



**EPISCOPAL DIVINITY SCHOOL
STUDENT HANDBOOK**

Student and Community Life Office
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(Revised August 2012)

The Purpose of Episcopal Divinity School is to educate lay and ordained leaders for Christ's Church and for the world who serve and advance God's mission of justice, compassion, and reconciliation. A seminary for the Episcopal Church, USA, Episcopal Divinity School is grounded in the Anglican tradition and committed to growing in relationship with other Christian and faith traditions. Episcopal Divinity School is an academic community of biblical, historical, and theological inquiry that respects students as responsible learners with valuable experience, supports spiritual and ministerial formation, and provides tools for the lifelong work of social and personal transformation. The school's dedication to God's transforming mission challenges us to become an anti-racist and multicultural community, embodying diversity and seeking constructive change. These commitments lead to educational programs enlivened by theologies of liberation, especially the many voices of feminist, congregational, ecumenical, and global studies. In our educational life we value critical intellectual engagement, prophetic spirituality, and social action. Sustained by contemplation, worship, and prayer, Episcopal Divinity School forms leaders of hope, courage, and vision to witness to the Gospel of Jesus Christ.

This statement of purpose was approved by the Episcopal Divinity School Board of Trustees on March 1, 1998.

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SECTION I

COMMUNITY LIVING

RESIDENTIAL LIFE

Students are very welcome to live on campus and enjoy the benefits of living in a rich, diverse residential community.

Housing Personnel

The Director of Human Resources and Housing will help you with questions about housing and resident life. The Housing Office is located on the lower level of Wright Hall.

UNICCO oversees all repairs and the maintenance of the buildings. All requests for repairs should be made by sending an email to the Repairs@eds.edu.

Security is on-call evenings and weekends, and should be contacted in the event of problems such as locking yourself out of your room. The Security phone number is 617-349-8888. The Dean of Students and Community Life is also available to assist in supporting community.

Lesley University on Campus

EDS shares the main campus and Library with Lesley University students occupy Lawrence Hall, Winthrop Hall, and residences on St. John's Road. They continue to be good neighbors, and we enjoy sharing the campus with them. Some of their classes are off-campus so they may not be here much during the day, but you may meet some of them in the Refectory at breakfast and lunch.

FOR MORE INFORMATION ON HOUSING, PLEASE CONSULT THE "RESIDENTS' HANDBOOK" AVAILABLE IN THE HOUSING OFFICE IN WRIGHT HALL.

Emergency Protocol [Security]

EDS maintains 2/5 security coverage to assist in maintaining the safety of the campus community as well as campus facilities and property. Security is based at the desk in the lobby of Burnham Hall, Monday – Friday 8 a.m. – 5 p.m., and Saturday and Sunday, 5 p.m. – 8 a.m.

All campus emergencies should be reported to Campus Security. During business hours, please contact 617-349-8881 or visit the desk in Burnham Hall. On the evenings and weekends please call 617-349-8888.

If there is an immediate danger PLEASE call the police, fire or other appropriate emergency care provider. Cambridge is covered by 911 service. Whenever outside agencies are contacted, please then call Campus Security on **(617) 349-8888**.

MAIL

To receive mail on campus, residents are assigned a student mailbox located in Burnham Hall. Contact the Administrative Assistant to the CFO and Deans to get your box number and combination. Mail is distributed to student mailboxes once daily, at approximately 12:00 noon, Monday through Friday. There is no mail delivery on Saturdays, Sundays, or holidays. U.P.S.

packages are delivered to the Reception desk in Wright Hall.

Mail is collected once daily at 5:00 p.m. from the mailbox in front of Reed Hall. There is a U.S. Post Office located at the corner of Story and Mt. Auburn Streets, a few blocks from campus.

10 St. John's Road and Burnham Hall residents should use 99 Brattle Street, Cambridge, MA, 02138 as their address. Others may use that or their street addresses (e.g. 11 B St. John's Road).

EDS ID CARD

The EDS ID Card is the official the official identification card of Episcopal Divinity School. Issued to all members of our community, it is required for identification and access to essential campus services. It also offers a convenient account for making purchases on and off campus.

The EDS ID is also loaded with your meal plan. Please visit the Brattle Café in Washburn Hall for your meals. You may also have meals at the Lesley University dining halls listed below.

The EDS ID Card is managed by Lesley University, whose card Office is located at 33 1/2 Mellen St., Cambridge, MA 02138.

EDS Community Participation Fee

EDS encourages students to eat with other members of the EDS community. The ID card (Lesley Card) is loaded at the beginning of each academic year with an amount according to program (see participation fees below). Students are able to participate in community meals through the use of a declining balance ID card (Lesley Card). Please visit the Brattle Café in Washburn Hall for your meals. You may also have meals at the Lesley University dining halls. The ID card also offers a convenient account for making purchases on and off campus (e.g. copiers, local restaurants, CVS, etc.). You can add funds to the ID card as needed through the Lesley Card web site.

The minimum required annual community participation fee by program is:

- \$1,050 for all students living in EDS and Lesley Housing.
- \$420 for all commuter students.
- \$265 for distributive learning students (per two-week term).

The community participation fee is primarily used to encourage and cover meals on campus, using the declining balance. EDS sponsors other events throughout the year that offer food and encourage living in community. The community participation fee balance is carried over to the next academic year, until your graduate. Once you graduate, the community participation fee balance is non-refundable, unless you have added your own funds to the ID card.

LOCKER RENTAL POLICY

1. Lockers and keys are the property of Episcopal Divinity School and Lesley University and may be reserved on a first-come, first-served basis. Lockers may be reserved by request to Aura Fluet, the Senior Assistant Director, EDS; or to Linda Roscoe, Head of Access Services.
2. EDS students may request a locker for one school year (September – May). Lesley students may request a locker for one semester at a time.
3. The library is not responsible for personal belongings stored in lockers.
4. Locks and keys are the responsibility of the individual requesting a locker.
5. Storage of weapons or hazardous substances and prolonged storage of perishable items such as food is prohibited.
6. Students are entitled to reasonable privacy concerning the use of a locker. However, in emergency or upon reasonable cause cleared with a senior administrator, all lockers are subject to inspection by the Facilities Manager
7. Students will be notified at the end of the academic year that they should empty their lockers. Any remaining personal belongings will be removed at the end of the academic year. Uncharged library materials must not be left in lockers; such materials will be returned to the stacks. Locker privileges will be revoked if uncharged library materials are found in the locker.

EDS THIS WEEK

This weekly e-newsletter is distributed via EDS email and is posted to the EDS website by Monday morning. The purpose of *EDS This Week* is to keep the community informed of on-and off-campus events and services that may be of interest to EDS students, faculty, and staff. It is also a place where official school information, student employment opportunities, financial aid, scholarship news and chapel schedule are announced.

You may submit notices and information by campus e-mail to the ***Director of Communication and Marketing, Jeffrey Perkins***, jperkins@eds.edu, no later than **5:00 PM on the Friday two weeks prior** to publication. This deadline is to allow timely production and distribution of *Common Fare*. The Director of Communications and Marketing requests your cooperation in submitting clear and concise notices of community (not personal) interest. ***EDS This Week can also be accessed online.***

PARKING POLICY

1. All cars parked on the EDS campus during the school year must display an EDS parking permit not later than September 1 of the current school year. To obtain a parking permit, an application must be completed and returned with the applicable fee to parking@eds.edu.

Visitors at the school must register their license number with parking@eds.edu and state the reason for their visit. All visitors will be asked to park in the P Lot (101 Brattle) and display a Temporary Parking Permit on their dashboard.

2. Because parking is limited EDS does not guarantee a parking space on campus for every authorized car. This means that, if there are not legitimate parking spaces available at a specified time, cars are not permitted to park in an illegal area.
3. Please remember that parking is being strictly enforced by Lesley Public Safety. Those assigned to Lots EDS-SJR, P or Q should park only in the lot where the permit is assigned. If there is a problem with parking in your assigned lot Public Safety should be contacted at 617-349-8888 for assistance.
4. Lesley & EDS permit holders parking in the wrong lot will receive a warning citation. Subsequent violations will include a \$15 fine. The following outlines the fines and penalties for unauthorized/illegally parked vehicles on EDS and Lesley property.

SPEED LIMIT

The posted speed limit is 5 mph. Drivers are requested to exercise extreme caution and to adhere to this limit to protect the lives and well being of all, especially children living on campus.

TRANSPORTATION

Airport

The subway is the quickest and least expensive way to get to Logan International Airport. Take the subway (the "T") to the stop on the Blue Line called "Airport" and then take the shuttle bus to your terminal. Taxi cost to Logan is about \$35. "Share-A-Cab" is available from the airport and saves money for two or more passengers going to the same area.

Railroad

Boston has two railroad stations, both connecting to subways. They are North Station and South Station. Trains from North Station are all local commuter trains and provide especially good service to Salem and Gloucester. AMTRAK runs from South Station to New York and beyond. There are also local trains to western suburbs.

Subway (MBTA or "T")

The Massachusetts Bay Transportation Authority provides a system on which you can get anywhere in Boston by a combination of bus and subway. The subway runs on four color-coded lines; maps are posted in each subway station to assist you in reaching your destination. MBTA maps are also available, and can be obtained at the Park Street Station Information Center (Station for Red and Green Line on the "T").

Bicycles

You can get anywhere in Cambridge in less than 15 minutes by bicycle. Traffic is sometimes heavy, and cyclists should proceed with caution. Most personal errands can more easily be done by bicycle than by car since parking in Cambridge is at a premium. Locks and chains are an absolute necessity

to avoid bicycle theft.

HEALTH INSURANCE AND IMMUNIZATION

Massachusetts law requires every full-time and part-time student participating in at least 75% of the full-time curriculum, **must** participate in a student health program or in a health benefit plan with comparable coverage while enrolled at EDS.

Students registered in the online program and the short-term courses (no more than 30 days for the school year 2011 – 2012) are not required to participate in the student health insurance program or verify an alternate health plan of comparable coverage.

Students who are full-time and part-time participating in at least 75% of the full-time curriculum can purchase student health insurance offered by Lesley University, the Episcopal Church Medical Trust Seminarian program, or waive it by providing proof of other health coverage during the school year.

Lesley University offers health insurance through Gallagher Koster September 1st through August 31st.

The Episcopal Church Medical Trust offers health insurance for full-time Seminararians August 1st through July 31st; graduates are terminated from the plan June 1st.

You can enroll for student health insurance each semester or the academic year. You will have to complete a new enrollment form each academic year. To avoid a lapse in coverage for the following academic year, you may complete a new enrollment form before you leave campus for the summer.

It is the policy of EDS that all students comply with Chapter 76, Section 15c of the Massachusetts General Laws stating that students regardless of year of birth must submit proof of *immunization* against measles, mumps, rubella, diphtheria and tetanus toxoid. All EDS students must obtain and return to the Business Office the EDS Notice of Immunization Requirements form. A physician or nurse must verify immunization records. **The completed form must be filed in the Business Office for the student to register for classes at EDS.**

It is Massachusetts law that each full-time student must have their required immunizations or they can not register for classes.

The required immunizations for full-time students are two doses of MMR vaccine (or 2 doses of a measles-containing vaccine and 1 dose each of mumps and rubella vaccines), one Td (Tetanus/Diphtheria) within the last 10 years, and 3 doses of hepatitis B vaccine, and 1 dose of meningococcal vaccine within the last 5 years only for full-time residential students.

All full-time residential students must receive the document titled *Information about Meningococcal Disease and Vaccination and Waiver for Students at Residential Schools and*

Colleges and comply with the meningococcal vaccination requirements or have a medical or religious exemption or sign the waiver indicating they either: a) elected to decline vaccine; or b) could not obtain meningococcal vaccine due to a shortage, but wish to receive it.

All non-residential students and part-time residential students must receive the document titled *Meningococcal Disease and College Students*.

For those not enrolled in the School sponsored plans, the nearest hospitals in Cambridge are Mt. Auburn Hospital, 330 Mt. Auburn St. (492-3500) and Cambridge Hospital, 1493 Cambridge Street (498-100). Check your own policy for any special requirements.

LESLEY UNIVERSITY FITNESS CENTER

Students are eligible to use the Lesley University Fitness Center. You must take your valid EDS ID card and some form of payment to Lesley University, Dean of Student Life Office, 11 Mellen Street, Cambridge, MA 02138 (phone 617-349-8530 or email ahusain@lesley.edu). Payments can be paid by credit card or money order made payable to Lesley University.

The Lesley University Fitness Center is located in Doble Hall, first floor, and features a variety of cardio equipment including stationary bikes, elliptical machines, treadmills, and erg machines. There are free weights ranging from 5 lbs. to 100 lbs. For additional weight-lifting, you can find a wide selection of Nautilus machines. Gym-goers can find a stretching and abdominal exercise area as well as stability balls.

There are men's and women's locker rooms that both have lockers for storage and a shower. There are also cubbies on the main floor to put coats, bags, and shoes. Please be sure to have your authorized ID to swipe in.

STUDENT EMPLOYMENT

On-campus student employment is limited and not guaranteed. Student employment is generally available on the Chapel Staff, the Sherrill Library, and in various administrative offices. There are also possibilities of working as a Teaching Assistant. Job opportunity notices are advertised in Common Fare. Student employment positions are advertised via student email accounts and in the Community Life Office.

All students, including international, must have valid social security numbers and use their legal name as it appears on the Social Security card or passport
International students are only allowed to work on campus and must see Financial Aid for assistance in attaining a social security number

It is the policy of EDS, after considerable experience, that full-time staff positions are not available to full-time EDS students. Therefore:

1. Full-time students may be employed by EDS for no more than 20 hours per week.

2. EDS may employ half-time students beyond 20 hours per week only upon approval of the Academic Dean.
3. EDS students employed by the School are not eligible for staff benefits.
4. Certain jobs may not be filled by part-time or full-time EDS students.
5. Full-time employees may not matriculate at EDS.

WRITING RESOURCES FOR INTERNATIONAL AND DOMESTIC STUDENTS

It is the policy of Episcopal Divinity School to admit students who are prepared to do graduate theological study in English. However, through our WRITE Seminars Program we offer a Theological Writing and Research course during the fall semester for all students desiring an introduction to theological writing, including those for whom English is a foreign language, WRITE Tutorial and WRITE Thesis Tutorial courses for students desiring to work individually on writing projects, and ongoing tutorial support by WRITE faculty and WRITE peer tutors.

The WRITE Workshop Program also provides “Theological Writing and Research in Turabian Style with REFWORKS” workshops offered jointly with EDS/WJST Library staff; WRITE Faculty Conversations on topics of interest to theological writers; and WRITE peer tutor training workshops for those interested in tutoring international students.

Students wishing to provide instructional proofreading and editorial support as language resource persons and students for whom English is a second language seeking such assistance may consult the Academic Dean or the Coordinator of the Program, Lucretia Yaghjian.

FINANCIAL AID

Episcopal Divinity School offers a variety of programs to assist students in financing their education. In order to be eligible, students must be enrolled at least half time in a degree program each Term*of the academic year and maintain satisfactory academic progress.

Episcopal Divinity School Scholarships and Grants

EDS grants and scholarships are awarded on the basis of financial need, merit, and students’ involvement in religious organization. Academic year award amounts range from \$1000 to full tuition scholarships. A portion of the school’s monies for need-based scholarship awards comes from restricted gifts designed to uphold the diversity of the student body. Among such funds are the Absalom Jones Scholarship and the J. Rawson Collins Tuition, the Luther Tucker Scholarship for international students and the Lambda Scholarship for gay and lesbian students. In addition, one or two full-tuition scholarships are set aside each year for selected international students.

In order to apply for financial aid, every student needs to submit the annual institutional financial aid form as well as the FAFSA (Free Application for Federal Student Aid) applying on the following website: www.studentloans.gov

Federal Stafford Loan Program

Federal Stafford Loans are awarded to U.S. citizens or permanent residents who are enrolled in a degree program and are attending school at least half time. Non-degree students and students who are in default on a prior Federal Stafford Loan are not eligible.

Unsubsidized Federal Stafford Loan: Students may borrow up to \$20,500 per year through this loan program. Repayment begins six months after a student graduates or ceases to be enrolled at least half time. Interest accrues during the in-school period. However, the interest payments can be deferred until a student graduates or ceases to be enrolled at least half time. Students must participate in an Entrance Counseling Interview and complete a Master Promissory Note before loan monies can be disbursed and Exit Counseling Interview before being certified for graduation.

Graduate Plus Stafford Loan: Students are eligible to borrow over the unsubsidized loan limit up to their cost of attendance every year (provided that their credit rate is considered acceptable by the Department of Education). The interest rate for this loan is higher and there is no option for the deferred payment of the interest on the date as it is the case for the Unsubsidized Stafford loan.

Private Loans: Students are able to take loans in private banks. The financial aid office will be able to certify private loans for all students.

Other Sources of Financing

External grants and sources of financial support:

Corporations, foundations, service organizations, religious groups and others sponsor educational assistance programs. These awards can be based on any number of criteria and usually require a separate application to be sent directly to the agency. The Financial Aid Office maintains a list of some of these sources. This list can be found on the EDS website and hard copies are in the forms box in Wright Hall. Please contact the Financial Aid Office for additional information.

Federal work Study:

Students interested to work may be able to do so through the Federal Work Study program. In order to benefit from this program, students must present some financial need, meaning that the annual cost of their education is higher than their expected family contribution (calculated by federal calculators when filling the FAFSA form). All monies earned through work study will decrease the student's eligibility for loans by the federal work Study earned amount.

* There are 2 Terms (composed of two sessions) in one academic year. Half time is defined as at least 6 credits in the Term.

SECTION II

GOVERNANCE AND DECISION MAKING

STRUCTURES AND DECISION MAKING AT EDS

This section provides an introduction to the organizational structures through which decisions are made and carried out at EDS. The purpose of our structures is to have a broadly representative process of decision making. The bodies responsible for decision making and governance are the Board of Trustees, the Faculty, and the administration. However, student input is provided through a standing committee system and a Student Executive Committee.

The Board of Trustees has final responsibility for and authority over the School. The EDS trustees are an incorporated, independent body, responsible for electing their own membership and successors, establishing the overall policies of the school, guarding its financial integrity and security, and hiring the President and Dean. The Board consists of from nine to twenty-five members, including both lay people and clergy. One faculty member, the Co-Chair(s) of the Student Executive Committee, and one representative of the graduates of the School sit with the Board and have a voice but do not vote. The Board usually meets in October, February, and May. Its Executive Committee meets "on call" to act on behalf of the Board, if necessary, between meetings. The Academic Affairs, Community and Spiritual Life, Finance, President & Dean Search, Investment, and Development Committees of the Board all include student representation.

COMMITTEES OF THE BOARD OF TRUSTEES (2012-2013)

ACADEMIC AFFAIRS (AA)

Policies pertaining to new educational programs, continuing education, new degree programs, the proportion of tenured to non-tenured faculty and faculty diversity guidelines are the kinds of issues that this committee will review and make recommendations to the Board. The committee will not be involved in the hiring or discharging of specific faculty members, nor will it be involved in issues of tenure. The Academic Dean is the linkage person to this committee.

AUDIT COMMITTEE (AU)

This independent committee selects the outside auditing firm and maintains oversight during the annual audit process.

BUILDINGS AND GROUNDS COMMITTEE (BG)

This committee will advise the Board on all matters relating to the physical facilities of the school, recommending proposals for the use of these resources.

COMMITTEE ON TRUSTEESHIP

Governance. Advising on and assisting with appropriate processes for 1) maintenance of By-Laws; 2) appointment of officers, committee chairs and committee membership; 3) evaluation of the Board as a whole, of individual Trustees and of the officers and committee chairs; 4) sourcing and nomination of new Board members; 5) orientation of new Board members; 6) the Board's maintenance of relationships with former Board Trustees; 7) maintenance of the Board Conflicts of Interest Policy and its administration; 8) P&D evaluation, compensation and terms and conditions of appointment; 9) Trustee Handbook; 10) Tributes to those leaving the Board.

DEVELOPMENT COMMITTEE (DV)

This committee works on concerns for fundraising. It will assist the Board and administration in reviewing the development needs of the school, formulating strategy to meet those needs and planning for implementation of those strategies. It will set the Annual Fund goals and be engaged in carrying this out. It will recommend capital improvement priorities and set policy for encouraging and using endowment funds, bequests and planned gifts. The Director of Development and Alumni/ae Relations is the linkage person for this committee.

FINANCE COMMITTEE (FI)

This committee will review and recommend on the budget prepared by the administration, as well as the auditing process for finance; it will be a sounding board for matters of concern to staff, reviewing procedures and policies relating to them. The Director of Finance and Business Management is the linkage person for this committee.

COMMITTEE ON HONORARY DEGREES (HD)

This subcommittee identifies and selects individuals to receive honorary degrees from among a list of pre-qualified candidates.

INVESTMENT COMMITTEE (IV)

This Committee is concerned with the maintenance and growth of the school portfolio.

TRUSTEE EXECUTIVE COMMITTEE (TEC)

To act on behalf of the Board as necessary and appropriate between scheduled Board meetings.

*Please note: these descriptions are taken from the original charges to individual committees. They are not intended to be definitive, but only suggestive of the nature of the work of each committee.

The Faculty is composed of the regular teaching members of the school. The faculty has authority for the administration of curricular policy and educational programs; for recommendations to the trustees on faculty appointments and promotions and for admissions.

The faculty is also responsible for the evaluation of students applying for Postulancy and Candidacy for Holy Orders, and for the judgment on personal qualifications for ordination required of the seminary by the canons of the Episcopal Church. Students wishing faculty action on academic or other matters may petition the faculty for such action on forms available from the Registrar. These petitions are to be countersigned by the student's faculty advisor and should be submitted to the Penny Kohn. At least once a month during the academic year the faculty holds a meeting for the transaction of business. Sometimes adjunct faculty are designated to teach particular classes.

Standing Committees

Students are encouraged to participate in the decision making process of the School and are encouraged to consider serving on one of the following Committees:

Academic Affairs Committee

Admissions Committee (Students serve at invitation of Faculty members of the Committee)

Buildings and Grounds Committee

Change Team 2

Development Committee

Finance Committee

Investment Committee

Student Executive Committee (Elected by the student body)

STUDENT EXECUTIVE COMMITTEE

Procedures For Operation

A. Statement of Purpose

The Episcopal Divinity School's Student Executive Committee (SEC) is comprised of peer-elected students who serve as delegates, advocates, and liaisons to and between the student body, faculty, administrative staff, and Board of Trustees. The SEC is committed to the promotion of community and good will in all aspects of student life: intellectual, professional and spiritual. In addition to its role as advocate and liaison, the SEC also recruits and appoints students to standing and *Ad hoc* committees. When required, the SEC updates its Operating Procedures in consultation with the Dean of Student and Community Life, and helps to prepare the annual budget request for student Travel Grants.

B. SEC's Role in the EDS Community

The SEC is an agent for fellowship and goodwill. As ambassadors of good will, SEC members promote student/community discussion and partnership at all levels. In pursuit of this goal, the SEC undertakes the following activities:

1. Participation in Faculty Business Meetings. Designated SEC members, serve as delegates to Faculty Business Meetings. All SEC members may attend Faculty Business Meetings, but only four members have a voice and vote.
 - a. The SEC does not participate in Executive Sessions of the Faculty Meeting.
 - b. The SEC may request a meeting with the Faculty Executive Committee (FEC) or the Dean's Executive Committee (DEC) and/or the President and Dean as needed.
2. Hosting periodic Tuesday morning Community Coffee Hours.
3. Maintenance of a locked Suggestion Box in the Refectory and a mailbox in Wright Hall to receive suggestions and concerns from the EDS community.
4. Assuring Student Representation on most committees affecting student life (e.g. Anti-Racism Facilitation).
5. Posting minutes of all weekly meetings on the SEC Board next to the Tyler Room in Burnham Hall, maintaining a record of meeting minutes and related documents and posting announcements and SEC commentary in the SEC column of *Common Fare*.

6. Encouraging the hearing of all voices in its meetings, using the standards adopted by the *EDS Anti-Racism Change Team and Facilitation Group*. Those standards include the following guidelines:
 - a. Accept that it is okay to disagree.
 - b. Being open to trying on new experiences.
 - c. Accepting that it is not okay to shame, blame or attack self or others.
 - d. Practicing “both/and” thinking.
 - e. Maintaining confidentiality with regards to personal sharing and information of a sensitive nature.

C. SEC Business Matters

SEC members serve as liaisons for student input and concerns to EDS faculty, administration, and the Board of Trustees, in order to promote the ease of student and community life. In all business matters, the SEC seeks to achieve consensus and endeavors to prioritize the use of its meeting time to discuss issues, plan actions, make Student Appointments and allocate funds.

1. With regard to student suggestions and community life, individual members of the SEC will bring those concerns to the attention of the entire SEC during its weekly meeting. If the matter is urgent and cannot wait until next meeting, a SEC member may raise the issue with an appropriate member of the EDS community for resolution.
2. In making Student Appointments to Standing Committees, *Ad hoc* committees and committees of the Board of Trustees, the SEC seeks to achieve the greatest possible level of student participation (both in terms of the number of students who are appointed and the variety of perspectives they represent.)
 - a. All committee-appointment opportunities will be posted in the *Common Fare* with a description of the committee’s work. Interested students must submit a letter to the SEC Co-Chairs by the deadline identified in the *Common Fare* describing their interest in and qualifications for the appointment.
 - b. The SEC will make all appointments within the following guidelines:
 - (1) Every applicant is to be offered an opportunity to serve on one committee per year.
 - (2) There should be equal representation of first, second and third year classes.

- (3) There is a commitment to diversity of representation (in terms of race, class, sexual orientation, gender, etc.)
 - (4) Students who previously sought, but did not receive, an appointment should be given an opportunity to serve.
 - c. The SEC will appoint student representatives to all Standing Committees no later than October 15 of each academic year. By April 15, student representatives to the Board of Trustee's Committees will be appointed.
3. The SEC allots Travel Grants to EDS students. Travel grants generally do not exceed \$200. A written application must be completed by the student and signed by a faculty member. The SEC in Executive Session reviews all applications, in the order in which they are received and found to be complete.
 - a. The program or activity for which the Travel Grant is sought must be shown in some way to advance the values found in the EDS Mission Statement (Attachment A).
 - b. Ordinarily, no more than two students will be awarded grants with respect to the same program or event.
 - c. After attending the program or event, Travel Grant recipients are expected to make a presentation to the EDS community (e.g., at and AGE or FLT lunch) in which they describe their activity, share their experiences, information and related resources.
4. SEC Grants for Community Activities and Events:

The Student Executive Committee has an operating budget each year that can be used for community activities and events at EDS. The SEC hopes to grant requests that benefit the entire EDS community. There is no limit to the amount requested, however the amount granted may be less. The money may be requested at any time during the regular sessions of the fall and spring terms, when the SEC meets as an official body. It is expected that all requests from students and faculty members will follow the process outlined in this policy. The process begins by contacting a SEC member, or calling the Asst. to the Dean of Students, to setup a time to discuss the request during a Tuesday meeting of the Committee. The SEC will hear all requests on a first come, first served basis. After the initiator explains the intended activity- including the date, amount, and how the funds will be allocated- the SEC will meet in closed executive session to discuss and vote on the request. The SEC will vote yes, no, or "needs more information" on the approval of the funds. The SEC will inform the initiator immediately about the decision or about the possible need for further information. If the request is approved, the initiator must supply the pertinent receipts to the

Asst. to the Dean of Students after the purchase(s) are made.

Receipts are required before reimbursement can be made.

It is customary that the person requesting the funds makes the request in person, without asking a SEC member to bring the matter before the Committee. This is done for the benefit of the individual since she or he is the most knowledgeable person to advocate for the request. If the initiator cannot come in person to the meeting, she or he may make their request in writing to be reviewed at the next scheduled meeting.

Although requests for these funds are generally made prior to the activity or event, *it is possible* to request the funds after the event. Such requests must include a receipt at the time of the request. Since late requests, like all requests, are not guaranteed approval, it is urged that the student or faculty member seek approval for their request before making the purchase in order to ensure reimbursement.

6. The SEC consists of nine members. Eight members are EDS students, one of whom is always an EDS International student. The ninth member of the committee is the Dean of Student and Community Life, who serves as an *ex officio* member.
7. SEC elections are held annually in the month of April, prior to the end of the school year. Any student may nominate her/himself or another student for membership in the SEC. All EDS students enrolled in a certificate or degree program are eligible to vote in this election.
 - a. SEC membership is considered complete when, in October, two members of the incoming class are elected from and among students enrolled in a degree or certificate program, and the International student representative is elected from the student body at large.
 - b. All members elected will normally serve through the Spring semester of the academic year. Each Spring, SEC members who have served one year may elect to serve as a member for a second year. If that student seeks to serve a third year, the student body in the annual election must elect her or him.

The Student Executive Committee is a committed group of students dedicated to the promotion of fellowship and goodwill at all levels of student life: intellectual, personal, and spiritual. This document represents the work of the Student Executive Committee -- 1997-1998 -- and as with all documents, is subject to annual review by the incumbent committee.

History:

Approved by the SEC on December 16, 1977, subject to annual review by the incumbent committee. Amended February 24, 1998, November 17, 1998 (open meetings) and March 16, 1999 (Travel Grants). Revised and reorganized May 15, 1999 subject to SEC approval. Amendment to explain the disbursement policy for non-travel grant SEC funds added in Fall

2001.

COMMENTARY ON GOVERNANCE

Under applicable statutes of the Commonwealth of Massachusetts and the Fundamental Articles and By-Laws of the School, the Trustees of Episcopal Divinity School have the ultimate responsibility for the well being of the School and the furtherance of its purpose. To this end, the Trustees have, among other things, responsibility for determining the School's mission, establishing policies for the governance of the School, approving its academic programs, awarding earned and honorary degrees, selecting its chief executive officer, approving the appointment of faculty, establishing budgets and making provision for the financial well-being of the School.

In exercising their responsibilities the Trustees have developed over the years a consultative model for decision-making which incorporates faculty, student, administrative, and staff participation as appropriate in decisions affecting the governance of the School and the defining and implementation of its purpose and programs. The Trustees are committed to maintaining the consultative model for decision-making.

In implementing the consultative process, the Trustees look to the President & Dean to communicate their needs for consultation and to devise effective procedures for this.

Similarly, other constituencies of the School desiring to initiate actions or develop policies that will ultimately require approval by the Trustees implement contact with the Trustees through the member of the Deans' and Director's Executive Committee who works with the appropriate Committee of the Board of Trustees.

Refer to the following document for a more complete detail on EDS governance and Internal Administrative Relationships.

RESPONSIBILITIES OF STANDING COMMITTEES

Appointment of Committees

With the exception of the Faculty Executive Committee, a schedule of faculty members on the ongoing standing committees of the School is prepared by the Academic Dean, based, insofar as possible, upon Faculty expression of preference. Student members are appointed each fall by the Student Executive Committee or at the invitation of the Faculty.

Admissions Committee

The Admissions Committee handles the recruitment, selection and admission of applicants for the M.Div., M.A., and D. Min. degrees and the certificate programs. As appropriate, this committee determines the selections for the Procter Fellowship program and other special awards. The Admissions Committee is made up of graduating seniors and faculty members. The Office of Academic Dean selects the faculty members of the committee. At the end of the spring term, the members of this committee select two or three senior students for the

next year whom, in concert with faculty members, act on individual applications as member of the following year's committee. The work of recruitment is view as a ministry of EDS as a whole and is open to other faculty, staff and students who do not serve on the committee in an official capacity.

Change Team 2

This committee is appointed by the President and Dean. It includes faculty, staff, and students. It monitors the school for progress towards being a more anti-racist, more multi-cultural and more inclusive community.

Degrees Committee

Supervises the M.A.T.S. and M.Div. degrees and Certificate programs, reviews all statements (Goals, Competence, etc.) submitted to the committee; reviews petitions, and recommends to the faculty for awarding of the degrees and Certificates. This committee also recommends policy changes to the faculty. This Committee is faculty only.

D.Min. Committee

Similar to the Degrees Committee for the D.Min. program. It also considers, reviews and acts on admission to this degree. Faculty members only. The committee also covers all aspects of this degree program, particularly in terms of policy development and its overall implementation, recommending changes to the faculty.

Faculty Executive Committee

An elected committee of faculty members, President & Dean, and Academic Dean (chair). It serves as an advisory committee to the Academic Dean and the President and Dean. It also has defined responsibilities for communication, review of faculty agenda, and development of faculty policies, for example.

Field Education Committee

Functions to support, maintain and develop the policies stated in the Field Education Handbook.

Worship Committee

Focuses on supporting and furthering the quality of worship and spiritual life in daily observances and in program offerings. It is also involved in setting practice and policy. This Committee may assign specific responsibilities to various task forces (i.e. Oxfam America observance, Orientation Committee, Chapel Planning Committee, AIDS Awareness Week, Commencement Week, Liturgical services and observances -- Absalom Jones, Martin Luther King, Jr., Advent Lessons and Carols).

Financial Aid Committee

Is an advisory committee to the Financial Aid Office. The committee reviews policy, procedure awards and petitions.

SECTION III
SPIRITUAL AND PERSONAL DEVELOPMENT

CORPORATE WORSHIP

The President and Dean, as the Ordinary of St. John's Chapel, assisted by the Dean of Student and Community Life, has oversight of the liturgical life of the school. The Provost of St. John's Memorial Chapel has primary responsibility for the Chapel. The Worship Planning Meeting participants, in conjunction with the Faculty Worship Committee, advise in planning, policy making, and evaluating our liturgical life. The Chapel staff implements and supports the liturgy and worship of the EDS community.

The two basic elements in our liturgical life are Morning Worship and the Eucharist. The schedule provides Eucharist on Mondays, Thursdays, and Fridays when school is in session. The Community Eucharist on Thursday at 8:30 A.M. is the largest community worship gathering of the week.

The EDS schedule provides Morning Worship on Monday, Tuesday, Wednesday and Friday. The 1979 Book of Common Prayer contains Offices for morning and evening, as well as for noonday and late evening (Compline). EDS does not use the Book of Common Prayer exclusively but alternates between The Book of Common Prayer and Enriching Our Worship. A variety of other formats, including silent and guided meditation, are also used during worship. Groups of students often gather together while school is in session for special services such as bible study, meditation, healing circle or quiet prayer.

Faculty, staff and students work together in teams according to the scheduled rota to plan and lead worship. As a practice, worship is on a four-week cycle that includes traditional language and inclusive language liturgies as well as training in meditation. A week of alternative liturgies is part of this cycle. The cycle of worship is always being revised. A goal of our liturgical practice is to use inclusive human language. Unless otherwise designated, liturgies are inclusive. Minimally, "fully inclusive" means balancing or interpreting the theological imagery of hymnody, liturgy or scripture in such ways that the historical bias about color, gender, ablism or race does not obstruct our access or understanding of the divine, the Good News or the primary purpose of worship--to glorify God.

This is obviously a work in progress that requires competent theological and exegetical insight as well as training and pastoral sensitivity. However, there are a number of print resources available, as well as faculty and experienced members of the chapel staff who will help you become effective in these and other liturgical matters.

EDS SCHEDULE OF PUBLIC WORSHIP

Monday

Morning Prayer	8:30 a.m.	Chapel
Holy Eucharist	5:15 p.m.	Chapel

Tuesday

Morning Prayer	8:30 a.m.	Chapel
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Wednesday

Morning Prayer	8:30 a.m.	Chapel
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Thursday

Holy Eucharist	8:30 a.m.	Chapel
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Friday

Morning Prayer	8:30 a.m.	Chapel
Holy Eucharist	12:10 p.m.	Chapel

The Society of St. John the Evangelist, 980 Memorial Drive, offers daily services of worship. Their service of Holy Eucharist on Tuesdays at 5:15 pm is well attended and welcoming of members of the EDS community. Area churches also provide opportunities for liturgical participation throughout the week.

OTHER SPIRITUAL RESOURCES AND OPPORTUNITIES

Soul Space is a place designed to help you make some Sabbath time for yourself during your day. It is located on the lower level of Wright Hall in the Assistant to the Dean of Student and Community Services' Office. Comfortable chairs, motivational art, good books, soothing music, tea and snacks are always available. Check out our developing resource space for vocation, formation, liturgy and worship resources or find poetry, contemplative writings or novels which feed your soul.

Prayer Companions is an informal group which meets for 15 minutes at 12:10 p.m. on Thursdays for the purpose of intercessory prayer for members of the EDS community and its extended family. The group has rotating leadership and usually begins and ends with a simple prayer. Community members are invited to submit names for prayer to the Coordinator of Student and Community Services at elucozzi@eds.edu up until Thursday morning for inclusion in that week's intercessory prayer.

The Midday Meditation is a simple 15 minute sitting which takes place in Burnham chapel beginning at 11:30 a.m. daily. This group has shared leadership and resting in silence and ending with a short prayer. Participants are encouraged to practice whatever form of prayer or meditation for which they are comfortable.

Yoga class will again be offered at EDS Tuesdays 12 noon-1:00, October 2nd, 2007-Dec. 11th, 2007. The cost is \$60 (that is \$6 per class!) This is an all levels class and is open to anyone; (Beginners are welcome.). Yoga is offered in the Fall and Spring semester. If you are interested, please admissions@eds.edu.

Brothers and Sisters in the Spirit is a group for men and women of color. Its objectives are to provide mentoring and networking opportunities for lay and ordained ministers of color who want to nurture their leadership skills and capacity through fellowship and spiritual growth and to build relationships of support, caring and empowerment for the leadership journey. This group meets on a quarterly basis.

SPIRITUAL DIRECTION AND SUPPORT

EDS provides opportunities for discernment, spiritual reflection and prayer groups. Resources for spiritual direction and formation available are available in the Cambridge/Boston area. There are also a number of convents, monasteries and retreat houses in the metropolitan and surrounding areas. Through these resources, persons can find directors and participate in self-directed and group retreats.

For information about spiritual direction or retreats, please consult the Dean of Student and Community Services, Rev. Karen Montagno, kmontagno@eds.edu or the Coordinator of Student and Community Services, Elisa Lucozzi, elucozzi@eds.edu

VOCATIONAL SERVICES

One of the many resources offered to students at EDS is vocational assistance for graduating students. Throughout the year EDS receives many inquiries from potential employers. As these positions are received they are compiled in a notebook housed outside the Student and community services Office. Students and alumni/ae are encouraged to peruse the offerings throughout the school year.

In addition to the job opportunities book, EDS also offers a Positions Open Bulletin that is an online service located in the EDS/Weston Library. This bulletin is a listing of all open positions in the Church submitted to the Church Deployment Office (CDO). It is available to students by accessing the EDS password through the Student and community services Office. To that end, EDS invites a representative from the Church Deployment Office to campus to assist students in registering with the center by filling out a church profile, or computerized resume.

In conjunction with other offices we also offer life transition workshops such as General Ordination Exam (GOE) preparation, a Church Pension Fund (CPF) presentation, resume writing, career planning, contract negotiation, and job offerings listed on an employment bulletin.

Students will have the opportunity to "build" their resume throughout their course of study through a process of experience, documentation affirmations, group work, and

discernment opportunities.

Through special programs, like the vocational luncheon series, students get an opportunity to explore ministry in less conventional ways.

For more information on these resources please contact the Coordinator of Student and community services Office in Wright Hall.

APPENDIX A

EDS EMERGENCY PLAN

INTRODUCTION

This is an abbreviated version of the Multi-Hazard Emergency Plan from Lesley University. *EDS Emergency Plan* is intended to be used as a reference document. The *Emergency Plan* is not intended to replace existing EDS policies and procedures, including those that address standards of conduct, disciplinary actions, legal sanctions against illicit drug and alcohol use, or unlawful discrimination and harassment. A complete list of existing policies and procedures is located on the EDS web site at www.eds.edu, in academic catalogs, as well as in faculty, staff, and student handbooks.

This Emergency Plan is designed to provide guidance for community members during emergency situations. Each procedure outlines specific responsibilities of a community member who becomes aware of an emergency. The Emergency Plan is designed to limit loss of life and property and to mobilize the necessary resources, e.g., crisis counseling, Emergency Medical Technicians, and local Police.

EMERGENCY PROCEDURES

Emergency Preparedness

Know all exit locations; be sure you know the safest and quickest way out of the building, including the locations of secondary exits. Familiarize yourself with the building layouts; maps of the building are located throughout public buildings. Be aware of the emergency assembly areas for your building.

During an Emergency

Members of the EDS Community - students, staff, faculty, residents living on EDS campus, contractors and vendors - should dial 911 in the event of an emergency (fire, medical, criminal) on campus. Campus Security should then be called at (617) 349-8888. Security will meet local emergency response personnel and assist as needed. It is essential to inform Security of all emergencies.

Evacuation of Buildings

There is a person in each building to be in charge of buildings who will assist with evacuation and assembly in the designated area of the lawn at 101 Brattle Street. Every person must report immediately to the assigned area. This will help to quickly and accurately account for community members during an emergency.

Assembly Area Locations

- In the event of a major evacuation, which involves the entire campus, such as a terrorist attack or bomb threat, everyone on campus should assemble on the lawn in front of 101 Brattle Street.

- In case of fire or other reasons to evacuate particular buildings, the following areas have been designated as the assembly locations:
 - St John's Road apartments - In front of each building
 - Dana House - In front of Dana on Berkeley Street
 - Reed Hall - Quad
 - Washburn Hall - Quad
 - Sherrill Hall - Quad
 - Burnham Hall - Quad
 - UNICCO - In front of UNICCO Building
- Everyone must remain outside the evacuated building until the fire department official, the representative of any official agency in charge or campus security permits reentry.

FIRE EMERGENCY

Any member of the EDS Community who discovers a fire should never endanger their personal safety or the safety of another if the fire can't be readily extinguished.

1. Pull closest alarm and evacuate the building
2. After evacuation,
 - Call 911 and security (617) 349-8888
 - Report street address and that there is a fire
 - Report to your designated assembly area

Important fire emergency issues

1. Never silence the fire alarm panel
2. Do not use elevators during a fire alarm
3. Use caution when entering a fire scene (feel doors for heat prior to opening)
4. Always evacuate the building

Fire Prevention

Many fires are caused by carelessness: electrical equipment near volatile material, electrical equipment tampering, or careless disposal of smoking material. Some substances ignite spontaneously. Substances prone to spontaneous combustion are dust, oily rags and waste. Good housekeeping can prevent many fires, eliminate most causes of fire and prevent fire from spreading. Members of the EDS community should always note and report safety concerns such as:

- Obstructed or damaged fire extinguishers, emergency exits or lighting
- Accumulation of rags, trash, or other combustible materials
- Improperly stored combustible materials such as paint
- Inoperable or disabled fire detection equipment
- Inoperable fire extinguishers

MEDICAL EMERGENCY

Major Medical Emergency

EDS community members should call 911 in the event of major (example: apparent heart attack, serious bleeding) medical emergency. After calling 911, Security should be called immediately to assist and direct emergency responders to the correct location.

Minor Medical Emergency

EDS community members should call Security for minor (example: small cut requiring first aid) medical emergencies. Security will dispatch an officer to the scene and determine what other resources are needed.

Location of First Aid/Medical Equipment

First Aid Kits are located at the UNICCO building, the kitchen in Wright Hall, and the Burnham Security Desk.

BOMB THREAT

Preventing a Bomb Incident

As a member of the EDS community, you are in an ideal position to deter and detect terrorist acts by observing suspicious persons and odd behavior. The following are general guidelines: Be alert to any changes in routine that might be cause for suspicion. Examples: a delivery company dropped off twice in a day (once with a new driver), when they usually drop off only once; delivery persons who circumvent routine procedures, etc.

Report any unusual or suspicious persons or packages to Security. Persons who ask questions about security procedures and deliveries without a clear specific destination should be referred to Security. Obtain a concise description of the person(s) including name, if possible, and the information requested, and notify Security.

Any facility or person could be the target of a bomb incident. As in any emergency, our most effective weapon against the bomber is a concise bomb threat plan. Any community member who receives a bomb threat should:

1. Never make a public announcement of the threat unless directed by the police
2. Never discuss the bomb threat with non-emergency personnel
3. Never use words such as bomb, bomb threat, explosive where others can hear you
4. Give information and instructions calmly

Bomb Threat Checklist

Date/Time: _____

Exact Words of Caller (Be calm and courteous. Don't interrupt).

Questions to Ask

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____

Circle all applicable:

Caller's Identity: Male Female Adult Juvenile Age ____

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated

Accent: Local Not Local Foreign Region _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm/Angry Rational/Irrational Coherent/Incoherent
Deliberate/Emotional Nervous Laughing

Background Noise: Office Factory Party Traffic Train Animal Music Quiet

CRIMINAL EMERGENCY

EDS is committed to providing support and or assistance (i.e., counseling, police assistance, protection, etc.) to any member of the EDS Community who has become a victim of a crime on EDS property. The individual should immediately contact 911 for immediate assistance, and then should also report the offense to campus security. Some examples are aggravated assault, robbery, larceny, hate crimes, vandalism, threatening/harassing, stalking, hostile intruder, etc. Once campus security is notified of a crime she/he will be available to assist the authorities as needed. A report of the incident will also be completed by the responding security personnel.

Campus crimes statistics can be reviewed by going to the US Department of Education Website, <http://ope.ed.gov/security/> and follow the link to MA and then to Episcopal Divinity School.

TERRORISM

Terrorism is the use of force or violence against persons or property for the purposes of

intimidation, coercion or ransom. Terrorists often use threats to create fear among the public. Acts of terrorism may include assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks, use of chemical, biological and nuclear weapons.

Preparing for Terrorism

- Be aware of your surroundings
- Be aware of suspicious or unusual behavior
- Someone taking pictures of buildings, unattended bags/briefcases
- Someone asking specific questions about buildings or security procedures with no apparent need for that information
- People wearing clothing not consistent with weather conditions
- Trust your instincts; leave if something doesn't feel right
- Be aware of all emergency exits for each building you enter. Report all suspicious activity immediately to Security
- Do not prop open building/residence hall doors

DURING A TERRORIST ATTACK

Building Explosion:

- Evacuate as quickly and calmly as possible
- If items are falling from above - get under a sturdy desk or table

Fire:

- Stay low to the floor and exit quickly. Cover nose/mouth with a wet cloth.
- If a door is hot, do not open it, seek an alternate escape route.
- Stay below the smoke at all times.
- Chemical/Biological attack:
 - Stay inside your dorm room, classroom or office building
 - Listen to emergency broadcast for details and specific instructions

EMERGENCY SUPPLY KIT

The Department of Homeland Security recommends the following emergency supplies; each member of the EDS community should make a personal decision whether to maintain these supplies in their apartment. When preparing for a possible emergency situation, it's best to think first about the basics of survival: fresh water, food, clean air and warmth.

Recommended Items to Include in a Basic Emergency Supply Kit:

- ✓ Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- ✓ Food, at least a three-day supply of non-perishable food

- ✓ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- ✓ Flashlight and extra batteries
- ✓ First aid kit
- ✓ Whistle to signal for help
- ✓ Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- ✓ Moist towelettes, garbage bags and plastic ties for personal sanitation
- ✓ Wrench or pliers to turn off utilities
- ✓ Can opener for food (if kit contains canned food)
- ✓ Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- ✓ Prescription medications and glasses
- ✓ Infant formula and diapers
- ✓ Pet food and extra water for your pet
- ✓ Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- ✓ Cash or traveler's checks and change
- ✓ Emergency reference material such as a first aid book or information from www.ready.gov
- ✓ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ✓ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ✓ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- ✓ Fire Extinguisher
- ✓ Matches in a waterproof container
- ✓ Feminine supplies and personal hygiene items
- ✓ Mess kits, paper cups, plates and plastic utensils, paper towels
- ✓ Paper and pencil
- ✓ Books, games, puzzles or other activities for children

IN CASE OF CHEMICAL SPILL/ACCIDENT

Notify Security at (617) 349-8888.

Give location and chemical information, if known, and have someone stay on line to give additional information while emergency units are in route.

LOSS OF UTILITIES

A member of the EDS Community, who discovers a gas leak, electrical power loss, water line break, or loss of climate control, should:

- Call (617) 349-8888. Give location and remain on line until information is complete. Ask for advice on evacuation. Clear the immediate area or evacuate building, if necessary.
- If there is the smell of gas in the building do not use phones or turn on lights. Exit the building and use cell phone from outside, where smell is not present.

FLOOD

A member of the EDS Community who discovers a flood (either inside or outside buildings) should:

- Clear the immediate area or building if necessary
- Call EDS Security (617) 349-8888.
- Give the location and nature of the problem if possible

EARTHQUAKE

Try to avoid glass and falling objects. Move away from windows where there are large panes of glass, shelves and cabinets where objects could fall and out from under heavy suspended light fixtures. Notify Security at (617) 349-8888 if damage occurs.

When the earthquake is over, evacuate the building to the predetermined assembly point or alternate assembly point. It may be necessary to inspect the area during the evacuation and redirect community members to the alternate assembly point because of fire, damage, or other threats to safety.

Special consideration should be given to exit routes. Do not use routes that have extensive damage or blockage. Avoid fires. Avoid touching electrical wires that may be on the ground.

FEDERAL, STATE, LOCAL EMERGENCY RESPONSE AGENCIES

Police, Fire, Medical Emergency	911
Cambridge Hospital	(617) 498-1000
Emergency Room Cambridge Hospital	(617) 665-1429
Mount Auburn Hospital	(617) 492-3500
Mount Auburn Emergency Room	(617) 499-5025
Animal Control	(617) 349-4376
Victim Witness Advocate	(617) 679-6631
MA Poison Center	(617) 232-2120
American Red Cross	(617) 375-0700

APPENDIX B

Americans with Disabilities Act

Legal rights for students with disabilities are spelled out in Section 504 of the Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act of 1990 (ADA).

As a matter of its liberative and prophetic mission, EDS strives to comply with these Acts and promote the participation of students with disabilities in our programs and common life.

Students with documented learning disabilities should contact the Registrar and follow the guidelines found in the Academic Handbook on page 11.

For other disabilities which may require accommodations, students should notify the Dean of Students and Community Services. The Dean will consult with other EDS departments to make reasonable accommodations based on a negotiated process.

The first step process involves disclosure to the Dean. Students will submit documentation with the diagnosis and recommendations of a qualified clinician or physician. Determination regarding accommodations will be made in a consultative manner.

APPENDIX C

Unlawful Discrimination

Episcopal Divinity School is committed to providing its students and employees an environment free of unlawful discrimination and harassment. EDS is committed not only to complying with local, state, and federal laws, but also to providing an educationally and professionally desirable environment. Any form of unlawful discrimination or harassment is a serious violation of individual rights and institutional values as well as a violation of law. *EDS forbids discrimination or unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual or gender orientation, or any other protected status.*

- Unlawful discrimination means an adverse decision made against a person for reasons related to her or his race, color, religion, gender, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual orientation, or any other protected status.
- Harassment is a form of unlawful discrimination when the verbal or physical conduct that denigrates or shows hostility or aversion toward an individual is based on his or her race, color, age, national origin, gender, ancestry, religious creed, disability or veteran status. Harassment has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities. Harassment may take the form of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts. It may also take the form of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, national origin, ancestry, gender, sexual or gender orientation, sexual preference, religious creed, veteran status or disability.
- Sexual harassment is a form of unlawful discrimination. The specific legal definition of sexual harassment is included in the Sexual Harassment Policy set forth elsewhere in this document.

Any student, who feels that he or she has experienced or is experiencing unlawful discrimination or harassment, including sexual harassment, is strongly encouraged to report the incidents so that the incidents may be investigated pursuant to these policies and procedures. These policies and procedures also apply to any contractor or vendor at Episcopal Divinity School who believes she or he is experiencing or has experienced unlawful discrimination or harassment during any School-sponsored activity or event.

The School will respond to and investigate all claims of unlawful discrimination and harassment, including sexual harassment, and will appropriately sanction such behavior. Every effort will be made to carry out these procedures confidentially and access to pertinent information shall be limited to a need-to-know basis. The School will also take

appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The School reserves the right to remove a student from the School altogether during the investigation if deemed necessary for administrative reasons and/or for safety concerns.

APPENDIX D

HAZING POLICY

The Episcopal Divinity School's (EDS) hazing policy is adopted pursuant to the laws of the Commonwealth of Massachusetts on hazing. (See the Commonwealth statute on hazing below.) EDS does not tolerate hazing. Student organizations, student groups or individuals found in violation of Massachusetts hazing laws will be subject to prompt disciplinary action. EDS provides notice of the Massachusetts hazing laws to students, student teams and students' organizations as described in G.L. c.269, § 19, set forth below.

Disciplinary Action

Any member of the School who believes that they have been subjected to hazing has the right to file a complaint with the School. This may be done in writing or orally.

If you would like to file a hazing complaint you may do so by contacting:

The Committee to Respond: The Dean of Community Spiritual Formation, Academic Dean, Human Resources Generalist, or coordinator of Housing and Facilities.

These persons are available to discuss any concerns you may have and to provide information to you about our policy on and our complaint process. This Committee will respond promptly and investigate claims of hazing. If it is determined that the complaint is valid, further steps will be taken.

If an act of hazing has been committed by EDS students, School organizations or employees, we will take disciplinary action. Such action may range from counseling, severance of affiliation with the School (for School related organizations), termination from employment or academic enrollment, legal action or other disciplinary action as we deem appropriate under the circumstances.

If you have any questions concerning this law or the EDS policies pertaining to the law, please contact the Dean of Community Spiritual Formation or another member of the Committee to Respond.

General Laws of Massachusetts, Chapter 269, Sections 17-19, Hazing. Section 17.

Definition, Penalty.

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen,

APPENDIX E

SEXUAL HARASSMENT POLICY

Introduction

Episcopal Divinity School (EDS) is committed to creating an atmosphere where every person on this campus, regardless of gender, race, religion, ethnic or national origin, sexual orientation, handicap or age is treated with dignity and respect.

It is the goal of EDS is to promote a community that is free of sexual harassment. Sexual harassment of staff, faculty, students or others occurring on the campus or in other settings in which they may find themselves in connection with their affiliation with EDS is unlawful and will not be tolerated by this School. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a community free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by staff, faculty, students and those affiliated with EDS work and mission.

Because EDS takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a community that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition of sexual harassment is as follows:

“sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a community environment that is hostile, offensive, intimidating, or humiliating to any member of the community may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances - whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and

Discussion of one's sexual activities.

All members of the community should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this School.

Complaints of Sexual Harassment

Any member of the School who believes that they have been subjected to sexual harassment has the right to file a complaint with the School. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting:
The Committee to Respond: The Dean of Community Spiritual Formation, Academic Dean, Human Resources Generalist, or coordinator of Housing and Facilities.

These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

APPENDIX F

VIOLENCE IN HOME/COMMUNITY

EDS Community Policy Statement:

As stated in the EDS Violence in Home/Community Policy, every member of the EDS community has the right to be free from violence/abuse. The School will not tolerate violence/abuse on campus. To this end, EDS has established the following procedures:

1. EDS has formed a Committee to Respond (CTR) to mediate occurrences of violence/abuse. This committee is composed of the Dean of Students and Community Life, Housing and Facilities Coordinator, the Director of Human Resources and a student appointed by the CTR members after consultation with the SEC. Any member of the EDS community who believes s/he has been the victim of violence/abuse, who has witnessed **another member** of the community being violent or abusive, or who seriously suspects that violence/abuse is occurring in the community may go to any one of these CTR members to report the incident or concern. The complainant may seek the pastoral care resources of the School.
2. Each CTR member has the authority to work on behalf of complaints, to mediate with complainants and alleged offenders and to involve other members of the CTR as appropriate.
3. All claims of violence/abuse shall be handled as expeditiously as possible. To the extent possible and permitted under the law, efforts will be made to preserve confidentiality for the protection of both the complainant and the alleged offender.
4. In the event the problem cannot be resolved through informal negotiation between the complainant, the alleged offender and the CTR member(s), the matter will be referred to the President and Dean.
5. The President and Dean may convene the CTR and request recommendations for appropriate action (including, but not limited to: full course of treatment in an appropriate treatment center for perpetrators of violence/abuse, termination of employment, termination of faculty tenure, termination of student tenure, eviction from campus residence). In all cases, the President and Dean will act according to the stated By-Laws and policies of the School as well as state laws for mandatory reporting.
6. When school is not in session, the President and Dean, or designated agent, will be responsible, insofar as possible, to ensure that the intent and purpose of these procedures are carried out expeditiously.

Information about the Violence in Home/Community Policy and Procedures will be

published in various EDS handbooks and communicated to the EDS community during orientation. It will be available through the Student Executive Committee, the FLT Office and the Office of the Dean of Student and community services.

Episcopal Divinity School is committed to creating an atmosphere where every person on this campus, regardless of sex, race, religion, ethnic or national origin, sexual orientation, handicap, or age is treated with dignity and respect. In the Baptismal Covenant, we pledge to "seek and serve Christ in all persons, loving our neighbor as ourselves," "to strive for justice and peace among all people, and respect the dignity of every human being." Physical, emotional, and sexually abusive behavior, including physical and/or verbal threats of such behavior, violates this covenant and threatens the safety of this community. For these reasons, and because it is a violation of Massachusetts state law, we do not tolerate violence or abuse. We are committed to preventing it on our campus and, should it occur, to responding effectively.

Community violence/abuse is defined as: attempting to cause or causing physical harm, or placing someone in fear of immediate serious physical harm, or causing someone to engage involuntarily in sexual relations, by force, threat of force, or duress.

For example:

- if you have been hit, kicked, punched, slapped, pushed, raped, or forced to perform sexual acts against your will by your partner or another community member, you have been abused;
- if you have been threatened with harm, even if the threat was not carried out, or if harm has been attempted and the attempt failed, you have been abused;
- if objects have been thrown at you, weapons threatened or used against you're your property or pet destroyed as a part of the threat, you have been abused.

Episcopal Divinity School, through the Committee to Respond, will promptly investigate any report of violence/abuse. If appropriate, EDS will: 1) take action to ensure the safety of the victim, 2) take action to stop the abuse, including assisting the perpetrator in getting the help he or she needs, 3) take disciplinary action up to and including the termination of rights and responsibilities.

Approved by the Faculty: 2 February 1993

Approved by the Board of Trustees: 11 February 1993

APPENDIX G

GRIEVANCE PROCEDURE

EDS has adopted the Visions Inc. Guidelines for our common life.

- It is Ok to disagree
- It is not OK to shame, blame or attack self or others
- One is 100% responsible for what they need
- Try on another's opinion or perspective
- Confidentiality is important. Let others tell their own story
- Use I statements
- It is a both/and world. Two seemingly opposite perspectives can be true at the same time

If you have a complaint or grievance:

- Bring your grievance and recommended solution to the person with whom you have the grievance.
- If after a discussion it is not resolved. Go to the next level.

Staff

- If the grievance is with a staff member, take your grievance and recommendations to the Director of Human Resources.

Student

- If the grievance is with a student, take your grievance recommendations to the Director of Student and Community Life who will hear all parties, review the case and recommendations.
- If the grievance is not resolved at this level to grievance can be brought by you to the Dean's Council.
- The grievance and recommendation and recommendation of the Director of Student and Community Life will be reviewed. The DC will review the case and make a final decision to accept one or other of the recommendations or come to an alternate decision.
- The DC's decision will constitute final action by the seminary.

APPENDIX H

AIDS Policy

AIDS is considered a disability and therefore is covered by the Americans with Disabilities Act on page 40 (Appendix B).

APPENDIX I

Illicit Drug and Alcohol Policy

Note: This policy has been developed pursuant to the "Drug-Free Schools and Communities Act Amendments of 1989" which requires that a school receiving any form of financial assistance under any federal program must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

The Episcopal Divinity School recognizes that there are substantial health risks associated with the use of illicit drugs and the abuse of alcohol (some of which are described in Attachment C). The School has previously adopted a policy requiring individuals who have unresolved problems of alcohol and/or drug dependence that affect work performance to accept professional help. The School also recognizes that students and employees are subject to disciplinary sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol (Attachments A and B). Therefore:

1. The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees is prohibited on the campus of the Episcopal Divinity School and during any activity sponsored or supported by the School either on its campus or elsewhere; and
2. Any violation of this policy will result in disciplinary procedures which, consistent with local, state or federal law, may result in action up to and including termination or expulsion and referral for prosecution for violations of paragraph 1, above. In addition the Episcopal Divinity School may require, as a condition of continued employment or good academic standing, alone, or as part of any other disciplinary procedure, the completion of an appropriate rehabilitation program. An individual convicted of certain drug-related offenses may lose eligibility for federal benefits, including federal student aid.
3. This policy statement will be distributed to all faculty, staff and students annually and will be published in all School handbooks or manuals.
4. Students or employees desiring drug or alcohol counseling may, without penalty, contact their health provider, the School's Pastoral Counselor, or any School administrator for assistance in selecting sources of help. In addition, the School offers a course, "Addiction, Recovery and Spirituality". Several "12-step" programs meet weekly on campus.
5. A biennial review will be made of the effectiveness of this policy and of its consistent

enforcement.

Policy and Procedures on Alcohol and other Chemical Dependence

The excessive use of alcohol and the abuse of drugs have been and continue to be serious problems in society today. Episcopal Divinity School is concerned about the personal and professional consequences for faculty, staff and students and their households who become involved in alcohol and/or other chemical dependence. The School considers alcoholism and drug dependence to be treatable diseases.

When there is an unresolved problem of alcohol and/or other drug dependence which is negatively affecting one's personal life, work performance and relationship with colleagues and associates, or community life, then the School will encourage that person to accept professional help and will assist that person in finding that help and in providing an environment before, during, and after treatment, including protection of position in the School and housing.

This policy statement will be distributed to all faculty, staff and students and published in all handbooks/manuals.

EDS Procedures On Alcohol And Other Chemical Dependency

The EDS School community understands alcoholism and other chemical dependence to be a recognizable and treatable illness.

We are also aware that chemical dependence affects the family and significant persons who are close to the dependent person, and the symptoms and impact of the illness on these persons is also identifiable and requires treatment.

Accordingly, the School has in place a procedure to assist in the identification of the illness and assessment of treatment needs for both those who become chemically dependent and those whose lives are affected by the illness. The program treats chemical dependence as any other illness in terms of the protection of jobs, rights, and related employee, faculty or student benefits.

In acknowledging chemical dependence as a progressive and fatal illness, the School believes that the proper Christian response to the recognition of the illness is pastoral confrontation which seeks constructively to approach the individual, to express concern and consult as to whether or not assistance is needed. This constructive confrontation would cross all levels of the community and could be initiated by family members, peers, supervisors, or anyone in the community who cares for the individual. Such pastoral intervention should be made known to the President and Dean and, whenever possible, coordinated by the President and Dean.

In cases where all constructive confrontation has been unable to break through the denial that

is a component of chemical dependency, pastoral intervention will be taken, coordinated by the President and Dean, with a recommended program for treatment. Pastoral intervention is normally to be considered as a "last resort" effort designed to present reality in a receivable way to the dependent person.

The School's policy concerning the protection of benefits and rights will not be applied to those who refuse treatment, or who deny their need for help. At the same time, refusal of treatment is not in itself a cause for termination. In all cases, severance decisions will be based on performance.

The School's program encourages self-referral and is prepared to assist in the assessment and evaluation of each person's situation for the purpose of determining treatment options.

Concerning Self-Referral

If a person recognizes a need for help or is concerned about her/his drinking behavior and/or drug use, self-referral options include:

1. Support groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Adult Children of Alcoholics, Alateen, etc.
2. The President and Dean and other members of administration will welcome informal consultation concerning self-referral concerns.
3. A published referral list of treatment centers, programs, agencies, and counselors.

Note: Confidentiality will be carefully respected.

Concern for Another Person

If a person is concerned about the possible alcoholism/-chemical dependence of another, counseling options include:

1. Referral to Open AA/Al-Anon meetings.
2. Information gathering and educational opportunities that facilitate identification and treatment of the problem.
3. Pastoral intervention if indicated, coordinated by the President and Dean, who will authorize an alcoholism counselor from outside the School community to assist in planning and implementing the intervention effort.

Note: Confidentiality will be carefully respected.

Guidelines for the Use of Alcohol at School Functions

The decision to offer alcohol at an official School event should depend on the following considerations:

1. There will be clear and distinct labeling of all beverages and foods containing alcohol.
2. There will be attractive, non-alcoholic alternative beverages for those who choose to abstain.
3. Food and beverages containing alcohol should be presented in such a way that it does not seem to promote or require their use for inclusion in, or for full participation in the event.

The adopted policy and program statement will be included in the Handbooks of students, faculty, and employees.

Concerning Students and the Program

The School's policy on alcoholism/chemical dependence shall apply to students with the following stipulations:

1. If treatment is accepted, the student will be permitted to withdraw from classes without financial penalty for a length of time reasonably indicated by competent medical authority.
2. A student who has accepted treatment will be permitted to continue her/his academic program following necessary time off for treatment.
3. A student who has accepted and is in treatment will be permitted to continue in residence in seminary housing for a reasonable period of time, even if temporary withdrawal from classes is necessary.
4. Any student in the ordination track who accepts treatment for alcohol/chemical dependence is **encouraged to discuss** this with her/his bishop. However, it is the student's responsibility and choice to inform her/his bishop. The faculty, staff, and other students will respect the student's responsibility in communicating with her/his bishop and diocese.

Student Evaluations

1. A student's seeking and/or acceptance of treatment for alcoholism/chemical dependence is viewed as a positive factor in a student's evaluation.
2. Suspected alcoholism/chemical dependence may not be raised during a student's evaluation. Inappropriate behavior and/or poor performance, of which alcoholism/chemical dependence is the suspected cause is best addressed as outlined above. Inappropriate behavior and/or

poor performance may be a factor in a student's evaluation, but confrontation about suspected alcoholism/chemical dependence should take place outside the evaluation.

It is understood that this entire matter is to be handled within the context of the overall pastoral relationships and responsibilities of the School, both to its members and to the larger church of which we are a part. Nothing in this policy is meant to inhibit the School from fulfilling the canonical responsibility entrusted to it.

APPENDIX J

POLICY CONCERNING PAYMENT OF STUDENT BILLS

Students are billed for Tuition, Board and other fees by the semester and are required to pay in full in order to register. If a student is unable to pay in full, the student must demonstrate to Student Services that the outstanding balance will be covered in its entirety by the end of the semester. Student Services will consider student loans, outside grant monies and a written promise of payments to be acceptable coverage for such a payment plan. Students are not considered enrolled until their account has been paid in full or until Student Services deems that coverage will be made by the end of the semester based on the conditions mentioned herein.

EDS will not pro-rate a housing fee if a student departs a unit during the middle of a month. Students are responsible for covering the entire month of housing charges during which they reside on campus.

Clearing of all previous charges: All bills must be paid before a student may register for classes or graduate. In addition, transcripts will not be released for students in arrears.

At time of registration: When tuition, board, fees and current housing charges, as well as any outstanding amounts due have been paid, Student Services will sign the student's registration petition. If a student expects student loans that have not been received Student Services, and if the Financial Aid Office informs Student Services of the amount that is expected, and if Student Accounts deems that the amount will cover the outstanding balances for the semester in its entirety, Student Services will sign the registration petition for the student, thereby allowing the student to enroll for the semester.

If a student expects student loans that have not been received by Student Services and if the Financial Aid Office informs Student Services of the amount that is expected and if Student Accounts deems that the amount will NOT cover the outstanding balances for the semester in its entirety, a student will be required to pay 50% of the calculated outstanding balance and enter into an agreement with Student Services that specifies when and how the student will cover the remaining balance by the end of the semester.

In rare circumstances where a church or other outside agency or individual is NOT deemed reputable by the school for the purposes of providing a written promissory note on behalf of a student, the school will require the agency or individual to escrow the entire amount of money specified in the written promissory note in an account which the school will control and deduct monies from the account as expenses are incurred. If the agency or individual does not agree to deposit the full amount of the specified money in an escrow account under the school's control, the school will not consider the written promissory note as being valid for the purposes of registration.

If a student is concerned about managing payment of financial obligations, s/he must meet

with Student Accounts. In cases of unanticipated hardship, a student must submit a written petition to the Deans and Dean's Council (DC) requesting an exceptional payment plan, and with the approval of the DC, the student may register for classes after negotiating an exceptional payment plan with Student Accounts.

Monthly statements and interest charges: Students who have amounts due will receive a monthly statement. An interest charge of 1% per month (12% per annum) is charged on all outstanding bills on the 15th day of each month.

Changes in a student's financial situation during the year: Students facing financial difficulties during the academic year should schedule a meeting with the Financial Aid Officer. Often, the Financial Aid Officer can provide counsel; in extreme cases, the Financial Aid Committee may be able to extend an additional grant. When financial concerns are causing stress for students, they may also choose to meet with the counselor, or the Dean of Student and Community Life or Academic Dean, or share their concerns with their faculty advisor.

Summer Payment Policy

Episcopal Divinity School recognizes that the months of June, July and August are months of transition for its students living on campus. As such, the school adopts the policy where if a student occupies a residence on the first day of either of these months but no later than the end of the 14th day of the month, the student will be billed 50% of what they would normally be billed for a monthly installment of a semester's charge. If that student or boarder occupies the room on the 15th day of the month or beyond, that person shall be liable for 100% of said charge.

APPENDIX K

Student Pet Policy

Pets are allowed in student housing at the Episcopal Divinity School in the St. John's Road apartments. Pets are not permitted in Burnham Hall or 10 St. John's Road housing.

Visitors may not have pets in guest housing. The only exception is working dogs that are permitted by law to go wherever their owners go.

Residents who wish to have a pet on campus follow these guidelines.

Application

Entering EDS residents must submit an application to Student Services to bring a pet onto campus as part of the process of applying for on-campus housing and prior to residency. A student continuing in EDS housing must also submit an application to get approval prior to bringing a new pet onto campus. The same vaccination requirements apply. One pet per household is the norm. If residents wish to bring more than one pet on campus, arrangements must be made in advance with Student Services.

Appropriate pets

Consideration must be given to the appropriateness of the pet to the particular housing situation, respect for the rights, comfort and dignity of the animal and its human and animal neighbors. Only commonly accepted domestic animals are permitted.

Security Deposit

A non-refundable annual pet fee of \$100, and a \$150 refundable pet damage deposit. The pet owner will pay damages in excess of the pet damage deposit.

Care and Hygiene

Care of a pet is the exclusive responsibility of each owner. A pet should not disturb or disrupt community life. The owner must take responsibility for preventing damage to campus property. The owner must also demonstrate sensitivity to fellow residents who may dislike animals or be allergic to animal dander and hair, and take responsibility for minimizing any of these problems.

Cambridge City Ordinances

Laws in effect in the City of Cambridge supersede all EDS rules or understandings. Residents must comply with all Cambridge City Ordinances governing pets in Cambridge.

These include as follows:

1. Licensing of all dogs by the City of Cambridge
2. Vaccinating animals (rabies for dogs; distemper and rabies for cats). Proof of vaccination is required before animals may move onto campus, and will be kept on file. If a pet remains on campus more than one year, proof of current vaccination must remain current.
3. Observing all leash requirements. Animals must be leashed at all times while outdoors on campus property.
4. Observing the "pooper scooper" (owner's removal of canine feces) law. This is particularly important in terms of respect and consideration for the health of the children and others who use the grounds, and for the continued health and beauty of the grounds themselves.

Care and Hygiene Requirements

1. All cats must be spayed or neutered. Proof of spaying/neutering must be submitted to Student Services before any cat may move onto campus. Spaying/neutering of all dogs is also strongly recommended. Breeding of animals in campus housing is expressly forbidden.
2. Pets are not allowed in common areas, (i.e. hallways, kitchens, bathrooms, basements), and are not allowed to roam free in the residences.
3. Cats must be kept indoors unless accompanied by the owner.
4. All animals are prohibited from non-residential campus buildings.
5. Pets are not allowed in the enclosed playground behind the Kidder House.
6. Used cat litter is to be put into plastic bags and carried by the owner directly to the dumpster, and not left in kitchen or bathroom waste barrels, or in hallways.
7. Dogs must wear ID collars, indicating pet and owner names.
8. Animals must be monitored and regularly treated for fleas, ticks and other parasites.

Grievances

1. Any member of the EDS community who feels distressed about the activities of a student's pet should first speak with the pet owner to try to come to a resolution, if possible. If this is not possible, Student Services should be informed. Repeated disturbances should be brought immediately to the attention of the Housing team.
2. If problems persist, the owner and the person(s) with the complaint will meet with the Housing team and the Dean of Students and Community Life if necessary, to decide whether the pet can remain in EDS resident housing.
3. Owners will be required to remove immediately pets that cause serious violence or damages to the EDS Community or campus property.
4. Owners are liable for the actions of their pets and must agree to hold the school harmless in the event of any legal suit arising from injury or damage caused by their pet(s).

APPENDIX L

Summer Rental Policy

With the approval of the School, residents may extend residency during the summer months. **Subletting is not allowed.** Residents who **do not** choose to extend their license for summer housing on campus fill out a form informing the Housing Office of her/his plans. They may choose to do one of the following:

1. Vacate the unit completely and have a final inspection.
2. Arrange to remove and store their personal belongings so that their units are available for summer use by the School. The School is not responsible for and the resident will assume all risks to furniture and items left in the unit. The resident must make this agreement in writing with Housing Office by May 1st.
3. Agree to pay her/his housing fees, even though not in residence. The resident must make this agreement in writing with Housing Office by May 1st.

APPENDIX M

Snow/Storm Days

As EDS is primarily a residential school, it is preferable to remain open during stormy days. However, on those occasions when it is necessary to close, the following policy will take effect:

Snow days, or early closings on workdays, will be determined by the President and Dean or by the Administrator on duty. For Snow Days, Administrators will be notified by 6:30 a.m.

The message on the School phone system will be changed at this time to announce the School's closing. It is the responsibility of students to call the School for notification of Snow Days.

APPENDIX N

EDS EMAIL ACCOUNT POLICY AND PROCEDURE

We are fortunate here at EDS to provide access to electronic communication to every member of our community. As a responsible member of the community, we ask that you follow some email etiquette in order to reduce the number of emails arriving to all of us on a daily basis.

1. Our email system is the primary mode of communication to students from faculty, staff and administration. Therefore students are responsible for checking their email on a regular basis.
2. Use group emails judiciously both when composing and responding. If you'd like to respond to something someone has sent out to a group, (unless a reply to the group is requested), please only reply to them.
3. We here at EDS are passionate people. We want to share our passions, concerns and questions. Often this is done in a scatter shot fashion. Consider the possible impact as well as the intent of sending long impassioned emails. Will seeking more information or solution exploration with appropriate members get you closer to the heart of the matter? We are encouraging you to use your time wisely and the use of emailing in a productive way. In short, please do not use group emails as an opportunity to editorialize.

We hope that following these guidelines will enhance our common life by strengthening our electronic communication. You will find more information and policies regarding electronic communication at EDS refer to the Academic Handbook.

APPENDIX P

PHOTOCOPYING POLICY

Students who are working in an official capacity (e.g. student worker, research assistant, chapel staff etc.) may use the smaller copy machine in Wright Hall located in the upstairs copy room.

The student must pay for any personal use of the copy equipment in the Library. Wright and Reed Hall copiers (and fax machines) are not for personal student use.

APPENDIX R

No Smoking Policy

Tobacco smoke, whether inhaled directly by a smoker, or indirectly by a person near a smoker, can be a danger to one's health. A January 7, 1993, report released by the Environmental Protection Agency underscored the health risks of secondhand, or passive, smoke by linking this type of smoke to 3,000 lung cancer deaths per year, and by classifying secondhand smoke as a Class A known human carcinogen. Smoking can also be a cause of annoyance, physical discomfort, and mental stress, particularly for those who suffer allergic or chronic reactions to smoke and other impurities in the air. The purpose of this policy is to provide reasonable protection to the health of all members of the Episcopal Divinity School community from the effects of tobacco smoke.

Smoking is defined as the lighting or burning, or inhaling and exhaling, of any cigar, cigarette, pipe, or other tobacco product or smoking equipment.

Policy

EDS is a smoke-free campus in accordance with Massachusetts state law (Section 22 of M.G.L. Chapter 270). Smoking is prohibited in all EDS buildings and vehicles. This prohibition applies to all indoor air space including private faculty and administrative offices, lobbies, corridors, stairwells, lavatories, elevators, all areas of residence halls, and facilities. Smoking is also prohibited outdoors within twenty feet of all buildings, windows, and doorways, including residence halls. It is the responsibility of all faculty, staff, and students to observe and enforce the nonsmoking policy. To implement and enforce this policy, common courtesy and consideration toward others should be exercised.

Smoking is permitted only in areas identified as smoking zones.

Clear signage is affixed to building entrances and other key locations to remind community members and others of this policy.

Questions about this policy as it relates to faculty and staff should be directed to the Director of Human Resources. Questions about this policy as it relates to students should be directed to the Dean of Community Life.