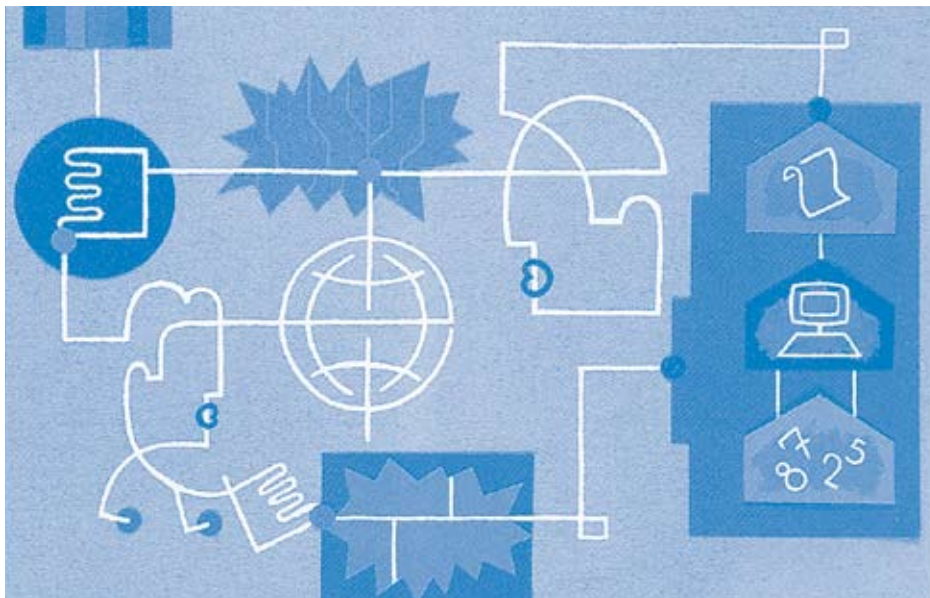


2007 - 2008

STUDENT HANDBOOK OF RIGHTS AND RESPONSIBILITIES



JOHNSON STATE COLLEGE COMMUNITY COMMITMENT

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...

- ★ A recognition of our individual & shared responsibility to the world around us
- ★ Emotional & physical safety of all members
- ★ The fair & ethical treatment of others
- ★ Health and well-being of all members
- ★ Academic honesty & personal integrity
- ★ Civil dialogue & disagreement with an open mind and heart

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Section I

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.

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 age, creed, ethic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. 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, demonstration, and picketing 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 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.

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.

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.

Confidentiality --

Students have a right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment. These include the right to review and challenge the content of educational 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. This confidentiality statement also holds true for international students, except where specified by legislation, rules, and regulations governing the particular visa status.

Withholding Directory Information

The following information is considered by the Vermont State Colleges to be "Directory Information":

Name	Dates of attendance
Home and college address	Degrees and awards received
Telephone listing	Weight and height of members of athletic teams
E-mail address	Photographs
Date of birth	Most recent and previous educational institutions attended
Major	Participation in officially recognized activities and sports
Enrollment Status (full or part time)	
Enrollment level (undergraduate or graduate)	

You may sign a form in the registrar's office to withhold release of this information. If you choose to sign this form directory information will be withheld from a variety of sources including, but not limited to: friends, relatives, prospective employers, honor societies, the news media, insurance companies, etc. It should be noted that if directory information is withheld it can have serious personal and financial repercussions. Please contact the Registrar for further information. This restriction will not be removed without further written request to the Office of the Registrar.

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 campus mailboxes on a regular basis, as this is the primary means used for sending official College communications.

Notification of Rights under FERPA --

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days from the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. 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 the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. An official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official disciplinary or grievance board, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) 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

Parental/Guardian Notification --

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 will be notified when parental notification is made (see Consequences for Violation of Alcohol/Drug Policy, in section III of this handbook).

Student Grievances --

All students have the right to grievance or appeal in matters related to their attendance at Johnson State College. Additional information is provided in Section IV of this handbook.

Student life matters are the responsibility of the office of the Dean of Students. Appeals or grievances of decisions related to personal conduct, campus residency requirements, or other student life matters may be directed to the attention of the Dean of Students. The Dean, or someone designated by the Dean, will hear appeals or grievances and respond promptly in writing. Additional information is provided in Section IV of this handbook.

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

Financial matters are the responsibility of the office of the Dean of Administration. Appeals or grievances 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 appeal or grievance published in the Student Handbook or in any notices that you receive. Appeals or grievances not filed in accordance with these guidelines and deadlines will not be heard. All decisions rendered in response to appeals or grievances are final and may not be appealed again internally at the College.

Section II

Student Life Policies and Guidelines

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 on campus for two academic years. Students whose permanent living residence is within a 30 mile commuting distance are exempt from the policy if they choose to commute daily from the home of their parent or legal guardian (written confirmation is required and forms are available in the Residence Life Office).

Exempt from housing policy are students who:

- are turning 21 years of age on or before the start date of the spring semester
- are married or a single parent with custody of your 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 you did sign a housing contract prior to leaving for the summer, you may break that contract with no penalty if done so before May 1)
- are taking seven (7) or less Vermont State College credits per semester.

Housing Contracts

Students who have signed a Housing Contract are responsible for fulfilling their obligation under the contract for the full academic year.

Room Deposits

All students living on campus are required to pay a \$100 room deposit. For new students, this deposit is part of the required Admissions Deposit. For returning students, this deposit must be paid prior to participating in Room Selection for the upcoming academic year (month of April). Students will not be assigned their room of choice in the residence halls until the room deposit is received by the Business Office.

Residential Students/Credits per semester

Students residing on campus are required to be registered for eight (8) or more academic credits per semester. Should any residential student drop below 8 credits, housing status will be reviewed. Generally these students will be allowed to remain in the residence halls, however, status will be reviewed and decided on a case-by-case basis.

Exemption from Housing Requirements

Specific procedures must be followed to obtain exemption from the housing policy. Request for Exemption forms, Medical and Parental Statement forms

must be used and are available in the Residence Life Office. All requests must be received in writing, in the Residence Life Office by April 1 for students requesting exemption for the Fall semester and December 1 for the Spring semester. New students entering JSC are required to complete and return the exemption forms by July 1 for the Fall semester and December 1 for the Spring semester. Grounds for exemption are as follows:

- physical reasons (with medical certification) and confirmed by the Johnson State College Health Center
- psychological reasons (with certification from a mental health professional-to be reviewed by JSC Counselor)
- academic disability (certification reviewed and confirmed by Johnson State College Learning Specialist)
- economic reasons (attested to by the JSC Financial Aid Office)
- extraordinary circumstances

A Housing Review Committee will review requests. Please state specific reasons for the requested exemption on the forms provided. The student will receive a prompt written reply. Decisions of the Housing Review Committee are final and are in accordance with this policy.

Exemption from the College Meal Plan

Students who live on campus are expected to board on campus. To request a meal plan exemption, the student must submit a meal plan exemption form with documentation from a physician diagnosing a medical condition and a specific diet the College is unable to accommodate. The College physician 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 will be approved. Exemptions are made for the current academic year only.

Meal plan exemption forms are available in the Residence Life Office. Meal plan refunds are based on the last day the meal plan is used and students must reapply annually.

Safety Guidelines for the Residence Halls

Safety Guidelines in the Residence Halls

The following guidelines should be adhered to in the residence halls and college apartments:

Fire Safety Guidelines - Actions or items that violate the fire safety code are not permitted in the residence halls, including but not limited to:

- Smoking in the residence halls
- open flame or fire (i.e. candles or incense)
- decorative lights
- live trees or wreaths

- additional furniture
- anything near, covering or attached to the smoke detector or heat sensor
- hanging items from the ceiling
- toaster ovens, hot plates, electric frying pans
- 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

In addition, an unobstructed 3 foot pathway into your room must be maintained at all times

Maintenance Guidelines – actions or items that violate the JSC maintenance code are not permitted in the residence halls, including but not limited to:

- Fans installed in or affixed to windows
- Lofts
- Steel tip darts
- Painting the room
- Nailing or drilling holes into the walls
- 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 or wrestling 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/VCR/DVD machines	electric blankets	coffee pots (non-immersible)
stereos	Microfridge units	electric shavers
clocks	electric irons	floor lamps/lights (non-halogen)
hair dryers or electric curlers		Microwave ovens (600 watts)
computers		
small refrigerators (18 5/8W X 19D X 43 1/2H) (no more than 90 lbs.)		

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

Quiet / Courtesy Hours

Campus wide quiet hours are established and observed in all of the residence halls and college apartments. During quiet hours, noise from your room should not be at a level that disturbs others. In the College Apartments, noise should not be heard by a neighboring apartment. Courtesy hours are expected 24 hours per day, meaning respect for other residents' schedules should be considered at all times.

Quiet hours are as follows:

Sunday through Thursday - 11 p.m.- 8:30 a.m.

Friday and Saturday - 1 a.m.- 8:30 a.m.

Campus wide quiet hours are extended during the week of final exams.

Guests**Guests are defined as follows;**

- residential student, non-resident of room he/she is visiting
- anyone visiting a residential student past 12 midnight is considered an overnight guest.
- commuter student
- non-student visiting during the day
- non-student visiting overnight

It is a privilege for students to have overnight guests in their rooms. All guests must abide by Johnson State College policies and Code of Conduct. Guests who do not will be required to leave immediately. Alcohol consumption by guests of the legal drinking age is not allowed in underage student rooms. Resident guests may not occupy any room other than the room assigned to the student hosting the guest.

Each resident must abide by the following:

- All overnight guests should first be approved by a student's roommate.
- Overnight guests must be signed in by a Resident Assistant, or Hall Advisor.
- 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.

Student hosts are responsible for the conduct of guests and will accordingly be held accountable for guest conduct, to include liability for any damages or other forms of misconduct.

Entering Student Rooms

While the College recognizes a student's right to privacy in his/her room and personal effects, students should be on notice that there are times when College representatives may, without specific consent or prior notice, enter their rooms to check for conditions or articles causing concern, even in closed spaces. (i.e. wardrobe, closet, desk or dresser drawer)

Room entry may occur for the purpose of housekeeping, maintenance, or a legitimate concern for the 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 policies, or the Code of Conduct.

An inspection or search of closed spaces may occur when there is a reasonable basis, either existing beforehand or resulting from room entry, to justify the inspection or search because of legitimate concern about the health, welfare or safety of any who occupy the room or other persons.

When possible, notification will be given as to when entry is required to a student's living area.

Room Inspections

Room safety inspections will be done on a regular basis in the residence halls. Notification will be given when such inspections are to take place. Most often, these inspections take place during scheduled college breaks.

Safety Inspections

The Safety Committee will conduct periodic 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. Questions regarding what is acceptable from a safety standpoint should be directed to the Residence Life Office. Violations and any applicable sanctions will be levied on a case-by-case basis.

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 self-supporting container of five gallons or less are allowed. Pets are not allowed in any campus buildings unless they are for personal assistance.

College Apartments - Please direct questions regarding pets in the apartments to the College Apartment Manager in the Business Office.

Student IDs

All students will be issued one student ID without charge. This ID is valid for the entire time students are enrolled at the College. Residential students will use their IDs for access into the buildings as well as into their individual dorm rooms. IDs also serve as one's meal card and library card, and is necessary for access into the SHAPE facility. Your ID should be on your person at all times. Students should report lost or stolen IDs immediately to Public Safety. Replacement cost is \$25.

Room Changes

Sometimes a student's rooming situation doesn't work out. If attempts to mediate the room situation are not successful, the HA will assist you in identifying an alternate room assignment.

Room changes are generally not made until after the second week of each semester. This allows the Residence Life Office to determine who has arrived and which rooms might be available.

Students must make final room change requests and arrangements with their HA and their RA one week prior to the end of the fall semester. Unauthorized room changes will result in disciplinary action.

Housing During Scheduled College Breaks

The residence halls are closed during scheduled college breaks of one full week or longer. Students may not remain on campus during these scheduled breaks. Please refer to the academic calendar for dates and times of these closings. Students may not have access to their room during the scheduled college breaks.

Exemptions to the break housing policy during breaks will be considered. All requests must be received, in writing, in the Residence Life Office on or before the stated deadlines, which typically, are 1.5 weeks prior to the beginning of the College break.

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.

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., one full week prior to the beginning of the College break.

Extenuating Circumstances – decisions in this category will be made on a case-by-case basis.

Students who have a current disciplinary file in the Dean of Students Office may not be offered housing during the scheduled college breaks.

The residence halls will remain open for scheduled breaks of less than one week duration.

Guidelines for students who remain on campus during breaks:

All Johnson State College policies apply to all residents remaining on campus during college breaks. In addition:

- guests are not allowed.
- door propping of the outside residence hall doors is not allowed.
- the College's food service is not available during scheduled College breaks.

Non-compliance with the above and/or other campus policies may result in immediate removal from campus housing for the remainder of the break.

College Break Procedures

The Residence Life Office expects residents to follow certain procedures when Halls are closed for scheduled college breaks and at the end of each semester. The same guidelines are used when leaving a room assignment in mid-semester. To avoid administrative sanctions, please complete all sign-out procedures and any other requests communicated to you by your residence hall staff at your floor meeting.

End of the Year Procedures

Students must vacate your room 24-hours after your last exam. If your last exam falls on the last day, you are required to vacate by 5:00 P.M. Exceptions are made only for seniors and students participating in graduation ceremonies. If an exception is needed it is the student's responsibility to request this in writing to the Director of Residence Life within stated deadlines.

Once checked out, students are not allowed back into buildings and may not be a guest of another student.

Failure to properly check out of your room will result in an administrative sanction.

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

Damage Deposit - All students living on campus will be charged a \$100 damage deposit.

Residence Halls and College Apartment Replacement Costs

Should damage occur during a student's length of stay in the residence halls or apartments, student(s) will be held accountable for replacement or repair of such equipment or furnishings. This amount will be deducted from the \$100 damage deposit.

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.

If there is no damage found during room check-out and the student's billing account is up to date, the student can expect to receive the damage deposit, or a portion thereof, within three weeks.

A list of replacement costs may be found in the Residence Life Office or in the Maintenance Office.

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 dormitory room and in common areas in all buildings; smoke detectors are also installed in the College Apartments in conformance with building codes.

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.

Fire Alarm Evacuation Procedures

Standardized evacuation procedures and designated refuge areas are in place to allow for a quick, orderly evacuation away from an emergency. 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

The following are the designated places of refuge in the event of an emergency:

Dewey Commons will be the place of refuge for:

Martinetti Hall, Stearns Hall, Dibden Center, and Shape Gym.

The SHAPE Gym will be the place of refuge for:

LLC, Bentley Hall, Visual Arts Center, and Dewey Commons.

The McClelland parking lot will be the place of refuge for McClelland Hall.

Stearns Hall will be the place of refuge for:

Senators, Arthur, and Governors residence halls at all times, and residents of Martinetti during non-business hours.

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 week of school. Unannounced fire drills may be conducted on occasion in residence halls to ensure that evacuation and other safety measures are correctly observed.

The College mandates the student to vacate the building immediately once a fire alarm sounds. Entrances to buildings, College roads, and driveways must be free of obstacles. All students are required to be 25 feet from 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 the semester.

The fire/safety policy, in its entirety can be found on the JSC Blackboard Portal, under the Public Safety section.

Smoking

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 are smoke free. Smoking is permitted outside on campus grounds at least 25 feet from buildings.

Parking

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 receives three violations within the same semester will lose on campus driving privileges for one semester. Subsequent violations may result in judicial action.

Each student who parks a motor vehicle, including motorcycles, on college grounds must register that vehicle with the Public Safety Department, and pay an annual vehicle registration fee, to receive a parking permit. Recipients of parking permits acknowledge that they will abide by the parking and traffic regulations set forth by Johnson State College. Designated parking lot information will accompany the permit.

Information on appealing parking violations can be found in Section IV of this handbook.

Skateboarding, Rollerblading, Bicycling

Riding is not allowed in college buildings. Careless, negligent, or reckless riding may result in disciplinary action. Additionally, the use of benches, stairs, planters, railings, bridges or any other fixtures on College property for skating or snowboard tricks is strictly prohibited. Offenders may be billed for damages associated with these activities. Riding is prohibited on campus roadways. There is a skateboard park in the town of Johnson which students are welcome to use free of charge.

Computing and Telecommunications Technology

Conditions of Use Policy

The computing and telecommunications technologies of the College may not be used for threatening, obscene, harassing or libelous conduct. It also may not be used for illegal purposes, to send unsolicited advertising, for the propagation of computer worms or viruses or breaking into other machines. Your password is issued for your use only. Sharing your password with others or allowing others to use your password or user identity or address is prohibited. Tampering with any college computer hardware or software is prohibited. Please note, the above is not an inclusive list of violations of this policy. Please refer to the Computing and Telecommunications Technology Conditions of Use Policy in its entirety on the JSC website in the Information Technology section.

Tips to Stay Safe On-Line

The use of on-line communication mechanisms (Facebook, MySpace, Xanga, LiveJournal and on-line blogs, etc.) is increasing, especially with college age students. Please keep in mind the following "rules of thumb" to protect yourself and your identity:

- If you would not post it on your front door, don't post it on-line (i.e. home address, phone number, social security number, ...)
- Use privacy settings to restrict the availability of your profile to the entire on-line community.
- Never say something on-line that you would not say in person.
- Verbally harassing, sexually harassing or stalking someone on-line (cybers talking) is a violation of the College Code of Conduct. Students will be held responsible accordingly.

If you feel you are being stalked or harassed on-line, contact the Public Safety Office immediately. In addition, you should:

- Be clear in your communication to the person to stop communicating with you.
- Discontinue communicating with the alleged stalker or harasser even if the person continues to communicate on line with you.
- Save or print all on-line communication exchanges from the alleged stalker or harasser.

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 will 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 on the JSC blackboard portal.

Sexual Harassment Policy

The purpose of this policy is to inform all students and employees that sexual harassment is illegal and that the college will not tolerate sexual harassment of its students and employees, nor will the college tolerate unprofessional conduct which leads to and is associated with sexual harassment.

In the academic context, sexual harassment may be used to describe a wide range of behavior between students, between employees, or between students and employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

The Vermont State College Sexual Harassment Policy, in its entirety can be found on the JSC Blackboard Portal, under the Public Safety section.

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

Jo Ann Lamore
Assistant to the Academic Dean
Johnson State College
337 College Hill
Johnson VT 05656
802-635-1242
lamoreja@jsc.vsc.edu

Sexual Assault

Sexual assault, rape, and sexual misconduct are violations of the Johnson State College Code of Conduct and state law. The College is committed to taking action against those who violate these policies and to assisting victims. Through educational programs, the College seeks to promote awareness and to inform students of the steps to take in the event of an assault or misconduct.

Intentional sexual contact without consent of the other person is sexual assault, rape, or sexual misconduct (unwanted sexual contact). These violations may involve threats, coercion, or fear of eminent harm. Sometimes these situations occur when alcohol or other drugs impair the ability of a person to give consent, or have personal control. Impaired people cannot give consent and impairment is not an excuse for committing sexual misconduct, sexual assault, or rape. On a college campus, these situations can occur between students who may know each other or even have a close relationship. Regardless of prior relationship, sexual contact should not occur without consent of the individual.

Rape, sexual assault or sexual misconduct often create difficult emotional issues for the victim. The following are important steps for the victim to take:

1. Get to a safe place as soon as possible. Contact a trusted person for support. This could include parents, a trusted friend, the Clarina Howard Nichols Center hotline (802.888.5256) or campus resources such as the counseling center (x1424), the health center (x1265), public safety (x1205), or the dean of students' office (x1200).
2. The victim should not wash, go to the bathroom, or change clothing, if it can be avoided. This will help to preserve physical evidence, should the individual decide to take legal action. If one must change clothing, all of the clothing worn at the time of the assault should be put in a paper bag (not plastic).
3. Seek medical attention as soon as possible.
4. Decide what actions you would like to take (see next section)

Everyone is strongly encouraged to report violations. If the situation is reported to any official at the College the general information will become part of the College's crime statistics (names are not included). You may still decide what, if any, further action you would like to take. However, if you choose to pursue official action:

1. You may report it to the state or local police, who will investigate the situation and/or;
2. You may report it to the Director of Public Safety, the Director of Residence Life, or the Dean of Students, who will investigate it and follow through with appropriate judicial procedures as outlined in the Student Handbook.

3. You may report it to the administrator for the College's sexual harassment policy (see section above on sexual harassment) for adjudication under this policy.

4. You can choose not to request official action at the time. This does not preclude requesting action at a future date, though the process of adjudication becomes more difficult over time.

JSC Alcohol/Drug Policy

The mission of the JSC community centers around its role as an educational institution. The life of this community is comprised of the same components as any community, one of which is the social interaction of its citizens. As in any setting, social events may vary in size and purpose and at times may include the consumption of alcoholic beverages. Recognizing the potential risks and costs associated with alcohol or drug use and mis-use, the College has adopted a policy regarding such use.

Residence Halls and College Apartments

All resident students and visitors to campus housing facilities must abide by Federal and Vermont State laws and the College regulations concerning the purchase, possession, and consumption of alcoholic beverages. Students are responsible for enforcing the alcohol policy with their guests.

Any drinking behavior that disrupts the academic or social climate will result in disciplinary action.

The College reserves the right to limit alcohol quantities in individual students' possession on campus.

Alcohol may be consumed only within individual private living areas by persons of legal drinking age, unless the living area is designated alcohol free. No alcohol is permitted in the alcohol free residence hall regardless of the age of the resident or guest.

Kegs and any other large - quantity serving containers (such as beer balls and wine boxes) are prohibited within the College housing facilities, including the College Apartments.

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.

1. Students of the legal drinking age are limited to having no more than the following in their own room at one time:

one 12 pack of 12 oz. malt beverages (beer, wine coolers, alco-pops)
or
one bottle of liquor
or
one bottle of wine

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

Public Intoxication

Behaviors that constitute potentially life-threatening intoxication will be confronted and verified by at least two staff members. Should two staff members confirm any combination of the following behaviors, students will be considered in violation of the alcohol policy unless they can produce documentation that they are suffering from illness or prescribed medication that produces similar behaviors.

- 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.

College officials are authorized to contact emergency and/or law enforcement services to safeguard community members well being when life-threatening behaviors are exhibited.

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 law enforcement or detoxification facilities.

Policy On Drugs/Controlled Substances On Campus

The possession, distribution, or use of illegal controlled substances on college property is strictly prohibited. Violators are subject to internal disciplinary action as well as criminal penalties provided for by 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.

Consequences for Violations of Alcohol/Drug Policy

The health and safety of our community depends largely on the choices that individual students make as they live and interact together. Students are expected to abide by state and federal laws and JSC policy regarding the use of alcohol and other drugs.

Failure to fully comply with one level of sanction within the specified period may result in imposition of the next level of sanctions. The College reserves the right to place a hold on student academic records (i.e. transcripts, registration, grades, etc.) in cases of failure to comply with administrative sanctions.

Following are minimal consequences that students can expect if they choose to violate the JSC alcohol/drug policy. Additional consequences may apply as determined to be appropriate by Residence Life staff members or as mandated within state and federal law.

First Violation

- Educational service hours or other administrative sanctions
- Meeting with the Prevention Specialist
- Parental Notification

Second Violation

- Educational service hours or other administrative sanctions
- Mandatory substance abuse evaluation (at own expense) and counseling or treatment as indicated
- Parental Notification

Third Violation

- Educational service hours or other administrative sanctions
- Administrative hearing which may result in removal from campus residency
- Parental Notification

Fourth Violation

- Educational service hours or other administrative sanctions
- Administrative hearing which may result in suspension or expulsion from the College.

The College reserves the right to impose additional sanctions as deemed appropriate. Certain serious violations may be treated as subsequent level violations (i.e., first violation treated as a second violation, etc.) and sanctioned accordingly. These include violations in identified alcohol free areas of the College and violations requiring removal from campus (e.g. medical removal or removal by law enforcement authorities).

Please 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 will be notified when parental notification is made.

Students found guilty of violation of state and federal laws regarding alcohol/drug use may be subject to the loss of eligibility for federal student aid.

Vermont has strict laws with regard to underage alcohol use, known as ACT 160. Please see the Residence Life staff for more information.

Section III

Code of Conduct / Judicial Rights

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 rules or regulations specified in the JSC Code of Conduct.

All Code of Conduct 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 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 guests who violate provision of this code.

Prohibited Conduct

Any of the following types of misconduct may result in dismissal or in a lesser sanction deemed appropriate by the College.

- A. Assaulting, battering or intentionally or recklessly causing physical harm to any person on college premises or at college-sponsored activities, including but not limited to the following:
 - verbal assault or abuse which is threatening
 - harassment of another person, either physical or emotional
 - fighting, whether the fight is between two individuals or within a group
 - sexual harassment, either physical or mental
 - sexual assault, either forcible or non-forcible
 - physical assault of another person when harm results, whether or not that harm is intended.
- B. Unauthorized use, possession or storage of any hazardous or dangerous weapon or explosive device(s) on college premises or at college-sponsored events, included but not limited to the following:
 - knives with longer than a 3-inch blade are not permissible in the residence halls.
 - 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 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 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 on College premises or at college sponsored activities.
- 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 or other devices, including computer access codes, designed to afford access to restricted areas or activities.
- I. Intentionally furnishing false information to the College including but not limited to the following:
- supplying false information or data 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,
 - obtaining money, property, services or information to which the student has no right of possession.
- 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 on college premises or at college sponsored activities.
- 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. Impeding, intimidating, harassing or restricting another JSC community member, including but not limited to the following:
- verbally abusing someone which may cause stress and/or humiliation
 - verbally abusing members of the college staff/faculty which interferes with the exercise of their responsibilities
 - intentionally interfering with the free expression of other's ideas or opinions on college premises or at college sponsored activities.

- N. 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.
- O. Violating college regulations or policies, as approved and published by college offices, including but not limited to the following:
- housing contract
 - entry and use of college facilities
 - Student Handbook/Code of Conduct
 - use of college vehicles.
- P. Disturbing the peace of the college through disorderly or other misconduct.
Note: Town Ordinance-The Town of Johnson has a noise ordinance. For more information, please visit the Dean of Students Office.
- Q. Violating federal, state, or local law.

Administrative Sanctions

If it is determined that a student has violated the Code of Conduct, the student is subject to sanctions that range from a verbal reminder of the policy to expulsion from the College. In general, disciplinary action against an individual progresses in severity with the seriousness of violations and repeated violations. In certain instances, a combination of sanctions may be imposed, and no verbal warning offered.

- A. Sanctions, in order of severity, include the following:
- verbal warning.
 - written warning, which becomes a part of the student's disciplinary file.
 - a fine, and/or restitution for damage or loss, which may take the form of appropriate service at the College.
 - disciplinary probation, with specific conditions imposed (e.g., probation specific to behavior in residence halls or college apartments, probation pending completion of other sanctions, etc.)
 - full conduct probation - any subsequent violation(s) of the student code of conduct will result in further administrative sanctions including an automatic administrative fine and may result in an administrative or judicial hearing to determine continued campus residency and/or enrollment at the College.
 - suspension or expulsion for a definite period of time, not to exceed two years.
 - expulsion from the College.
- B. Failure to abide by the terms of a disciplinary sanction including deadlines by which time served must be performed or fines paid is considered an additional violation of the Code of Conduct, which will result in further administrative sanctions.
- C. Students who are administratively suspended or dismissed from the College for being in violation of the Code of Conduct will cease attending all classes immediately. The student will receive no academic credit for the work done during that semester. A notation of Administratively Suspended will be entered

on the Official Transcript. Students who are suspended or dismissed are liable for all tuition.

D. Students suspended or expelled from the residence halls are not eligible for refunds from their housing contract.

E. Attempts to commit acts prohibited by the Code of Conduct may be considered as serious as an actual violation.

Disciplinary Procedures

Alleged violations of the Code of Conduct or other published campus regulations will subject the student to one or more of the following processes:

1. Educational Service Hours or Administrative Fine
2. Administrative or Judicial Hearing

Administrative Fines

Certain violations of the **Code of Conduct** or other published campus regulations subject you to educational service hours or an administrative fine which will be indicated on an Administrative Sanction report. These fines can be administered by the Director of Public Safety, Hall Advisors, Resident Assistants and any administrative or faculty member at JSC. Notification of these sanctions are delivered to your campus mailbox. If you fail to complete educational service hours or pay the administrative fine within seven (7) calendar days of issuance, the students business account will be billed accordingly. Student Appeal of Administrative Sanctions is described in Section IV.

Administrative Hearing

- A. A student charged with a violation of the Code of Conduct or other published campus regulation may receive an administrative hearing with a designee of the Dean of Students. The designee will determine if and what sanctions are appropriate.
- B. A student may appeal the results of the Administrative Hearing to the Dean of Students within seven (7) calendar days of the decision. Any such appeal must be submitted in writing. There shall be no stay of the decision pending appeal unless granted by the Dean of Students.

Judicial Hearing

- A. The student may in some cases be afforded a hearing before a Judicial Hearing Board appointed by the College. A designated member of the College staff will be available to answer any questions regarding hearing procedures.
- B. The Judicial 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.
- C. A student may appeal the results of the Judicial Hearing. Any such appeal must be submitted in Writing to the Dean of Students within seven (7) calendar days of receipt of the decision. There shall be no stay of the decision pending appeal unless granted by the Dean of Students. The student may appeal the decision to

the President of the College to be reviewed by the President or designee.

Note: The College reserves the right to determine the appropriate hearing venue 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 judicatory process whenever a student is accused of a criminal act that also violates College policy. Violations of local, state, and federal laws will also be referred to proper law enforcement agencies.

Where it is believed that the accused 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.

Section IV

Student Appeals

All students have the right to appeal in matters related to their attendance at Johnson State College. In general, procedures for grievance or appeal follow the guidelines below.

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 should they feel unjustly accused. 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 prompt decision will be made and the student will be notified via campus mail.

Administrative Hearing Appeals

A student may appeal the results of the Administrative Hearing to the Dean of Students within seven (7) calendar days of the decision. Any such appeal must be submitted in writing. There shall be no stay of the decision pending appeal unless granted by the Dean of Students.

Judicial Hearing Appeals

Students may appeal the outcome of judicial hearings within seven (7) calendar days of receipt of the decision to the President of the College to be reviewed by the President or designee. There shall be no stay of sanction pending appeal unless granted by the Dean of Students.

Fall 2007 Semester Calendar

Sept. 3	Labor Day
Oct. 8 -12	Fall Break
Oct. 15	Classes Resume
Nov. 19-23	Thanksgiving Break
Nov. 26	Classes Resume
Dec. 14	Last Day of Classes
Dec. 17-21	Final Exams
Dec. 21	Semester Ends

Spring 2008 Semester Calendar

Jan 21	Classes Begin
Feb. 25-29	Winter Break
March 3	Classes Resume
April 7 -11	Spring Break
April 14	Classes Resume
May 8	Last Day of Classes
May 9, 12 -15	Final Exams
May 15	Semester Ends
May 17	Commencement