or letter grades depending on the home institution). The on-campus reader may require additional materials from the student to help determine the internship grade. All students should maintain regular contact with their on-campus reader throughout their semester to ensure additional assignments are completed as needed.

If a student is terminated from an internship through no fault of their own, LCWS will assist the student in finding a new internship position. In the event that a new internship cannot be arranged, the Dean, in consultation with the student and appropriate campus representative, will create a plan designed to satisfy the internship component of the program.

If a student is fired from their internship for cause, LCWS is not obligated to find another internship for the student or assist the student in finding a new internship. The Dean, in consultation with the campus representative, will determine the appropriate course of action, which could include removal from the program.

Courses

Students are required to take two courses during their semester in DC. All LCWS courses meet once a week in the evenings, after internships. Students receive a letter grade based on their performance in the courses.

Course registration occurs approximately two months before the semester begins. Specifics about the registration process are shared with students after they are accepted. All efforts are made to place students in the classes they prefer, but preference is given to students with graduation requirements and otherwise first-come-first-served requests due to limited seating.

Instead of taking two courses with LCWS, students from some schools may opt to replace one course with an independent study, supervised by faculty from their home institution. Documentation must be provided confirming enrollment in an independent study. See the Academic Policies section of this Handbook for more information.

Together with the internship, two courses round out a full course of study for the semester. Courses can count for major, minor, or general education requirements if the student coordinates with their on-campus advisor and registers with their home institution.

DC Experience

The DC Experience is a series of activities designed to enhance the quality of each student's experience in Washington, D.C. This includes weekly field trips and semester-long experiential learning activities. Field trips are scheduled for each Friday of the semester and are mandatory for all students. If a student misses a field trip, they will be assigned a commensurate make-up assignment by their LCWS advisor. The experiential learning activities span the semester, with due dates and check-ins at regular intervals.

While the DC Experience does not count for academic credit, all students must complete their requirements before grades for courses or internship evaluations are sent to the student's home institution.

Student Code of Conduct

LCWS expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of LCWS, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators. It is the student's responsibility to obey LCWS' rules and regulations, River Place policies and procedures, as well as their home institutions' codes of conduct, while participating in the LCWS program. If a student's behavior does not meet these expectations or is in violation of the policies outlined in the Student Handbook, they may expect [disciplinary action](#).

The LCWS community is based on three shared principles: integrity, community, and personal responsibility. As representatives and ambassadors of LCWS during their semester here, students are expected to uphold and abide by these standards at all times.

Integrity: LCWS students are expected to be honest and respect others in all interactions.

Behaviors that violate this expectation include but are not limited to:

Violating Academic Integrity

Presenting the work of others as their own. Absolute integrity is expected of all LCWS students in all academic work including, but not limited to, all class reports, assignments, and examinations, as well as the WEM requirements. Any outside assistance for coursework completed by a student must be acknowledged. Students may not use information from print materials, the Internet, or other sources without attributing it to the original source.

In addition to the above, specific types of academic integrity violations constituting violations of LCWS standards include, but are not limited to:

- ***Cheating:*** Cheating is the submission or attempted submission of work that is not one's own or that violates a professor's instructions for the work to be considered for a grade or credit. One must intend to submit the work for an act to be considered cheating. Cheating may occur without one's understanding that one's actions constitute cheating. In collaborative assignments, "work" shall be defined as each individual's contribution to the assignment. Cheating includes, but is not limited to, such actions as:
 - The giving of unauthorized aid;
 - unauthorized use of knowledge of the contents of tests or exams. "Knowledge of the contents" is defined as communication about the test/exam with students who already have completed it or examination of the test paper itself;
 - use of or attempted use of unauthorized notes or tapes before submission of a test;
 - unauthorized use of an electronic resource beyond the use permitted by the professor or other responsible authority;
 - use of testing materials from past testing periods when expressly prohibited by the instructor.

- ***Plagiarism:*** Plagiarism is the presentation, oral and/or written, of words, facts, or ideas belonging to another source without proper acknowledgment. In collaborative work, each individual's contribution to the assignment is treated separately. Plagiarism is an egregious form of cheating. All academic work, written or otherwise, submitted by a student to fulfill a course requirement is expected to be the result of the student's own work.

- ***Lying:*** Lying is the making of a statement that one knows is false with the intent to deceive. It includes, but is not limited to, such actions as:
 - Lying to faculty, administration, or staff of the LCWS community in order to gain an academic advantage;
 - falsifying any LCWS paper or electronic record by mutilation, addition, deletion or forgery;
 - making false accusations or complaints;
 - lying to any LCWS faculty member, staff, or administrator in academic-integrity-case-related matters.

- ***Academic Theft:*** Academic theft is the unauthorized removal or destruction of academic materials that may prevent others from having equal learning opportunities. Such materials include, but are not limited to print, film, tape, and electronic databases.

More information about academic integrity and the violation process can be found in the [Academic Policies](#) section of this Handbook.

False Information

Furnishing falsified information to any LCWS official, faculty member, or internship supervisor. This includes providing falsified documents or any falsified information.

Theft

Unauthorized appropriation, possession, concealment, or use of the property of another; unauthorized use of LCWS, apartment, or internship services (e.g., unauthorized photocopies).

Burglary

The unlawful entry of a structure to commit a felony or theft.

Complicity

Helping or encouraging another individual to commit a crime or otherwise violate the LCWS student code of conduct.

Community: LCWS students are expected to actively build and enhance our community.

Behaviors that violate this expectation include but are not limited to:

Compromising Community Wellbeing

Not adhering to public health guidance from federal, state, and local agencies, as well as LCWS specific guidelines. Students are required to comply with all guidelines as interpreted by LCWS staff and act mindfully to ensure that their actions do not increase the risk to any members of the LCWS community (students, faculty, staff, neighbors, etc.).

Facilities

- Not following all policies and procedures outlined by River Place's management.
- Changing, altering or attaching anything to the outside of the building, including hanging anything from the balconies
- Throwing anything out of windows or off of the balconies.
- Removing screens from windows.
- Displaying objects or materials on the interiors of windows that are not in good taste and may be offensive to others.
- Removing, destroying, disassembling, or altering of any furniture in a room, including placing indoor furniture on balconies.
- Painting, wallpapering, or similarly decorating individual rooms or common areas.
- Installing or hanging curtains or window treatments other than those provided by LCWS.
- Removing or replacing light bulbs that have not been provided by maintenance staff.
- Modifying or tampering with circuit breakers or any part of the electrical system.
- Installing new cable/satellite TV service or altering in any way the subscription. This does not include access to TV services through a personal subscription on a streaming device (e.g. Roku stick, Apple TV, or Fire TV stick).
- Smoking in apartments, including the use of electronic cigarettes. All smoking must be at least 25 feet from the residential building.
- Using the fireplaces. Some apartments have non-working, decorative fireplaces that cannot be used to burn anything.
- Using and/or possessing the following items: grills (gas or electric), candles, incense, halogen lamps, camp stoves, space heaters, fireworks, smoke bombs, sparklers, or anything with an open flame or exposed heating element.
- Using and/or possessing pressurized tanks (e.g., helium tanks), flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal.
- Removing batteries from smoke detectors.
- Using more than three strands of stringed lights per room; all stringed lights must be UL-approved.
- Wrapping or placing wires or stringed lights in the area of beds.
- Improper possession of, misuse of, tampering with, or damage to fire or other life-safety equipment, including removing batteries from smoke detectors.

- Altering, tampering, or dismantling any door closure.
- Obstructing room, hallway, and/or building exits (e.g., hanging sheets or blankets across doorways, bicycles in entry ways).
- Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems.
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls cannot exceed 25% of the total wall surface.
- Failure to evacuate a building during an emergency situation or drill.
- Intentionally or recklessly initiating any false report of fire or emergency in the River Place community.
- Causing a fire that damages any property or causes injuries (arson).
- Water fights, ball playing, or bike riding in the apartments, or similar activities that may cause harm to persons or property.
- Possession or presence of any pet or other animal in the apartments or any other LCWS affiliated location. (Also see Emotional Support/Service Animal policy.)
- Solicitation of goods or services (e.g., running a business from the apartment)
- Storage of personal items such as sports bags/equipment, bikes, furniture, or suitcases in any spaces outside of the apartments.
- Any excessive noise between 10:00 pm and 8:00 am daily in apartments (quiet hours).
- Noise exceeding a reasonable level between 8:00 am and 10:00 pm daily in apartments (courtesy hours).
- Any excessive noise at any time of day or night in all common areas of the complex (24/7 quiet hours).
- Use of the LCWS office kitchen without express permission from LCWS staff.

Guests

- Overnight stays longer than two nights.
- Failure to ensure that one's guests abide by the policies of LCWS. Students are responsible for their guests' conduct at all times.

Disruptive Behavior and Disorderly Conduct

Any conduct that is disruptive or disorderly, lewd, indecent, reckless, breaches peace, or interferes with the function of LCWS, the apartment community, the internship site, or field trip experiences. This includes:

- Fighting, threatening, or violent behavior;
- any unauthorized use of electronic or other devices to make an audio or video record of any person without his or her effective consent;
- disruption or obstruction of teaching, research, administration, disciplinary proceedings, events, or other activities of LCWS and its students, staff, or guests;
- Retaliation against any person participating in the disciplinary process or any person who reported an incident or violation.

Weapons

Owning, holding, carrying, or maintaining weapons capable of inflicting injury or damage. This includes, but is not limited to, firearms, stun guns, paintball guns, pellet guns, martial arts equipment, and blades longer than three inches. This also includes items resembling guns or other weapons. Weapons are not allowed in any location associated with the LCWS program including the apartments, LCWS offices, internships, and field trips.

Prevention of Free Expression or Civil Discourse

Interfering with the free expression of others. LCWS students are encouraged to express their point of view on any issue of public interest; however, no individual has the right to interfere with the expression of others. This includes, but is not limited to, destruction of approved flyers or postings and the intimidation of others to prevent free expression. Civil Discourse is dialog that is constructive, articulate, and respectful. It encourages critical thinking, consideration of all sides, and empathy. All students are expected to adhere to the tenets of civil discourse.

Computers/Printers/Technology

- Storing personal items on shared computers. Information may be lost, erased, or misused if stored to the hard drive of any computer in the lab.
- Use of students' own copies of extraneous software in the computer labs unless the software is licensed to the user, such use does not violate the software license agreement, and the use of the software is approved by a member of the LCWS staff.
- Use of printers for non-academic purposes if others are waiting to print course-related materials.
- Use of computer equipment, software, networks, and accounts for purposes other than those for which they are assigned (e.g., for commercial purposes or non-college-related activities).
- Deliberately attempting to degrade the performance of a computer system or deprive authorized personnel of resources or access to any LCWS computer system.
- Copying or transferring any computer software provided by LCWS without valid written authorization. Use of illegally copied software is a criminal offense.
- Using the computer to send, view, or use obscene, abusive, or threatening messages.
- Excessive noise that may disturb others working in the lab.
- Using more than one computer at a time while others are waiting for an open computer.
- Collecting or discarding output other than your own without the owner's permission.
- Making any changes to the cable or internet services in the apartments or office.

Personal Responsibility: LCWS students are given and accept responsibility to self, others, and the community.

Behaviors that violate this expectation include but are not limited to:

Alcohol

Underage drinking. Alcohol is only allowed if a student is 21 years or older. Alcohol should always be consumed responsibly.

Drugs

Possession, use, manufacture, and/or distribution of illegal drugs or drug paraphernalia containing drug residue, prescription drugs not prescribed to the individual in possession of the drugs, and/or other controlled substances. Although marijuana is legalized in Virginia for personal use in private residences, marijuana is not allowed in any LCWS apartment.

Harassment

LCWS prohibits the following interpersonal conduct:

Harassment Based on Protected Categories Other Than Sex

Harassment based on any category other than sex, including harassment on the basis of race, color, religion, national origin, age (40 and over), pregnancy (including breastfeeding or related

medical conditions), citizenship status, familial status, disability status, veteran status, genetic information, or any other classification protected by law.

Harassment is defined as written, verbal, or physical acts reasonably perceived as creating an intimidating or hostile work, learning, or living environment, particularly if the behaviors are repeated and/or if it continues after the student is informed of the objectionable or inappropriate nature of the behavior. Harassment prohibited by this policy may include, but is not limited to, threats, physical contact, violence, pranks, jokes, derogatory comments, vandalism, or verbal, graphic, or written conduct.

Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe, pervasive, or persistent so as to unreasonably interfere with or limit the ability of an individual to work, study, participate in activities of LCWS, or achieve their purpose for being in the program. This policy also prohibits any conduct that constitutes discrimination as defined in the Non-Discrimination/Equal Opportunity Statement in this Handbook.

Harassment Based on Sex

LCWS prohibits sexual harassment, which is conduct based on sex, including gender identity, gender expression, or sexual orientation, that satisfies one or more of the following definitions:

1. **Quid Pro Quo Conduct.** An employee conditions the provision of an aid, benefit, or service of LCWS on an individual's participation in unwelcome sexual conduct.
2. **Unwelcome Conduct.** Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to LCWS education programs or activities.
3. **Sexual Assault.** This category of prohibited conduct includes the following:
 - a. **Sex Offenses**—Any sexual act directed against another person, without the affirmative consent of the victim including instances where the victim is incapable of giving affirmative consent. Sexual Act is defined as conduct between persons consisting of:
 - i. Contact between the penis and the vulva.
 - ii. Contact between the penis and the anus.
 - iii. Contact between the mouth and the penis.
 - iv. Contact between the mouth and the vulva.
 - b. **Non-Consensual Penetration**—Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving affirmative consent because of their temporary or permanent mental or physical incapacity.
 - c. **Fondling**—The non-consensual touching of the private body parts of another person for the purpose of sexual gratification, without affirmative consent, whether forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving affirmative

consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- d. Other Lawfully Prohibited Sexual Intercourse—This category includes conduct constituting sexual assault that does not meet the definition of Non-Consensual Penetration or Fondling:
 - i. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, regardless of affirmative consent.
 - ii. Nonforcible sexual intercourse with a person who is under the statutory age of consent, regardless of affirmative consent.
4. Dating Violence. Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic Violence. A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state.
6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Harassment based on sex, including dating violence, domestic violence and stalking (gender/sex-based) is not prosecuted through the Student Conduct Process outlined in the next section. These cases have their own investigation and disciplinary processes. For more information, see the [Sexual Harassment and Sexual Misconduct](#) section of this Handbook.

Keys and Keypads

- Failure to immediately report lost or damaged keys to the LCWS staff.
- Lending keys to others, copying keys, and/or possession of keys that are not authorized for your use.
- Giving the LCWS office keypad combination to people unaffiliated with LCWS.
- Replacing any lock or installing new locks or chains on doors or windows. Locks may only be replaced with prior authorization of LCWS staff.

Moving Out

- Failure to completely vacate the apartment by 11:59 pm on the last day of scheduled stay with LCWS.
- Failure to clean the apartment thoroughly, including returning all furniture to the proper location.
- Failure to turn all keys in to the office after vacating the apartment.
- Failure to vacate the premises in the rare event that the program closes in-person operations.

Failure to Comply

- Failure to comply with the directions of LCWS staff or any person acting in an official capacity (e.g., law enforcement, emergency personnel) in the performance of their duties. This includes evasiveness, running, hiding, and providing a false name.
- Failure to identify oneself to those persons when requested to do so.
- Failure to not complete sanctions assigned as a result of the conduct process.

Arrest and Criminal Conduct

Being arrested for criminal charges. Students arrested under criminal charges may also have charges brought against them separately under the Code of Conduct. Proceedings under the Code of Conduct may be implemented prior to, simultaneously with, or following civil or criminal proceedings elsewhere. LCWS does not post bail or involve itself with civil or criminal proceedings except where LCWS deems the need to report criminal violations to law enforcement. LCWS will comply with all requests by law enforcement officials for cooperation in investigations.

Student Conduct Disciplinary Process

The following disciplinary process applies to all violations of LCWS standards as outlined in the [Student Code of Conduct](#), except sexual harassment/sexual misconduct and academic integrity. Issues of sexual harassment/sexual misconduct are handled pursuant to the responding party's home institution's procedures. Issues of academic integrity have their own investigation and disciplinary processes. For more information see the full [Sexual Harassment/Sexual Misconduct](#) and [Academic Policies](#) sections of this Handbook.

Any individual can report a violation of LCWS expectations to any LCWS staff member, but every report will be passed along to the Dean.

Upon receiving notice of a violation of LCWS expectations, the Dean will proceed with an investigation of the violation which may include an initial meeting with the student(s) of concern.

The investigation may result in:

- 1) A determination that there is insufficient information to hold an individual responsible for violating LCWS' expectations and the matter will be closed;
- 2) a determination that the suspected violation's severity is insufficient to warrant further action;
- 3) a student admitting to a violation of LCWS' expectations;
- 4) a finding that there is enough information to hold an individual responsible for violating LCWS' expectations;

If it is decided that there is enough evidence to hold an individual responsible for violating LCWS' expectations and/or a student admits to the violation, the Dean will meet with the student(s) of concern to discuss the formal complaint or violation and any resulting sanctions (see [Sanctions in Appendix A](#)).

The standard used for all violations is the preponderance of the evidence standard. This means that the Dean is more confident than not that the facts support the decision.

There is no right to appeal.

LCWS staff may take interim measures at their discretion to ensure the safety of all parties, the LCWS community, and/or the integrity of the investigatory process. Interim measures will be individualized and appropriate based on the information gathered by LCWS staff. These actions are not a presumption of responsibility for violation of the Code of Conduct and every effort will be made to ensure that no one student bears an unwarranted burden in sanctions when compared to other students. Interim measures may include interim suspension, a ban from specific areas or events, no contact orders, and/or a change in student housing/class schedules/parking arrangements/internship assignments/field trip arrangements. Failure to comply with interim measures is a violation of LCWS expectations as defined in the [Failure to Comply](#) section of the Student Code of Conduct and may add to a prior investigation or initiate a new one. Repeated violations of the Student Code of Conduct can result in a student's dismissal from the program at the discretion of the Dean.

Sexual Harassment and Sexual Misconduct

The prior conduct process and sanctions list (see [Appendix A](#)) applies to all violations of LCWS standards except sexual harassment/sexual misconduct and academic integrity. Issues of [sexual harassment and sexual misconduct](#) have their own investigation and disciplinary processes as outlined below.

LCWS is committed to the principle that its program and learning environment should be completely free of inappropriate conduct of a sexual nature. As such, LCWS does not tolerate any form of sexual misconduct. Violations of this principle are taken very seriously.

Legal Basis

Sexual harassment in education programs and activities violates both Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is also clearly linked to the broader arena of sexual misconduct under the Violence Against Women Act of 1994 and the Violence Against Women Reauthorization Act of 2013. Interpretations and applications of these regulations have been issued over the ensuing years, principally by the Office for Civil Rights of the U.S. Department of Education.

Title IX includes a variety of requirements and guarantees, and, specifically:

- Prohibits discrimination on the basis of sex, gender identity, gender expression, and pregnancy status;
- Prohibits sexual harassment, as well as sexual violence, including rape, sexual assault, and sexual coercion;
- Applies to persons of any gender identity;
- Applies regardless of whether or not a criminal report is filed; and
- Covers reported incidents of sexual harassment, discrimination, or violence, as well as situations or environmental factors about which the organization should “reasonably know.”

Survivor Procedures

If you have experienced sexual misconduct:

- Go to a safe place.
- Contact someone you trust. For confidential support or information, you may contact the Arlington Domestic and Sexual Violence Hotline: 703-237-0881
- Even if you do not want to press charges right now, consider going to a medical facility or emergency room so that any evidence can be formally collected. Because of the potential

seriousness and sensitivity of the situation, preserving evidence quickly is often a key step to successful investigation of alleged sexual misconduct. Physical evidence may be usable if proper procedures are followed within 120 hours of an assault. Once at a medical facility you may ask for an advocate if one is not provided (The Arlington Domestic and Sexual Violence Hotline (703-237-0881) can provide advocates and accompaniment to medical facilities).

- Evidence preservation is enhanced using these methods:
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - Do not eat or drink, blow your nose, smoke, or brush your teeth.
 - Keep the clothing worn when the assault took place. If you change clothes, place the clothing in a paper bag – evidence deteriorates in plastic.
 - Do not destroy evidence by cleaning or straightening the area until law enforcement officials have an opportunity to collect evidence.
 - Tell someone all the details you remember or write them down as soon as possible.
 - Maintain all texts, pictures, social media posts, video, screenshots, and any other evidence that may corroborate a complaint.

Reporting

Regardless of whether or not a survivor of sexual misconduct collected evidence within 120 hours, they can file a report with local police and/or their academic institution without pressing charges against the offender. Filing a report while details are still fresh creates a stronger basis with which to press charges in the future, should the survivor decide to do so.

Students may contact any staff members at LCWS either in writing or verbally. LCWS will make every effort to assist sexual misconduct survivors. Given the close-knit community, students participating in LCWS' varied educational programs through LCWS will likely consider all full-time LCWS employees to be "responsible employees under Title IX guidelines. "Responsible employees" are those who students could reasonably believe have authority or responsibility over Title IX matters, including authority to act to redress such matters. As a result, LCWS has designated all full-time employees as mandated reporters, responsible to report all Title IX complaints to the Dean (or, if such a complaint concerns the Dean, to the President of the LCWS Board of Directors). Once such a complaint is received, the Dean (or the President of the LCWS Board of Directors) will contact the Title IX coordinators at each home school involved and follow their guidance for supportive measures and interim actions to the extent feasible. The student's confidentiality will be maintained as much as possible among staff both at LCWS and the home institution in accordance with the legal rules and reporting requirements in each state.

Any LCWS full-time employee who is aware of, or becomes aware of, an instance of sexual misconduct bears responsibility for reporting this misconduct as soon as possible as a Title IX mandatory reporter. However, the ultimate keeper of the report, the Title IX coordinator at the student's home school, can maintain the student's confidentiality to the extent defined by their reporting requirements in their state.

Pressing or Bringing Criminal Charges

Students have the right to file charges through the legal system, outside of LCWS or their home institution. For more information on your rights in this process, please contact the Arlington Domestic and Sexual Violence Hotline (703-237-0881) or local law enforcement.

Resolving Complaints

Regardless of whether the student wants to formally press or file legal charges, they can also seek recourse through LCWS and the home institution of the reporting and responding parties. In the event the reporting party and the responding party are attending different home institutions, the policies and procedures of the responding party's home institution shall be utilized in resolving the complaint and determining primary sanctions. LCWS, as a subset of each student's home campus, will defer to the guidance of the responding party's home school policies and procedures for the investigation and resolution of the complaint.

If it is determined that there has been a violation of the sexual harassment/sexual misconduct policy, LCWS may take proportional action to correct and/or remedy the violation, guided by any sanctions issued by the responding party's home institution. Student offenders are subject to sanctions that could include immediate dismissal from the program without refund. The LCWS policy for dismissal in cases involving sexual harassment and/or sexual misconduct may supersede the policies of the individual colleges of the consortium.

If dissatisfied with the investigation and/or the remedy, the reporting or responding student may appeal to the institution handling the grievance procedure, consistent with the provisions of that policy.

Rights and Options

When a student reports that they have been a victim of sexual misconduct to a member of the LCWS staff, the student will be provided a written explanation of rights and options, which shall include information about:

- The mandatory reporting/Title IX requirements of the staff member;
- Information about how LCWS will protect the confidentiality of victim/survivors and other parties, including how LCWS will:
 - Maintain as confidential, any accommodations or protective measures provided to the victim/survivor, to the extent that maintaining such confidentiality would not impair the ability of LCWS to provide the protective measures;
- The importance of seeking medical attention and of the collection and preservation of evidence;
- Options for involvement of local law enforcement, including the victim's option to:
 - Notify proper law enforcement authorities, including local law enforcement;
 - Be assisted by LCWS staff in notifying law enforcement authorities, if the victim/survivor so chooses; and
 - Decline to notify such authorities;
- The opportunity to request interim measures regardless of whether the victim/survivor chooses to report the crime (potential interim measures include changes in internship placement, class assignment, housing arrangements, field trip arrangements, no contact orders, no interaction orders, etc.);
- Notification of existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.

When a person has been accused of a violation of this policy, that person will likewise be afforded notice with sufficient details of the allegations and information regarding their rights and options.

Resources

Students are encouraged to utilize the following resources at their disposal for support related to sexual harassment:

- Any member of the LCWS staff
- Arlington County Police: 703-558-2222 (non-emergency), police@arlingtonva.us
- National Sexual Assault Telephone Hotline: 800-656-4673, <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>
- Arlington Domestic and Sexual Violence Hotline: 703-237-0881, <https://www.doorwaysva.org/our-work/securing-safety/immediate-safe-response/>
- DC Rape Crisis Center: 202-333-7273, <http://dcrc.org/>
- Parkhurst Associates Mental Health Services: 202-234-7738, <https://parkhurstassociates.com/> (for more information on Parkhurst Associates please see the Emotional and Mental Health Resources section in this Handbook)

Definitions

Definitions of different versions of [sexual harassment and misconduct](#) are defined in the Student Code of Conduct section of this Handbook.

Relationships

Romantic or sexual relationships between a current student and any faculty, staff, and administrators are strictly prohibited.

Academic Policies

Academic Integrity

The prior conduct process and sanctions list applies to all violations of LCWS standards except sexual harassment/sexual misconduct and academic integrity. Issues of academic integrity have their own investigation and disciplinary processes as outlined below.

As an academic community, LCWS honors and upholds the important conventions of academic integrity. The LCWS community assumes that each student practices honor and integrity unless their actions prove otherwise. Therefore, LCWS expects academic honesty and integrity of its students, without exception.

Definitions of potential [academic integrity violations](#) are defined in the Student Code of Conduct section of this Handbook.

Violation Process

Any student, LCWS staff member, or faculty member who suspects that a possible violation has been committed must contact the Dean of LCWS immediately. Once evidence is presented to substantiate a charge, the Dean will determine if there is enough evidence to proceed with further action.

If it is determined that there is insufficient evidence to warrant further action, the matter is concluded, and all documentation is destroyed.

If the Dean decides that there is sufficient evidence to warrant further action, the accused student has the right to defend themselves either in person or in writing to the relevant professor and another LCWS staff member (not the Dean) within a week. The accused student may choose another person (including another LCWS student) to be with them to serve as an advocate if they elect for an in-person meeting. After the meeting or consideration of the

student's written defense, the faculty member and the LCWS staff member will deliberate and come to a decision.

If the student accepts responsibility and/or chooses not to defend themselves within a week of notification, the Dean, in consultation with the professor, will set appropriate sanctions.

The student has the right to appeal the decision of the professor and LCWS staff member to the Dean within 48 hours of the incident hearing. In cases of appeal, the Dean's decision is final.

Sanctions

Any student who is found responsible for an [academic integrity violation](#) will receive a written letter of reprimand, with the sanction noted. This letter will also be sent to their on-campus reader, their on-campus representative, and their home institution's Dean of Academic Affairs (or equivalent). It is possible that the student's home campus policy and guidelines will result in further sanctions.

Sanctions may include but are not limited to:

- *Academic Integrity Probation* – Students on academic integrity probation who are found responsible for an additional academic integrity violation will be expelled from LCWS.
- *Loss of Academic Credit* - Recommendation of any grade alteration including, but not limited to, a failing grade on the assignment in the course to which the violation relates, a failing grade in the course, or in all courses in which the student is enrolled at the time of the violation.
- *Expulsion/Dismissal from Program* - Permanent separation of a student from LCWS without refund

Attendance Policy

Class attendance is expected of all students. Absences will be factored into final grades according to the policies outlined in individual class syllabi.

Classroom Accommodations

LCWS is committed to providing equal educational opportunities for qualified individuals with disabilities and will make reasonable accommodations for students as required by the Americans with Disabilities Act. Discrimination based on disability is prohibited under local and federal laws.

Students are not required to notify LCWS of a disability, either prior to or after admission into the program. However, if a student plans to request accommodations, documentation of the disability must be provided to LCWS in a timely manner. In general, if a student receives accommodations at their home institution, they can have their home institution forward documentation to LCWS detailing what accommodations are needed.

Drop/Add

Permission for a student to drop/add must be approved by the student's home institution Registrar, the student's home school advisor, and by the Dean of LCWS. In order to change a course (drop/add), the student must get these permissions in the first week of class and before the start of the second class of the course in which they are enrolled. Please be aware that books and other materials are purchased in advance and it may not be possible to return them. If new books/materials are needed for the new course, the student will be responsible for these costs.

Pass/Fail

If the student is eligible on their home campus to exercise a pass/fail option, one course may be taken as Pass/Fail or Satisfactory/Unsatisfactory. Permission must be obtained from the student's home campus in advance of the start of the semester. As a general practice, Registrar's Offices manage the granting of permission. A student must receive a C- or higher in order for the grade to be converted to a Pass or Satisfactory.

Audit

No courses may be audited at LCWS.

Independent Study

The independent study option is available to students as a substitution for one of the required courses. Students must receive approval in advance of the start of the Washington Semester. This approval must come from the student's home campus academic advisor, the department chair of the crediting department, and the Dean of LCWS.

Instead of an independent study, students may opt to take one class at a different institution (either in the DC area or virtually) if it does not conflict with the requirements of the LCWS program. Taking a class with an outside institution is only possible with approval from the student's home campus academic advisor, the department chair of the crediting department, and the Dean of LCWS.

Incomplete

If, due to unusual circumstances, a student is given an incomplete grade in a course, the Dean, the faculty member, and the student's campus LCWS representative will work out the specifics on a case-by-case basis.

Completion of the DC Experience

The completion of the DC Experience is required as part of the student's academic experience. If a student does not complete the DC Experience requirements, their class grades will not be released to the Home Institution. See the [LCWS Program Requirements](#) section of this Handbook for more information.

Grade Appeals

A student has the right to appeal a grade in a course up to one month after the course has ended. The appeal should be made in writing and directed to the Dean. The policies and procedures of the student's home institution will be a factor in resolving the appeal.

Grading Scale

| | Plus | Regular | Minus |
|---|-------------|---------|-------|
| A | 100-98 | 97-93 | 92-90 |
| B | 89-87 | 86-83 | 82-80 |
| C | 79-77 | 76-73 | 72-70 |
| D | 69-67 | 66-63 | 62-60 |
| F | 59 or lower | | |

Student Evaluation of Teaching

At the end of each semester, each course is evaluated by the students through a survey. The focus of the Student Evaluation of Teaching is to provide students with an opportunity to provide feedback to the faculty member. The survey is intended to elicit formative feedback for specific areas of teaching shown, through research, to positively impact student learning.

Housing Policies

Maintenance of the apartments and appropriate behavior within them is a top priority for LCWS. Students are responsible for the items contained in their apartments and the events that occur in their apartments.

Unit Cleanliness

It is the responsibility of the students to keep their residential units clean, sanitary, and free of excessive trash. Failure to do so could result in unwelcome pests in the unit.

Room Searches

If it is deemed necessary due to violations or safety concerns, rooms may be searched by the LCWS staff. A student's permission may be sought prior to the room being searched but is not required for the search to occur. Searches may be conducted in the absence of the student. Illegal items and/or items in violation of LCWS policy may be seized and are the responsibility of the student(s) living in the room in which said items are found. All roommates will be held responsible for items in shared spaces.

Roommate Conflicts

If a roommate conflict occurs or there are concerns within an apartment, the following procedures are followed:

- a. Initial meeting to discuss concerns - Roommate issues must first be discussed by the roommates themselves, ideally through a private roommate meeting. All roommates must be present during the meeting. Once the problems are discussed, the roommates will need to devise a plan to resolve them. If the plan does not work, LCWS staff will intervene with mediation.
- b. Mediation – All roommates will meet with a staff member in a neutral location to discuss the problems still existing, how to resolve them, offer suggestions, etc. The students must sign an agreement stating that they will adhere to the resolutions. If the mediated resolution does not work, LCWS staff will fully intervene in the situation.
- c. Intervention - Should intervention be necessary, the LCWS staff will intervene in the situation. Staff decisions override previous agreements, are final, and will be adhered to by all involved parties.

Failure to abide by an agreement may result in conduct charges. Moving rooms is only allowed in extreme circumstances and on LCWS staff recommendation.

Apartment Etiquette

Students should make every effort to make sure that they show all fellow building residents common courtesy. It is in the students' best interest to make sure nothing is visible, audible, or smellable outside of their unit.

If a neighbor has a problem with actions in an LCWS apartment they are likely to call the Arlington County Police, not LCWS.

Registration

Students must register with their respective building management offices to get mail delivery and gain access to the community gym and pool. It is recommended that students register with each building as soon as possible after moving in. LCWS pays for students' registration fees.

Maintenance Requests

If there is a substantial water leak or any other maintenance issue that needs immediate attention, students should call the emergency maintenance number at (703) 447-2245.

If you smell gas, first check to make sure the stove is off. If you suspect a gas leak, leave the apartment and call the Washington gas emergency line: 844-927-4427, following the prompts to report a leak. Then email landmark (email below) to schedule the repair.

If non-emergency repairs are needed in an apartment, students can submit a maintenance request to landmarkmaintenance@riverplace.com. Requests will be completed as quickly as possible but may occasionally be delayed. The status of your request will be communicated to you via email.

Lockouts

If students are locked out of their apartments, the following procedures apply:

- During regular business hours – please contact LCWS staff
- Outside of regular business hours – please call the Emergency Maintenance number (844-782-9854). The building concierge and/or gatehouse staff might be able to let you in, but they should not be allowed to change the locks. Calling the Emergency Maintenance Number is the safest bet.

Students may be billed for charges incurred as a result of a lockout.

Room Assignments

Roommate assignments are made based upon each student's responses to the housing preferences survey sent out before the start of the semester. Staff will make every attempt to assign students who appear compatible based on survey results, but complete compatibility is not guaranteed. Students may request to live with other students, but housing is not intended for romantic couples.

Students who inform LCWS in the housing survey that they identify beyond the binary or as transgender will be housed in keeping with their gender identity; and every attempt will be made to give those students comfortable housing.

LCWS housing is typically provided in two-bedroom apartments. A double room means that two students share one bedroom. A single room means that one student has their own bedroom. Apartments are single-gender accommodations. Students may request to live in mixed-gender apartments with single-gender bedrooms. Students are only assigned mixed-gender housing when requested.

Housing is to be occupied by the students to whom specific rooms have been assigned. LCWS staff reserves the right to change room assignments, use unoccupied space within a room or apartment, or relocate students should the need arise.

All students must live in LCWS housing.

ADA Housing Accommodations

If a student receives housing accommodations at their home institution, every effort will be made to ensure the student will also receive reasonable housing accommodations during their time with the LCWS program. The student needs to notify LCWS staff about their accommodation and provide LCWS with documentation necessary for LCWS to make an accommodation within two weeks of being accepted into the program. Failure to give sufficient warning about the need for an accommodation might jeopardize LCWS' ability to fulfill the request.

If a student does not have a housing accommodation approved by their home institution (e.g., the student is a commuter student not living in residence halls) but needs an accommodation while in the LCWS program, they must go through their home institution accommodation process to get approved. LCWS will defer to the guidance of the home institution for all housing accommodation requests.

Emotional Support Animals

LCWS enforces a no-pet policy in the apartments. Exceptions are made for service animals and may be made for emotional support animals with documentation from a student's home institution. LCWS recognizes the importance of emotional support animals (ESAs) which provide emotional support for persons with mental health disabilities. Individuals with disabilities will be allowed to have an ESA in the apartment with them if the animal is necessary for individuals to fully participate in the LCWS program.

If a student is permitted an ESA at their home institution as an accommodation, then the accompanying documentation must be shared with LCWS. LCWS should be notified no fewer than 30 days prior to the student and the ESA moving into the apartment.

All ESA owners must consent to the disclosure of information regarding the ESA's identification and residential location to individuals who may be impacted by the presence of the animal. This may include, but is not limited to, roommates, neighbors, the apartment building's management, and apartment security. The student's roommates will have to review the ESA policy and consent to living with the ESA. Should there be conflicting considerations between the student and the needs of roommates (e.g., health or allergy conditions), either the student or the non-approving roommates may be moved to a different location. This determination will be made by LCWS staff.

ESAs must remain in the apartment and are not permitted in LCWS offices, classes, at internships, on field trips or in other non-apartment locations. However, service animals may accompany their owners.

Fire Evacuation

It is imperative that all students are prepared to completely vacate the premises at all times. Any delay in the complete evacuation of the premises may result in serious injury or illness. As part of orientation, students participate in an evacuation drill using our emergency text message system. For students with disabilities that make evacuation difficult, a Personal Emergency Evacuation Plan (PEEP) will be developed in coordination with LCWS staff and staff at the apartment building.

In case of fire in your apartment:

- If the fire is small, isolated, and you feel comfortable doing so: use the fire extinguisher under your kitchen sink to try to extinguish the fire.
 - The fire extinguisher in your unit may not look like your standard fire extinguisher-- it may be a can version that [looks like this](#).
 - To use, grab the fire extinguisher, remove the cap, hold the canister 3-4 feet away, aim the Tundra at the base of the fire, and sweep from side to side at the bottom of the flames. Use the entire product to ensure the fire does not restart.
- If the fire is large, spreading, uncontrollable with the fire extinguisher and/or you feel uncomfortable, immediately stop what you are doing. Quickly leave the space by going to the closest designated exit (placards on the back of each apartment door can point you to the closest stairwell). Take with you only what is necessary.
- As you exit, close the door to the room you are exiting to limit fire and water damage and pull the building-wide fire lever down (activating the local alarm system, located next to each stairwell in the building). The alarm systems are designated by a red lever. Pulling the lever activates the fire alarm throughout the entire building. This will be denoted by a continuous ringing of the fire bell. Pulling the alarm notifies the Arlington County Fire Department, so you do not need to call 911.
- Unless you are physically unable to do so, take the stairwell to exit the building, do not use the elevator.
- You may find that many of your neighbors do not leave, but that does not excuse you from not leaving. It is LCWS policy that you leave an alarmed building as soon as possible.
- Proceed away from the building to the center of the River Place community, at least 150 feet away. Do not cut through the East building to get to the center of the community.
- Call the LCWS emergency number (703-399-6044) to inform an LCWS staff member of the situation. Remain outside until the Arlington County Fire Department and/or the building's staff have cleared your re-entry into the building.

In case of fire in a River Place building as a whole:

- Immediately stop what you are doing. Quickly leave the space by going to the closest designated exit (placards on each apartment door can point you to the closest stairwell). Take with you only what is necessary. As you exit, close the door to the room you are exiting to limit fire and water damage.
- Unless you are physically unable to do so, take the stairwell to exit the building, do not use the elevator.
- You may find that many of your neighbors do not leave, but that does not excuse you from not leaving. It is LCWS policy that you leave the building whenever an alarm is triggered.
- Proceed away from the building to the center of the River Place community, at least 150 feet away. Do not cut through the East Building to get to the center of the community.
- Remain outside until the Arlington County Fire Department and/or the building's staff have cleared your re-entry into the building.

In case of fire in the LCWS office:

- If the fire is small, isolated, and you feel comfortable doing so: use one of the office fire extinguishers (1 in the kitchen and 2 in the computer lab) to try to extinguish the fire.
 - To use, pull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism. Aim low. Point the extinguisher at the base of the fire. Squeeze the lever slowly and evenly. Sweep the nozzle from side-to-side. Use the entire product to ensure the fire does not restart.

- If the fire is large, spreading, uncontainable with the fire extinguisher and/or you feel uncomfortable, immediately stop what you are doing. Quickly leave the space by going to the closest designated exit. Take with you only what is necessary.
- As you exit, close the door to the room you are exiting to limit fire and water damage and pull the building-wide fire lever down (activating the local alarm system, located next to each exterior door of the LCWS office space). The alarm systems are designated by a red lever. Pulling the lever activates the fire alarm throughout the entire building. This will be denoted by a continuous ringing of the fire bell. Pulling the alarm notifies the Arlington County Fire Department, so you do not need to call 911.
- Proceed away from the office, at least 150 feet away. Do not cut through the East Building.
 - If a staff member is not present, call the LCWS emergency number at 703-399-6044 to notify them of the situation.

Prohibited Items

The following items are prohibited in the LCWS apartments:

- Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns
- Candles and/or incense (lit or unlit)
- Tapestries, banners, and flags hung on walls, ceilings, or over windows
- Curtains or window treatments other than those provided by LCWS
- Self-purchased room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners not provided by LCWS
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g., helium tanks)
- Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal
- Grills of any type
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind, except certified service animals (see Emotional Support Animal section)
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus
- Excessive furniture that blocks or restricts egress from sleeping areas
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls
- Live trees
- Hoverboards

The following electrical appliances and corded items are prohibited in the LCWS apartments, except when provided by LCWS (Note: all cords and permitted appliances must be UL Listed):

- Personal electrical appliances (including personal toasters, toaster ovens, hot plates, microwaves, minifridges, etc.)
- Halogen lamps
- Overloaded electrical receptacles
- Faulty or old extension cords
- Portable washers, dryers, and dishwashers
- Air conditioners

NOTE: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to disciplinary action.

Emotional and Mental Health Resources

Studying in a new environment is an exciting experience but it can also be stressful. Students may want more information about how to:

- adjust to this new city;
- manage relationships with friends and family;
- bridge language and cultural barriers;
- best deal with stress, sadness, or loneliness;
- balance work and school;
- manage finances;
- maintain healthy living habits;
- or how to deal with challenging situations not listed here.

LCWS has a partnership with Parkhurst Associates Mental Health Services. Parkhurst Associates is a private practice of mental professionals that provides confidential and culturally competent counseling to college students. LCWS covers the cost of 7 45-minute individual sessions for during our fall and spring program, with the option to extend on a case-by-case basis. Parkhurst Associates offers by in person and telehealth options outside of traditional business hours.

Parkhurst Associates keeps the sessions with our students completely confidential unless the student indicates they are threat to themselves or others.

If LCWS staff learns that a student is a threat to themselves or others, they will call the 24/7 Arlington County Emergency Mental Health Services hotline (703-228-5160) to have the student's well being assessed. If a student is a threat to themselves or others and refuses mental health treatment/assessment, the Dean, in consultation with the student's home school, will determine the appropriate course of action, which can range from mandatory wellness plans to continuing staying in DC, up to dismissal from the program. Dismissal from the program may be necessary if it is determined that the student needs more support than LCWS can give.

These specifics are shared with all students at orientation and each student is provided with mental health information from their home institution and Parkhurst and Associates. Parkhurst Associates DC office is located at 1755 South Street Northwest, Washington, DC 20009. It is at the corner of 18th and S Streets Northwest – three blocks from Dupont Circle Metro Station. Students can contact their office at 202-234-7738 or <https://parkhurstassociates.com/>.

Emergency Policies

The LCWS Emergency Cell Phone (703-399-6044) is maintained by a member of the LCWS staff at all times. Students are provided with this number prior to arrival in DC, and it is reiterated during orientation. The emergency number is also on the office's voicemail for anyone who calls the office after hours.

Emergency Phone Numbers

In a safety or medical emergency students are to call 911 first, and then notify LCWS by calling the Emergency Cell Phone.

LCWS Emergency Phone – (703) 399-6044

Hospital

- George Washington University Hospital (1.1 miles) – (202) 715-4000
- Virginia Hospital Center (3.2 miles) – (703) 558-5000

Fire (Arlington County Fire Department)

- Emergency – Dial 911
- Non-emergency – (703) 558-2222

Police (Arlington County Police Department)

- Emergency – Dial 911
- Non-emergency – (703) 558-2222

Sexual Violence

- Arlington County Domestic and Sexual Violence 24-hour Hotline – (703) 237-0881
- DC Rape Crisis Center – (202) 333-7273
- Sexual Violence Counselors in Arlington County – (703) 281-4928

Mental Health

- Parkhurst Associates Mental Health Services – 202-234-7738 (for more information on Parkhurst Associates see the Emotional and Mental Health Resources section of this Handbook)
- Arlington County Emergency Mental Health Services Hotline -- (703) 228-5160
- Suicide & Crisis Lifeline -- 988

Emergency/Immediate Notification

LCWS has developed a timely warning process to notify students in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur, the following situations are examples which may warrant an emergency (immediate) notification: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; terrorist incident; civil unrest; natural disaster; hazardous materials incident; and/or structural fire.

Since students live in River Place and participate in internships throughout the Washington, D.C. area, emergency notifications will be sent out for incidents both in River Place and/or those impacting a large swath of the Washington, D.C. area.

The Emergency Mass Notification System (EMNS) is designed to allow LCWS to immediately notify students and other interested parties upon confirmation of a significant emergency or dangerous situation occurring in River Pace or Washington, D.C. The EMNS sends information via text message and email to all students. It can also include text and email notifications to others who have opted into the messages.

The EMNS is intended for students who are participating in the LCWS program. LCWS will use this system to provide instructions that students should follow. Each emergency text will specify the most appropriate course of action, but in general:

- If it is not safe to be outside moving about, students are to stay where they are and try to reach an LCWS staff member by email or phone.
- If it is safe to be outside, students are to use all methods possible to get back to River Place to check in with LCWS staff (walking to River Place is preferred because normal methods of transportation are likely to be crowded, inefficient, and/or out of commission).
- If River Place is not a safe location (demolished, flooded, burned down, etc.), students are to go to Dark Star Park. This is directly across N Lynn Street from the River Place entrance. LCWS staff will meet students there.

LCWS will also use an emergency mass email to provide updates to the broader LCWS community, including the students' emergency contacts, LCWS faculty, and home campus contacts. The mass email will provide an update on the situation once staff have had a chance to connect with each student.

The Dean, along with all full-time staff, have the authority to send timely notifications and follow-up messages through the EMNS and Mass Email systems. The Dean is considered the primary message creator and sender; full-time staff are back-up message creators and senders with the authority to send messages if time does not permit consultation with the Dean. The EMNS and mass email system are tested at the beginning of each semester.

Student Illness/Injury

A student who has an illness or injury is encouraged to go to Urgent Care or the Emergency Room, depending on the severity of the issue. If the student contacts an LCWS staff member the staff member can help the student determine the best course of action, but in doing so the staff member will not recommend one medical practitioner or facility over another. LCWS staff members will not accompany students to medical facilities except in exceptional circumstances.

In situations where a student is transported to the emergency room by ambulance during any emergency medical situation, LCWS will notify the parents/emergency contacts and home school of that student. If LCWS is aware that the student's parents/emergency contact and/or home school are already aware of the situation, then additional contact will not be made. The parents/emergency contact and home school will be made aware of the student's current medical situation, descriptions of the actions LCWS is taking to assist the student, and information regarding the facility the student is being transported to (e.g., telephone number, address).

Student in a Mental Health Crisis

If an LCWS staff member becomes aware of a situation in which there is a substantial likelihood that a student will, in the near future, cause serious harm to themselves or others or suffer serious harm due to their lack of capacity to protect themselves from harm or to provide for their basic human needs, LCWS will notify the Arlington County Emergency Mental Health Services Hotline (703-228-5160) to have the student's well being formally assessed. The student's home school will be made aware of the student's current situation, descriptions of the actions LCWS is taking to assist the student, and information regarding the facility the student is being transported to (e.g., telephone number, address), if applicable.

Students who are experiencing a mental health crisis, but do not indicate that they are a threat to themselves or others, will be referred to Parkhurst Associates by LCWS staff.

Missing Student Notification

A student may be considered to be a “missing person” if the student’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. Any individual who has information that a student may be a missing person should notify LCWS as soon as possible. LCWS will gather as much information as possible as quickly as possible and try to determine the student’s potential whereabouts. If the student is not located, then LCWS staff will contact local law enforcement to share essential information. Information shared may include description, clothes last worn, where the student might be, who the student might be with, a vehicle description, information about the well-being of the student, a photograph, internship location, student’s cell phone number for tracking/tracing, etc.

No later than 24 hours after determining that a student is missing, LCWS will notify the student’s parents/emergency contacts and home school to notify them that the student may be missing.

Administrative and Financial Policies

Late Payment Fees

Students may be assessed a fee of \$50 per day applied to unpaid balances on student accounts.

Withdrawal from Program

The program deposit fee is not refundable, whether paid by the student or the Home Institution. The program and housing fees are refunded as follows:

Housing fee: Students who withdraw 45 days or more prior to the move-in date will not be charged the housing fee. Students who withdraw with less than 45 days prior to the move-in date will be responsible for the full housing fee.

Program fee: Students who withdraw will have their program fee refunded to the home institution based on the following schedule:

- One week prior to move-in through the first week of the program – 90%
- Two weeks or less – 80%
- Three weeks or less – 60%
- Four weeks or less – 40%
- Five weeks or less – 20%
- More than Five weeks – 0%

Appeals can be made to this policy for extenuating circumstances, but this will be determined on a case-by-case basis in consultation with the campus representative. The final decision is made by the Dean.

If a student would like to defer participation from one term to another, this will be handled on a case-by-case basis.

Citizenship Status/DACA

Nationality and citizenship may impact a student’s ability to hold certain internships and/or participate in certain field trips. Students are encouraged to disclose their citizenship status to

LCWS staff within 30 days prior to beginning the LCWS program so LCWS can make appropriate internship and field trip arrangements. Notification can be made in any format (letter, email, telephone, or video call) the student would prefer. A student's citizenship status will not be used for any other purpose than ensuring appropriate internship placements and advising on field trip attendance.

Charges and Refunds

Grades will not be released until the balance has been paid on the student's account. Charges that may be applied include:

- Late payment or other fees due to LCWS
- Disciplinary fines and remuneration
- Key/lock replacement fees
- Damage Assessments

If it is determined that a student is owed a refund, that refund will be sent to the individual or organization that paid the student's bill. In many cases the student's account has been paid by their home school; if the student's refund is sent to the home school the school will have jurisdiction over how those funds are distributed.

Drug Tests

If drug tests are required by a student's internship site, the student must pass those tests in order to continue to participate in the program. If the internship site does not pay for the drug screening test, the LCWS program will pay for the test.

Damage Assessment

A member of the LCWS staff will inspect each of the apartments the week after students move out. LCWS may assess charges to students for not cleaning and for all damages beyond normal wear and tear to the apartment or its furnishings.

Grades will be withheld until assessed damages are paid.

To minimize billing and the subsequent withholding grades for any unpaid balance, students should:

- identify damages and the individuals responsible for the damages before the end of the term,
- ensure that everyone in the apartment has properly cleaned prior to moving out, and
- follow correct procedures when returning keys.
- All students living in the apartment are responsible for the entire apartment regardless of which bedroom/bathroom they occupied or used.
- In cases where multiple residents are responsible for damage, the cost is split amongst those sharing the space.
- Students will be billed for damages caused to rooms, apartments, and furnishings; additional cleaning; and for all keys that are not returned.
- Replacement costs of items will vary depending on the item and depending on whether the whole item or part of the item needs to be replaced.
- Damage and cleaning charges will be billed to the student.

Parking

LCWS has some parking spaces available for rent in a normal semester. Each spot costs \$400 for the semester and they are assigned first come, first served. LCWS does not guarantee access to any parking spots in any given semester.

UPass

LCWS provides a UPass at no cost to the students. The UPass provides unlimited use of the Metrorail and Metrobus system for the semester. The UPass can only be used by the student the card was administered to. If the card is lost during the semester there is a \$100 replacement charge.

Healthcare

Students are required to have adequate medical insurance while studying with LCWS. A student's medical insurance and emergency contact information must be shared with LCWS through the Medical and Emergency Contact Form. LCWS neither endorses nor recommends any particular health care facilities.

FERPA and Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Students over the age of 18 have the right to review and inspect their educational record. In general, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. There are health and safety exceptions to FERPA in which parents or emergency contacts may be notified. To learn more about FERPA, visit this website - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Awards

Each semester, two awards of \$300 each are presented to two exceptional LCWS students as determined through staff, faculty, and student recommendations:

Dr. Christopher C. Joyner Memorial Award for an Outstanding Student

Given to the student who demonstrates excellent academic work, inquisitive participation in class and a commitment to learning. The award is named for the late Dr. Christopher C. Joyner, a beloved professor and long-time supporter of the program. With an interest in American foreign policy and globalization, Dr. Joyner taught the Global Agenda course at LCWS for 21 years. He was a prolific author who wrote extensively on international law and security, law of the sea, human rights, and Antarctica. Dr. Joyner joined the Georgetown University faculty in 1994, and co-founded the Institute for Law, Science, and Global Security. The Dr. Christopher C. Joyner Memorial Award recognizes students who excel academically, demonstrate an inquisitive nature in their studies, and are committed to learning in all aspects of their life.

Dean Nancy D. Joyner Award for the Most Engaged Student

Given to the student who demonstrates leadership and enthusiasm for the program and who engages other students in LCWS activities. The award is named for Dean Emerita, Dr. Nancy D. Joyner, who was the first and longest-serving Dean in the history of LCWS. Dean Joyner was the heart and soul of the LCWS program for 25 years, enthusiastically welcoming countless students to our Nation's capital every semester. As such, the award recognizes students who are enthusiastic participants in the LCWS program, and who emulate Dean Joyner's spirit.

Appendix A: Listing of Sanctions by Violation

The following sanctions list applies to all violations of LCWS standards as outlined in the Code of Conduct, except sexual harassment/sexual misconduct and academic integrity. Primary sanctions for harassment based on sex are issued by the responding party's institution, but LCWS may also issue sanctions upon a determination of a violation. For information on those violations see the full Sexual Harassment/Sexual Misconduct and Academic Policies sections of this Handbook.

Any formal complaint or violation of LCWS' expectations may include sanctions based on the severity of an incident. The chart below is meant as a guide and is in no way an exhaustive or required list of sanctions. The Dean will determine sanctions based on the unique situation at hand and may deviate from the sanctions below or add to them as necessary. Failure to comply with sanctions will result in additional judicial consequences. Repeated violations of the Code of Conduct will result in a student's dismissal from the program.

| | Notify School | Notify Contact | Mediation | Letter of apology | Community Service | Counseling/Wellness Plan | Alcohol/Drug Assessment | Contact Law Enforcement | Fines or Remuneration | Probation | Deferred Suspension | Dismissal from Program | |
|--|---------------|--|-----------|-------------------|-------------------|--------------------------|-------------------------|-------------------------|-----------------------|-----------|---------------------|------------------------|---|
| Alcohol | X | X | | | | | | X | X | X | | X | X |
| Burglary/Theft | X | | | X | X | X | | | | X | X | X | X |
| Complicity | X | Same as for the violation in which the student was complicit | | | | | | | | | | | |
| Compromising Community Wellbeing | X | X | | | | | | X | | | | X | X |
| Computers/Technology | X | | | | | | X | | | | X | X | |

| | Notify School | Notify Contact | Mediation | Letter of apology | Community Service | Counseling/Wellness Plan | Alcohol/Drug Assessment | Contact Law Enforcement | Fines or Remuneration | Probation | Deferred Suspension | Dismissal from Program | |
|--|---------------|--|----------------------------|-------------------|-------------------|--------------------------|-------------------------|-------------------------|-----------------------|-----------|---------------------|------------------------|---|
| Criminal Violations or Arrests | X | X | | | | | | | | | X | X | X |
| Disruptive Conduct/ Harassment | X | X | | X | X | X | | X | | | X | X | X |
| Drugs | X | X | | | | X | X | X | | | X | | X |
| Facilities | X | | | X | X | | | | X | X | | | |
| False Information/ Failure to Comply | X | | | | | X | | | | | X | X | X |
| Guests | X | | X | X | X | | | | | | X | | |
| Keys | X | Responsible for cost of replacing keys and locksmith charges | | | | | | | | | | | |
| Life Safety Equipment | X | | | | X | | | X | X | X | X | X | X |
| Moving Out | X | X | Minimum of \$50/day charge | | | | | | | | | | |
| Pets | X | | | | | | | | X | | | | |
| Prohibiting Free Expression | X | | X | X | X | X | | X | | X | | | |
| Weapons | X | | | | | | | X | | | | | X |

Appendix B: Fire Safety Report for 2022

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus student residential facilities to develop and publish an annual fire safety report. The statistics and information in this Handbook can be used by our participating institutions to satisfy this requirement.

General Fire Safety

Fire safety rules and procedures can be found in the following sections of this Handbook:

- Student Code of Conduct
 - Introduction
 - Facilities
 - Keys and Keypads
- Housing Policies (all sections)

During orientation, all procedures are reviewed with students. This includes showing students how to use fire extinguishers both in the office and in their individual apartments.

Emergency Evacuation Drills

An evacuation drill of the residential facilities is completed during Fall and Spring orientation. Since we are in an apartment building with other residents, we cannot set off the alarm. Instead, we simulate a fire alarm using our emergency text system. Procedures for evaluation are included in the Housing Policies: Fire Evacuation section.

Table 1: Fire Safety Systems within LCWS Facilities in Calendar Year 2022

| | Number of evacuation drills/year | | | | | |
|--|----------------------------------|----|---------------------------|-----|-----------------|---|
| | Evacuation plans & placards | | Fire extinguisher devices | | Smoke detection | |
| | Yes | No | Yes | No | Yes | |
| River Place East (Jan. - April) (1021 Arlington Blvd) | Yes | No | Yes | Yes | No | 1 |
| River Place North (Jan. - April) (1121 Arlington Blvd) | Yes | No | Yes | Yes | No | 1 |
| River Place West (Jan. - April) (1111 Arlington Blvd) | Yes | No | Yes | Yes | No | 1 |
| Avalon Courthouse Place (May - Dec.) (1320 North Veitch St) | Yes | No | Yes | Yes | Yes | 1 |

Table 2: Annual Fire Statistics for LCWS Facilities by Past Three Calendar Years

| | Total fires in each building | | Cause of fire | Value of property damage caused by fire | | |
|--|------------------------------|----------------------------------|------------------------------|--|---|---|
| | Fire number | Number of deaths related to fire | | Injuries requiring treatment at medical facility | | |
| | | | | Cause of fire | | |
| | | | | Number of deaths related to fire | | |
| | | | | Value of property damage caused by fire | | |
| CALENDAR YEAR 2022 | | | | | | |
| River Place East (Jan. - April) (1021 Arlington Blvd) | 1 | 1 | Cigarette in the trash chute | 0 | 0 | 0 |
| River Place North (Jan. - April) (1121 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| River Place West (Jan. - April) (1111 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| Avalon Courthouse Place (May-Dec.) (1320 North Veitch St) | 0 | 0 | N/A | 0 | 0 | 0 |
| CALENDAR YEAR 2021 | | | | | | |
| River Place East (1021 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| River Place North (1121 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| River Place West (1111 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| CALENDAR YEAR 2020 | | | | | | |
| River Place East (1021 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| River Place North (1121 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |
| River Place West (1111 Arlington Blvd) | 0 | 0 | N/A | 0 | 0 | 0 |