

2016 – 2017

STUDENT HANDBOOK

OF RIGHTS AND RESPONSIBILITIES



Please note- The information contained herein, including statements of policies and procedures and details about services and facilities, is subject to change and may be superseded by subsequent statements and specifications issued by Johnson State College.

JOHNSON STATE COLLEGE COMMUNITY VALUES

The SUCCESS of a community is based on both a shared commitment to the basic core values of the community and the individual member's sense of responsibility.

As a community centered on the growth & learning of its members, Johnson State College commits to...

- *An educationally **purposeful** community where faculty and students share academic goals and work together to strengthen teaching and learning on campus*
- *An **open** community where freedom of expression is uncompromisingly protected and where civility is positively affirmed*
- *A **just** community where the sacredness of the person is honored and diversity is pursued*
- *A **disciplined** community where individuals accept their obligations to the group*
- *A **caring** community where the well-being of each members is sensitively supported and service to others is encouraged*
- *A **celebrative** community where the heritage of the institution is remembered and rituals affirming tradition are widely shared*

We are grateful to each member of this community for honoring these values and acting accordingly.



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Student Rights & Responsibilities

Johnson State College is an academic community in which all people--students, faculty, administrators, and staff--share responsibility for the community's growth and continued welfare. As members of this community, one can reasonably expect that the following rights will be respected by all members of the College community.

Students, faculty, administrators, and staff are expected to be familiar with the rights and responsibilities, as well as the code of conduct and other college policies.

Speech/Expression/Press

Includes email and computer use. Students have the right to express themselves freely on any subject provided they do so in a way that does not violate the policies in this handbook and the policies and procedures of JSC. Students, in turn, have the responsibility to respect the rights of all other members of the College.

Nondiscrimination

Students have the right to not be discriminated against by any agent or organization of JSC by reason of race, color, ancestry, ethnicity, national origin, place of birth, sex, sexual orientation, gender identity, creed, religion, disability, age, veteran status, marital status, genetic information, positive HIV-related blood test results, or any other status protected by state or federal law.

In their individual roles, and as members of student organizations, students have the responsibility not to discriminate against others.

Assembly and Protest

Students have the right to assemble in an orderly manner and engage in peaceful protest or demonstration that does not disrupt the functions of the College, threaten the health or safety of any person, or violate the policies in this handbook and the policies and procedures of JSC.

Religion and Association

Students have the right to exercise their religious convictions and to associate with religious, political, or other organizations of their choice provided they do so in a way that respects the rights of other members of the community and complies with this handbook and the policies and procedures of JSC. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to the free association with organizations of their choice.

Privacy, Search, and Seizure

Students have the right of privacy, and to be free from unreasonable searches or unlawful arrest on college property and within their college residences. However, College property is not a safe haven for unlawful activity. Students have the responsibility to adhere to the JSC code of conduct and other college policies and to respect the privacy of other members of the college community in their persons and in their places of residence. More information on conditions under which college employees may enter student rooms can be found in Section II.

Academic Pursuits

Students have the right to accurate, clearly stated, information relating to their academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements. Residential students who fail to attend classes at a

level necessary for satisfactory academic progress or who are not in compliance with academic probation stipulations may lose their housing privileges.

Quality Environment

Students have the right to expect a reasonably safe environment supportive of the College mission and their own educational goals. Students have the responsibility to protect and maintain the environment and protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

Sharing Concerns

Students have the right to assume the community cares about them. They also have the responsibility to share any concerns they might have regarding the health and well-being of others. JSC has the following web location to share any concerning issues at: <http://bit.ly/29Twua5> or by email: JSCStudentConcerns@jsc.edu

Governance and Participation

Students have the right to establish governmental bodies and to participate in college governance in accordance with the rules and regulations of the College and the Vermont State College system. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

Due Process

Students have the right to due process before formal disciplinary sanctions are imposed by the College for violation of the policies in this handbook or the policies and procedures of JSC. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant risk to health or safety exists. More information on due process is in this handbook, in Section III.

Education Records

Students have a right to access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, also known as the Buckley Amendment. These include the right to review and challenge the content of education records, to limit the disclosure of personal and academic information to third parties, and to limit the disclosure of all or some information defined as directory information. FERPA also applies to international students, except where specified by legislation, rules, and regulations governing the particular visa status.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Directory Information

The following information is considered to be "Directory Information" under FERPA:

Name
Home and college address
Telephone listing
E-mail address
Date of birth
Major
Enrollment Status (full or part time)
Enrollment level (undergraduate or graduate)
Dates of attendance

Degrees and awards received
Weight and height of members of athletic teams
Photographs
Most recent and previous educational institutions attended
Participation in officially recognized activities and sports

JSC may disclose Directory Information without the prior written consent of the student. Students have the right to opt out of the disclosure of directory information by submitting a Request to Withhold Directory Information form to the registrar. Upon receipt of this form, JSC shall release no directory information to any third party without prior consent from the student, except as may otherwise be permitted by law.

The Right to Review and Challenge the Content of Education Records under FERPA

1. The right to inspect and review. Students should submit a written request to the registrar, dean, head of the academic department, or other appropriate official, identifying as precisely as possible the record(s) to be inspected. The official will arrange for access and notify the student of the time and place where the records may be inspected. Access will be provided within 45 days or less from receipt of the written request. Certain documents, such as information pertaining to another student, financial records of a student's parents, and confidential recommendations shall be removed or redacted before the student inspects the record. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment. Students have the right to ask to have record(s) corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Students should submit a written request to the registrar or other College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy rights. The College has the authority to accept or reject the request. If the College decides not to amend the record, the College will notify the student of the decision and advise the student of the student's right to a hearing to challenge the information at issue. Additional information about the hearing procedures are set forth in VSC Policy 312: Compliance with the Family Educational Rights and Privacy Act (FERPA) <http://bit.ly/29Otfiq>

Public Access to Student Information under FERPA

Personally identifiable information from education records may be released to a student and, under the following circumstances, to third parties:

1. Where the student consents to the release by signing and dating a written statement of consent, which specifies the record(s) to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure must be made. Release of Information forms and Transcript Request forms are available at the Registrar's Office. Students frequently submit one-time release authorizations when requesting that official transcripts, enrollment verifications, performance verifications, and Student Financial Services account statements be sent to employers, agencies, schools, etc. In addition, students can choose to grant access to specific individuals to view their education records, including information about their financial account, academic performance, course enrollment, and financial aid. Students can find the FERPA Authorization Form on the Portal – locate Web Services, click on Student Academic Profile. Students will be asked to create an access code. Students should share their student ID and their access code only with those individuals whom they authorize to access their education records. The student may grant or remove authorization at any time.

2. Where the disclosure is to school officials with legitimate educational interest. For the purposes of this section, "school officials" include persons employed by the College and the Vermont State Colleges in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). "School officials" also include persons, companies or agencies with whom the VSC has contracted to provide services (i.e. attorney, auditor, collection agent, etc.), a person serving on the board of trustees, and a student serving on an official committee or assisting another school official in performing his or her own tasks. For the purposes of this section,

“Legitimate Educational Interest” means: (a) the record or information requested is relevant and necessary to the accomplishment of some task or determination; (b) the task or determination is an employment responsibility for the inquirer or is properly assigned subject matter for the inquirer’s task or determination; and (c) the task or determination is consistent with the purpose for which the record or information is maintained

3. Where special circumstances permit disclosure under FERPA, such as: upon request by officials of another school in which a student seeks or intends to enroll or is already enrolled; to comply with a judicial order or lawfully-issued subpoena; and to authorized representatives of institutions from which a student has received financial aid or to which the student has applied for financial aid. For the exceptions, see VSC Policy 312: Compliance with the Family Educational Rights and Privacy Act (FERPA). Typically, disclosure without consent in these special circumstances is permitted but not required.

Parental/Guardian Notification

FERPA allows parents and/or legal guardians of students under the age of 21 to be notified, without the student’s consent, when the College has determined that the student has been found responsible for a violation with respect to use or possession of alcohol or a controlled substance. Students will be notified when parental notification is made (see Consequences for Violation of Alcohol/Drug Policy, in section III of this handbook).

Disclosure may also be made to parents and legal guardians, and other appropriate parties, without the student’s consent, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Communication/Notification

Students have the right to receive pertinent information from the College in a timely manner. Students have the responsibility to check their assigned JSC email on a regular basis, as this is the primary means used for sending official College communications. Residential students are also expected to check their campus mailbox on a regular basis.

Emergency Notifications to the JSC Community

From time to time, the Department of Public Safety at Johnson State College receives word of potential emergency situations or dangerous conditions from various offices/departments or from off campus sources. If it is confirmed that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College Community, a campus-wide warning will be issued. Public Safety will collaborate with appropriate offices to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Taking into account the safety of the community, the College will promptly determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist an individual or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident which poses an immediate threat, as determined by Public Safety or a local law enforcement agency, to members of the community, the College has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include:

- Email notification to the individuals JSC email address of record
- Telephone voicemail messages to telephone number(s) of record
- Cell phone text messages via E2Campus Alert subscribers*
- Online announcements on the JSC web portal: <https://portal.vsc.edu/jschome/Pages/default.aspx>
- Online announcements on the public JSC website: www.jsc.edu
- Public Address speaker system

How to sign up for campus alerts

*The JSC Campus Alert system, E2Campus, is available free of charge to JSC students, staff and faculty. All students who supply a cell phone number are automatically enrolled in this program.

Campus Crime Report

The college publishes an annual campus safety and crime report. This report includes statistics for the previous three years concerning certain crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Johnson State College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes college policies concerning campus security. You can obtain a copy of this report by contacting the Director of Public Safety, or you may view the report via this link:

<http://www.jsc.edu/OfficesAndServices/PublicSafety/PDFs/PSAR.pdf>

Missing Student Protocol

In compliance with the Missing Student policy in the U.S. Department of Education's Handbook for Campus Safety and Security Reporting, all residential students are asked to identify a contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing. The missing student contact person can be anyone, including the same person identified as the student's emergency contact person.

The missing student contact person's name is confidential and will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

How to report a suspected missing student:

Should any JSC Community member be aware or suspect that a student is missing, notification to the Public Safety Office should occur immediately. This can be done by calling 802.635.1205 or by submitting a Public Safety Report using the following link: <http://bit.ly/2aaRAo4>

The Public Safety office will initiate the College's Missing Student Protocol.

Section II

Student Life Policies and Guidelines

A) Residential Student Policies

JSC Housing Policy

In general, it is a condition of enrollment at JSC, to the extent that campus housing is available, that students are required to live in the residence halls for their first two academic years. Students whose permanent living residence is within 30 driving miles may apply for exemption from the policy. Parental/guardian confirmation is required using the Parent Statement Form, which is available on-line via the JSC portal and website.

Residential Students/Credits per semester

Students residing in any campus housing, including the College Apartments, are required to be registered for nine (9) or more academic credits per semester. Should any residential student drop below nine credits, and/or fail to attend classes at a level necessary for satisfactory academic progress, housing status will be reviewed and may be revoked. Residents in the College Apartments must maintain a Grade Point Average of 2.5 each semester and have no disciplinary violations in order to maintain eligibility for the apartments.

Students exempt from the housing policy:

- Are turning 21 years of age on or before the start date of the spring semester
- Have been approved to commute from the home of a parent or legal guardian prior to the beginning of the semester or academic year
- Are married or a single parent with custody of child(ren) or are partners in a civil union
- Are completing an internship, teaching practicum, or assistantship out of the Johnson area
- Have lived on a college campus for four (4) semesters
- Have 60 or more completed credits
- Are a returning student who has met the on-campus housing policy requirement (if students did submit a housing contract prior to leaving for the summer, they may break that contract with no penalty if done so before June 1st)
- Are registered for less than nine (9) Vermont State College credits per semester

Exemption from the JSC Housing Policy

Specific procedures must be followed to obtain an exemption from the housing policy. The Housing Review Form must be used for all exemption requests. It is available online at the JSC website or JSC portal. For students commuting from home, a parent or guardian must also complete the Parent Statement Form, also available on the website and portal. All requests must be received in the Residence Life Office by April 1 for students requesting exemption for the fall semester and by December 1 for the spring semester. New students entering JSC are required to complete and submit the exemption forms by July 1 for the fall semester and by December 1 for the spring semester. Grounds for exemption are as follows:

- Physical reasons: with certification from a medical professional (MD, DO, or similar) and supported by the Housing Review Committee

- Psychological reasons: with certification from a mental health professional-to be reviewed and supported by a JSC Counselor
- Academic disability: with appropriate documentation reviewed and supported by a Johnson State College Learning Specialist
- Economic reasons: reviewed and supported by Student Financial Services
- Extraordinary circumstances: specific information is required and reviewed by the Housing Review Committee

A Housing Review Committee will review requests. The student will receive a prompt reply via JSC email. Decisions of the Housing Review Committee will be final. Students who receive approval to be released from their housing contract are subject to a contract breakage fee of \$250.

Housing Contract Release Policy

The housing contract is a legally binding document that financially obligates a resident to the end of the academic year. Students who have submitted a housing contract are responsible for fulfilling their obligation under this contract; therefore, it is assumed a student will not move out of college housing during the fall or spring semesters. The process for termination of a College Apartments lease is separate and detailed in the lease itself.

Residential students who wish to be released to obtain off-campus accommodations must submit an on-line housing exemption request to the Residence Life office.

Should a release from your contract receive approval, the following refund policy will be used, minus a \$250 contract breakage fee:

August 28 th	100% Refund
Sept 7 th	82.8% Refund
Sept 21 th	68.7% Refund
Sept 28 th	61.6% Refund
Oct 12 th	56.6% Refund
Oct 19 th	49.5% Refund
Oct 26 th	42.4% Refund

Last Day of Refunds October 28th, 40.4% Refund

Room Deposits

All returning students living in the Residence Halls are required to pay a non-refundable \$100 room deposit prior to participating in Room Selection for the upcoming academic year (month of April). Students may not be assigned their room of choice in the residence halls until the room deposit is received by the Student Financial Services or waived by the Director of Residence Life.

Students offered a College Apartment are required to pay a full month security deposit per the terms of the lease.

Exemption from the College Meal Plan

Students who live in the residence halls are expected to participate in the college meal plan program. To request a meal plan exemption, the student must submit an exemption form, which is available online at the JSC website or JSC portal, and include documentation from a physician diagnosing a medical condition and dietary needs. The chair of the Housing Review Committee and the Food Service Director will review the meal plan exemption and medical information. If it is determined that the College Food Service cannot furnish meals that will conform to the medical needs, an exemption may be approved. Exemptions are made for the current academic year only. Meal plan refunds are based on the last day the meal plan is used.

Safety Guidelines for the Residence Halls

Fire Safety Guidelines

Actions or items, including but not limited to the following, violate the fire safety code:

- Smoking in the residence halls
- Open flame or fire (i.e. candles or incense)
- Decorative lights - unless they are LED
- Live trees or wreaths
- Additional furniture
- Anything near, covering, or attached to the smoke detector or heat sensor
- Items hanging from the ceiling, or storing items near the ceiling that restrict the flow of air to the smoke detector or heat sensor (such as bulky items stored above wardrobes)
- Toaster ovens, hot plates, electric frying pans, toasters, crock pots
- Indoor or outdoor grills
- Space heater
- Blocking doorways or exits
- Anything blocking, covering or using the room heater as a shelf
- Storage of bikes or any other items in residence hall corridors, stairwells, entryways or bathrooms

Per legal standards, an unobstructed 3-foot pathway into your room must be maintained at all times. In addition, 70% of walls must be free of wall decorations.

Maintenance Guidelines

Actions or items, including but not limited to the following, violate the JSC Maintenance code:

- Fans installed in or affixed to windows
- Lofts
- Steel tip darts
- Painting the room
- Nailing or drilling holes into the walls
- Excessive use of duct tape
- Hazardous chemicals

General Community Safety Guidelines

Actions that are a risk to the safety of the residence hall community, including but not limited to:

- Sports of any kind cannot be played in the residence halls
- Skateboards, rollerblades, scooters and bicycles cannot be used in the residence halls
- Throwing or dropping items from windows, balconies or down the stairwells
- Walking on roofs or window ledges

The following is a list of acceptable appliances in the Residence Halls:

TV, DVD player	floor lamps/lights (non-halogen)
electric blankets	hair dryers
coffee pots with an auto shut-off	*microwave ovens (less than 1,000 watts)
*micro fridge units	computers
electric shavers	*small refrigerators (no more than 90 lbs.)
electric irons with an auto shut-off	

Note: All electrical items need U.L. labels.

*Only one refrigerator and one microwave are allowed per room.

If you have a question about a specific item that is not listed above, please ask your Resident Assistant (RA) or Hall Advisor (HA).

Safety Guidelines for the College Apartments

Residents and guests of the College Apartments must observe the following safety guidelines, which are also included on the Apartments lease:

- a. Do not disconnect or tamper with fire or carbon monoxide detection devices.
- b. Observe the posted 15 M.P.H. speed limit.
- c. Keep apartment doors locked.
- d. Keep windows closed during cold weather.
- e. Refrain from covering light fixtures with material that may create a fire hazard.
- f. Refrain from use of personal outdoor cooking equipment, including gas and charcoal grills.
- g. Keep closets containing electrical panels and access doors reasonably free from obstruction.
- h. Keep common areas reasonably free from obstruction.
- i. Maintain safe entry and exit paths from all rooms within the apartment.
- j. Notify the college public safety in the event of a fire.

Additionally, the College Apartments are College property, therefore all safety-related policies of the College are in effect at the College Apartments, whether or not they are detailed in the lease agreement.

The lease agreement additionally details items not to be installed or brought into the Apartments, including but not limited to:

- Laundry machines (washers or dryers)
- Dishwashers
- Freezers separate from the included refrigerator/freezer
- Outdoor satellite dishes or TV antenna
- Additional heating or air conditioning units
- Electrical fixtures or wiring
- Fixtures or any kind
- Waterbeds
- Barbecue grills (gas or charcoal)

The signed lease represents the comprehensive document of what items are permitted or not.

Quiet / Courtesy Hours

Johnson State College observes courtesy hours 24 hours a day, and quiet hours during specific time periods.

Courtesy Hours means that one's activities should not interfere with the basic peace, quiet and life activities of neighbors. In the residence halls this means everyone should have a reasonable expectation of being able to study or visit with neighbors without being overwhelmed by others' noise. In the apartments this means a respect and consideration for neighbors.

Quiet Hours means neighbors should not be able to hear what is happening next door. Quiet hours are in effect outdoors and in common areas as well as in residential areas and apartments.

Quiet hours are as follows:

Residence Halls and Quad

Sunday-Thursday 11pm to 8:30am

Friday-Saturday 1am to 8:30am

Apartments and Apartment Parking/Premises
Sunday-Thursday 9pm to 8am
Friday-Saturday 11:30pm to 8am

Residence Hall Guest Policy

Because of Vermont fire safety codes and regulations for the square footage of a residence life area, no more than six people are allowed in a room at one time, regardless of whether the door is open or closed.

Guests are defined as anyone in a residence hall room who is not assigned to that room, or anyone in a residence hall who is not assigned to that residence hall. All guests must register with a Residence Life staff member and abide by Johnson State College policies and code of conduct. A Guest Registration Form with photo identification should be completed with a member of Residence Life. Guests who do not register may be required to leave immediately.

An overnight guest is someone who is in the room past 10pm. Overnight guests must also register with a Residence Life staff member and should include vehicle information on your guest registration. Overnight guests can park only in residential student parking lots. Resident guests may not occupy any room other than the room assigned to the student hosting the guests.

Each resident must abide by the following:

- All overnight guests should first be approved by a student's roommate.
- Overnight guests must register with a member of the Residence Life staff by 10pm.
- Approved guests may stay in a student's room for a maximum of two nights in a seven-day period.
- Residents are limited to two guests per evening and two nights per week of having guests
- Student hosts are responsible for the conduct of guests and will be held accountable for guest conduct, including liability for any damages or misconduct.
- Alcohol consumption by guests of the legal drinking age is not allowed in underage student rooms.

Entering Students Rooms and Apartments

Student Rooms:

Johnson State College recognizes that students are entitled to privacy in their individual residence hall rooms. However, students should be aware that there are rare occasions when college representatives may, without specific consent or prior notice, enter rooms to check for conditions or articles causing concern, even in closed spaces. (i.e. wardrobes, closets, desks or drawers). When entry into a student's living area is required, reasonable attempts will be made to advise the student in advance.

Room entry may occur for the purposes of responding to housekeeping or maintenance requests; a concern for health, welfare, or safety of any room occupant or the room itself; or when there is reasonable basis to believe that there may be a violation of college policy, the code of conduct, or State or Federal laws. The College reserves the right to remove any prohibited or illegal items if found upon entering a student's room. The College reserves the right to request residents to open closed spaces. College officials may open closed spaces in the case of health and safety concerns.

College apartments:

College officials may enter the apartments during the term of the lease at any time In case of imminent danger to the health, safety or welfare of people or to real or personal property. The College may also enter the apartment for the following purposes: To inspect the condition of the apartment, when deemed necessary; to inspect for fire and health hazards; to remove placards, signs, fixtures, alternations or additions to the premises which are in violation of the College code of conduct or agreements of the College Apartment Lease; to show the apartment to prospective residents; to make repairs, installations, additions or alteration to the apartment or to the building; or to paint. Except in cases of emergency, the college agrees to make a reasonable effort to notify the Tenant(s) in advance of such entry.

Safety Inspections

The college will conduct periodic health and safety inspections of all residential rooms and college apartments. Advance notice will be given. The purpose of these inspections is to maintain a safe living environment for all on-campus students. Safety violations and any applicable sanctions will be levied on a case-by-case basis. If during the course of safety inspections, other code of conduct or college policy violations are discovered, those responsible may be sanctioned.

Residence Hall Room Changes

Room changes are generally not made until after the second week of each semester. This allows the Residence Life Department to determine who has arrived and which rooms might be available. Students must make final room change requests and arrangements with the Residence Life Department two weeks prior to the end of each semester. Unauthorized room changes may result in administrative action deemed appropriate by the Residence Life Department. There will be no room rate adjustments after the class withdrawal date stated on the academic calendar.

Housing During Scheduled College Breaks

The residence halls will remain open for scheduled breaks of less than one-week duration. For scheduled college breaks of one full week or longer, the residence halls close at 10:00am on Saturday and re-open at 10:00am the following Sunday. Please refer to the academic calendar for dates and times of these closings. Requests to remain on campus during breaks will be considered. Exemptions are generally made for the following circumstances:

- Student Internship - supported/approved by the Academic Deans Office and the company in which the student is interning.
- Work study or off-campus job - confirmed by job supervisor.
- NSE/International Students - students who are participating in the NSE program or students who live overseas.
- College Sponsored Events - students who are participating in a scheduled college event during break week. This needs to be confirmed, in writing, by the program director, advisor, class professor, etc., two full weeks prior to the beginning of the College break.
- Extenuating Circumstances – decisions in this category will be made on a case-by-case basis.

All requests must be received, by email, to JSCresidenceLife@jsc.edu on or before the stated deadline. Students who have a current disciplinary file in the Dean of Students Office may not be offered housing during the scheduled college breaks.

The College Apartments remain open through the academic year; therefore, residents are not required to leave. The guest policy for apartments detailed in the lease agreement is in effect. At least one person on the lease agreement must be staying at the apartment when a guest is present over break.

Guidelines for students who remain on campus during breaks:

All Johnson State College policies apply to all residents remaining in the residence halls during college breaks. In addition, guests are not allowed. Non-compliance with these expectations may result in immediate removal from campus housing for the remainder of the break.

Please note: The use of a college meal plan is not available to students during college break weeks. This is the case whether or not the student is required to remain on campus. Limited food service options will be available in the Stearns Student Center for all students who are on campus during these scheduled breaks. Students may use their declining balance points during college break weeks.

End of the Year Procedures

Students must vacate their residential room 24-hours after their last exam. If their last exam is scheduled on the last day of exams, students are required to vacate by 5:00 P.M. that day. Exceptions are made only for seniors and students participating in graduation ceremonies. These students may stay until 2:00 P.M. on graduation day.

If an exception is needed it is the student's responsibility to request this in writing to the Residence Life Office within stated deadlines.

Students who have officially checked-out of the residence halls are not allowed back into the residence halls and may not be a guest of another student. Residence Hall and room access may be terminated if a student fails to vacate the residence halls as required.

Please Note: College apartments are open the entire academic year. College apartment residents must make an appointment to checkout with the Student Financial Services.

Residence Halls Replacement Costs

Should damage occur during a student's stay in the residence halls or apartments, student(s) will be held accountable for replacement or repair of such equipment or furnishings.

Individual room damage will be split between roommates if no responsibility is taken for the damage. Damage or vandalism to floors, suites, or common living areas will be shared among students living in those areas. All damage must be reported promptly to the Residence Life or Public Safety Office.

A list of applicable costs for replacement or repair is available upon request in the Dean of Students and Residence Life Office in Dewey Hall.

Students who do not formally check out of their residence hall lose the right to appeal any room damage or housekeeping fees.

Fire Safety Policy

Johnson State College is committed to providing a safe and secure working and educational environment through planning, employee and student education, and training in order to:

- Provide for a timely and informed emergency response in the event of a fire emergency
- Reduce or eliminate all controllable risks associated with fire

Johnson State College maintains a campus-wide fire alarm system, and fire alarms are located in each building in strategic locations. Smoke and heat detectors are located in each residence hall room and in common areas in all buildings; smoke detectors are also installed in the College Apartments in conformance with building codes. Emergency evacuation routes and locations of fire extinguishers are posted on all residential room doors. Anyone who discovers a fire on campus should activate an alarm immediately before making any attempt to extinguish it. Under no circumstances should employees or students enter a hazardous area.

Creating a fire safety hazard is a sanctioned incident under the College's code of conduct. Additionally, State and Federal Laws have penalties associated with such actions.

Fire Alarm Evacuation Procedures

The occupants of a building will evacuate the building promptly and in an orderly fashion upon the activation of a fire alarm or notification that an emergency situation exists. Whenever possible, individuals evacuating a building should help those individuals who may require special assistance. Building evacuees must gather in the designated areas of refuge noted on the posted evacuation plan, as outlined below.

Designated Places of Refuge

In the event of a fire or other emergency which requires vacating your building, you should take refuge as directed by the College official in charge. The SHAPE facility (or Dibden Center for the Arts if SHAPE is unavailable) is the designate place of refuge.

Building Entry and Reentry

Public Safety personnel are responsible for ensuring that only fire fighters and other emergency personnel are allowed to enter a building during an emergency. No one is allowed to enter a building until either the Public Safety Department or an emergency services official determines that there is no emergency situation, and announces that a building is safe to reenter.

Following an emergency, Public Safety personnel will remain on site until the emergency services personnel have departed and everyone has safely reentered the building.

Fire Drills

Announced fire drills in residence halls will be conducted by the Residence Life and Public Safety Department once per semester during the first two weeks of school. Unannounced fire drills may be conducted on occasion in residence halls to ensure that evacuation and other safety measures are correctly observed. Students are required to vacate the building immediately once a fire alarm sounds. Entrances to buildings and fire lanes must be free of obstacles. All students are required to be 25 feet from the building entrance during an alarm. Assume that all alarms are emergencies. Your residence hall staff will review proper evacuation routes and procedures with you during the first week of each semester.

B) General Student Policies

Medical Exit

On rare occasions a student may have a medical condition which prevents her/him from continuing academic work. In these cases, the student may submit a request for a medical exit to the Dean of Students. This request must be accompanied by supporting clinical documentation indicating that the student's medical condition prevents her/him from being a current student (as opposed to a condition which makes being a student difficult or inconvenient). If the exit is approved, the student's transcript will reflect withdrawals for the semester and the student will be refunded or have her/his bill reduced as appropriate on a prorated basis determined by the approved exit date. The student would automatically be granted leave of absence status and not be required to reapply in order to return to the College unless otherwise indicated.

Extended Class Absence

On occasion students may have a medical, psychological, or psychiatric condition resulting in the need to leave school and/or miss class for a limited, defined period of time. In such instances students are responsible for maintaining satisfactory academic progress and are expected to contact instructors to make arrangements to stay current in their courses. The instructor has the discretion to determine whether such absences are excused for the purposes of course requirements. See *"Interim Suspension or Mandated Leave"* in Section III for information on leaves required by the College.

Smoking/Tobacco/Electronic Cigarettes

At JSC, our desire is to ensure a safe and healthy environment for all students as well as staff and visitors who work in and use our facilities; therefore, all buildings, including residence halls and College Apartments are smoke-free. This policy includes burning, carrying or possessing any lighted tobacco product, such as cigarettes, cigars and pipes. Additionally, this policy also applies to the use of electronic cigarettes or "E-Cigarettes." Smoking is only permitted outside on campus grounds in areas at least 25 feet from a building.

Camping

Due to concerns for both personal safety and the preservation of campus landscaping, unauthorized camping on College property is not permitted. "Camping" is defined to include use of tents, RV's, sleeping bags, or other outdoor

sleeping arrangements (including overnight occupancy of any vehicle parked on college property). Exceptions to this policy can only be approved by the Dean of Students office or designee.

Outdoor Fires

Outdoor fires of any kind are strictly prohibited, unless prior approval has been received. Any student or group that wishes to have an outdoor fire of any kind on college premises must submit a request in writing and receive authorization prior to having any such fire. Requests must be made to Public Safety and must include event details such as the time, date and desired location. Fires will only be permitted if conditions are safe.

Any fire found on college premises that is not authorized will be immediately extinguished and those responsible will be subject to disciplinary action including costs associated with cleanup.

Parking

Each student who parks a motor vehicle, including motorcycles, on college grounds must register that vehicle with the Public Safety Department, and pay a vehicle registration fee, to receive a parking permit. Students acknowledge that they will abide by the parking and traffic regulations set forth by Johnson State College. Vehicles that do not display a valid JSC permit are subject to ticketing, booting, and/or towing.

Parking regulations are enforced 24 hrs. a day throughout the calendar year. Lot restrictions are in force at all times unless otherwise stated by the Director of Public Safety. The owner and/or operator who receive multiple violations within the same semester may lose on campus driving privileges for one semester. Subsequent violations may result in judicial action. In cases where the violation is deemed severe, vehicle privileges may be revoked.

Additionally, vehicles not registered and that have accumulated 3 or more parking violations within an academic year, that are illegally parked in a handicap parking space, are blocking or impeding the flow of traffic, or are creating a safety hazard, may be booted and/or towed without notice. If your vehicle is towed, contact Public Safety for information on retrieval.

If your vehicle is booted you must make arrangements with Public Safety for boot removal. If your vehicle is immobilized do not attempt to operate your vehicle or attempt to remove the immobilization device as damage will occur to your car. The immobilization device will not be removed until the owner identifies him or herself to the Public Safety Department to make payment arrangements for outstanding fines and a \$50.00 immobilization fee. Prior to a vehicle being immobilized, notification will accompany the parking ticket prior to the offense that results in vehicle immobilization.

Information on appealing parking violations is included on the parking ticket itself.

Abandoned Vehicles

All vehicles on the Johnson State Campus must be in operable condition. Vehicles lacking valid license plates, valid inspection stickers, or not registered with Public Safety, as well as those that are in such a state of disrepair that they cannot be operated, will be considered abandoned and are subject to removal at the owner's expense. Public Safety will attempt to contact the vehicle owner prior to its removal; however, removal may occur without notice.

If your vehicle has broken down and is inoperable, please notify Public Safety immediately. Vehicles that have not been moved for more than 14 days, and vehicles that pose a hazard (such as leaking fluids), are subject to immediate removal without notice.

Vehicle Maintenance

Performing vehicle maintenance (e.g., oil changes, engine work, body work, transmission repair, put on jack stands, etc.) on College property is strictly prohibited. Vehicle may be towed for a violation at the owner's expense. Exceptions

to this regulation include emergency vehicle maintenance such as use of jumper cables or flat tire repair. Additionally, washing of vehicles on college property is also prohibited.

Winter months

At times, it may be necessary for students to move their vehicles to an alternate location so that snow removal can take place. Students will receive notice of this need and will be required to move their vehicles as indicated.

Student IDs and Keys

All students will be issued one student ID at no expense. This ID is valid for the entire time students are enrolled at the College. Residential students will use their IDs for access into their Residence Hall as well as into their individual rooms. IDs also serve as a meal card and library card, and are necessary for entry into the SHAPE facility. A student ID should be on your person at all times and should never be loaned to anyone else. Students should report lost or stolen IDs immediately to Public Safety.

Students that are issued metal keys for campus jobs or for living assignments are required to abide by the key terms and conditions on the access request form. Keys shall not be loaned to others, and must be returned immediately upon termination of campus employment or loss of residential status. Keys lost or not returned to Public Safety by the due date indicated on student paperwork will be billed to the student's account. Charges for keys returned after a due date will be refunded minus a \$35 late fee per key. Once locks are changed, there will be no refund issued.

If a student misplaces their student ID, he/she should visit the Public Safety Office during normal business hours to request a temporary access card. This card will provide entry into a student's residence hall and room. A temporary access card is valid for only seven days. If a student's ID is not found with that timeframe, a new ID must be purchased for \$35.00

Skateboarding, Longboarding, Rollerblading

Riding is prohibited on campus roadways and in college buildings. Additionally, the use of benches, stairs, planters, railings, bridges or any other fixtures on College property for boarding or blading tricks is strictly prohibited. Careless, negligent, or reckless riding may result in disciplinary action. Offenders may be billed for damages associated with these activities. There is a skateboard park in the Town of Johnson which students are welcome to use free of charge. Pedestrians have the right of way on campus walkways.

Bicycles are allowed on campus roadways, but not in campus buildings.

Pets

For health and safety reasons, pets are not permitted in the residence halls. Pets include, but are not limited to cats, dogs, and other fur-bearing animals, birds and reptiles. Fish in five-gallon tanks or less are allowed. College Apartment residents are permitted a caged hamster, gerbil, parakeet, or fish in a tank up to 15 gallons. The college requires that dog owners follow these regulations as they pertain to dogs on campus:

- Dogs are not allowed on the athletic fields or in flower beds at any time, even if leashed.
- Dogs may not be left unattended anywhere on campus, including but not limited to inside a motor vehicle, even if leashed.
- The owner or the person possessing control of a dog on campus must abide by the Johnson Town Dog Ordinance, which states the following: Dogs must be licensed, collared and prohibited from running at large. In addition there are other requirements in this ordinance, which can be found by visiting the following: <http://bit.ly/29NiP3g>
- The owner or the person who possess control of a dog on campus must possess the means to remove fecal matter left by the dog, and is responsible for the immediate cleanup of incidental damages caused by the dog, including digging. Any cleanup should be thorough enough so as to not generate additional work for the college grounds crew.
- Vicious dogs or dogs that exhibit excessive barking may be banned from campus at the college's discretion.

Service and Support Animals

Service and Support animals can play an important role in facilitating academic success for students with certain types of disabilities. Therefore, service and support animals meeting the specific criteria will be exempt from the pet provision above. The term “assistance animal” is the broad term that refers to both service animals as well as support animals as defined below. Therefore, an assistance animal is an animal that either:

1. Works, provides assistance, or performs tasks for the benefit of an individual with a disability: or
2. Provides emotional or other type of support that alleviates one or more identified symptoms or effects of an individual’s disability.

Service Animals

A “Service Animal” is a dog (or in some cases a miniature horse) that is individually trained to do work or perform a task or tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual or other psychological disabilities. The work or tasks performed by a service animal must be directly related to the individual’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

Service animals will be permitted to accompany individuals with disabilities in all areas of JSC’s facilities, including residence halls and college apartments, where students, members of the public, and other participants in services, programs or activities are permitted to go. Proof that the animal has been certified, trained, or licensed as a service animal is not required; however, all individuals accompanied by a service animal on campus are required to register their service animal with the JSC Learning Specialist.

Additionally, an individual accompanied by a dog may not be asked about the nature or extent of their disability to determine whether the animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, an individual may be asked:

- 1) Is the dog a service animal required because of a disability?
- 2) What work or task has the dog been trained to perform?

A service animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those items, or such use would interfere with the service animal’s performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means.

Support Animals

A support or emotional support animal (ESA) is an animal that provides emotional support that ameliorates one or more identified symptoms or effects of a person’s disability. Unlike service animals, assistance animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses. Support animals are not allowed to accompany individuals in other buildings on campus but may reside in the individual’s residence hall room or and college apartment.

Before a support animal is allowed into the residence halls or college apartments, an individual with a disability must submit a request to JSC’s Learning Specialist in Academic Support Services, located in Dewey Hall. Approval must be obtained, preferably at least 30 days prior to move in. If the disability is not obvious, the Learning Specialist will require documentation from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, social worker, social worker or other health professional, to provide sufficient information to the JSC Learning Specialist in order to determine:

1. That the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
2. That the support animal may be necessary to afford the individual with a disability an equal opportunity to use and enjoy the residence halls and college apartments; and
3. That the support animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability.

While support animals are not allowed indoors on JSC's campus, other than in the residence hall room or college apartment, an individual with a documented disability may request approval from the JSC Learning Specialist to have the support animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws. For further information, contact the Academic Support Services Learning Specialist in Dewey Hall.

Guidelines for Participation in Athletics and Co-Curricular Activities

Students have the following responsibilities:

Making commitments that can be honored

Both in terms of which courses they choose and in making commitments to teams and other extracurricular groups, students must make sure that they do not extend themselves beyond their ability to deliver on their commitments. When an irresolvable conflict exists between the needs of a student's academic program and the opportunity to participate in an extracurricular activity, the student's academic needs must be considered first. Students signing up for sports teams and other extracurricular activities should take the time to learn about what is expected of those who participate in these activities. Certainly, no student should sign up for a team, for example, which practices at a time that regularly conflicts with the student's course schedule.

Communication

When a student has undertaken commitments that do not impose unreasonable conflicts, the student must ensure that all parties are kept informed of conflicts that exist and how these will be resolved. While coaches and the Athletics Director, for example, have a specific role in communication directly with faculty, the student holds the ultimate responsibility for ensuring that his/her instructor receives adequate, timely notification of athletic contest schedules, etc. Similarly, when students must miss scheduled extracurricular events such as athletic practices and competitions because of class responsibilities, it is only fair to give ample notice to the coaches or other individuals responsible for organizing the event.

Getting the work done

While the policy guidelines that follow detail circumstances under which students may be excused from class attendance or be given the opportunity to make up class responsibilities, none of these guidelines is intended to relieve students of the responsibility for completing the academic work of their courses. Whether through attending make up laboratory sections, audio taping lectures, borrowing class notes from students, interviewing those who attended, or any other appropriate procedure, the student must do whatever it takes to ensure that participating in extracurricular activities does not interfere with the attainment of course learning objectives. Finally, students should not assume that faculty will grant them incomplete grades because of their involvement in extracurricular activities.

Excused Class Absences

Three levels of athletic and co-curricular participation are addressed by this policy:

Varsity contests, concerts and plays, and certain governance roles.

The College officially recognizes three categories of student participation as deserving of special accommodation: varsity athletic competitions, performances officially sponsored by the Music and Theatre Arts Departments, and representation of the College at meetings of the Board of Trustees, Board Committee meetings and meeting of the Vermont State Colleges' Student Association. For these events faculty are required to permit students to miss class and are required to waive, postpone, or agree to schedule makeup opportunities for students who would otherwise have been obliged to take a test or present an in-class project or assignment. This obligation for excuses, however, extends to no more than 10% of the scheduled class meetings. The only exception made to this policy pertains to district, regional,

and national varsity athletic competitions. Even students who have already taken excused absences equivalent to 10% of their class shall not be penalized for missing assignment and test due dates for participating in postseason competition.

Co-curricular and Faculty - sponsored field trips

Often in the course of the year, either related to specific courses that are being taught or growing out of departmental or club activities, field trips are organized that can be educationally beneficial to students. Faculty are not obliged to grant students excused absences from class to participate in these field trips but are strongly encouraged to do so as long as students can reasonably be expected to keep up with the academic requirements of the course. Similarly, while faculty are not required to reschedule evaluations and other class assignments, they are encouraged to do so in these cases.

Rehearsals, athletic practices, club activities.

Students may not miss classes for varsity athletic practices. Students are not guaranteed excused absences for attending play or concert rehearsals or for participating in club activities, including club sports. In such cases, the students may request to be absent from class without penalty. The instructor may use his or her own judgment as to whether to grant such permission. Instructors are expressly discouraged from rescheduling course evaluation procedures and/or deferring class-related presentations, etc., in these cases. Finally, faculty must inform students when the use of excused absences is, in the judgment of the faculty, beginning to jeopardize learning.

Computing and Telecommunications Technology Conditions of Use Policy

The purpose of this policy is to define permissible behavior of those Vermont State Colleges (“VSC”) employees, students and others using VSC computing and telecommunications resources (“VSCnet) in order to preserve the confidentiality, availability, and integrity of VSCnet resources and promote the goals and values of the VSC.

The Vermont State Colleges (VSC) owns and maintains computing and telecommunications technologies to support the education, research and daily work of its faculty, staff, and students. This policy applies to any user of VSCnet resources. The right to use VSCnet, its resources, and the Internet is dependent upon compliance with this policy. If found in violation of this policy, a student may be denied access to the VSCnet. The VSC will seek to maintain system security and privacy, but the VSCnet exists for the furtherance of VSC business and users should not have an expectation that information in user accounts, or on VSC-owned or –administered computers, is private.

This policy can be viewed in its entirety at: <http://bit.ly/29Njmm5>

Code of Conduct

Medical Amnesty/Good Samaritan Policy

It is in the best interest of the JSC community that student health and safety emergencies are immediately reported to a Johnson State College official. To encourage reporting health and safety concerns related to alcohol or drug use, sexual misconduct, sexual assault, or sexual harassment, Johnson State College offers immunity from disciplinary action for lesser policy violations that reporting students may have committed. The College will consider educational opportunities or counseling referrals in such cases.

Code of Conduct and Disciplinary Procedures

All students are expected to conduct themselves as responsible members of the College community and to respect the rights of their fellow citizens. Any departure from these standards which can be shown to be injurious to the College's pursuit of its normal activities will be defined as a violation of the policies, rules or regulations specified in the JSC code of conduct.

All code of conduct and college policy violations will be dealt with as promptly as possible. All students are guaranteed the right of a fair hearing and/or appeal in all matters of judgment of academic performance and personal conduct. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. All JSC students are also obligated, as citizens and community members, to obey local, state, and federal laws.

The Code of Conduct and other College policies applies to all persons enrolled in courses at JSC, including full-time and part-time undergraduate, graduate, and continuing education students. A student shall also be responsible for the actions of his/her guests.

Preponderance of the Evidence Standard

In reviewing all cases related to college policy and code of conduct violations, Johnson State College will apply the "preponderance of evidence" standard to determine whether a policy or code of conduct violation has occurred. The "preponderance of evidence" standard means that upon careful review of all information presented, it is more likely than not that a violation occurred.

Prohibited Conduct

Any of the following types of misconduct, whether occurring on or off campus, may result in dismissal or in a lesser sanction deemed appropriate by the College. Attempts to commit acts prohibited by the code of conduct or college policies may be considered as serious as an actual violation.

- A. Assaulting, battering or intentionally or recklessly causing physical harm to any person including but not limited to the following:
 - Fighting, whether the fight is between two individuals or within a group
 - Sexual misconduct, including sexual assault, dating violence, domestic violence and stalking
 - Physical assault of another person
- B. Use, possession or storage of any hazardous or dangerous weapon or explosive device(s) including but not limited to the following:
 - Knives with longer than a 3-inch blade
 - Firearms, including air, pellet, paintball, and BB type guns
 - Fireworks or explosive devices which are defined as any substance prepared for the purpose of explosion or detonation
- C. Creating a fire, safety, or health hazard including but not limited to:

- Intentionally causing a health or sanitary hazard
 - Intentionally or unintentionally starting a fire
 - Intentionally or recklessly misusing or damaging safety equipment or unauthorized removal and/or use of such equipment
 - Improper use of electrical appliances, power tools or flammable substance
 - Pulling or causing a fire alarm
 - Initiating any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored events.
 - Use of college or personal vehicles, facilities or properties in a dangerous or unsafe manner.
- D. Intentionally or recklessly interfering with normal college-sponsored activities.
- E. Unauthorized distribution, use or possession of any controlled substance or illegal drug.
- F. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the code including deadlines by which time services must be performed or fines paid.
- G. Theft from the College, or any other JSC community member, of money, property or services.
- H. Unauthorized use, possession or duplication of any keys, access cards or other devices, including computer access codes, designed to afford access to restricted areas or activities.
- I. Intentionally furnishing false information or data to the College including but not limited to the following:
- Lying to a JSC official with the intent to deceive or misrepresent oneself.
 - Knowingly conveying or causing to be conveyed false information for the purpose of cheating or defrauding any person.
- J. All forms of academic dishonesty, including but not limited to the following:
- Cheating
 - Fabricating
 - Facilitating academic dishonesty
 - Plagiarism
- K. Intentionally or recklessly destroying, damaging or defacing the property of others.
- L. Failing to comply with the direction of college officials including but not limited to refusing to identify oneself or show proper identification to any member of the JSC staff and/or faculty who have properly identified themselves.
- M. Intimidating or harassing another JSC community member, including but not limited to the following:
- Verbal abuse which is threatening
 - Sexual harassment
 - Abusing someone either verbally or in writing which may cause stress and/or humiliation
 - Abusing members of the college staff/faculty verbally or in writing which interferes with the exercise of their responsibilities
 - Intentionally interfering with the free expression of another person's ideas or opinions
 - Harassment based on gender, race, ethnicity, sexual orientation, disability or other protected categories.
- N. Bullying, including but not limited to:
- repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets;
 - verbal or physical conduct of a threatening, intimidating, or humiliating nature;
 - exploiting or attempting to exploit an individual's known psychological or physical vulnerability.
- O. Stalking, including but not limited to:
- Repeated non-consensual communication or any communications that are undesired and/or place another person in discomfort or fear.
 - Following, pursuing, waiting, showing up uninvited or trespassing at locations frequented by an individual.
 - Surveillance and other types of observation.
 - Gathering of information about an individual.
 - Manipulative and controlling behaviors such as threats to harm oneself or others close to the individual.
 - Defamation or slander against the individual.

- P. Trespassing or forcefully entering any college-owned or college-related property at a time when access is prohibited, or when access is denied to students in general or to the individual student(s) in question.
- Q. Violating published college regulations or policies not specifically covered by the code of conduct (e.g. Housing Contract, College Vehicle Use, Parking Policy).
- R. Enabling or allowing another individual to violate the code of conduct or college policy.
- S. Disturbing the peace of the college or the local community through disorderly or other misconduct. Note: The Town of Johnson has a noise ordinance. For more information, please visit the Johnson Town Hall.
- T. Violating federal, state, or local law.

Discrimination and Harassment

VSC Policy 311: Non-discrimination and Prevention of Harassment and Related Unprofessional Conduct

Discrimination based on race, color, ancestry, ethnicity, national origin, place of birth, sex, sexual orientation, gender identity, creed, religion, disability, age, veteran status, marital status, genetic information, positive HIV-related blood test results, or any other status protected by state or federal law is prohibited. Sexual harassment, racial harassment, and harassment of persons based upon other protected categories are forms of discrimination and are prohibited. Also, inappropriate sexual or amorous relationships between staff and students, although they may not rise to the level of sexual harassment, are prohibited.

The VSC Policy 311 and its implementing procedures are available at: <http://bit.ly/29UwtR9>

To initiate a discrimination or harassment complaint, formally or informally, or for further information, contact:

JSC Policy 311 Coordinator, Jo Ann Lamore
 Assistant Academic Dean
 Johnson State College
 337 College Hill
 Johnson VT 05656
 802-635-1242
 Jo.Lamore@jsc.edu

Sexual Misconduct

VSC Policy 311-A: Sexual Misconduct, Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sexual misconduct is a violation of the Johnson State College code of conduct, JSC policy, and federal and state law. The College is committed to taking action against those who violate these policies and to assisting individuals, regardless of whether the conduct occurs on or off campus. A sexual misconduct violation can result in disciplinary action up to and including dismissal from the College, as well as criminal prosecution.

Sexual misconduct often creates difficult emotional issues for the individual. Through educational programs, the College seeks to promote awareness and to inform students of risk reduction strategies and of the steps to take in the event of sexual misconduct. Copies of, or links to, Policy 311-A and its implementing procedures are made available annually to all students and employees and can be found at: <http://bit.ly/29Otdrd>

Consent: For purposes of this policy, effective consent means words or actions that demonstrate to a reasonable person a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by threat, force, coercion or intimidation or by ignoring words or actions that indicate a lack of consent or objection to the activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be rescinded at any time. It is the responsibility of the person who wants to engage in the sexual activity to

ensure that he or she has effective consent from any other person involved. Silence, lack of protest, or lack of resistance are not sufficient standing alone to establish consent. The actions of the individuals involved and the context in which those actions occurred will be considered in determining whether or not there was consent. The existence of a dating relationship or a past sexual relationship between the persons involved is not a sufficient basis to assume consent. Past consent between two individuals does not imply present or future consent to sexual activity. Consent is not valid when a person is incapable of giving consent: (1) due to the person's use or consumption of drugs or alcohol; (2) when intimidation, threats, physical force, or other actions that are coercive are applied; (3) when a physical or mental condition is present such that the person cannot knowingly or voluntarily give consent; or (4) when a person is under the age of 16.

Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than mere impairment, being under the influence, drunkenness or intoxication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The question of incapacitation is determined on a case-by-case basis using both objective and subjective standards and includes an analysis of the objective behaviors of the person alleging sexual misconduct and whether the accused person knew or reasonably should have known that the person was incapacitated, or if the accused person played a role in creating the circumstances of incapacity. Whether the accused person knew or reasonably should have known the other person was incapacitated will be assessed in light of all relevant circumstances. Objective physical indications of incapacity include slurred speech, difficulty walking or standing, vomiting, and losing consciousness.

The use of alcohol or other drugs does not make a victim at fault for sexual misconduct. The use of alcohol or other drugs does not minimize or excuse a person's responsibility for committing sexual misconduct. Nor does the use of alcohol or other drugs minimize or excuse a person's responsibility for determining whether another person is capable of giving consent, as described above.

Sexual Misconduct: Any non-consensual act of a sexual nature, which may or may not involve physical contact. Sexual misconduct may vary in severity and includes a range of behaviors and attempted behaviors, including, but not limited to sexual harassment as defined in Policy 311, *Non-Discrimination and Prevention of Harassment and Related Unprofessional Conduct*. Sexual misconduct includes sexual assault (as defined above) and also includes unwelcome sexual conduct that does not constitute sexual assault but is sexually violating in nature, such as nonconsensual physical contact of a sexual nature including, but not limited to, intentional contact of a sexual nature with the breasts, buttocks, groin, or mouth or contact of a sexual nature with any other body parts. Sexual misconduct also includes sexually exploitative behavior and attempted sexually exploitative behavior. Examples of sexually exploitative behavior include, but are not limited to:

(1) prostituting another person; (2) recording or capturing (through any means) images or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent, and/or sharing this material without the other person's consent; (3) viewing or allowing or aiding others to view another person's sexual activity, intimate body parts, or nudity without the person's consent; and (4) sexual exhibitionism or exposure of one's genitalia in the presence of others without their consent. Exception: The VSC's prohibition of sexual exploitation is not intended to prohibit the use of sexually-explicit materials that are reasonably related to the VSC's academic mission. Specifically, this section is not intended to proscribe or inhibit the use of sexually-explicit materials, in or out of the classroom, when in the judgment of a reasonable person the use of such materials appropriately promotes genuine discourse, inquiry and learning. Sexual misconduct as defined here violates VSC policy and is prohibited.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. The Federal Bureau of Investigation's Uniform Crime Reporting Program defines these offenses as follows:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. *Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent. Sexual assault can be committed by any person against another person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

Any incident meeting one or more of these definitions is considered a crime for the purposes of Clery Act reporting. It is also a violation of VSC policy and is prohibited.

Domestic Violence: A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. It is also a violation of VSC policy and is prohibited.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. It is also a violation of VSC policy and is prohibited. Examples of **domestic violence and dating violence** behaviors or activities directed against a family member, a household member, or a person one is dating or has dated include, but are not limited to: (1) violence or threats of violence (even in the absence of bodily injury); (2) negligent or reckless use of physical force; (3) conduct that may reasonably be expected to exploit or coerce another; (4) restraint; (5) prevention of another's ability to communicate or move freely by the use of threats, intimidation, abuse or physical force; (6) unauthorized entry and, specifically, uninvited threatening presence in another's room or office; and (7) other conduct intended to intimidate, manipulate, humiliate, terrorize, or isolate the other person. Domestic violence and dating violence can be a single act or a pattern of behavior in a relationship. Engaging in such behaviors or activities is a violation of VSC policy and is prohibited.

Stalking:

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For purposes of this definition—

(A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

(C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. It is also a violation of VSC policy and is prohibited.

Examples of stalking behaviors or activities, when conducted in connection with the above definition, include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome; (2) use of online, electronic or digital technologies, such as posting pictures or text in chat rooms or on websites, sending unwanted or unsolicited e-mail or talk requests, posting private or public messages on Internet sites, social networks, and/or school bulletin boards, installing spyware on a person's computer, or using Global Positioning Systems (GPS) or similar technology to monitor a person; (3) pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation, including staring and voyeurism; (5) trespassing; (6) vandalism; (7) non-consensual touching; (8) direct verbal or physical threats against a person or a person's family member, pet or personal property; (9) gathering information about a person from friends, family, or co-workers; (10) accessing private information through unauthorized means; (11) threats to harm self or others; (12) defamation and/or lying to others about the person; and (13) using a third party or parties to accomplish any of the above. Engaging in such stalking behaviors or activities is a violation of VSC policy and is prohibited.

Sexual Misconduct: Any non-consensual act of a sexual nature, which may or may not involve physical contact. Sexual misconduct may vary in severity and includes a range of behaviors and attempted behaviors, including, but not limited to sexual harassment as defined in Policy 311, Non-Discrimination and Prevention of Harassment and Related Unprofessional Conduct. Sexual misconduct includes sexual assault (as defined above) and also includes unwelcome sexual conduct that does not constitute sexual assault but is sexually violating in nature, such as nonconsensual physical contact of a sexual nature including, but not limited to, intentional contact of a sexual nature with the breasts, buttocks, groin, or mouth or contact of a sexual nature with any other body parts.

Sexual misconduct also includes sexually exploitative behavior and attempted sexually exploitative behavior. Examples of sexually exploitative behavior include, but are not limited to: (1) prostituting another person; (2) recording or capturing (through any means) images or audio of another person's sexual activity, intimate body parts, or nudity without that person's consent, and/or sharing this material without the other person's consent; (3) viewing or allowing or aiding others to view another person's sexual activity, intimate body parts, or nudity without the person's consent; and (4) sexual exhibitionism or exposure of one's genitalia in the presence of others without their consent.

Exception: The VSC's prohibition of sexual exploitation is not intended to prohibit the use of sexually-explicit materials that are reasonably related to the VSC's academic mission. Specifically, this section is not intended to proscribe or inhibit the use of sexually-explicit materials, in or out of the classroom, when in the judgment of a reasonable person the use of such materials appropriately promotes genuine discourse, inquiry and learning.

Sexual misconduct as defined here violates VSC policy and is prohibited.

The college will take action against those who violate the JSC code of conduct or college policies. A sexual misconduct violation can result in consequences up to and including criminal charges and dismissal from the College.

The college is committed to assisting victims of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking, regardless of whether the conduct occurs on or off campus:

What to do if you experience interpersonal violence:

- **Get to a safe place as soon as possible**

- **Contact a trusted person for support.**
This could include:
 - parents
 - a friend
 - Public Safety (x1205)
 - Dean of Students/Residence Life Office (x1200)
 - Clarina Howard Nichols Center (802.888.5256)
 - JSC Wellness Center (x1265)

- **Preserve evidence:** To help preserve physical evidence, if you have been sexually assaulted, do not wash, go to the bathroom, or change clothing, if it can be avoided. If you must change clothing, place all of the clothing you wore at the time of the assault in a paper bag (not plastic). Do not erase text messages, voice mail messages, social media posts, or other written or electronic communications related to the sexual assault. Take pictures of any injuries, property damage or other visual evidence related to the sexual assault. Preserving evidence is important, should you decide to take legal action or file an internal complaint at a later date.

- **Seek medical attention as soon as possible.**
 - Copley Hospital
 - 528 Washington Highway, Morrisville VT
 - (802) 888-8888; (802) 888-4231
 - University of Vermont Medical Center
 - 111 Colchester Avenue, Burlington VT 05402
 - (802) 847-0000 (802) 847-2434 (emergency department)
 - Website- www.fahc.org

Both medical facilities provide comprehensive sexual assault examinations by specially trained, registered nurses (SANE – Sexual Assault Nurse Examiners), as well as information, resources, professional referrals and follow-up care while maintaining confidentiality and respect for victims and their families.

- **Decide what reporting action to take (see below)**

Report incident to the College:

Victims are strongly encouraged to report alleged violations to the Title IX Coordinator, Dean of Students or Director of Public Safety. The College also has a number of staff members who have been trained to be designated contact persons (listed below). All JSC employees are expected to report any alleged violation of which they are aware or made aware to the Title IX Coordinator/Dean of Students. However, Johnson State College’s licensed professional counselors and Wellness Center staff are considered to be a “confidential reporting contact”, which means that they respect and protect student communications to the extent permissible by law. Students who are uncertain about how to or whether to report an incident of interpersonal violence may prefer to meet first with a member of the Wellness Center to explore the options available to them and to receive information about available campus and community support and resources.

Title IX Coordinator:

Michele Whitmore, Dean of Students
Michele.whitmore@jsc.edu
Dewey Hall
802-635-1200

Confidential Contacts (not required to report to the Title IX/Dean of Students):

The JSC Wellness Center

635-1265

Senators Hall South

Monday-Thursday 9-4; Friday 9-12

Clarina Howard Nichols Center

24 hr. hotline: 802-888-5356; office number: 802-888-2584

P o box 517, Morrisville VT

www.clarina.org

Clarina Howard Advocate: serenity@clarina.org

Non-Confidential Contacts (required to report to the Title IX Coordinator/Dean of Students):

Lori Adams, Assistant Registrar, Registrar's Office

Loralie.adams@jsc.edu

Dewey Hall

802-635-1226

Jeffrey Bickford, Director of Residence Life

Jeff.bickford@jsc.edu

Dewey Hall

802-635-1491

Matt Hall, Public Safety Officer

Matthew.hall@jsc.edu

Dewey Hall

802-635-1205

Jo Ann Lamore, Assistant Academic Dean and Policy 311 Coordinator

Jo.lamore@jsc.edu

Martinetti Hall

802-635-1243

Lizi Lyon, Advising Programs Coordinator

Elizabeth.lyon@jsc.edu

Dewey Hall

802-635-1437

James Nichols, Head Athletic Trainer

James.nichols@jsc.edu

SHAPE Facility

802-635-1487

Michael Palagonia, Director of Public Safety

Michael.palagonia@jsc.edu

Dewey Hall

802-635-1205

Deneen Russell, Accounts Supervisor

Deneen.russell@jsc.edu

Martinetti Hall

802-635-1215

Sharron Scott, Dean of Administration

Sharron.scott@jsc.edu

Martinetti Hall

802-635-1445

Toby Stewart, Controller of Student Financial Services

Toby.stewart@jsc.edu

Martinetti Hall

802-635-1211

Beth Walsh, Coordinator of Career Development

Beth.walsh@jsc.edu

Dewey Hall

802-635-1377

Report incident to Law Enforcement

Victims of sexual misconduct, dating violence, domestic violence, sexual assault, or stalking, have the option to notify law enforcement, to be assisted by JSC officials in notifying law enforcement, or to decline to notify law enforcement. Victims may inform law enforcement of the incident without making a formal criminal complaint. Victims may choose to pursue a criminal complaint, a complaint through JSC's disciplinary process, both, or neither. Choosing not to request official action at the time of the incident does not preclude requesting action at a future date, though the process of investigation and adjudication becomes more difficult over time. Where circumstances warrant, JSC may report and/or investigate an alleged violation even if the victim chooses not to pursue official action. JSC will provide protective measures to victims, if requested and if reasonably available, regardless of whether the victim chooses to report the crime to College Officials or local law enforcement. Requests for protective measures should be made to the Title IX Coordinator.

Overview of the Internal Investigation Process

Johnson State College's ability to investigate incidents of interpersonal violence depends on the amount of information it receives about the incident. Victims and witnesses of interpersonal violence may choose whether they wish to report an incident, and how much information they wish to share about the incident.

Typically, two investigators are appointed to investigate alleged violations of Policy 311-A. Both the accused and the accuser have equal rights in this process, including the right to be accompanied by an advisor of their choosing, to identify potential witness, to present evidence on their behalf, and to submit questions to be asked of the other party or witnesses. Both parties have the opportunity to review and respond to the investigators' report and to meet with the responsible college administrator before a determination is made as to whether a policy has been violated and the imposition of any sanctions. The preponderance of the evidence standard (i.e., whether it is more likely than not that a violation occurred) is applied in adjudicating complaints submitted pursuant to Policy 311 (discrimination, harassment and related unprofessional conduct) and Policy 311-A (sexual misconduct, domestic violence, dating violence, sexual assault, and stalking).

Copies of, or links to, Policy 311-A and its implementing procedures are made available annually to all students and employees and can be found at: <http://bit.ly/29Otdrd>

Hazing Policy

It is the policy of the Vermont State Colleges (VSC) that no member of the VSC community may participate or be involved in hazing. A student or employee may be subject to disciplinary action for: (1) engaging in hazing; (2) soliciting, directing, aiding or abetting, or attempting to aid or abet another person engaged in hazing; and (3) knowingly failing to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a valid defense against charges of hazing that the student against whom the hazing was directed consented to or acquiesced in the hazing activity.

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the Vermont State Colleges or any member College thereof; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Students and other members of the VSC community are strongly encouraged to report possible hazing incidents. All reports of hazing should first be directed to the public safety or security office.

The VSC Hazing Policy, in its entirety, can be found here: <http://bit.ly/29Yo8AF>

JSC Alcohol/Drug Policy

In support of JSC’s Medical Amnesty/Good Samaritan policy, JSC’s first concern is a student’s health and safety. Should a student find him, herself, or a fellow student in an unsafe situation involving alcohol or drugs, he or she is strongly encouraged to contact the residence life or public safety staff. The focus of the College’s response will be on ensuring the safety of the students involved, rather than on disciplinary action.

The possession, distribution, or use of illegal controlled substances on college property is not tolerated. The College prohibits the possession and use of prescription drugs by persons for purposes other than those prescribed by a licensed physician. Drugs, other than those prescribed by a licensed physician for legitimate health purposes, may not be used or stored on College property. Use and/or abuse of other substances, including but not limited to marijuana, salvia, inhalants, and prescription medications or using over the counter medicines for means other than prescribed on the bottle is a violation of the JSC drug policy. All prescription pill bottles must have official prescription labels affixed to the bottle. Any unlabeled pill bottles will be confiscated. Possession of drug related paraphernalia is prohibited on College grounds.

Violators are subject to internal disciplinary action, as well as criminal penalties provided for by federal, state and local laws. Students are separately accountable to civil law and to policies of the college. When these areas of jurisdiction overlap, the College reserves the right to follow its normal disciplinary process whenever a student is accused of a criminal act that also violates college policy, regardless of legal disposition.

Any behavior that disrupts the academic or campus community may result in disciplinary action.

Consumption or possession of alcohol by students under the age of 21 is illegal and prohibited.

Alcohol may be consumed only by persons of legal drinking age within the individual’s assigned residential room or apartment or within the room of another person of the legal drinking age. Students who are of the legal drinking age will be held accountable for alcohol possessed or consumed in their rooms by underage students; therefore 21+ students are strongly encouraged not to consume alcohol in their room in the presence of underage guests. The College has the right to take administrative action should concerns arise related to providing or allowing alcohol consumption in 21+ student rooms or apartments. This administrative action could include disciplinary probation, restriction of guest privileges, or other appropriate sanctions up to and including loss of housing privileges.

The consumption of alcohol in public areas is strictly prohibited. All alcohol transported through public areas must be unopened. Public areas include, but are not limited to stairwells, balconies, laundry rooms, lounges, public restrooms, outside ground areas, elevators, hallways, lobbies, office areas, and vending areas.

Alcohol is not permitted at all in residence halls or floors designated as wellness living regardless of the age of the resident or guests.

No alcohol is permitted on the campus grounds including Recreation Fields, athletic playing surfaces and Disc Golf Course.

All students and visitors to the campus must abide by Federal and Vermont State Laws, the College's code of conduct and other college policies. Students are responsible for enforcing the alcohol/drug policy with their guests.

Students of the legal drinking age are limited to having no more than the following per of-age resident in their own room or apartment at one time:

- One 12 pack of 12 oz. malt beverages (beer, wine coolers, alco-pops) or equivalent OR
- One bottle of liquor (750 ml) **OR**
- One bottle of wine (750 ml)

Legal age guests visiting legal age residential students are limited to bringing the alcohol equivalent of:

- One 6 pack 12 oz. of malt beverages (beer, wine coolers, alco-pops) or equivalent OR
- One pint (473ml) of liquor **OR**
- One bottle (750 ml) of wine

Kegs, mini-kegs, wine boxes, and other bulk alcohol containers over 750 ml are prohibited in the college residence halls including the college apartments, additionally, powdered alcohol, Palcohol, is illegal in Vermont and is prohibited on campus.

Johnson State College does not allow empty alcohol containers in the rooms of anyone under the age of 21.

Members of the Residence Life or Public Safety staff have the right to terminate any game that might be associated with drinking games (e.g., beer pong, funnels). This reasoning is due to the risks created by frequent and excessive drinking of alcoholic beverages. Furthermore, drinking games with water are prohibited because the college recognizes that water may serve as a proxy for alcohol in these games, and allowing such games makes it difficult for college staff to enforce the Johnson State College alcohol policy.

Public Intoxication

College officials are authorized to contact emergency and/or law enforcement services when life or community threatening behaviors are exhibited. These include the following:

- Impaired fine and gross motor skills as evidenced by significantly slurred speech, staggering gait, or inability to stand without support,
- Impaired level of consciousness as evidenced by significant degree of confusion or inability to clearly express awareness of information relating to time and place,
- Display of a barely conscious or semi-stuporous state despite verbal and tactile attempts to waken student.

Students who are removed from campus due to high alcohol or drug levels and/or unsafe behavior are subject to a campus removal fee. The fee reflects the serious nature of this violation and allows the College to offer the student transportation back to campus from medical, correctional or detoxification facilities.

Consequences for Violations of the Alcohol/Drug Policy

The following are minimal consequences that students can expect if they choose to violate the JSC alcohol/drug policy. Additional consequences may apply as determined by the College or as mandated within state and federal law.

First Violation:

- Parental Notification
- Educational service hours or other administrative sanctions
- Meeting with a professional Residential Life Staff Member

Any subsequent violation of the JSC alcohol or drug policy may result in additional administrative sanctions. Depending on the severity of the violation, the following sanctions may be imposed:

- Parental Notification
- Educational service hours or administrative sanctions as deemed appropriate

- Meeting with a member of the JSC Wellness Center or an off-campus Substance Abuse Evaluation with a licensed alcohol or drug counselor
- Administrative hearing which may result in removal from campus housing for the remainder of the academic year
- Suspension or dismissal from the College

The College reserves the right to impose additional sanctions as deemed appropriate. The College will place a hold on student academic records (i.e. transcripts, registration, grades, etc.) in cases of failure to comply with administrative sanctions or educational service hours.

Note the following: The Family Education Rights and Privacy Act allows notification of parents and/or legal guardians in the case of violations of the college’s drug/alcohol policy without student permission or consent. It will be standard practice in such cases to inform a parent or guardian of violations.

Students convicted of a drug law violation are subject to the loss of eligibility for Federal Student Financial Aid.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Suspension of Eligibility for Drug Possession or Sale Convictions

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any Federal Pell, Supplemental Education Opportunity Grant, Federal Work-Study, Federal Perkins loan, Federal Direct Student Loans, Federal Direct PLUS loans, and/or Federal Direct Grad PLUS Loans shall not be eligible to receive any additional grant, loan, or work assistance from the date of that conviction for the period of time specified in the following table:

	Ineligibility Period for Title IV Federal Aid		
OFFENSE	1ST CONVICTION	2ND CONVICTION	3RD CONVICTION
Possession	1 year	2 years	Permanent
Sales	2 years	Permanent	NA

Rehabilitation

A written notice will be provided to each student who has lost eligibility for Title IV federal financial aid funds mentioned above. A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period by completing an acceptable drug rehabilitation program or by having their convictions overturned. If you have been convicted of a drug offense while receiving Title IV federal financial aid, you are required to report it on the FAFSA. For additional information on this requirement, call a federal representative at 1-800-433-3243.

Notice of Federal Student Financial Aid Penalties for Fraud Violations

Students who have been convicted of, or who have pled guilty or no contest to a crime involving fraud in obtaining Title IV federal financial aid are not eligible for additional aid until they have repaid the fraudulently obtained funds.

Off-campus Disturbances

As members of Johnson State College and members of our neighborhood community, all Johnson State students have a responsibility to demonstrate respect and concern for all members of the local community. As a result, JSC imposes an obligation upon all its students to demonstrate responsible citizenship in the local neighborhood. Students

who violate these expectations and/or whose behavior jeopardizes the College's positive relationship with the local community may be subject to college discipline.

Student Host Responsibilities

Students should be aware of the responsibilities incurred when hosting parties where alcohol is present. Hosts can be held liable for civil or criminal offenses committed by guests. No one can sell or give alcohol to a person under 21 or permit a person under 21 to drink alcohol.

Further information on the Vermont Statutes related to furnishing or selling alcohol to a minor can be found online at: <http://bit.ly/2acstxL>

Disciplinary Procedures

Alleged violations of the code of conduct or other published campus policies and regulations may result in one or more of the following processes:

Administrative Sanctions

Certain violations of the code of conduct or other published college policies subject students to educational service hours or an administrative monetary fine which will be indicated on the Administrative Sanction paperwork. Notification of these sanctions is delivered to the student's JSC email account. Students who fail to complete educational service hours or pay the administrative fine within seven (7) calendar days of issuance, will be billed accordingly. Student Appeal of Administrative Sanctions is described in Section IV.

Administrative Hearing

A student charged with a violation of the code of conduct or other published college policies may receive an administrative hearing with a designee of the Dean of Students. The designee will determine if and what sanctions are appropriate.

Board Hearing

The student may in some cases be afforded a hearing before a Hearing Board appointed by the College. A designated member of the College staff will be available to answer any questions regarding hearing procedures. The Hearing Board shall report specific findings and make recommendations to the Dean of Students. The Dean of Students shall thereafter impose any sanctions thus determined.

Note: The College reserves the right to determine the appropriate type of hearing in each case based on the facts and findings of investigations of the case.

Note: Students are separately accountable both to civil law and to the standards of conduct maintained by the College. The College reserves the right to follow its normal disciplinary process whenever a student is accused of a criminal act that also violates the College code of conduct or college policy. Violations of local, state, and federal laws may also be referred to proper law enforcement agencies.

Interim Suspension or Mandated Leave

Where it is believed that a student presents a threat to him or herself or to any member of the College community, he/she may be removed from the residence hall or otherwise restricted from free movement on the campus or at College-sponsored events. This interim suspension or mandated leave does not indicate a presumption of guilt of a violation of the code of conduct or college policy, nor does it preclude subsequent disciplinary action.

Under normal circumstances, disciplinary proceedings shall be expedited so that the period of suspension may be as brief as possible. However, in cases in which felony charges are possible or pending, the College may, on advice of Counsel, postpone disciplinary proceedings until after the resolution of the criminal charges.

In certain cases, a student may be placed on probationary leave as a result of a psychological or psychiatric condition which affects his/her capacity to perform academically and/or present as safe to be living on campus in the residence halls. Students may be required to receive "medical clearance" from a licensed mental health professional prior to

returning to the College. Medical clearance means that the student, as indicated by his/her licensed mental health professional, can demonstrate that the condition which brought about probationary leave can be sufficiently and safely managed in order for the student to remain stable and well enough to be on campus and academically successful.

In cases of either Interim Suspension or Mandated Leave, course instructors have discretion to determine whether such absences are excused for the purposes of course requirements. Students are expected to contact faculty to make arrangements to meet course expectations.

Range of Sanctions

If it is determined that a student has violated the code of conduct or college policy, the student is subject to sanctions that range from a verbal reminder of the policy to dismissal from the College. In general, disciplinary action against an individual progresses in severity, depending on the frequency and seriousness of violations. In certain instances, a combination of sanctions may be imposed.

Sanctions, in order of severity, include the following:

- Verbal warning
- Written warning, which becomes a part of the student's current year disciplinary file
- Educational Service hours, or a monetary fine
- Disciplinary probation:
 - Specific conditions imposed (e.g., probation specific to behavior in residence halls or college apartments, probation pending completion of other sanctions, etc.)
- Conduct probation:
 - Subsequent violation(s) of the student code of conduct or college policy may result in further administrative sanctions likely to include removal from residency and/or suspension or dismissal from the College.
- Removal from campus residency:
 - Students removed from residency will be given a specific date and time to vacate their residence hall room. Removal from residency will also include a residential No Trespass Notice for a specified period of time (not more than two academic semesters from the date of the precipitating incident) unless specifically approved by the Dean of Students.
- No trespass notice
 - When a person's actions violate state or federal laws or College policy or pose a threat to the health, safety, welfare, or academic experience of members of the College community, that person may be denied access to all or part of the campus through oral notice or issuance of a written No Trespass Notice.
- Suspension for a definitive period of time:
 - A student who is suspended from the College for disciplinary reasons may not enroll in any courses offered by Johnson for a specified period (not more than two academic semesters from the date of the decision). If additional requirements are imposed during the suspension period (e.g. counseling) the suspension will continue until the requirements have been completed.
- Dismissal from the College:
 - A student who is dismissed from the College for disciplinary reasons may not enroll in any course offered by the College. A dismissal will be noted on a student's transcript.

Students who are administratively suspended or dismissed from the College for violating the code of conduct or college policy will cease attending all classes immediately. The student will not receive academic credit for the work done during that semester. A notation of "Dismissed" will be entered on the student's official transcript. Students who are suspended or dismissed are liable for all tuition and housing costs and are not eligible for refunds. Failure to abide by the terms of a disciplinary sanction, including deadlines for completing educational service hours or paying monetary sanction, is considered an additional violation and may result in the imposition of further administrative sanctions.

Section IV

Student Appeals

In general, procedures for pursuing an appeal follow the guidelines below. Submission of an appeal does not mean an automatic stay nor does it suspend any sanction.

All students have the right to appeal matters related to their attendance at Johnson State College.

Student life matters are the responsibility of the office of the Dean of Students, this includes appeals for decisions related to JSC policies and code of conduct, housing requirements, or other student life matters. The Dean, or someone designated by the Dean, will hear appeals and respond promptly in writing.

Academic matters are the responsibility of the office of the Academic Dean. Appeals of decisions related to academic performance, probation, and the like are heard by the Academic Dean or his/her designee. Specific procedures apply, however, for appeal of most academic matters. See the College Catalogue (found on the JSC website) for more information.

Financial matters are the responsibility of the office of the Dean of Administration. Appeals related to student financial matters, such as billing, refunds, and the like should be directed to that office.

Students should note carefully the guidelines and deadlines for appeals published in the Student Handbook, College Catalogue or in any notices that they receive. Appeals not filed in accordance with these guidelines and deadlines may not be heard.

Board or Administrative Hearing Appeals

Written requests for an appeal shall be made to the designated appeals officer within seven calendar days of the issuance of the decision. The written request for appeal shall specify the grounds for the appeal, including specific supporting factual arguments, which may address one or more of the following:

1. Inadequate due process.
2. Emergence of new evidence that could change the outcome of the proceedings.
3. The Sanction is disproportionate to the offense.

After review of written appeal and documents used in the hearing process, the appeals officer may affirm, reverse or modify the decision. The decision of the appeals officer is final.

Housing Policy and Meal Plan Exemptions

Information on exemption process and procedures may be found in Section II of this handbook.

Parking or Traffic Appeals

Information on parking or traffic appeals may be found on the parking ticket itself.

Administrative Sanction Appeals

Students have the right to appeal any sanction. All appeals must be in writing and specify the sanction and reason(s) for the appeal. All appeals must be received in the Residence Life Office within seven (7) calendar days of the incident. A decision will be made within ten (10) calendar days from receipt of the appeal. The student will be notified via JSC email.

Interim Suspension Appeals

A student may appeal an interim suspension by contacting the Dean of Students within twenty-four (24) hours of its imposition. A preliminary meeting would then be held to address the interim suspension only. This would not replace or preclude disciplinary procedures related to any alleged code of conduct or college policy violation.

Academic Calendar

Fall 2016 / Spring 2017

Fall 2016

Monday, August 22	First Day of Classes
October 3-7.....	Fall Break
Monday, October 10	Classes Resume
November 21-25.....	Thanksgiving Break
Monday, November 28.....	Classes Resume
Friday, December 9	Last Day of Classes
December 12-16.....	Final Examinations
Friday, December 16.....	Semester Ends

Spring 2017

Monday, January 16.....	Classes Begin
February 20-24.....	Winter Break
Monday, February 27.....	Classes Resume
April 3-7.....	Spring Break
Monday, April 10.....	Classes Resume
Friday, May 5.....	Last Day of Classes
May 8-12.....	Final Exams
Friday, May 12.....	Semester Ends
Saturday, May 13.....	Commencement

