

Southern Scholarship Foundation

Resident Handbook & Student Code of Conduct

Last Modified: Summer 2018

"The mission of the Southern Scholarship Foundation is to help deserving young people gain a college education."

Dr. Mode L. Stone, Founder
Southern Scholarship Foundation

HISTORY

In 1953, an idea was born in Tallahassee, Florida. This idea gave rise to what Dr. Bernard Sliger, Florida State University President Emeritus, referred to as "one of the most effective organizations in the nation for helping deserving and financially needy students." He was referring to Southern Scholarship Foundation (SSF).

What was a good idea in 1953 is a brilliant reality today: building and purchasing houses near college campuses and making these houses available rent-free to deserving students who are eager to gain their college education.

What started with a handful of young men living in an abandoned army barracks has grown into a highly respected and sought-after program. Currently, SSF's 27 scholarship houses make it possible for over 450 young people to attend college each year. Over the years, more than 8,000 young men and women have benefited from SSF's self-help scholarship program.

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SSF is a nonprofit organization dedicated to helping deserving students gain their college education in a community living program.

SSF is governed by a Board of Directors which includes members from various geographic areas of the state of Florida. The Board has employed a President and staff to be responsible for the daily operations. The staff oversees and coordinates housing, activities, recruiting, fundraising, and other SSF endeavors. SSF owns and maintains its houses, providing free room and reduced board for more than 450 residents who live cooperatively in pursuit of their educational goals.

Southern Scholarship Foundation Terms

DSA – Director of Student Affairs
F&SB – Food & Services Bill
HM – House Manager
JRB – Judicial Review Board
SSF – Southern Scholarship Foundation
RC – Race Coordinator
BM – Business Managers
SC – Social Chair
AMB - Ambassadors

Standards & Expectations

Southern Scholarship Foundation offers a unique community living environment with high academic standards topping the list of expectations. People of different national, religious, and political preferences live, learn, and study together in this community.

Responsible resident behavior requires observance of this *Resident Handbook and Student Code of Conduct*, which is based on respect for the dignity and worth of each person and the requirements for success. It is each resident's responsibility to ensure they maintain academic excellence and are a positive member of their house. SSF takes pride in being a **smoke-, drug-, and alcohol-free environment** for our scholarship students.

The mission of the Southern Scholarship Foundation is to help deserving young people who lack financial resources, but demonstrate excellent academic merit and good character, attend institutions of higher education.

Community expectations promote and maintain an atmosphere conducive to community living. All expectations listed apply for every SSF resident.

Acceptance Procedures

Students invited to participate in the SSF program must sign a scholarship acceptance form stipulating that they have read, understand, and will abide by the SSF Resident Handbook and Student Code of Conduct.

Scholarship Reservation Fee & Deposit

Acceptance of the scholarship requires a one time reservation fee of \$300 (\$150 of which may be refunded when a student leaves SSF) along with the signing of a scholarship acceptance form, and other paperwork. **The reservation fee will not be refunded if the recipient cancels acceptance prior to residency.** Once occupancy is established, \$150 of the reservation fee becomes a room and key deposit. The remaining \$150 may be refunded if the resident provides SSF all of the following:

- A completed [online withdrawal form](#) and [online exit survey](#) by the specified deadline. See SSF website for the withdrawal form link.
- Full payment of all Food & Service Bills and other charges verified by the House Manager and/or House Treasurer.
- Clearance by SSF staff and the House Manager (HM) upon check-out, including turning in house keys, car decals, providing a [Deposit Clearance Form](#), and completing final work jobs.
- Parking decal returned
- A final unofficial transcript via email to my DSA within one week of grades being released as part of appropriate Check-Out Procedures.
- **Note:** The Withdrawal Form is submitted earlier in the semester (October 15th/March 15th). The Deposit Clearance Form is submitted when physically moving out.

The \$150 deposit is not refunded if a resident is not renewed by SSF, is dismissed, or does not complete all required check-out procedures accordingly.

****Note: Any graduating or withdrawing resident who drops a course without prior permission will forfeit their \$150 deposit.**

Wish Lists

When residents withdraw from SSF, they are given the option of donating their deposit to SSF or to their house's "wish list fund". The house may use this fund to assist with socials and to purchase needed items such as new pots and pans, glassware, silverware, etc. "Big ticket" items (\$50 and above) purchased with these funds **must be reported to Maintenance by the HM for inventory purposes.** All wish list purchases must have prior approval from the DSA.

Scholarship Renewal

SSF scholarships are renewable each year. At the end of each Spring semester, current SSF students will need to submit a "Scholarship Renewal Request" form in order to have their

scholarship renewed for the following academic year. Scholarship renewal is determined by SSF staff based on the following criteria:

- **Submitting a completed “Scholarship Renewal Request” online application by May 15th.** In order to be considered completed, each resident will need to upload their updated unofficial transcript, FAFSA confirmation page, and additional documents (taxes, medical forms, etc.) as needed.
- Maintaining the minimum 3.0 cumulative GPA requirement and a course load of at least 12 semester hours or full-time student status.
- Continued financial need. (Residents with EFC above 7500 will be re-evaluated each year based on their progress in the program and ability to live cooperatively.)
- Maintaining written communication with assigned SSF sponsor.
- Adherence to SSF rules and assistance in the effective operation of the assigned scholarship house (work jobs, cook/clean crew, etc.). This includes being a positive member of one’s house and the SSF community.
- Payment of all monies owed to the house by the end of each semester (including fines).

SSF reserves the right to terminate a scholarship.
SSF reserves the right to change a resident’s house assignment.

Transferring to a Community College

An SSF resident attending FSU, FAMU, FGCU, or UF must consult and receive approval from the DSA prior to transferring to an approved community college (TCC or SFC). If a resident transfers to a community college without consulting SSF, he/she may be immediately dismissed.

If a resident transfers from TCC or SFC to an approved major university (FSU, FAMU, UF, FGCU), they must notify their DSA and provide a copy of their acceptance letter.

GPA

Cumulative and semester GPAs will be monitored by SSF. Cumulative GPAs will include marks from community college coursework only if a resident begins living at SSF while attending community college and then transfers to a major university.

At the end of each semester, within 48 hours of grades being posted, all residents must submit a copy of their unofficial transcript to their DSA. The unofficial transcript must state: semester GPA, cumulative GPA, and total course hours earned for that semester. **This is time-sensitive AND required for scholarship renewal.**

Course Loads & Drops

Residents are to be established full-time students while at SSF. However, during a semester, a resident may be granted a one-time only opportunity to drop course(s), resulting in them being under full-time status with permission from their DSA.

What is full-time status? The minimum full-time course load for undergraduate students is 12 credits and 9 credits for graduate students (unless otherwise stated by their graduate program) in the Fall/Spring. Be aware that an incomplete class, withdrawal, repeated class, remedial class, change of major, or transfer of credits from another school can affect your aid and full-time status.

Any course drop that results in a student being under full-time status requires prior permission from the DSA. If a student drops without prior permission from their DSA, they will receive a policy violation and will be on conduct probation the remainder of the Academic Year. Students who drop under the mandated requirement more than once whether with or without consent of their DSA, will receive a 2nd policy violation and may be up for dismissal.

Course drops are meant to occur during extenuating circumstances in a given semester and not to be abused. **Any graduating withdrawing resident who drops a course without prior permission will forfeit their \$150 deposit.**

Part-Time Status Exceptions may be granted for a resident in their final semester who needs less than 12 credit hours to graduate. These exceptions must be requested in writing to the DSA and must be supported by documentation from a student's advisor.

Financial Aid & FAFSA

An updated **FAFSA Confirmation Page** is required by all residents and part of their **Spring check-out procedures when submitting their SSF Renewal Application.**

Residents who check out without providing proof that their FAFSA confirmation page was uploaded to the SSF Renewal Application to their HM may qualify as an improper withdrawal and have their \$150 forfeited.

Regular Students: Students with extenuating circumstances may request an exception from their DSA to submit their **FAFSA Confirmation Page but no later than June 1st**. If not received, a resident's scholarship may not be renewed due to inability to assess his/her financial situation.

EFC Exception Students: Any resident whose FAFSA indicates an **EFC of 7501** or above, will be required to provide a copy of their parent's income tax return, as well as, a personal statement (from the parent) addressing their financial need. All **extenuating circumstance** items are due **BEFORE** the resident's Spring Check-out along with their FAFSA Confirmation Page unless an extension requested and approved. It is the resident's responsibility to send all required documentation to the DSA. ***Note: These same documents MUST also be uploaded in a Resident's Renewal Application.**

All residents whose EFC is over 7500 are not guaranteed automatic scholarship renewal. At the end of each Spring semester, their individual file will be reviewed and their scholarship renewal decision will be made.

All EFC exceptions are expected to conduct themselves in a positive, grateful, and appreciative manner. Any resident who receives an EFC exception and does not live cooperatively with others will be dismissed.

Sponsor Letter

Sponsors donate to the Foundation making the “rent-free” portion of the scholarship possible. The sponsor may be an individual donor, an alumnus of SSF, a foundation, business, or club. Each resident may be assigned a sponsor and may be expected to write a letter each semester.

Sponsor letters are mandatory and a critical component of your scholarship. **Not submitting a sponsor letter by the deadline may result in a fine up to \$50.** Failure to submit a sponsor letter at all will result in a policy violation.

All sponsor letters must include the following introductory paragraph:

Dear *(Sponsor Name)*,

My name is *(insert your name here)* and live in the *(insert your SSF house name)* Scholarship House. I am a *(insert major)* at *(insert your university/college here)*. Thank you so much for your generous donation to SSF that makes me living here possible. I am originally a resident from *(insert hometown)* in *(insert hometown county)* county. (NOTE: This is the county you are from, NOT the country.)

This introductory paragraph is incredibly important because most sponsors are very specific in the type of student they would like to sponsor. It is critical that you share this information with them. **Thank you for valuing the importance of this.**

Mandatory Participation Events

The following SSF events are deemed mandatory per the SSF Office as a scholarship requirement:

- Fall Kick-Off
- Trainings (HM, Ambassador, & Officer)
- Monthly House Meetings
- Weekly workjobs and cook/cleaning crews as assigned
- Fall/Spring/Summer House Cleanings
- HM, Ambassador, Race & Social Chair Meetings
- Education for Life 5k (if applicable)

Houses may deem additional events or socials mandatory per their House Constitution or House Manager. Houses & House Officers are provided with the autonomy to decide which events they prioritize for full house participation. These House-deemed activities encourage relationship-building, as well as, social interaction between residents.

Resident Evaluation

Residents will be evaluated each semester by the House Manager. The evaluations will be read by the DSA and used in determining scholarship renewal. House Managers will be evaluated each semester by their residents and the results will be discussed with the DSA, as well.

Membership in Student Organizations

SSF residents are permitted to join student organizations provided all core SSF requirements are met. This includes, but is not limited to, maintaining a 3.0 GPA, continued financial need, adhering to all SSF policies, and SSF community/house involvement and/or responsibilities. If a resident's involvement in a student organization compromises his/her SSF residency, his/her scholarship may be revoked.

This scholarship program is incredibly competitive and you were selected over hundreds of other applicants. Maintaining your academics & scholarship house as a priority is important.

Notifying SSF if Pledging/Rushing

If you intend to pledge or rush a fraternity or sorority or any other organization with a pledging process (ex. SISTUHS, PBM) you must notify your Director of Student Affairs **by email** prior to beginning the process. Failure to do so will result in a policy violation. During the process, you will still be responsible for your scholarship requirements. Please be mindful to ensure you continue prioritizing your scholarship house during the pledging/rushing process.

Students on Academic or Conduct Probation may not participate in pledging/rushing activities until they are off probation.

Scholarship Non-Renewal

Notification to the resident of dismissal due to failure to re-qualify as stated above will be given within seven days after a decision by the Director of Student Affairs (DSA). A resident dismissed under this policy may be readmitted for a later academic period if he/she meets the requirements and re-qualifies at that time. SSF may allow exceptions to this policy due to extenuating circumstances.

Academic & Conduct Probation

A student will be granted one semester of academic probation if he/she does not meet the required 3.0 cumulative GPA. During a student's immediate semester after being placed on academic probation, he/she must achieve a 3.0 semester GPA. If a student does not achieve said 3.0 semester GPA, he/she will be dismissed from SSF.

Students who are placed on academic probation are encouraged to utilize campus resources and communicate with the DSA to discuss their individual situation.

Students receive multiple chances prior to earning a Policy Violation. **All houses are to follow this procedure regarding in-house expectations:**

- **1st Offense: Resident receives a verbal warning**
- **2nd Offense: Resident receives a written warning (no fine)**
- **3rd Offense: Resident receives a \$5 fine.**
- **4th Offense: Resident receives a \$10 fine.**
- **5th Offense: Resident receives a Policy Violation.**

****Note:** The offenses are cumulative, not isolated to one specific issue or event. Residents begin each semester with a blank slate when it comes to the fine process.

Similar to academic probation, a student may be granted two semesters of conduct probation (the semester of receiving a violation and the semester immediately following) if he/she receives a policy violation or conduct referral.

During a student's immediate semester after being placed on conduct probation, he/she must demonstrate appropriate conduct and cooperative living within their house. If the student receives an additional policy violation or conduct referral during their probation semesters, is disruptive in the house, fails to communicate with the DSA, or fails to follow their Probation Plan, he/she will be dismissed from SSF.

In addition, Residents on either Conduct or Academic Probation must:

- Pack up all of their items at the end of every Fall Semester (Winter Break)/Spring Semester (Summer Break) and will not be allowed to sign up or stay in the house over the break unless their scholarship is renewed.
- Submit transcript to their DSA within 24 hours of grade postings.

Stipulations

Academic/Conduct Probation prohibits any student from applying for or holding a House Manager or other leadership position within SSF, unless approved by the DSA.

Your scholastic standing should take priority during your time in college and SSF. Residents who are on any kind of Academic or Conduct Probation are strongly discouraged from joining time-intensive organizations due to the likelihood of it causing further challenges for the student. Please be advised that joining organizations or rushing while on probation may likely result in furthered underperformance, both in school and in your house, and could ultimately lead to dismissal.

Reinstatement & Return

Students who are reinstated or return to SSF will not be granted any additional probationary periods.

Exceptions

A student who has submitted documentation to support the following situations may be given special consideration:

- The student is in a graduate program utilizing a different grade scale system.
- The student has been classified by the University as having a learning disability.
- The student has experienced extreme financial, medical, or personal hardship.

HIV/Aids & Other Medical Conditions

Students and applicants for admission who have or who may become infected with the HIV virus will not be excluded from enrollment or restricted in their normal responsibilities and access to SSF due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the community. **Records gathered by SSF about a resident's condition are confidential. If you have any medical conditions or are on specific medications, it is recommended you report these to the office.**

Medical Marijuana

The State of Florida has acknowledged and permitted the use of prescribed medicinal marijuana for specific medical needs. Residents who inform the SSF Office of a prescription for the use of medical marijuana, along with a note from their medical provider citing the

need for its usage may be permitted to use medical marijuana in the PRESCRIBED FORM ONLY and on a case by case basis. Other means of marijuana usage are strictly prohibited by SSF and residents who use in this manner, along with recreational use in or on SSF property will be dismissed immediately.

Requesting a House Transfer

A detailed request must be emailed to the student's DSA 60 days prior to the end of the semester. Typically, it is SSF policy not to place siblings in the same house.

Not all house transfers will be granted and residents are encouraged to be the change they wish to see in their house. 😊

Student Forms

All student forms can be found on the SSF website. Students are encouraged to go to the website and access the form they need in order to ensure they are using the most up-to-date form.

Leaving SSF

Study Abroad / Internship / Innovation Academy

Internships and studying abroad are encouraged by SSF. One semester prior to departure from SSF, residents must inform the DSA if they wish to return to SSF after their internship, study abroad, or Innovation Academy semester ends. Please note, a scholarship house placement cannot be guaranteed. **Completion of the Online Withdrawal Form by the deadline is required.** In order to return to SSF, all withdrawn students must re-apply using the **Returning SSF Resident Application** found on the SSF website under "Student Forms".

Withdrawal from SSF

In order to be eligible for the \$150 deposit refund, residents must complete the online W/D form by the designated deadlines: **March 15th** for Fall & **October 15th** for Spring. And submit the Deposit Clearance Form at check-out. Unless specified otherwise by your DSA due to academic calendar variances.

Returning to SSF after Withdrawing

In order to return to SSF, all withdrawn students must re-apply using the **Returning SSF Resident Application** found on the SSF website. The application requires returning residents to submit: an updated transcript, FAFSA, essay, résumé, and photograph.

Deadlines for these forms to be submitted: **October 15th** (for Spring Return); **March 15th** (for Summer or Fall Semester return).

Cost to Resident – F & S Bills

Each resident is responsible for sharing the costs of operating the scholarship house and paying a **Food & Services (F&S) bill** each semester. These costs include, but are not limited to:

- Food
- Utilities
- Basic local telephone service charges (where applicable)
- Cable charges
- Internet
- Fire Monitoring
- Pest Control
- SSF operational fee

A resident's personal expenses, including tuition, books, and fees are the responsibility of the resident and must be paid in the form of check or certified funds (money order or certified check). All unpaid monies must be paid by the end of each semester or the scholarship will not be renewed for the following semester.

House Monies

House monies refer to all payments required by residents, including a Food & Services Bill and fines.

Upon check-in, **prior to moving in**, and prior to residents receiving their house keys, a **\$300 deposit of the semester F&S Bill is expected**. In the event a returning resident is unable to pay the full \$300 deposit due to extenuating financial circumstances, they must contact their DSA for an accommodation at least 60 days prior to moving in. New residents must pay their entire F&SB deposit – no exceptions.

Food & Services Bills average \$1000 per semester. However, amounts may exceed the average due to various circumstances.

The F&S bill balance is due by **October 15th** for the Fall Semester and **February 15th** for the Spring Semester. The due dates for the summer sessions will be determined by the DSA.

Post-dated checks will NOT be accepted at any time during the semester.

Residents are expected to pay their semester Food & Services Bill in full - **regardless of internship commitments or clinical rotations**. If their outside commitments involve leaving the house, that resident may leave their belongings in the house while they are away. All other arrangements (work job responsibilities, cook/clean crew, etc.) will need to be worked out by their House Manager. As all financial responsibilities are shared among the residents, Food & Services Bills are not pro-rated due to a resident's absence in the house. Please plan

accordingly.

Failure to meet the F&S bill obligation penalizes the other residents of the house.

Residents may be dismissed with 24 hours notice for any of the following:

- Failure to pay F&S bill, in full, by the given deadlines.
- Failure to abide by the payment schedule agreed upon.
- Failure to pay by certified funds (money order) within 2 days of notice, if check is returned for insufficient funds.

Legal action may be taken by SSF to collect the unpaid portion of the F&S bill upon withdrawal. The resident is responsible for legal fees and court costs incurred by SSF in collecting any financial obligations to SSF. **If a resident leaves or is dismissed from the house before the end of the semester, the F&S bill will not be refunded.**

Staying Over Winter Break

Residents staying over the Winter Break must pay their \$300 Spring Deposit in advance of the holiday. Per the House Manager's discretion, all other residents will turn in their keys at check-out. Keys will be redistributed at the beginning of Spring once the \$300 deposit is paid at move in.

Summer Housing

A reservation fee of \$75 is required for every resident who is staying for the summer. The due date for the summer housing fee & contract will be determined by the DSA – it is usually around **April 1st**. The Summer Fee will be made out to SSF and then transferred to the Summer House. This fee will be applied to the summer F&S bill.

All residents staying for summer must vacate their SSF Summer House over the 1-2 week break between the end of the last summer session and Fall. This will allow for last minute detailing of your house by SSF Maintenance and outside vendors.

Students staying for the specific sessions or whole summer may remain if he/she is working, taking classes during each session, **or registered to take a professional licensing exam**. A resident may not request Summer Housing for the whole summer but only be working or taking courses for half of the summer.

Residents who withdraw in the Spring but request to stay over the summer due to graduation must provide verification of their graduation date.

Summer Cancellation

If the resident does not arrive as scheduled for the summer session, the summer house will retain the fee to offset the cost of the vacancy. SSF may allow exceptions to this policy, if there are extenuating circumstances. These exceptions must be given, via email, to the DSA by the required deadline of **April 15th**.

Summer Housing is limited and not guaranteed for all residents. Summer Housing is granted on a first come, first serve basis. Summer Housing F&S bills are (on average) the same as F&S bills during the Fall or Spring. Residents are encouraged to plan accordingly.

Automobiles

Residents with an automobile or motorcycle are required to register the vehicle with the SSF office and obtain an SSF decal. The cost of the decal is included in the SSF operational fee. A decal is valid for one academic year. Automobiles without decals or unregistered motorcycles may be towed at the resident's expense. The Automobile Registration Form is online and can be found on the SSF website under "Student Forms".

Parking

Parking lots near the house are reserved for residents and guests of SSF Houses and SSF staff only. You must obtain a parking decal from the office EVERY year to ensure that your car will not be towed.

Guest Parking

Each resident is given a guest pass at the beginning of the semester for their guests to use Monday-Friday between 8am & 5pm. Guest passes are not needed after 5pm.

If the resident loses the pass, the resident loses guest parking privileges and will need to pay the \$5 to their house. If the guest pass or the \$5 fine are not turned in at check-out, this will be considered an improper check out and the resident will forfeit their \$150 deposit.

Visitation

Visitation means the periodic visits of guests and does not encompass cohabitation in a room, suite or house. Visitation hours in **all SSF houses** are as follows:

- Common areas between the hours of 7:00 am and 3:00 am
- Private areas between the hours of 11:00 am and 11:00 pm
- There will be **NO** visitation between the hours of 3:00 am and 7:00 am
- There will be no overnight stays by romantic partners, significant others, and/or spouses, regardless of gender.
- Visitation may be shortened by each house per its constitution.

Private area visitation will be permitted under the following guidelines:

- No visitation is allowed before 11am and all visitations will terminate by 11:00 pm.
- Residents will escort guests to and from their rooms *without exception*.
- Guests must obey all house policies pertaining to residents (i.e. no alcoholic beverages, no smoking, observing quiet hours, etc.).
- Each guest must have a resident host present and be fully accounted for at all times.
- Approved overnight guests (same gender) may not sleep in the same bed as the resident.
 - For same gender overnight visitation, the following rules also apply:
 - The resident will get prior approval from their House Manager to have a guest in the house and approval must be received 72 hours prior to the arrival of the guest. This information will be shared with the office.
 - There will be a 3 night limit to overnight guests at a visiting house.
 - At no point is the guest to be without you (as a host).
 - If same-gender overnight visitation is abused, your visitation privileges will be revoked.

Overnight Guests of the opposite gender will be permitted under the following guidelines:

We appreciate that there will be times when friends or family of the opposite gender wish to visit. If you have a guest of the opposite gender visiting and plan to have them stay at another house the following restrictions apply:

- Another resident host must be determined for your guest. This host will abide by all of the mentioned visitation guidelines, including remaining with the guest at all times while visiting the house.
- The host will get prior approval from their House Manager to have a guest in the house and approval must be received 72 hours prior to the arrival of the guest. This information will be shared with the office.
- There will be a 3 night limit to overnight guests at a visiting house.
- At no point is the guest to be without a host.
- All the above rules apply for family and/or friends visiting you during graduation week/weekend.

The guidelines established by each house will fall within the following parameters:

- All house members must vote by secret ballot and a unanimous vote is required to determine whether or not to have visitation in the private areas.
- The house policy remains in effect for the semester and is voted on each semester.
- The resident host must accompany guests *at all times* while they are present in the house. A guest may not be in the house if the resident host is not present.

Enforcement of the visitation policy is the responsibility of the House Manager as well as residents. A resident, by accepting responsibility for a guest, is subject to dismissal from SSF housing for violation of this policy. SSF reserves the right to suspend visitation privileges of a scholarship house or a specific resident at any time.

Ambassadors

Ambassadors are exceptional students selected to be the “faces” of Southern Scholarship Foundation. They will represent SSF to prospective residents and donors as well as plan and facilitate activities to enhance student life within the foundation. The Ambassador program provides the opportunity for student leaders to communicate with other students regarding community living and the promotion of a positive living and learning environment.

**Ambassadors must attend monthly group meetings with the DSA.
Failure to be excused from an Ambassador Meeting will result in a \$10 fine.**

House Standards & Expectations

Within the SSF community, each resident has a house/home. As members of the house, all residents will share in the daily responsibilities of maintaining and operating a home while building strong and lasting friendships. Each resident is a valued part of this system and must fulfill all obligations to the house in order for success.

House Manager

Each house within SSF functions under the leadership of a House Manager (HM). The HM is a student who has lived with SSF for at least two semesters and works under the supervision and direction of the DSA. Within his/her house, the HM is responsible for promoting a community environment, which is conducive to the personal growth and development of all residents.

The HM is the person responsible for the day-to-day operations of his/her house. The position of HM provides an opportunity to maximize leadership, self-development, fiscal responsibility, maturity, and confidence during the college years.

**House Managers must attend monthly group meetings with the DSA.
Failure to be excused from an HM Meeting will result in a \$25 fine.**

Violations of HM Duties & Expectations

Given the administrative relationship that exists between HMs and SSF and being subject to higher standards, a HM is not subject to adjudication by the Judicial Review Board. Instead, at the discretion of SSF, a case involving a HM may be heard and decided by the President or designee or the President or designee may call together an ad hoc board consisting of three HMs to hear the case and recommend an appropriate course of action. If the HM fails to

comply with the responsibilities of the job, disciplinary action will occur. This may include dismissal from position and/or SSF.

House Constitution

Each house will govern itself within the framework of the Resident Handbook and by a house constitution. This is to ensure the smooth operation of a house of 8-31 diverse people. The HM, with the help of the officers if needed, will write the constitution. **Fines used for disciplinary action will begin at the \$5 level.** The HM will give the DSA a copy to have on file. If any problem arises in the house in regards to the constitution, the ruling by the DSA will supersede the constitution.

HMs reserve the right to amend the house constitution, with DSA approval, when it is in the best interest and/or safety of the residents. **When in doubt, residents are encouraged to review the Handbook and then review the Constitution.**

Officers

House officers will be elected by the residents to conduct the business of the house. The officers' responsibilities will be determined by each house and stated in their respective house constitution.

The major officers of the house will include: President, Vice-President, (or Co-Presidents), Treasurer, Business Managers, Race Coordinators (only for Spring semester), & Social Chairs.

Additional minor officers (Historian, etc.) are optional. Fire Marshall is a minor position, but not optional.

These officers are responsible for the finances and general operation of the house. The job of a major officer is considered to be the resident's work job and is subject to the same disciplinary procedures as a work job within the guidelines of the house constitution. **A fine for failure to complete Officer Duties begins at \$5.**

Service hours for Officers may be approved by the HM, but may not exceed the following allotment per semester:

- Presidents/Vice-Presidents: No more than 35 hours per semester
- Business Managers (BM): No more than 50 hours per semester
- Race Coordinators (RC): No more than 50 hours per Spring Semester
- Social Chairs (SC): No more than 25 hours per semester
- Treasurers: No more than 30 hours per semester
- Secretary/Historian: No more than 25 hours per semester

Race Coordinators must attend monthly group meetings with the DSA.

Failure to be excused from an RC or SC Meeting will result in a \$10 fine.

House Meetings

In order to conduct house business, residents are **required** to attend and participate in all house meetings. These meetings will be announced at the beginning of the semester. House Meetings occur once per month and are a mandatory requirement for your scholarship renewal.

Unexcused absences will result in a \$50 fine for the 1st missed meeting; and a Policy Violation for the 2nd missed meeting.

Excused absences are reserved for extreme circumstances and **can only be approved by the DSA.**

Residents are expected to make their House Meetings a priority. Any resident that misses 2 meetings in a given semester, resulting in a Policy Violation may be dismissed.

Work Jobs & Cook/Clean Crew Responsibilities

Work jobs are designed to ensure that each house member shares in the routine cleaning and care of the house. Each resident is responsible for their own duties. **Residents are not permitted to hand their duties off for compensation of any kind to other residents. The same expectation holds for anyone with Cook/Clean Crew responsibilities.** Residents are expected to take care of the house that takes care of them.

Work jobs are defined in the house constitution and are further defined by the officers and HM of each house. Completed work jobs will be checked by a designated house officer and will be randomly checked by SSF personnel to ensure appropriate housekeeping.

Spring, Fall, and Summer cleaning days are scheduled at least once per semester and participation in such is mandatory.

Kitchen Closures

When a house kitchen is found dirty or warnings have been given regarding unclaimed dishes and cleanliness, HMs or House Officers reserve the right to close the kitchen. Timing and details will vary per House Constitution. **Kitchen closures are not determined by the SSF Office – unless it is an extenuating circumstance.**

During a kitchen closure, residents will be provided with peanut butter, jelly, honey, any fresh fruit available, paper plates, napkins, and filtered water. Once the kitchen is re-opened, all residents with kitchen-related work jobs/clean crews are expected to assist with the cleaning

of the kitchen. **Any resident who enters a closed kitchen will receive a policy violation and be fined \$25.**

Houses may also opt to issue Kitchen Fines in lieu of closing the kitchen. Please refer to your House Constitution for clarification.

Quiet Hours

An atmosphere conducive to normal living and studying is to be maintained on a 24-hour basis. Loud televisions, stereos, as well as boisterous, disrespectful, and noisy activities are prohibited at all times. The individual houses establish specific quiet hours.

These hours will be extended to 24 hours per day during mid-term/final exam periods. At these times, all residents are expected to be especially sensitive to other residents' wishes for quiet.

House Maintenance

Through the hard work and donations of many friends, SSF has helped thousands of deserving students over the years. SSF houses receive heavy use and require continuous maintenance. All scholarship recipients are expected to use and maintain the houses in a manner that will allow future residents to benefit.

If and when damages occur beyond normal wear and SSF cannot identify the person(s) responsible for the damage, residents of that particular scholarship house will share in the payment of those damages, including charges for labor and materials. Charges for damages will be assessed as they occur throughout the semester. Disciplinary action arising out of damage to a house, its contents, or equipment will be taken when appropriate.

Many maintenance needs are identified during performance of work jobs. **All house & resident room maintenance needs should be reported accordingly to the HM and on the Maintenance Form found within each house.**

All items found throughout the house must stay in the house. The scholarship houses are inventoried each year and residents will be held accountable for missing items. Any household item no longer needed or broken should be reported to Maintenance for reassignment, repair, or disposal.

It is your responsibility to organize your room the way it was when you moved in – including the replacement of furniture.

Residents are not to remove any SSF-provided furniture from their room.

Check In / Check Out

When checking in or out of the scholarship house, the HM & resident will complete a **Resident Check In/Out Form**. This report records the condition of furniture and room surfaces. Each resident is responsible for the furniture, equipment, and general condition of his/her assigned room. If a resident fails to leave the assigned room and its furnishings in as good a condition as found, appropriate charges will be assessed by SSF. All belongings need to be removed when a resident checks out (even for summer). Any items left will be thrown away.

If a resident does not check out properly (i.e. work jobs, bills, submit parking decal & visitor decal if assigned, keys, form deadlines, etc.), the resident will forfeit their \$150 refundable deposit. If the resident is planning on returning, the \$150 deposit must be re-submitted before moving back.

Bedroom Cleanliness

Residents are expected to maintain good housekeeping in bedrooms. On a weekly basis, the HM, officers, or SSF staff may inspect each bedroom and bathroom. When a resident checks out of a house, the HM and SSF personnel will inspect the assigned bedroom. It should be left in the same condition as found at check-in.

Cable TV

There will be no personal cable TV allowed in any private area of the house. If found, it will be removed at the resident's expense.

Extension Cords

In compliance with safety standards and the requirements of SSF's insurance company, residents are prohibited from using ordinary extension cords or multi-plug adapters in the houses. Residents are permitted to use a multi-plug extension cord if the unit has a 15-amp fuse and switch to protect against power surges.

Fire Safety

Residents must vacate the house whenever the fire alarm system is activated.

- Halogen lamps, candles, candle warmers, incense and other open flame or open element devices are **not permitted** on the property.
- The use of gas or charcoal grills is permitted on outside cement patios.

Room Furnishings

Each resident room is equipped with basic furniture. Placement of this furniture in the rooms and public areas has been made with each resident's comfort in mind. Therefore, all furniture must remain in the room to which it is assigned.

Public area furniture may not be taken into individual rooms. Furniture may not be taken outside the house. Pool tables, ping-pong tables, foosball tables, exercise equipment, etc. are prohibited without prior approval from the SSF Office.

For insurance purposes:

- No beds should be propped on cinder blocks.
- Certified bunk beds are allowed with SSF approval & inspection from the Director of Maintenance.

Lofts

In compliance with safety standards and the recommendations of SSF's insurance company, residents are prohibited from having lofts.

Personal Possessions

SSF is not responsible for the loss of, theft of, or damage to a resident's personal possessions. SSF encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in the parents' homeowners' policy or may be added to that policy for an additional fee.

Pets

Pets are not allowed in the scholarship houses. This includes, but is not limited to: dogs, cats, fish, hamsters, reptiles, etc. **Due to allergies & personal boundaries, residents (& guests) are prohibited from bringing pets over to visit inside the house without approval from EVERY resident.**

Service & Emotional Support Animals

There are distinctions between Service Animals and Emotional Support Animals

A **service animal** is an animal that performs specific tasks due to the nature of a person's disability. They receive specialized training and typically wear service equipment/uniforms. With proper documentation, SSF may admit students with Service Animals, unless the animal is a direct threat to the health and safety of other residents which cannot be reduced or eliminated. Documentation must address whether the resident has a disability; whether there is a connection between assistance with the animal and the disability, and include copies of the animal's health records to prove the animal is in good health, parasite-free and immunized/vaccinated.

A resident whose service animal disturbs others, poses a threat to others, or causes considerable damage to the property may receive warning and/or dismissal from the program if issues cannot be resolved.

Emotional Support Animals cannot be accommodated at SSF due to the unique nature of our program and living arrangements.

Phones

Houses may have one telephone line in the public area for any resident to utilize. House phones are not utilized in every house. Almost all residents have cell phones. Residents must remain quiet and polite when conducting telephone (house or cell phone) conversations in public areas.

Residents are discouraged from having any loud or argumentative phone conversations within the public areas and/or hallways. If a resident disrupts the house, it may result in a Conduct Referral Form.

Refrigerators & Appliances in Rooms

Refrigerators must be the standard “residence hall” size and not exceed 6.0 cubic feet.

- No other appliances are allowed in a room (i.e. hotplates, toasters, coffee pots, microwaves, etc.). **The presence of any other appliances will result in a \$50 fine.**
- SSF reserves the right to check the contents of resident/house refrigerators.
- Residents may need to pay an additional fee for having a personal fridge in their room – up to \$50. This varies by house. Please refer to your House Constitution for the official house policy.

Room Entrance

SSF personnel and HMs may enter resident rooms for announced and/or unannounced health and safety inspections, tours, and maintenance purposes. The resident's personal property is not subject to search without expressed approval of the resident except when a reasonable belief exists that SSF rules are being violated, the room is being used for an illegal purpose or for a purpose which would interfere with discipline and/or personal safety.

House Modifications

The building of shelves, bars, tables, platforms, painting, wallpapering, or other architectural change is prohibited unless authorized and performed by SSF. Other than existing light fixtures, fans, and/or smoke detectors, nothing may be attached to or suspended from the ceiling of any room unless authorized by SSF.

Residents are prohibited from painting and/or drawing on walls or woodwork. Residents are prohibited from using scotch tape on walls as it damages paint and other surfaces when removed. Masking tape, artist tape (preferably), thumbtacks, and straight pins may be used to attach pictures to walls. Nails of three inches or less in length may be used if directed into

a wall stud. If there is any doubt of the location of a stud, seek assistance from SSF's maintenance staff. SSF will provide appropriate nails.

Damages to community property such as living rooms, kitchens, dining rooms, hallways, study rooms, etc., will be the responsibility of all residents in a house, unless the responsible party(s) is/are identified.

Security

Security of the scholarship house is the responsibility of each resident. Outside doors are not to be propped open unattended or left unlocked. **If an unlocked door is found, a house fine of \$250 will be imposed.**

Open windows are not to be left unattended. For health and safety reasons, residents are not permitted to remove window screens at any time. SSF will replace missing screens and charge the room's occupants for replacement. **If an unlocked/open window is found unattended, the residents of the room will be fined up to \$50 each for the first offense. If the window is found open a 2nd time, the resident(s) at fault will receive a policy violation.**

Emergency Situations

All houses are equipped with a first aid kit and a hurricane 3-day emergency backpack. In case of emergencies and/or natural disasters, the SSF Office will communicate with all residents accordingly and follow appropriate county and state procedures.

Houses are also provided with an emergency folder with information regarding procedures during active shooters, bomb threats, natural disasters, and other unfortunate events.

When in doubt, call 9-1-1. Then notify your HM & SSF Staff accordingly.

Individual Expectations

All Southern Scholarship Foundation recipients must meet certain expectations. Grade performance, adherence to the Resident Handbook, treatment of staff, sponsors and other residents will factor greatly into whether scholarships will be renewed from one semester to the next.

All residents have the right to:

- Sleep and study free from undue interference.
- Expect a roommate who will respect one's personal belongings.
- Expect and create a clean environment.

- Expect free access to one's room and house without pressure from housemates.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Be free from peer pressure or ridicule if one's lifestyle choices differ from one's housemates.
- Live in a smoke-, drug-, and alcohol-free home.
- Live in a safe, maintained environment.

STUDENT CODE OF CONDUCT

Residents are expected to conduct themselves as responsible members of the community, upholding and actively fostering the highest standards of honor and integrity. The SSF Student Code of Conduct and disciplinary processes are intended to emphasize the development of the individual's acceptance of personal and social responsibilities, and to maintain an atmosphere conducive to academic pursuits. The primary goals of the SSF disciplinary process are the protection of personal and institutional rights and property, safety of all residents and staff, and the education and accountability of all community members.

SSF reserves the right to dismiss a resident in circumstances when the safety and welfare of individuals and the preservation of property are in the best interest of SSF and its residents. **If dismissed during a semester, a resident will not have his/her Food & Services bill refunded.**

Prohibited Conduct

The following list of prohibited conduct, while not all inclusive, details activity for which adjudication by the Judicial Review Board is not an option and **immediate dismissal (24 hour notice) or non-renewal** may occur:

- Possessing, consuming, distributing, or using alcoholic beverages, illegal drugs or any controlled or illegal substance on SSF property.
- Possessing alcohol bottles and/or cans in rooms.
- Appearing on SSF property under the influence of alcohol or a controlled or intoxicating substance, when there is danger to self, others, or property, or when there is unreasonable annoyance to others.
- Unwillingness or inability to live cooperatively. This includes, but is not limited to:
 - Repeated accrual of house/SSF fines
 - Repeated confrontations with fellow residents
 - Purposefully ignoring or not speaking to a housemate
 - Unwillingness to participate in a mediation with another resident
- Stealing property.

- Destroying or damaging SSF property or the property of others.
- Being on the roof of any SSF house or building.
- Giving an SSF house key or SSF house code to someone (including but not limited to other SSF residents, friends, parents, etc.).
- Knowingly initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- Possessing firearms, weapons, fireworks, or other incendiary devices on SSF property or in an SSF building. The term “firearm” includes, but is not limited to, rifles, shotguns, handguns, pellet guns, BB guns, and pistols. The term “weapons” includes, but is not limited to, knives (used as a weapon), bows, arrows, and martial arts equipment.
- Failing to comply with Federal, State, and local laws for the locale in which the house exists.
- Harassing, disrespecting, and/or verbally abusing SSF staff (including HMs).
- Harassing fellow residents.
- Causing physical harm to any person, or causing reasonable apprehension of such harm.
- Engaging in conduct that seriously alarms or intimidates others. Such conduct includes, but is not limited to, explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death.
- Knowingly misrepresenting information or furnishing false information to or about SSF.
- Forging, altering, misrepresenting, counterfeiting, or misusing any document, form of identification, or access devices.
- Attempting, assisting, or encouraging any conduct prohibited by this Code.
- Failing to intercede in any act prohibited by this Code.
- Violating SSF visitation guidelines.
- Failing to maintain timely correspondence with an SSF sponsor.
- Behaving in a manner that includes but is not limited to, actions or language generally construed as vulgar, racist, sexist, profane, bullying, harassing, lewd, or indecent.
- Using SSF facilities for outside business purposes.
- Having any device that promotes irresponsible or illegal behavior.
- Having halogen lamps, candles, candle warmers, incense and other open flame or open element devices on the property.
- Not adhering to the SSF pet policy and/or having a pet overnight on SSF property.
- Committing a computer-related offense, as prescribed by Chapter 815, Florida Statutes, and/or the University Conduct Code for the school of attendance. Prohibited activity includes, but is not limited to: damage to equipment or programs, illegal activity, and/or accessing obscene or indecent sites.

When a student's actions/behaviors affect the safety, health, general welfare, or property of a student, the community, and/or SSF, immediate dismissal without 24 hour notice may occur according to the President's or designee's discretion.

Violations of the Law & this Code

A resident is accountable to both civil authorities and SSF for acts that constitute violations of law and/or of this Code. Residents accused of violations of this Code are subject to SSF's disciplinary proceedings while criminal, civil, or University proceedings regarding the same conduct are pending.

SSF will refer matters to Federal, State, and local authorities for prosecution when appropriate. Residents accused of criminal charges, civil actions, or University proceedings, may not challenge SSF's disciplinary proceedings on grounds that such actions, charges, or proceedings are pending, were terminated, dismissed, reduced, or are not yet adjudicated.

Residents are always encouraged to come forward and communicate with house officers, HMs, or SSF staff if involved in any prohibited conduct. If a situation arises in which a resident has allegedly engaged in prohibited conduct, the resident will be given notice of the alleged violation, an opportunity to respond and be heard, and will be informed of the basis for any disciplinary action.

The intent of SSF staff is to gather information regarding the alleged violation and fully understand the situation, including the resident's perspective. This may include speaking to other residents involved in the situation.

While SSF residents' information is considered confidential, SSF Administration will comply with the authorities when needed.

Disciplinary Sanctions

Violations of the tenets of the SSF Handbook may result in the imposition of one or more of the sanctions described herein. Such disciplinary action will depend upon the gravity of the offense, the nature of attendant circumstances, and the merits of a particular case. The imposition of sanctions is based on general principles of education, fairness, consideration of a resident's circumstances, and the prospects for improvement.

Sanctions (not necessarily in this order) may include:

- Fines
- Probation
- SSF Community Service
- Restitution of Damages
- Dismissal (may occur at any time during a semester)
- Unable to serve as a House Officer or other SSF Leader without prior approval of DSA

Resident fines (no matter what the individual offense is) are as follows:

1. Verbal Warning
2. Written Warning
3. \$5 Fine
4. \$10 Fine
5. Policy Violation

Once they receive a violation, the fining structure begins again at the \$5 fine level.

Fines must be paid within 7 days of notice. Fine money is not to be placed in the officer's mailbox or posted on their peg. Please give the fine money to the Treasurer or HM personally. All bills/fines paid with change, need to be in rolls or it will not be accepted.

If an offense is serious enough a written policy violation can be given without a warning or a fine.

The House Manager will meet with resident within 48 hours of assessing a policy violation. The policy violation will then be given to the DSA within 72 hours of HM/resident meeting.

The House Manager will receive a \$5 fine for submitting the documentation late.

SSF DSA Fine & Policy Violation Guidelines

EVENT/ITEM	INFRACTION
Mandatory Fall Kick-Off	Policy Violation
Mandatory House Meetings *All missed meetings must have DSA Approval	1st Unexcused \$50 Fine 2nd Unexcused Policy Violation
Mandatory Officer Training	Unexcused = \$25 fine
House Manager Monthly Group Meeting	Unexcused = \$25 fine
House Manager Journal	\$5 late fee
House Manager failure to submit Policy Violation within 72 hours of signing	\$5 fine
House Manager missing 1-1 session with DSA	Unexcused = \$10 fine
Ambassadors Missed Meeting	Unexcused = \$10 fine
Race Coordinators missed meeting	Unexcused = \$10 fine
Social Chair - Not showing up to assist with socials, end of semester pot lucks/banquet	\$10 fine
Officer Fines - Officers not completing their required duties by given deadline	Begins at \$5 fine
House fines for unclean house/common areas including kitchen/living room	\$5 per person per DSA or Maintenance
Failure to participate in the mid-semester cleanings	\$50 fine
DSA walk through for bedroom's if not meeting basic cleanliness standards	\$5 per resident
Not holding a Fire Drill – Fire Marshall & HM	\$25 fine each
Not completing Student Survey by deadline	\$5 fine
Not submitting sponsor letter by deadline	Fine up to \$50
Finding house doors unlocked	\$250-\$550 house fine
Sharing house door code	\$50 fine plus cost to recode house & a policy violation
Opened, unlocked windows in an unattended room in bedrooms	\$100 room fine (\$50 each) – 1 st offense Policy Violation – 2 nd offense
Opened, unlocked windows in an unattended room – common areas	\$100 house fine
Screen down or missing in bedroom	\$10 if taken off but not broken. If missing or broken, residents pay for new/repair.
Visitor/Guest Parking Passes	\$5 if lost before end of semester. If not submitted at check-out the resident must pay the \$5 then or be considered improper withdrawal and resident will forfeit their \$150 deposit.
Any fine not paid by the given deadline	Doubled. Then Policy Violation or dismissal depending on the level of infraction

Fines given by the DSA are not included in considering a resident for a Policy Violation.

RESIDENT FINES ARE AS FOLLOWS (not counting missed meetings):

1st PV: Verbal Warning **2.** Written Warning **3.** \$5 Fine **4.** \$10 Fine **5.** Policy Violation

2nd PV: \$5 Fine **2.** \$10 Fine **3.** Policy Violation

All policy violations are to be given to resident within 48 hours of incident and submitted to DSA within 72 hours after signing. An HM that fails to do so will be fined \$5.

Overview of the Judicial Review Board (JRB)

The Judicial Review Board (JRB) is an option residents may request when charged with minor house infractions. This is similar to a Peer-Review Board. Minor house infractions include, but are not limited to, house fines, roommate conflicts, etc. **Note that the JRB is not an option for behaviors included in “Prohibited Conduct” of this document.**

A resident charged with a minor house infraction has the option of requesting his/her case be heard by the student comprised JRB or by the DSA.

If the DSA imposes sanctions on a resident, the decision may not be appealed to the JRB. The request for a JRB hearing will be reviewed by the DSA based on whether or not proper procedure was followed when the infraction was issued. The JRB will hear certain cases and recommend actions regarding disciplinary sanctions to the DSA. The JRB will make a recommendation(s) to the DSA, who will in turn review these recommendations and make a decision.

However, a resident charged with an infraction has the option of waiving his/her right to a JRB hearing and opt instead to have his/her case decided by the DSA. On campuses where only one SSF house exists, the JRB option is not available and the DSA will handle all infractions.

NOTE: JRB reviews may only be conducted: 1) Within the same semester of the incident; 2) Before the DSA has decided on any sanction on the resident.

JRB Composition

The JRB consists of one HM and two residents. Every resident of SSF, by virtue of their scholarship, will comprise the pool of available representatives. When a request for a JRB hearing is approved, three names will be randomly chosen by the DSA to serve on the JRB. Two of these names will be pulled from the resident pool of representatives and one name will be pulled from the HM pool of representatives. Any representative, who resides in the same house as the accused, is involved in, or is a witness to the infraction, will not be eligible to serve on this specific hearing. Furthermore, any representative who feels that he/she could not fairly hear the case should voluntarily decline. In such a circumstance, an additional name will be randomly selected from the remaining representatives. Once the JRB has been chosen, a hearing will be scheduled at the most convenient and opportune time not to exceed 10 days. **A copy of procedures is available from the HM or the DSA upon request.**

Amendments & Additions: *SSF reserves the right to amend and/or add policies at any time.*