

Campus Policies

Most Serious Community Violations

Although the following violations appear elsewhere in the Student Code of Conduct, they are repeated here to indicate that they represent the most serious forms of violations that compromise the safety and security of the Southern Vermont College community and, as a result, will not be tolerated under any circumstances. The following violations will typically lead to a student's suspension or expulsion from the College when a determination of responsibility has been made.

- 1. Serious acts against persons or property including, but not limited to civil misconduct violations:**
 - physical assault
 - rape or other sexual misconduct
 - discrimination and harassment
 - stalking
 - arson
- 2. Violation of Weapons or Explosives Policy**
- 3. Illegal alcohol distribution or illicit drug distribution**
- 4. Seriously jeopardizing the safety and lives of others including, but not limited to:**
 - driving on campus under the influence of alcohol or drugs
 - tampering with fire or safety equipment, including the instigation of a false fire alarm
 - hazing

Alcohol and Other Drug Policy

The College encourages students to make informed decisions regarding alcohol consumption and recognizes that there are times when alcohol will be used in social settings or by students of legal drinking age in private living areas including rooms and suites. The College does not permit the possession or consumption of alcoholic beverages by students under 21 years of age, and it is not permitted in first-year student housing. Community Advisors of legal drinking age assigned to first-year housing may not have alcohol in their rooms. The College adheres to Vermont State alcohol laws. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, both on and off campus.

Southern Vermont College recognizes that substance abuse is a complex social problem. While it is necessary for the College to delineate and enforce regulations concerning alcohol and drugs, the College seeks to foster a positive climate in which those who choose to use legal substances do so responsibly. It is equally important for the College to support those who are dealing with a substance abuse problem.

General Regulations

1. Public intoxication anywhere on campus or at a college event, is considered unacceptable behavior in our community. Public intoxication is defined as alcohol influence/ behavior which causes a disturbance, and/or is harmful to self, others and/or property.
2. Intoxication will not be accepted as an excuse or mitigating circumstance for Student Code of Conduct violations.
3. Possession and use of alcohol beverages by students under the legal drinking age of 21 is prohibited. Any alcohol confiscated by Campus Safety or Residence Hall staff will be disposed of as soon as is reasonably possible.
4. Students 21 years of age or older may possess alcohol and are expected to consume alcohol responsibly on or off campus. Alcoholic beverages may not be served or given directly or indirectly to students under 21 years of age.
5. The manufacture and/or sale of alcoholic beverages is prohibited in college residence halls.

6. Dispensing or consumption of alcoholic beverages is only permitted in private rooms by students of legal drinking age. Any other dispensing of alcoholic beverages on campus needs to be under the supervision of Sodexo Food Services with the approval from the Director of Residence Life and the Dean of Students. See *College – Sponsored Events with Alcohol*.
7. Kegs or alcohol in common source containers are prohibited unless served by Sodexo Food Services with the approval of the Director of Residence Life and Dean of Students.
8. Privately obtained alcoholic beverages may not be brought into an organized College sponsored event.
9. Open containers (can, bottle, box, cups, flasks, etc.) with alcohol beverages, or items which once contained alcoholic beverages, are only permitted in private rooms by individuals of legal drinking age.
10. Empty beer containers, hard liquor or wine containers, packaging or bottle caps cannot be used for decorative purposes for any students under the age of 21, nor in any common area, including all suites, hallways, and lounges regardless of age. Such containers or associated prohibited items may be used as proof of an alcohol violation policy.
11. Drinking games and associated paraphernalia (i.e. beer funnels, beer pong tables, etc.) are prohibited due to concern of inappropriate and unsafe consumption of alcohol. Such paraphernalia may be subject to confiscation by Campus Safety or residence hall staff and will not be returned.
12. Alcohol may not be stored in a suite, common area, common area closet, or bathroom. It must be kept in a bedroom in which the owner of the alcohol is of legal age.
13. Driving under the influence of alcohol is strictly prohibited.
14. Any student who arrives in class and the instructor believes may be under the influence of alcohol or other drugs may be asked to leave. In addition, the instructor is encouraged to document the incident and forward it to the Dean of Students.
15. Open containers (can, bottle, box, cups, flasks, etc.) with alcoholic beverages are only permitted in private rooms by individuals of legal drinking age.
16. When transporting alcohol on campus, all containers must be unopened and may not be open until the individual of legal drinking age reaches their room. Individuals under the age of 21 may not transport alcohol.

State Laws and Local Ordinances: Alcohol

1. Vermont law provides that no person shall sell or furnish any alcoholic beverages to any person who is under the age of 21. Violators generally may face a fine not less than \$500 and up to \$2,000 and/or imprisonment up to two years, and/or civil actions for damages. Where the underage person is involved in a related motor vehicle accident as an operator and death or serious bodily injury results, violators may be imprisoned for up to five years and fined up to \$10,000.

2. No person shall knowingly enable the consumption of alcoholic beverages by a person under the age of 21; "enable" under this Vermont law means to create a direct and immediate opportunity for a person to consume alcoholic beverages, including where there is no charge for such beverages. The potential penalties for violation of this provision are as those detailed in the section above.

3. Individuals knowingly aiding any person under the age of 21 in procuring alcoholic beverages, or who falsely represent their age for the purpose of procuring/consuming alcoholic beverages, may face a fine of not more than \$500 and/or imprisonment of not more than 30 days.

4. Anyone who sells alcoholic beverages without a license may be punished by fine and/or imprisonment. If admission is charged at an event where alcohol is served, sponsors must have obtained a license.

5. State law prohibits Southern Vermont College from providing alcohol at College events unless a licensed caterer (approved by the College) has been contracted for the event. Students/guests are required by law to present, when asked, proof of age in the form of a current valid driver's license, passport, or state-issued identification card.
6. Town of Bennington open container ordinances prohibit consumption of alcoholic beverages in public areas and in or on motor vehicles, either moving or stationary. Violators are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.

College-Sponsored Events with Alcohol

1. Any club, organization, or College department wishing to host a function with alcohol must work with the Sodexo Food Services Manager to apply for a liquor license at least 30 days prior to the event. Student clubs or organizations must first seek the approval of the Director of Residence Life and the Dean of Students to sponsor a function with alcohol.
2. College clubs or organizations may not sponsor alcohol activities or gatherings in campus housing.
3. Clubs, organizations, or College departments may tastefully advertise alcohol for an event if the event is approved as per #1 and the signs are approved by the Director of Campus Programs. The focus of the event should be primary and not the alcohol.
4. Kegs and alcohol in common source containers are prohibited unless served by Sodexo Food Service with approval from the Director of Residence Life and the Dean of Students. At any party or catered function, alcoholic beverages must only be served by two trained service staff from Sodexo. Sodexo Food Services Manager will assist with the ratio of alcohol/non-alcoholic beverage/food.
5. Market value needs to be charged for the price of drinks.
6. Students 21 years of age and older who want to purchase alcohol need to wear a specific wristband or similar marking signifying they are allowed possession, as well as be listed on Sodexo's master list. In addition, guests who are 21 years of age or older must show two forms of ID in order to consume alcohol.
7. Areas where alcohol can be consumed need to be separate from the general event area. For example, alcohol should not be allowed on the dance floor or areas intermixed with underage students.
8. Campus Safety Officers need to be present at any student event where alcohol is being served. The number of officers needed will be dependent on the expected number of attendees. Cost of the Campus Safety officers will be paid by the sponsoring organization.
9. No alcohol-related events may be scheduled for students Sundays through Thursdays.

College Drug Policy

The following constitute violations of the College's Drug policy:

1. The presence, possession, sale, distribution, manufacturing, or use of any drug(s) currently classified by the State of Vermont or the Federal Government as a narcotic drug including, but not limited to marijuana, LSD, cocaine, MDMA (ecstasy), heroin, and other illicit drugs is prohibited anywhere on campus including campus sponsored events and personal automobiles parked on campus property.
2. Possession of drug related paraphernalia (including, but not limited to roach clips, pipes, bongs, water-pipes, cocaine spoons, hypodermic needles, rolling papers) or any item containing drug residue is prohibited. These items will be confiscated.
3. Unauthorized possession, improper use, sale, distribution, and/or manufacturing of medication or prescription drugs are prohibited. Possession and use of prescription medication is only permitted with a valid prescription belonging to that individual.

State and Federal Drug Regulations: Drugs

1. State and federal laws provide for potentially severe and, in some cases, mandatory penalties in the forms of fines, imprisonment, and seizure of property for persons who knowingly and unlawfully possess illegal drugs for use or sale.
2. Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

Arson

Intentionally, maliciously, and/or knowingly setting fire to or burning any property while on College-owned or College-leased property is prohibited. This includes the setting fire to or burning of one's own property, the property of another, or College property.

Audio-electronic Devices

1. Misuse of mechanical, electronic, or other audio devices that disturb the peace on campus including but not limited to, classroom areas, the Residence Halls, and administrative offices.
2. Speakers and other audio devices may not be directed out of Residence Hall windows or placed outside of Residence Hall suites without prior written authorization from the Director of Residence Life.
3. Amplified musical instruments and drums may not be played in the Residence Halls without prior written permission from the Director of Residence Life.
4. Non-College owned TV and/or radio antennas or satellite dishes may not be placed outside of windows or on the roof of the Residence Halls or other buildings on campus.

Campus Ponds

The College strictly prohibits entering any campus pond at any time. Swimming, rafting, boating, skating or any other activity in/on the pond at any time is strictly prohibited.

Civility/Disrespect

The College prohibits any verbal, written or physical conduct that has the intent or effect of unreasonably interfering with the activities or performance of one's duties of any member of the College community, or of creating an intimidating or hostile environment.

Compliance

1. Students are required to comply with reasonable directives from members of the Southern Vermont College staff and faculty in performance of their duties, such members include Campus Safety Officers and Community Advisors.
2. In situations when a staff or faculty member is immediately unavailable and a policy violation is occurring, students and their guests are expected to follow a reasonable request by another student.
3. Not fulfilling the sanction requirements as directed by a hearing body
4. Not appearing as directed to a conduct review process

Computer Use Policy

Faculty, staff and all registered students may use the College computing facilities, including the campus network and Internet access. Use of these facilities requires a User ID and password account which is created as a matter of course for registered students and by request for faculty and staff. Users of the campus network acknowledge that such access requires responsible behavior on the part of all members of the College community. Using the College's computing facilities in an irresponsible manner can result in sanctions ranging from loss of privileges, to disciplinary action through established College procedures as outlined in the *Student Handbook*, to possible state and federal criminal penalties.

All users should realize that access to the College's computing facilities is a privilege, not a right. In order to effectively manage the campus networks and Internet access for the entire campus community, it may be necessary for the network administrator(s) to monitor activity on the network and Internet to determine the source of objectionable activity and examine areas of the network equipment that have been designated for personal use. The College reserves the right to delete files and restrict access without warning or advance notice if it is deemed warranted. In addition, our Internet provider will be monitoring our Internet access and reserves the right to suspend service if it believes it to be necessary. Therefore, students should not have an expectation of absolute privacy with respect to the College's

computer facilities and system. If we receive complaints from other members of the Internet community regarding a student's behavior, he or she may lose access.

- Allowing others to use the account that was created for the student or using another person's account.
- Installing software of any type on the College's computers without prior approval of the Director of Computer Operations.
- Copying software from the College's computers which violates software publishers' copyrights violates federal law.
- Sending threatening or obscene e-mail, e-mail chain-letters, or broadcasting e-mail to the entire College community. If someone indicates to a student that he or she does not wish to receive e-mail messages from that student and he or she continues to send that person messages, it constitutes harassment.
- Using someone else's account to send e-mail or sending e-mail that claims to be from another person is forgery.
- Using College computers for commercial purposes.
- Attempting to gain access to another person's account by guessing his or her password with or without his or her knowledge. It is also a poor idea to "challenge" a student's friends to attempt to guess their password, since this invites them to engage in disapproved activity.
- Disconnecting, moving, or modifying any College equipment, including monitors, keyboards and mice, unless a student has specific permission from the Computer Operations staff to do so.
- Knowingly introducing viruses, malware) or other programs that are intended to disrupt computer operations, interrupt or disturb users, or damage or destroy information or programs on computer systems.

Account Owner Responsibility

Each user is responsible for any activity that occurs on his or her account. Students have permission to use **ONLY** the account that was created for them. A student does not have the right to allow others to use his or her account. Responsible use requires that a student **never reveal his or her password to anyone**, for any reason. There is never a valid reason to use an account other than a person's own, unless permission was specifically granted by a College official. If someone is having difficulty accessing his or her account, the proper course of action is to ask the Computer Operations Service Center for assistance at extension 6344 or 6345.

Acceptance of Policy

Using a student's computer account is considered acceptance of this Computer Use Policy. By accepting the Computer Use Policy, the student acknowledges his or her responsibility to behave as a good citizen of the electronic community and accept responsibility for activity on the account created for the student on the Southern Vermont College computer network facilities. In addition, the student agrees to indemnify, defend and hold harmless Southern Vermont College, its agents and employees, from any and all liabilities, damage, expense, causes of action, suits, claims, or judgments arising out of any activity on his or her account, including any act or omission of his or her own, regarding the student's use of Southern Vermont College computing resources related to the subject of this policy.

Dangerous Practices

All students are expected to respect the need for ensuring the safety of others within the College community. Creating a dangerous condition threatens the integrity of the community. Examples of such prohibited behaviors include, but are not limited to:

- riding in the truck beds or hang from the windows, roofs, hoods, or trunks of a moving vehicle
- sitting, hanging, or jumping from windows, railings, or roofs;
- entering any ponds;
- manipulation of door locks, peepholes, or emergency doors
- utilization of roof tops, except in case of emergency
- utilization of any window as means of entering or exiting a College building, except in the case of an emergency
- alteration or duplication of College keys
- exposing others to a biohazard, including but not limited to, bodily fluids or wastes

- drugging another person's food or drink
- throwing anything out of campus windows
- failure to submit necessary health forms as required by Student Health Services
- possessing and/or lighting candles and/or incense in residential areas

Activities that endanger the safety of one's self or others may result in required withdrawal from the College for the student in question. Such behavior may include, but are not limited to suicidal behavior, eating disorders, and repeated alcohol intoxication.

Departmental Regulations

Members of the community are expected to follow the established and publicized regulations. They are intended to cover the operating regulations of academic or nonacademic offices, laboratories and campus departments.

Discrimination, Harassment and Sexual Harassment

Southern Vermont College strives to create and maintain a working and learning environment in which people are treated with dignity, decency and respect. The environment of the College is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, SVC does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of faculty, staff, and students, SVC seeks to prevent, correct and, when necessary, sanction behavior that violates this policy.

All faculty, staff, and students, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any SVC faculty or staff member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action according to procedures in the *Human Resources Policies, Procedures and Benefits Manual*. Any SVC student who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in this *Student Handbook*.

1. Discrimination:

a) It is a violation of this policy to discriminate in the provision of employment or educational opportunities, to create discriminatory work or learning conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex, national origin, age, religion, disability status, military/veteran status, or sexual orientation.

b) Discrimination of this kind is also prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Vermont discrimination statutes.

c) Discrimination in violation of this policy will be subject to severe sanctions.

2. Harassment:

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and SVC will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as verbal or physical conduct that has as its effect to threaten, intimidate or coerce. Also included are verbal taunting (including racial and ethnic slurs) which, in the employee's or the student's opinion, impairs his or her ability to perform his or her job or studies.

Examples of inappropriate conduct are:

(1) Verbal: Insulting comments, epithets, slurs or negative stereotyping, regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability or other protected status.

(2) Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, disability, or other protected status.

3. Sexual Harassment:

Sexual harassment is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment."

Unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

a) such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or

b) acceptance or rejection of such advances or requests is used as a basis for an employment or educational decision; or

c) such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or

d) such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and therefore interferes with work or learning effectiveness. The more severe the conduct, there is less of a need to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

(2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

There are three types of sexual harassment:

1. "*Quid pro quo*" harassment, where submission to harassment is used as the basis for employment or educational decisions.

Quid pro quo harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc. are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. Example: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

2. "Hostile work or learning environment," where the harassment creates an offensive and unpleasant working or learning environment.

Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work or educational environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. Again, it is recognized that the academic setting is distinct from the workplace in that latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

3. "Gender-based hostility", where an individual or individuals are harassed because of their gender.

Disorderly Conduct/Disruption

1. Students may not unreasonably disrupt or interfere with the orderly processes of the College, involving teaching, studying, research, administration, conduct proceedings or other College Activities.
2. Infringing on the rights to individual privacy, including a failure to maintain a reasonable level of peace and quiet is prohibited.
3. Disruption and/or obstruction of any College personnel, students and/or traffic by blocking reasonable entrance to or exit from any College building or property.
4. Disrupting students who are exhibiting freedom of expression by depriving them of the opportunity to speak or be heard, physically obstructing their movement or by interfering with academic freedom otherwise.
5. Lewd, indecent or obscene conduct or expression thereof on College-owned property or at College-sponsored events.
6. Any form of contact, whether it be in person, by phone, by email, by text message, by any other electronic communication, or through a third person, that has the intent to intimidate, threaten, harass or annoy another person is prohibited.

Documents

Forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification is strictly prohibited.

Fire and Safety Regulations

1. Initiating or causing a false alarm, warning, or threat of fire, explosion, or other emergency
2. Removing, transferring, misusing, or damaging to any fire safety equipment, including but not limited to fire extinguishers, smoke detectors, fire exit signs, fire horns, bells, conduit, or alarm pull devices
3. Failing to immediately evacuate College buildings, including Residence Halls, during a fire alarm or drill
4. Possessing or using candles, incense, camp stoves, hurricane lamps or other items that may cause an ignition are prohibited in College buildings without prior written authorization by the Dean of Students
5. Possession or use of fireworks, explosives, volatile liquids, or other flammable materials is prohibited
6. Open fires are not permitted on campus without a permit and written authorization of the Director of Campus Safety and Director of Facilities

7. Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building

Gambling

Any member of the College community found to be involved in any form of gambling on College property will be subject to disciplinary action.

Hazing

Southern Vermont College's Principles of Community require that students be guided by a sense of personal honor based on integrity, common sense, and respect for the rights of others. Accordingly, the College unequivocally opposes hazing. The College defines hazing as any conduct, requirement or expectation of conduct which a reasonable person would view as likely to abuse, endanger, humiliate, or harass a student, in connection with the student's joining, initiation into, or status with, a program or organization sponsored or recognized by the College (such as, e.g., an intercollegiate or intramural athletic team, club, or student social organization). Any requirement or expectation that a student participate in any activity which is against College policy or state or federal law in connection with membership in such a program or organization will also be considered hazing.

Consent of an individual to participate in any form of hazing will not prevent a finding that this policy has been violated, and all individuals involved in those actions will be held responsible for a violation. Students required, expected, or asked to participate in hazing activities should refuse to participate and immediately contact a College official. Failing to report known acts of hazing is considered a violation of the policy. Also, individuals involved in the planning, preparation, and implementation of hazing will be in violation of this policy. Actions and activities that are explicitly prohibited as hazing include, but are not limited to, the following:

- Requiring or expecting participation in an activity in which the full membership is not willing to participate;
- Requiring or expecting a student to drink alcohol or ingest any other substance;
- Requiring or expecting the eating of anything a student would refuse to eat otherwise;
- Requiring or expecting any form of physical activity (except in connection with customary College-sanctioned activities inherent in the nature of the program or organization, such as athletic training and competition);
- Awakening or disturbing students during normal sleeping hours;
- Engaging in an activity that compels an individual or group to remain at a certain place or transporting anyone anywhere without their knowledgeable consent;
- Requiring or expecting a student to alter his or her physical appearance;
- Causing excessive fatigue through physical and/or psychological abuse;
- Interrogations conducted in a psychologically damaging manner;
- Requiring or expecting a student to wear in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste;
- Not permitting a person to talk for an extended period of time;
- Requiring or expecting a student to engage in public stunts;
- Requiring or expecting nudity or review of pornographic material;

Host

Room Host: All students living in campus housing shall be held responsible for violations that occur in their room by their guest(s), regardless of whether the individual is a student or non-student, so long as they had reasonable knowledge of the violation or if the host allowed the individual(s) access to the room. Registered private party hosts are responsible for adhering to all private party guidelines as explained under the alcohol policy.

Guest Host: All guests must be registered with the Campus Safety Office. Students hosting guests are accountable for the whereabouts and actions of their guests at all times, and the host assumes responsibility for the actions and behaviors of their guests while the guests are on the College campus. In order to protect the integrity of the community, guests are expected to conduct themselves in a manner in keeping with the policies and standards of the campus community. Guest who do not do so may be required to leave campus. All guests are expected to produce identification at the request of a College official. Unescorted guests may be required to leave the campus.

Identification Cards

Every registered student is required to carry a Southern Vermont College student identification card at all times while on campus. Students must present this card when asked by College personnel in the course of their duties.

Littering

All waste material must be properly disposed of in an appropriate waste receptacle. This includes cigarette butts and any other smoking products.

Misrepresentation

Providing false identification or information to College officials with the intent to deceive.

Motor Vehicle Regulations

Parking Regulations

All vehicles parked in the College parking lots must be registered with the Campus Safety Office.

1. All first-year and new transfer resident students must park in the Mountaineer Athletic Center parking lot only.
2. Returning second-year and upper-class resident students must park in the Residence Hall and/or Mountaineer Athletic Center parking lots only.
3. Commuter students are limited to parking in the Main Building and Mountaineer Athletic Center parking lots.
4. Resident students are not permitted to park at the Main Building, Monday through Friday, from 8:00 a.m. to 5:00 p.m.
5. Entrance and exit routes to the Main Building parking area are one way. All vehicles must enter via the lower level lot and exit via the upper-level roadway.
6. Assigned spaces (those marked by a sign) are to be utilized only by authorized individuals. This policy is in effect 24 hours a day, seven days a week.
7. Motor vehicles are not permitted in the Main Building Courtyard or its roadway except for authorized deliveries. Individuals requiring wheelchair access may be allowed to park in the Main Building Courtyard with permission from Campus Safety.
8. Parking overnight at the Main Building is not permitted. Guest parking will only be permitted at the Mountaineer Athletic Center parking lot in an area specified by Campus Safety. Overnight guest: vehicles must be registered with the Campus Safety Office.
9. A temporary parking space is provided at the Dining Hall, for the use of College personnel only, to drop off equipment, etc.
10. Nonfunctional, abandoned, or unregistered vehicles left on campus for more than 48 hours may be towed at the owner's expense. Attempts will be made by Campus Safety to notify any individuals in danger of violating this policy.
11. Any students leaving their vehicles while returning home for College breaks must notify Campus Safety and park in the Mountaineer Athletic Center parking lot to facilitate snow removal or deliveries. Vehicles parked in other areas of the campus may be towed, at the owner's expense, if they impede these activities.

Driving Regulations

Students must be aware of all traffic policies on campus, including but not limited to speed limits, negligent, reckless, or dangerous driving, and appropriate parking areas.

1. Everyone must obey the 30-miles-per-hour speed limit on campus roads and 10 miles per hour in all parking areas.
2. Use of the farm road leading from the Main Building parking lot to the athletic field is limited to College personnel in the course of their duties. This pertains to all off-road activities. All motorized vehicle traffic is limited to the main College road and paved parking lots.
3. Use of recreational vehicles on campus is prohibited.

4. In cases of negligent, reckless, or dangerous driving, the owner/operator may be subject to fines. Additionally, the student may be referred to the Conduct Review System for further disciplinary action.

5. Per Vermont Vehicle and Traffic Law and College policy, vehicles are required to stop for pedestrians at the marked crosswalks. Failure to do so will result in a fine and possible revocation of vehicle privileges.

6. Students must operate vehicles in a safe and responsible manner. Driving on sidewalks or walkways or driving off designated paved roadways is not permitted except when Campus Safety has designated on such days as check-in, check-out and Commencement. When in doubt, check with Campus Safety. Students may not ride in trunks of vehicles or truck beds or hang from vehicle windows, trunks, roofs, hoods, or doors.

Snow Removal Policy

Snow is cleared from roadways and walkways at various times of the day and night. Snow removal plans may at times require that vehicle are removed from parking lot areas to facilitate the snow removal process. Students will be notified by Campus Safety and/or Residence Life of such snow removal plans. Notices indicating the snow removal plan requirements will be posted in all Residence Halls and shall be in place as soon as possible prior to snow removal. Students who are unable to remove their vehicles at the designated time must make arrangements to have their vehicles removed. All vehicles interfering with snow removal may be ticketed and/or towed at the owner's expense.

There is no parking on the College road at any time, unless designated by Campus Safety. Vehicles parked on the road and interfering with snow removal will be towed at the owner's expense.

Vehicle Violations and Penalties

The following is a list of the vehicle violations and penalties and the associated fine. Please note that repeated violations may be subject to increased fines and/or referred to the Conduct Review System for further disciplinary action.

1. General parking violations: \$25 fine.
2. Speeding: minimum of a \$25 fine, with the maximum not exceeding \$100.
3. Negligent, reckless, or dangerous driving: \$100 fine and possible revocation of on-campus driving privileges.
4. Illegal parking such as parking in an emergency access zone, fire lane, or handicap restricted space: \$50 fine. Note that the striped zones in front of Aldis Hall, Bowen Hall and Cady Hall are emergency access zones. Walkways surrounding the Residence Halls are considered fire lanes.
5. Illegal parking in reserved areas (President's space, visitor spaces, etc.): \$40 fine.
6. Driving through a crosswalk illegally: \$40 fine.
7. Failure to register a vehicle: \$25 fine.
8. Failure to comply with snow removal: \$50 fine.

A student receiving in excess of ten (10) parking violations during an academic year will be referred to the conduct review process for disciplinary action. In addition, the student may incur increased fines and/or have his or her on-campus driving privileges suspended.

Ticket Appeals

All ticket appeals must be made no later than 10 working days after the date of the violation. Ticket appeals must be made in writing to the Director of Campus Safety and can be delivered by e-mail or printed and hand-delivered. All ticket appeals must include the name of the person receiving the ticket, the ticket number and a brief explanation of the reason for appeal. Ticket appeal responses will be addressed to the student's SVC e-mail account only.

Off-campus Conduct

The College cannot as a practical matter monitor or control the off-campus conduct of Southern Vermont College students, nor does it attempt to assume any duty to so. This is particularly true of off-campus conduct that does not

involve a College-affiliated excursion, event, or program. However, if College officials receive notice of non-College related off-campus conduct that is inconsistent with the College's Principles of Community or other conduct policies, the College may take action against the students involved under the College's conduct policies. College disciplinary action is particularly likely if such conduct appears to present a danger to the students or others, reflects negatively on the student's ability to participate in the College's programs, or otherwise negatively affects the interests of the College. With respect to off-campus, College-affiliated excursions, events or programs, such as sports-related travel, study abroad, field trips, etc., the College will hold students responsible for compliance with College policies. Depending on the circumstances, interim sanctions may be imposed until a conduct review process can be reasonably scheduled.

Physical Abuse and/or Sexual Misconduct

Physical abuse, sexual abuse, detention, intimidation, or threats of violence to any person (student, faculty, staff, employee, or guest) on any part of the College campus, at any College-sponsored event, or at off-campus sites involving Southern Vermont College students will be considered a serious violation. Physical and sexual violence shall be defined as inflicting physical or sexual injury or imposing the threat of physical or sexual injury or intimidation by threat of physical or sexual injury. Violations include, but are not limited to, pushing, punching, slapping, use of a weapon to cause injury, sexual force, or the threat of such action.

Sexual Misconduct:

Sexual Misconduct is defined as any physical act of a sexual nature perpetuated against any individual without consent or when an individual is unable to freely give consent. Acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person's breasts, buttocks, inner thighs, groin or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual conduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

Sexual assault has occurred when a person engages in a sexual act with another person and:

1. Compels the other person to participate in a sexual act without the consent of the other person; by threatening the other person; or by placing the other person in fear that any person will suffer imminent bodily injury; or
2. Has impaired substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person; or
3. The individual is unable to give consent if one is asleep, drugged, intoxicated, unconscious, a minor (under the age of 16) or mentally impaired or incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include, but are not limited to: slurred speech, loss of coordination, passing out for any period of time, vomiting and verbalized feeling of being nauseous.

Both partners must clearly communicate their willingness and permission to engage in sexual activity. Consent is not the absence of the word "no". Failure to resist sexual advances, silence and/or prior relationship does not constitute consent.

Further, the College's policy defines sexual misconduct as occurring when a person does not view specific sexual contact as desirable or if he or she finds it necessary to resist sexual advances in any way. A verbal "no" (no matter how indecisive) or resistance (no matter how passive) constitutes a lack of consent. This policy applies to all members of the College community and its guests regardless of the gender of the parties involved and regardless of the previous actions or personality of any individual.

When a formal complaint has been put forward, the College may proceed with its process concerning sexual misconduct before, during or after any criminal or civil court proceedings involving the same event.

Students found responsible for violating this policy will be subject to severe disciplinary sanctions up to and including separation from the College (as outlined in the "Most Serious Community Violations" section of the Student Handbook). Complaints involving an individual not associated with the College may require resolution with local law enforcement agencies, depending on the nature of the individual's relationship with the College. Complaints involving an employee of the College will be handled under separate procedures for addressing employee misconduct.

Please refer to the Sexual Assault and Harassment Resource section of the *Student Handbook* for further information on reporting procedures and support services.

Postings/Bulletin Boards

The bulletin board policy refers to all written and visual materials to be posted on the Southern Vermont College campus, its buildings and grounds. This policy applies to all individuals or groups, including Southern Vermont College affiliates and non-College organizations/individuals.

Materials may only be posted on designated bulletin boards and bulletin bars, in designated location including in the Van Room, the hallway outside the Van Room, the second floor of the Main Building, bulletin bars in both stairwell and bulletin boards on the lower campus. Materials cannot be taped, tacked, or stapled to windows, doors, walls, buildings, statues, or other non-designated areas or objects.

Materials requiring tape may only be posted with blue painters tape. Permission from the Director of Student Involvement and Leadership is necessary for special occasion materials to be posted on non-designated bulletin board areas. The only exception to these criteria is for emergency or immediate communication purposes: e.g., messages from the President, snow removal times for Residence Hall parking lots to be cleared.

The name of the sponsoring and/or posting organization/individual must be included on all materials. This material must be in accordance with College policies and local, state and federal laws. Individuals are encouraged to produce only the amount of materials necessary for his or her event and to use recycled paper. External groups may use bulletin board space with pre-approved permission from the Director of Involvement and Leadership. Materials must be dropped off at the Office of Student Involvement and Leadership. All external materials not approved for distribution will be removed.

Any materials deemed by the College to be contrary to the College's Anti-Discrimination/Anti-Harassment and/or Sexual Harassment Policy in reference to individuals, or demeaning or offensive on the basis of race, creed, color, sexual preference, etc., or promote the use of alcohol and/or drugs or credit cards will not be posted. The College reserves the right to remove materials considered inappropriate.

All materials to be posted are to be approved by the Director of Student Involvement and Leadership prior to making copies. Clubs and organizations, individuals, external groups, etc. are responsible for bringing copies of their materials to the Director of Student Involvement and Leadership two weeks prior to the start of an event to guarantee posting in a timely manner.

Property Damage/Vandalism

1. Damaging, destroying or misusing College buildings, grounds, equipment, educational materials, or the personal belongings of others is prohibited.
2. Students shall be held liable for intentionally or recklessly destroying or damaging College property or the property of others on College premises or at College-sponsored events. This includes all forms of vandalism and graffiti.

Smoking

It is the policy of Southern Vermont College to provide a safe learning and working environment for both students and employees. Research clearly indicates that smoke from cigarettes, pipes and cigars are hazardous to health; therefore, it is the intent of the College to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to areas at least 25 feet from any structure operated by Southern Vermont College. Designated smoking shelters are identified and clearly marked in various locations on campus.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to designated areas outside the College buildings and vehicles. This policy complies with the American with Disabilities Act, which provides smoke free entrances for employees and students with respiratory and other conditions affected by exposure to smoke. In addition, in accordance with the American College Health Association guidelines, smoking will be prohibited in outside athletic and classroom areas, which include but are not limited to the baseball and soccer fields and rugby pitch.

1. Smoking is prohibited in all indoor locations under the jurisdiction of the college.
2. Campus Safety and the Residence Life Staff are responsible for publicizing the policy to students. The Director of Human Resources is responsible for publicizing the policy to employees. The Chief Operating Officer is responsible for notifying contractors. It is the responsibility of students and employees and

contractors to enforce the policy if they have visitors. Campus Safety and Facilities are responsible for the posting of signs. Notification about the policy on smoking will be included in employee and student

publications, newsletters and in other written materials as appropriate. In addition, materials which are used to publicize College public events will include policy notification to the general public.

3. To assist in the implementation of this policy, the College will provide education about the hazards of smoking tobacco and assist students and employees in accessing smoking cessation programs.
4. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Students who fail to comply with the policy on smoking will be referred to the Conduct Review system. If an employee violates the policy, he or she will be referred to his or her supervisor and addressed through the Counseling and Correction procedures outlined in this manual.
5. It is the responsibility of Campus Safety and supervisors in consultation with the Director of Human Resources to enforce the policy on smoking. Complaints about individuals violating the policy should be brought to the attention of the Campus Safety personnel or an employee's supervisor.
6. It is the responsibility of students, employees and visitors to dispose of cigarettes in the designated smoking outposts. It is a violation of this policy to throw smoking materials on the ground.

Solicitation or Sales

1. No student or student organization shall engage in advertising or selling any goods, services or tickets; solicit for any purpose; or survey students on College property or at College-sponsored events without written permission from the Dean of Students, or designee.
2. Non-student and non-related organizations may not sell or solicit on the campus for any purpose without prior written permission from the Dean of Students.
3. No student should solicit materials off campus in the College's name without proper authorization from the Dean of Students.

Stalking

Stalking is defined as harassing or threatening behavior that is engaged in repeatedly, serves no legitimate purpose, and would cause a reasonable person to fear for his or her physical safety and/or cause that person substantial emotional distress. Such actions or behaviors can be either physical stalking or stalking by electronic means (such as by phone, text message, email, or other forms of communication).

Theft

1. Wrongful taking or carrying away of the personal property or services of another. This includes the wrongful taking of College property or College services.
2. Knowingly possessing stolen property on College premises or at College functions.

Trespassing

1. Unauthorized presence on/or use of any College facilities or property.
2. Entering another individual's room/office without their knowledge

Unauthorized Use or Possession

1. Unauthorized use or possession of College keys, vehicles, equipment, furniture, buildings, computers, or space.
2. Operating College vehicles without prior certification from Campus Safety and/or authorization from a College department.

Weapons or Explosives

Possessing/using firearms, explosives/fireworks, or other weapons on College property is strictly prohibited. Students who work for the Sheriff's or Police Departments must make arrangements to store their firearms off campus. Contact the Director of Campus Safety if you have questions.

1. The possession, use, or storage of any explosive material on College property or at any College function.
2. The possession, use, or storage anywhere on College property (including the Residence Halls) of any object designed to inflict injury. Possession and/or use of firearms, explosive chemicals, gasoline, ammunition, bows and arrows, swords and other similar items are prohibited.
3. Threatening the possession or use of weapons or explosives is prohibited. This includes threats made verbally, by phone, by email, by text message, or by any other means of electronic or other communication.