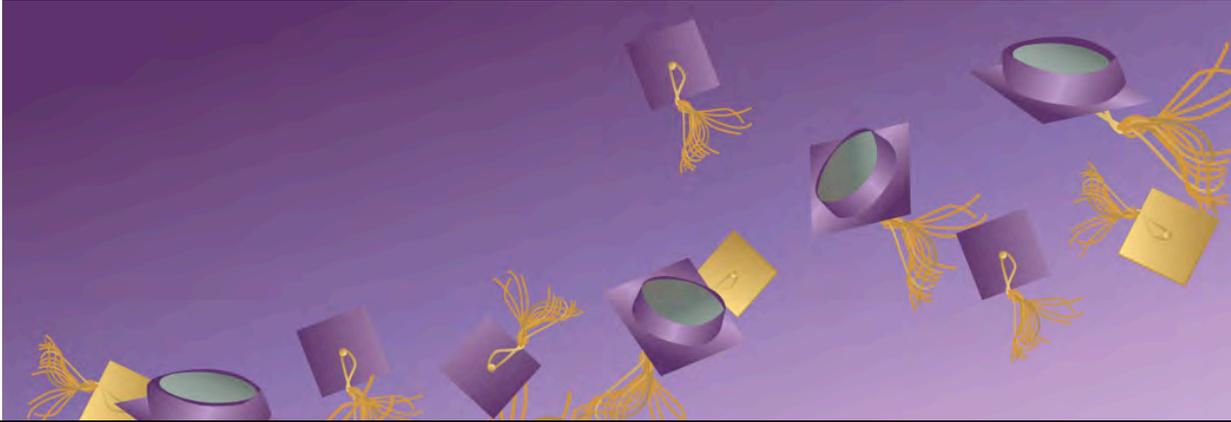




BEACON
COLLEGE



STUDENT HANDBOOK



2010-2011

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Welcome
From the Vice President of Student Services

Dear Students:

On behalf of Beacon College, I welcome you to the 2010-2011 academic year. The entire Beacon Community is fully committed to providing you with a caring, supportive and cooperative learning environment. We seek to challenge you academically, socially, physically, and emotionally by providing new experiences and opportunities to assist you in realizing your true potential.

The purpose of this Handbook is to provide you with useful information that will assist you as you pursue your educational goals. It is intended to convey expectations regarding your conduct as a Beacon College student. The responsibility for knowing and complying with the rules and regulations published in this Handbook rests with you, the student. Rules and regulations governing your conduct are prescribed to ensure the safety and well being of all students and to promote the academic and social purposes of the College.

Student Services, along with the entire Beacon College Community, works to provide quality programs and services that support our educational mission. Student Services has adopted a student development philosophy for the delivery of programs and services designed to compliment the academic curriculum of the Institution. Beacon College is committed to encouraging you to become educated, enlightened, and empowered in ways that will help you to achieve your goals and contribute to society as productive citizens.

Again, WELCOME to Beacon College! Let's make this the best year ever!

Sincerely,

Dr. Robert Bridgeman, Sr.
Vice President Student Services

2010-2011 College Calendar

FALL 2010

AUGUST

August 15	New Students Move-In
August 17-20	New Student Orientation
August 21	Returning Students Arrive
August 22	All-College Orientation
August 23	Classes Begin
August 30	End of Drop/Add Period

SEPTEMBER

September 6	Labor Day: Campus Closed
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OCTOBER

October 9-10	Parents' Weekend
October 11	Columbus Day: Campus Closed
October 13-15	Spring 2010 Registration

NOVEMBER

November 20	Students Depart for Thanksgiving Break
November 22-26	Thanksgiving Break: Campus Closed
November 29	Classes Resume

DECEMBER

December 13-15	Final Exams
December 16	Students Depart for Winter Break
December 21	Winter Break: Campus Closes

2010-2011 College Calendar

SPRING 2011

JANUARY

January 3	Campus Reopens
January 5	New Students Move-In
January 6-8	New Student Orientation
January 8	Returning Students Arrive
January 9	All-College Orientation
January 10	Classes Begin
January 17	Martin Luther King Day: Campus Closed
January 18	End of Drop/Add Period
January 26-28	Summer 2011 Registration

FEBRUARY

February 16-18	Fall 2011 Registration
February 21	Presidents' Day: Campus Closed

MARCH

March 5	Students Depart for Spring Break
March 7-11	Spring Break: Campus Closed
March 14	Classes Resume

APRIL

April 15	College Closed
April 26-28	Final Exams
April 29-30	Students Depart for Summer Break
April 30	Graduation

SUMMER 2011

MAY

May 3	Classes Begin
May 26	Final Exams
May 27-28	Summer Semester Ends: Students Depart for Summer Break
May 30	Memorial Day: Campus Closed

JUNE

June 1	Cultural Studies Abroad Depart
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Emergency Telephone Numbers

Emergency	911
Sr. Resident Assistant	Donna Perrico (352) 638-2108
Resident Assistant	Steve McDaniels (352) 552-3181
Director of Student Life	Maria Georgo (352) 638-2120
Leesburg Police Department 115 E. Magnolia Street	Non-emergencies (352) 787-2121
Leesburg Fire Department 201 S. Canal Street	Non-emergencies (352) 787-9780
Poison Control Center	(800) 282-3171
Rape Crisis Center at The Haven	(352) 787-1379
Suicide Hotline at LifeStreams	(800) 784-2433
Fish and Wildlife	(800) 344-9453

CHAPTER 1: STUDENT SERVICES

OFFICE OF STUDENT SERVICES

Student Services provides non-academic student support services and activities that contribute to the cultural, social, intellectual, moral, and physical development of students. The Office of Student Services provides a wide variety of activities throughout the year to promote student development, campus community involvement, and to increase faculty, staff, and student interaction.

It is the goal of the Office of Student Services to produce well-rounded individuals, and the staff is committed to providing out-of-classroom experiences to enhance the environment in which students learn and to promote growth and development in all areas of the student's life.

Student Services works to provide the effective delivery of student support services. These services include but are not limited to: physical and emotional wellness; residential life; student government; student development; clubs, activities and organizations; food service; and transportation.

CO-CURRICULAR ACTIVITIES

Out-of-classroom experiences are invaluable in the personal development of the well-rounded Beacon College student. Such activities include involvement in global/cultural awareness activities, social activities, health and wellness programs, leadership education, and community service. The College hosts a variety of on and off campus co-curricular activities that regularly include outdoor/nature activities, sporting events, cultural/ethnic festivals, musical and arts entertainment and appreciation, relationship and leadership building, health education, and fitness programs.

CAMPUS ACTIVITIES

Group outings are scheduled during each month. Weekend activities include trips to plays, movies, festivals, camping, local attractions, and the beaches. The Beacon Activities Council (BAC) and the Coordinator of Student Activities plan the schedule.

The Coordinator of Student Activities, along with the Beacon Activities Council (BAC) are responsible for planning, scheduling, and implementing all college sponsored cocurricular activities. Dates and descriptions of each event are posted in various locations throughout the campus. The activities calendar is available online.

- Students should sign up for each activity within the prescribed time period and may do so in Student Services or on sign-up sheets on the Student Services Bulletin Board in the Stoer Dining Hall.

- **Students may be responsible for paying a portion or full price for tickets to certain events or off campus activities such as theme parks, water parks, or other special events.**
- **When advance purchase of tickets is required, students who fail to attend an activity or do not find a replacement after signing up for the activity, will be held responsible for cost absorbed by the College.**
- Students must attend meetings relating to the activity.
- Participation in some activities, clubs and organizations may be contingent upon the student being in good standing with the college and making academic progress toward the completion of his/her degree.

Students are permitted to drive their personal vehicles to student activities and do so at his/her own risk. Students who elect to drive personal vehicles should be aware of the following:

- Student drivers assume responsibility for the safety of all passengers in the vehicle. The College assumes no liability for students riding in personal vehicles to college activities.
- Students electing to drive are responsible for securing directions to the activity from the Office of Student Services.
- Student drivers assume responsibility for transporting all passengers in the vehicle to and from the activity.
- Student drivers and passengers must be at the appointed destination when the Sponsor arrives in order to secure a ticket or have the admission price paid for by the College. If students are not present, then, as stated above, they will be responsible for reimbursing the College for any advance ticket purchase.

When participating in College-sponsored activities, on or off campus, students are expected to exhibit appropriate behavior. Students are subject to the established rules and regulations of the College and the Student Code of Conduct at all off campus events as well as on campus activities.

CLUBS AND ORGANIZATIONS

To enhance their college experience, students may choose to join any number of a variety of campus clubs and organizations such as Student Government, Greek organizations Lambda Epsilon Omega fraternity, Pi Phi Psi sorority, and Mu Mu Mu (Tri Mu) sorority; the Performance Club; Gamma Beta Phi, a national service organization; the Art Club; and Future Business Leaders of America-Phi Beta Lambda. As interest changes, students have opportunities through the Office of Student Services to develop new campus clubs and organizations.

Beacon College is committed to the academic freedom of the student and strongly supports students and student groups in their efforts to sponsor activities that add to the educational and social growth of the College community. The College is a forum for ideas and their exchange. Such exchanges can only occur if order is maintained and all participants recognize standards of decorum and good behavior. The College recognizes that some activities will target a single class, seminar or organization, and that other activities may address a wider spectrum of the College community.

Students and student groups are eligible to sponsor activities and host guest speakers on campus. As such, the following regulations apply:

- The Coordinator of Student Activities and/or Director of Student Life must approve these events. Requests for approval, use of college facilities, and services must be submitted at least seven (7) days in advance of the event or the advertising of an event.
- The privilege of inviting speakers and performers carries with it important responsibilities to ensure that the integrity of the College is not compromised. The College reserves the right to cancel any event deemed likely to cause an interruption in the College's orderly activities. The College President or duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity.
- When a student organization sponsors an activity, it assumes the responsibility for the planning and execution of the activity. All activities should be coordinated with the Beacon Activities Council (BAC), Student Activities Coordinator and Director of Student Life.

HEALTH AND WELLNESS

The College offers professional counseling and related services in a safe and secure environment where students are free to confidentially discuss any issues of concern at no cost to them. Health related seminars and workshops are also made available to all students.

The College employs two full-time staff who are National Certified Mental Health Counselors; and a LPN as Health Educator all of whom are available for consultation by appointment. Services are available at no charge to the student. Their offices are located on the second floor of the Stoer Building.

For students, who have psychotherapy needs or medical needs beyond the scope of the College's support services; a list of local therapists, physicians, and other services is available. Students requiring this treatment source will assume all financial responsibility. It is the responsibility of students to obtain and assume financial responsibility for transportation to appointments.

In order to promote the optimum safety and well being of the Beacon College community, all students are strongly encouraged to seek immediate assistance if they become aware of suicide thoughts, threats, or attempts by another student. Contact a Counselor or Resident Assistant for

support. Intervention options will be considered, and follow-up with appropriate mental health professionals may be required.

All students must submit a copy of a current health insurance card, documentation of legally required immunizations, and proof of health insurance.

LOCAL MEDICAL RESOURCES

This information is only provided as a sampling of medical service providers and practitioners that are available locally. This list does not represent an endorsement or recommendation of the college, its directors, officers or employees, to any particular medical service provider or practitioner.

Before seeking medical assistance, be sure to check with your insurance company. Students are responsible for arranging their own medical appointments and transportation. Limited transportation is available on a first come basis during weekday business hours. Transportation is limited to necessary medically related issues (Dr. visits, medication, testing, etc). Contact the Office of Student Services at (352)787-4616 to schedule your transportation. There may be a minimal fee billed to the student for this service. Service is limited to a 20 mile radius of the campus. Students/Parents are responsible for payment of all medical expenses.

Allergists/Asthma

Dr. Thomas Shen, 8245 CR 44 Leg A, Leesburg, FL 34748 (352) 314-2929

Dr. Santiago Martinez, South Lake Medical Plaza, 1120 Citrus Tower Blvd., Suite 115
Clermont, FL 34711 (352) 242-3791

Cardiologists

Florida Heart & Vascular Center, Dr. Ronnie Sabbah, 511 Medical Plaza Drive #101,
Leesburg, FL 34748 (352) 728-6808

Lake Heart & Medical Center, Dr. Matthew Lourdes, 732 N. 3rd St., Leesburg, FL 34748
(352) 728-2532

Chiropractors

Buchanan Health Group Dr. Wesley Hohman/Dr. Tige Buchanan, 32815 Radio Road,
Leesburg, FL 34788 (352) 787-8531

Lake Chiropractic Clinic, 1235 W. Dixie Ave., Leesburg, FL 34748 (352) 787-2785

Leesburg Chiropractic Center, 1107 W. North Blvd. #23, Leesburg, FL 34748
(352) 787-4500

Counselors

Ms. Sandi Webster/Ms. Talia Wright, Beacon College (352) 787-4616

Ms. Phyllis Wesley/Ms. Peggy Keene, 203 N. Saint Clair & Abrams Ave., Tavares, FL 32778
(352) 742-0069

Dentists

Dr. Don Ilkka, 8301 CR 44 Leg A, Leesburg, FL 34748 (352) 787-4748

Dr. Jon Mehr, 606 W. Magnolia Street, Leesburg, FL 34748 (352) 787-4800

Dermatologists

Lake Dermatology, 1132 E. North Blvd., Leesburg, FL 34748 (352) 365-6650

Dr. Michel Snyder, 608 S. 9th Street, Leesburg, FL 34748 (352) 787-4532

Ear, Nose, & Throat

Lake Ear, Nose, Throat & Facial Plastic Surgery Associates, Medical Plaza 901, 601 E. Dixie Ave. Leesburg, FL 34748 (352) 728-2404

Dr. Don Burgos, 1140 S. Grove Street, Eustis, FL 32726 (352) 357-1155

Family Physicians

Leesburg Family Medicine, 802 East Dixie Ave., Leesburg, FL 34748 (352) 787-1324

Physicians' Referral, (352) 323-1000

Dr. Rolando Menendez, 608-A South 9th St., Leesburg, FL 34748 (352) 365-2221

Leesburg Community Health Center, 225 N. 1st Street, Leesburg, FL 34748 (352) 360-0490

Lake County Health Department, 14 N. Eustis Street, Eustis, FL 32726 (352) 357-1668

Hospitals

Leesburg Regional Medical Center, 600 East Dixie Drive, Leesburg, FL 34748 (352) 323-5762

Florida Hospital—Waterman, 1000 Waterman Way, Tavares, FL 32778 (352) 253-3600

Labs

Quest Diagnostics, Patient Service Center, 101 South 11th St., Suite 2, Leesburg, FL 34748 (352) 787-5721 Hours: Monday-Friday 7:00 a.m. to 4:00 p.m.

Lab Corp of America, 920 E. Dixie Ave., Leesburg, FL 34748 (352) 365-1992 Hours: Monday-Friday 7:00 a.m. to 4:00 p.m.

Neurologists

Lake Neurology Clinic, Dr. Marilyn Patterson, 608 S. 9th Street, Leesburg, FL 34748 (352) 360-1122

Neurological Associates of Lake County, 301 Medical Plaza Drive, Leesburg, FL 34748 (352) 787-7611

Nutritionists

Jeff Whitman, 914 N. 14th St., Leesburg, FL 34748 (352) 365-6477

David Frerking, 915 E. Alfred Street, Tavares, FL 32778 (352) 343-9275

Oral Surgeon

Dr. Ed Blanton, 2149 US Hwy 441, Leesburg, FL 34748 (352) 728-6600

Central Florida Oral & Maxillofacial Surgery, 265 Hatteras Ave., Clermont, FL 34711
(352) 242-5331

Pharmacies

CVS/Pharmacy, 1235 N. 14th Street, Leesburg, FL 34748 (352) 787-7800

Winn Dixie, 1103 W. North Blvd., Leesburg, FL 34748 (352) 787-0593

Walgreen's, 901 S. 14th Street, Leesburg, FL 34748 (352) 787-3506/Prescriptions

Wal-Mart, 2501 N. Citrus Blvd., Leesburg, FL 34748 (352) 536-2730

Target, Lake Square Mall, Hwy 441, Leesburg, FL 34788 (352) 360-0209

Psychiatrists

Advanced Behavioral Health Center, Dr. Luis Torres, 1799 Salk Ave., Tavares, FL 32778
(352) 742-8300

Dr. Hector Deleon, 221 N. Joanna Ave., Tavares, FL 32778 (352) 742-8300

Dr. C. Coutts, 3261 US Hwy 441-27, Fruitland Park, FL 34731 (352) 323-6050

Psychologists

Lake Center of Hope, Dr. Nick Ungson, 33057 Professional Drive, Suite 102, Leesburg, FL
34748 (352) 787-0081

Dr. Patrick Ward, 101 E. Maud Street, Tavares, FL 32778 (352) 253-9348

Associates for Counseling Services, P.A., 217 N. 14th Street, Leesburg, FL 34748 (352) 365-
1098

Wellness

LRMC Wellness Center, 700 N. Palmetto Street, Leesburg, FL 34748 (352) 323-5640

Jeweled Lotus Yoga, 104 S. 2nd. Street, Leesburg, FL 34748 (352) 874-3272

Bodies in Motion, 101 E Main St, Leesburg, FL 34748 (352) 787-7060

Cardio Fit of Leesburg, 318 S. 2nd Street, Leesburg, FL 34748 (352) 728-9885

Fit-ology, 1137 S. 14th Street, Leesburg, FL 34748 (352) 360-0054

Women's Health

Dr. Michelle Wood, M.D., 601 East Dixie Ave., Leesburg, FL 34748 (352) 787-1001

Leesburg Community Health Center, 225 N. 1st Street, Leesburg, FL 34748 (352) 360-0490

FOOD SERVICES

The dining hall is located at the corner of Main St. & 1st St., referenced as *The Chopping Block* and is open for breakfast, lunch, and dinner Monday-Friday. Meal times are published on the weekly menu. Cookouts and special meals are offered on alternating weekends as well. Food Service operates on a buffet-style system and the cost for meals is included in the board fees. Students not on a meal plan may purchase individual meals. Students should see the Food Services Manager to do so. The College reserves the right to modify the delivery of food services based on student needs. Students with special dietary restrictions due to health related issues should make an appointment with the Food Services Manager to discuss their dietary concerns. At times, special events off campus include meal service and in these cases no food service is provided on campus.

- Appropriate conduct is required of all students. Students should refrain from sitting on the tables, running inside the building, horse playing, boisterous noise, standing in chairs, etc.
- Appropriate dress is required of all students. In order to comply with health regulations, students must wear a sleeved shirt and shoes at all times in the Stoer Building.
- Students are required to remove their trays and other items from the tables.
- Dishes, glasses, and silverware must remain in the Stoer Building.
- When directed, students must sign up for meals.

The food service staff has the authority to enforce these regulations. Students who violate these regulations will be subject to disciplinary action.

There are no meals served on Saturday, however one meal is offered on Sunday as a brunch type menu. Please see the Student Service Bulletin Board for schedules. Take-home meals are available and should be requested in advance from the Food Services staff.

Food Service Committee: The Food Service Committee is comprised of the Food Service Manager and students appointed from the SGA. The purpose of this Committee is to assist the Food Service staff in their continuing effort to improve the quality and selection of menu items.

TRANSPORTATION

The College operates a van transportation system to provide students access to field placement externships and college-sponsored activities. Based on availability, students may schedule individual transportation to medical appointments through the designated Resident Assistant; a minimal fee may apply. While every effort is made to accommodate students' schedules and needs, transportation is provided as available and cannot be guaranteed in every instance. Abuse of this service may result in loss of an individual's transportation.

Students utilizing van transportation to attend co-curricular activities off campus should recognize that this service is a privilege. Appropriate behavior should be exhibited on the van at all times. Students who conduct themselves inappropriately will be subject to suspension from the use of van service and may face additional disciplinary actions. The following rules should be adhered to:

- No food or drinks should be consumed on the van at any time.
- No smoking or tobacco products are allowed on the van.
- Rude and disorderly conduct will not be tolerated.

Students should be aware that this list is not exhaustive and that additional infractions set forth by the College will also be enforced. **The College's authorized van drivers have the authority to enforce these regulations. Students who violate these regulations will be subject to disciplinary action.**

STUDENT VEHICLES

Any Beacon College student is permitted to bring a car to campus. To do so, students must submit a copy of their driver's license, registration, and proof of insurance to the Office of Student Services. All cars parked on campus must display a Beacon College Parking Sticker (fee applies). Failure to maintain a current parking decal may result in fines and loss of campus driving privileges. Students are required to obtain a new permit is each academic year.

Public parking is available in the parking lot/garage. Check for any parking restrictions before leaving your vehicle. Parking behind College buildings is reserved for faculty and staff. Students are encouraged to use the parking lot behind the Stoer Building. All parking is done at the car owner's risk.

Any visitor parking at the College Apartment Complex must register their vehicle at the Office of Student Services or with the RA. Violators will be towed at their own expense. All parking is done at the car owner's risk.

STUDENT MAIL

Student mailboxes are located in the Student Center. Each student will receive a mailbox key and is responsible for its replacement if lost. Students should not tamper with or remove mail from other student's mailboxes. Packages or mail delivered by U.P.S., FEX, etc. must be picked up and signed for at the reception area of the Administrative Building.

Outgoing mail and packages may be left in the Administration Building for pickup, but must have the appropriate postage.

COLLEGE ID CARDS

Each student will have a photograph taken during Student Orientation for the purpose of issuing a College ID Card. Students must present a valid College ID when using the Library/Learning Resource Center and cashing checks locally. Presenting a valid College ID at certain local businesses also entitles students to discounts. **Students who illegally use their College ID cards will be subject to disciplinary action.**

MANDATORY MEETINGS

Students are required to attend periodic meetings held on campus and within the residential setting. These meetings are kept to a minimum. However, when these do occur, it is important that all students attend so that information is effectively disseminated.

When these meetings arise, students will be notified 48 hours prior to the meeting, unless a meeting is required to inform students immediately of a campus situation. In cases of emergency, the meeting will be scheduled as soon as possible. Notices will be placed in each student campus mailbox and posted around campus. Students who fail to attend or are tardy (10 or more minutes) for mandatory meetings are required to attend a supplemental meeting.

Please recognize that mandatory meetings are infrequent and are mandated in order to easily disseminate policies and procedures or information.

CAMPUS SAFETY

Students should report all criminal activity to a college administrator, faculty, or staff as soon as possible. In case of an immediate threat to the personal safety of any member of the campus community, students should dial 911 to procure emergency assistance and notify an administrator and/or an RA as soon as possible.

The following safety tips may be helpful:

- Always travel in groups or use college transportation services after daylight hours.
- Never walk alone at night and avoid short-cuts.
- Always lock your apartment door when you are away from your residence.
- Do not loan your key to anyone.
- Always lock your doors and windows at night; never compromise your safety or a roommate's by leaving doors and windows unlocked.
- **Do not leave valuable possessions such as identification, wallets, checkbooks, jewelry, camera, etc. in open view.**

- Program your phone's speed-dial memory with emergency phone numbers.
- If you must write down the security combinations to campus buildings equipped with keypads, keep it from the open view of those who are not members of our campus community. Never allow people who are not members of our campus community to have access to security combinations for any reason.
- Do not prop open secured doors for any reason. Make sure that doors close securely behind you.
- If you see unfamiliar visitors in campus buildings or the apartment complex, report your observation to an administrator or residential assistant as soon as possible.

STUDENT PUBLICATIONS

Student publications are strongly encouraged in order to facilitate communication and discussion among students, alumni, faculty, and staff. If students want to participate in the development of a publication or initiate a new media source, supervision of publication by either a faculty or staff member is required. Student publications serve as a tool for the establishment and maintenance of free and responsible discussion and intellectual exploration on campus.

In the tradition of "freedom of the press," students are free, individually and collectively, to express their views on issues concerning institutional policy and on other matters of general interest to the student body. The College guarantees sufficient editorial freedom for student publications to maintain their integrity of purpose as a vehicle for free expression in an academic community. Student publications are protected from suspension and removal due to student, faculty, administration, or public disapproval of content.

Since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism in the avoidance of libel, indecency, undocumented allegations or personal attacks, and fair representation of the student body and the College. To insure this responsibility, the advisor subsequent to publication must preview all publications.

All student publications must also include this statement: **"The opinions expressed are not necessarily those of the Institution or its student body."**

COPYRIGHT POLICY

This policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic, in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. The College will not assert its ownership interest in scholarly and academic works created by members of the faculty who use general available College resources. Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire.

Generally available resources include one's office, office computer, telephone (excluding long-distance charges), library and other resources that may be included in the accompanying Intellectual Property Agreement Form.

This policy is also applicable to the creation of technology-mediated courseware in any form and format, including but not limited to video and Internet-based materials. However, this policy is not intended to affect the compensation of faculty and other College personnel involved in the delivery of instruction independent of the ownership of the courseware that may underlie such instruction.

CHAPTER 2: RESIDENTIAL LIFE

RESIDENTIAL LIFE

The Beacon College Village Apartments serve as the College's residence halls. The apartments are within walking distance of the Main Street campus. At Beacon College, residential life plays an integral part in the student's development and education, not only as a supportive environment but also as a means of building life experiences. This unique and rewarding housing system enables students to live in apartments and develop independent living skills while attending college. Staff Resident Assistants, assisted by student Community Builders, provide support and supervision in student housing, enforce rules and regulations, and foster an environment of belonging and success for all students.

RESIDENT ASSISTANTS AND STUDENT COMMUNITY BUILDERS

Staff Resident Assistants (RAs), assisted by student Community Builders, provide support and supervision in student housing, enforce rules and regulations, and foster an environment of belonging and success for all students. RAs live within the apartment complex with the students. This individual is responsible for providing support supervision and emergency coverage for students within the apartment setting. In addition to providing coverage and emergency support, the RA is also responsible for the following:

- Completing student apartment inspections.
- Enforcing college rules, residential policies, and the student code of conduct.
- Performing crisis intervention and assisting clinical staff with problem solving.
- Coordinating the development and implementation of community building activities.

The RA has full authority to enforce the rules of the College, and may enter/inspect any Beacon College Village Apartment when deemed necessary. Students who violate these regulations will be subject to disciplinary action.

RESIDENTIAL POLICIES

The following policies relate to students residing in campus housing at the Beacon College Village Apartments:

- Combustible material may not be stored or ignited at any time within the residences, on campus grounds, or in campus buildings (**i.e. incense and candles, propane tanks, lighter fluid**). **There is a \$5,000 fine plus damages** if the sprinkler system within the apartment is tampered with.

- In the interests of health and sanitation, pets are not permitted in student residences. Feeding of animals belonging to others (or wild animals) also poses health and safety risks and is not allowed.
- In the interests of insect control and safety, screens should never be opened or removed from windows in the student residences.
- Residents are not permitted to set up outside antenna systems.
- Only “push pins” may be used to hang wall decorations.
- The Beacon College Village Apartments provides a swimming pool. The policy is “**SWIM AT YOUR OWN RISK.**” There is no lifeguard on duty. **NO students are to swim alone.** To help ensure safety while swimming. Pool regulations are posted in the pool area and must be followed to ensure the safety of all students.
- For your convenience and safety, a grill is provided in the gazebo area. No grilling is permitted near or around the apartment buildings. When grilling, use only Match Light charcoal and appropriate grill tools, and use safety precautions.

FINES

Failed Inspections 2 nd time in a semester	\$ 75.00 each resident + actual costs for damage or cleaning service
Pets/24 hr. period	\$ 100.00
Unregistered Guest	\$ 75.00 per night
Excessive Guests	\$ 100.00 per night
Smoke Detector Tampering	\$ 150.00 + costs
Fire Sprinkler Tampering/Activation	\$5000.00 + costs
Parking	\$ 10.00
Speeding	\$ 10.00
Littering	\$ 10.00
Wreckless Driving	\$ 100.00
Storage outside of apartment	\$ 10.00
Storage inside apartment	\$ 10.00
Contraband (weapons/alcohol/drugs/etc.)	\$ 500.00
Destruction/Damage to College Property	Up to \$250.00 + costs of replacement and repair
Smoking in Apartments	\$250.00 each occurrence + costs

Any of the above listed violations may also result in disciplinary action. Any other activities that result or may result in harm or damage to the college, employees, or fellow students will be addressed on a case by case basis and may result in a fine and/or disciplinary action. All of the above mentioned fines are subject to modification or adjustment based on costs and or expenses incurred by the college, employee or student.

Upon the second consecutive room inspection resulting in a failure, the student will also be barred from attending college-sponsored activities (with the exception of class field trips and field placement), as well as receiving the appropriate fine and discipline. Students will not be allowed to return to college-sponsored activities until their room/apt. passes inspection. Damage to college property may result in eviction from college housing.

GUESTS & VISITORS

Out of respect, students are not to have guests or visitors (student or non-student) in the apartment without the expressed permission of their apartment mates. Anyone who is loud or disruptive at any time may be asked to leave.

Provided there are no complaints guests and visitors are permitted in the apartments:

Sunday – Thursday: 9:00 a.m. – midnight

Friday – Saturday: 9:00 a.m. – 2:00 a.m.

Students are permitted to have **overnight weekend guests or visitors** (student or non-student) according to these specific rules:

- A written request must be submitted to the RA or Director of Student Life 48 hours prior. In some cases the RA may accept late-notice requests.
- All guests or visitors (student or non-student) must be registered with the Residential Assistant, and each roommate and the host-student must sign the registration form.
- Overnight guests or visitors (student or non-student) may stay up to two (2) nights in any given thirty (30) day period.
- Only one overnight guest or visitors (student or non-student) is permitted at one time.
- Guests or visitors may not stay overnight unless all roommates consent to their presence and permission has been granted by the RA or Director of Student Life.
- The host-student is responsible for the actions of his or her guest or visitor.
- Guests or visitors must abide by all campus rules and regulations.
- Guests or visitors must be 18 years old or older; unless a family member.
- Guests or visitors must pay for meals eaten in the Stoer Building.
- Guests or visitors may be banned from College property for violating College policy; and the student may lose the privilege for having guests or visitors.

Students who fail to register their guest or visitor will be subject to disciplinary action. Students hosting non-registered guests or visitors will be assessed a \$75.00 per night fee. Excessive guests will be charged \$100.00 per night (if guests stay more than two times per month).

DECORATING POLICY

Each student is responsible for the proper care of the residence and college property. Alterations, changes and/or modifications to your residence are not allowed. This includes but is not limited to changing paint colors, covering windows, etc. Rooms, if decorated, must be returned to their original condition when the occupant leaves. **Individual charges are assessed for property damage that occurs for reasons other than normal usage.** Thus, in decorating, the use of permanently damaging items such as nails, staples, tape, and decals are prohibited. **Only pushpins may be used for wall hangings.** All wall hangings must be removed when the occupant leaves.

Decorating with drug paraphernalia, containers (cans, bottles, crates) from or with alcohol, and pornography is strictly prohibited. During inspections the College reserves the right to dispose of any and all items.

Fees resulting from apartment damages must be paid at the end of each term. Failure to comply with college policies will result in the withholding of grades, transcripts, and/or diplomas and may result in losing the privilege of living on-campus.

CARE OF COLLEGE PROPERTY

Please keep the proper care of the apartment in mind. You are responsible for the appearance, condition, and cleanliness of your living space. The RAs will conduct inspections for cleanliness, fire, health, maintenance, and safety concerns. Inspections will also assist the College in maintaining warranties.

Residents jointly share the responsibility for the condition of their apartments. No beds may be moved into any common areas, such as living rooms. Any dismantling of furniture, including beds, is prohibited. Any student responsible for creating unclean conditions must personally correct the problem. **Individual or group charges will be assessed for excessively unclean conditions. No personal items should be left or stored in any housing exterior area.**

ROOMMATE AND APARTMENT CHANGES

At times, when in the best interest of the college and/or student, housing changes may be made. Student requests for roommate or apartment changes should be made through the Vice President of Student Services or Director of Student Life. The College does not normally make such changes during the semester. Instead, students are strongly encouraged to work with the Counselor and the RA to resolve any roommate conflicts before a change is initiated. If a student initiates an apartment change, the student will assume all financial responsibility for the

change. An apartment change fee of \$100.00 will be assessed in all student-initiated moves. No apartment changes will be made without written consent from the Vice President of Student Services or Director of Student Life. Apartment change requests will only be made after roommate mediation sessions have occurred and written recommendations from a college Counselor are received at the office of Student Services. All appropriate housing fees must be paid in advance to moving (private room, private apartment.)

KEY POLICY

Each student is issued a residence key and a mailbox key when checking in at the beginning of the semester. It is the student's responsibility to report a lost key to the Administration Building. Students are not allowed to make duplicate keys. A \$10.00 charge will be levied for each replacement key. Students, who do not return keys at the end of the semester, will be charged an additional fee of \$50.00 per key due to the safety measures required (i.e. changing the locks). Grades, transcript, and diplomas will be withheld until fees are paid.

LOCKS

College Maintenance personnel handle all lock repairs. Residents may not add locks to doors or windows.

MAINTENANCE REQUESTS

Maintenance requests occurring during campus office hours should be reported immediately to the Administration Office. Emergencies occurring during the evening hours should be reported immediately to an RA.

STORAGE

The College does not store student belongings. The College may provide assistance with the transportation of items to the local storage facility; however the college assumes no liability in the transportation or storage of items. Any items left on campus property will be considered abandoned and disposed of.

MAINTENANCE FEE

Each student who resides in college housing will be assessed a \$200.00 maintenance fee. Any damages to the apartments/college property will be assessed separately.

MOVE OUT

All students are required to vacate college-supported housing upon the completion of their last academic term during the academic year. Failure to move out will result in a \$100 fine per day, plus costs (electricity, water, etc). Move-out and storage of personal items is the responsibility of the student. The apartments must be vacated in preparation of the next incoming class and the required maintenance associated with such preparation. Move out forms are issued to each

residential student. These forms must be completed and signed by appropriate college personnel. Failure to do so will result in an additional \$100.00 fine.

INSPECTIONS

Formal inspections of college housing occur at a minimum of once monthly. Other inspections may be deemed necessary due to certain conditions. Formal inspections are announced and scheduled on the activities calendar. College personnel will knock a minimum of two times prior to opening an apartment door. Upon opening door, the college employee shall announce his/her presence to students.

CLOSINGS

Residence halls are closed for Thanksgiving, Christmas, Spring Break, and other designated holiday periods. No provisions are made for RA coverage or room and board during closed periods. Students are not permitted to remain in the residence halls during the closing periods and may not return before housing officially re-opens. All students are required to vacate the residence halls during the closed period. Failure to do so will result in a \$100.00 per night fee to the student. (This includes early arrivals and late departures.) Students should coordinate their arrival/departure times with residence hall closings.

DRESS CODE

Students are required to abide by the following relating to their dress:

All students must wear upper and lower body garments and foot coverings at all times in the following locations: Stoer Building, Administration Building, College Offices, Student Lounge, Classrooms and Library. Pajamas or other inappropriate dress is not permitted in the classrooms.

Bathing suits or swimming attire should only be worn at the residence hall swimming pool.

Appropriate attire is required for formal graduation exercises, formal receptions and other formal occasions of a ceremonial nature.

Students taking part in a field placement externship must wear attire that is appropriate to their placement.

CHAPTER 3: STUDENT CODE OF CONDUCT

PHILOSOPHY

The aim of education is the intellectual, personal, social, moral, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the College community are necessary for the fulfillment of such goals. The *Student Code of Conduct* is designed for the promotion and protection of such an environment.

Acceptance of membership in the College community amounts to neither a surrender of individual rights nor a means for escaping the fundamental responsibilities of that membership. Everyone must share in the commitment to protect the personal safety and promote the educational development of each member of the College community. The *Student Code of Conduct* is designed to balance the rights and needs of the individual with the responsibility of the individual to meet the needs of the community.

PURPOSE AND INTENT

The primary purpose of the enactment of this Code is to set forth the standards of conduct expected of students who choose to join the College community. The integrity of the College community is contingent upon the fulfillment of a trust; the students will engage in reasonable behaviors to promote and protect the educational environment. The *Student Code of Conduct* does not constitute an exhaustive list of punishable offenses, but rather prescribes standards to guide individual choices.

Students who violate these standards will be subject to disciplinary sanctions in order to maintain order and stability on campus.

JURISDICTION AND AUTHORITY

The *Student Code of Conduct* is designed to exercise control and supervision of the College, their properties and activities, and is authorized to enact ordinances for the governance of the Institution.

The Vice President of Student Services is designated to enforce the rules set forth under the *Student Code of Conduct*.

Students who violate the *Student Code of Conduct* may be accountable to both civil and criminal authorities, and to the College. Disciplinary action at the College may proceed during the course of other proceedings at the discretion of College officials. Sanctions may be imposed for acts of misconduct, which occur on college property or at any college sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to discipline.

SCOPE

The rules presented in the *Student Code of Conduct* are applicable to both individual students and student organizations.

Violation of a State Law, which results in a conviction, will result in additional actions by the College. All employees of Beacon College are obligated to report any violation of local, state, or federal laws they witness to the appropriate authorities.

Off campus conduct involving the sale or distribution of illegal drugs, physical assault or violence, which may present a clear and present danger to the safety of the College or to members of the College community will result in immediate removal from the College pending the outcome of the criminal proceedings.

The Judicial Committee shall determine dismissal or suspension for violation of local, state, or federal laws. Violations will result in disciplinary actions, up to and including termination of student employment, expulsion or suspension from the College and/or Student Residences, and referral for prosecution.

When a student is dismissed or suspended from the College for cause, there will be no refund or proration of tuition and fees paid.

SEARCH AND SEIZURE

The College endeavors to foster a climate, which is conducive to the purpose of education and learning, which assures the health, safety, and welfare of all personnel and students. The College wishes to avoid or minimize disruption of the educational process. Therefore, in order to assist the College in the realization of these goals, the President or designee may authorize the following:

- The search of a person or the personal property of any individual, including that property or facility provided by the College, upon reasonable suspicion that an illegal act or a violation of college rules and regulations is being or about to be committed.
- The seizure of any property deemed illegal by the College, municipal, state, and federal regulations; injurious or detrimental to the health, safety, and welfare of college personnel and students.

CRIME STATISTICS

An annual report of crime statistics is compiled and published each year in accordance with State and Federal law. These reports are posted throughout the campus including the Stoer Building, Administration Building and Business Office.

PROHIBITED CONDUCT

The rights and privileges that are afforded to all students are subject to their assumption of the responsibility of reasonable behavior. Behavior that results in harmful or reckless action(s), whether intended or unintended, is a violation of the College's *Student Code of Conduct*.

The following are offenses for which a student may face disciplinary action:

Academic Dishonesty

- All forms of student academic dishonesty, including cheating, fabricating, facilitating academic dishonesty, and plagiarism.

Acts Constituting Crimes

- The commission of any act constituting a crime under local, state, or federal law.
- Possession or consumption of alcohol beverages under the age of 21.
- Possession or use of drugs defined by state and federal laws as unlawful will result in dismissal from the College.

Abuse

- Physical and or emotional violence towards another person or group.
- Action that endangers the health, safety or well-being of another person or group.
- Action that serves the purpose of endangering one's own health, safety or well-being.

Bringing False Allegations

- No person shall maliciously bring false allegations against any member of the College community.

Computer Crimes

- College computer and network resources must be used in a manner consistent to of Florida Statutes- the Computer Crimes Act- and of the United States Code- and the Electronic Communications Privacy Act of 1985. **Unauthorized or fraudulent use of the College's computing resources may result in felony prosecution and punishment as provided for in the Florida Criminal Code.**

Disorderly Conduct

- Participation in activities that disrupt the normal ongoing campus functions or interferes with the rights of others.
- Obstructing college or public officials in the performance of their duties.
- Conduct deemed physically or verbally abusive toward college faculty, staff, or students.
- Lewd conduct.
- Failure to comply with directions of a college official or other public officials acting in the performance of their duties while on college property or at a college function or activity.
- Internet postings (i.e. video, blogs, social networks, email, IMing), voice, and text messages that diminish the reputation of the college and/or its students.

Disruption

- Deliberate interference with the freedom of movement, academic freedom (i.e., the right to pursue an education in a peaceful manner), and freedom of speech of any member or guest of the College.
- Interference with the normal operation and/or use of college facilities.
- Students living in campus housing must remain reasonably quiet in and around student residences and be considerate of the rights other residents.

Falsification of Records

- The unauthorized altering, forging, or falsifying of records or making statements with the intent to defraud or misrepresent. Students are prohibited from falsifying or being a party to the same of any official college record or document.

Firearms, Weapons and Explosives

- Possession, use, or manufacturing of a firearm, other weapons (including but not limited to bb/pellet guns, sling shot devices, air/paintball guns, stun guns/tasers, and bow/arrow devices), and replicas or anything resembling a weapon is strictly prohibited on the College campus.
- Illegal use of knives or presenting them in a threatening or non-threatening manner is strictly prohibited. **Pocketknives are not permitted on campus. Possession of knives (other than those deemed for kitchen use) is not allowed.**

- Possession, use, storage, or manufacture of explosives, firebombs, fireworks, dangerous chemicals, ammunition, toxic substances, flammable liquids (gas, starter fluid), or other incendiary devices are strictly prohibited on the College campus.
- Any other item whose purpose and or intent is that of a weapon whether ceremonial or ornamental or not is strictly prohibited.
- Students are considered in possession of firearms, weapons, or explosives if they are located in a campus building, residence building (including common areas), or vehicle parked on campus where the student has knowledge of its presence.

Harassment

- Conduct that reasonably creates an intimidating, hostile or offensive environment for another.
- Engaging in unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status.
- Engaging in sexual harassment such as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.
- Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a course of conduct knowingly directed at a specific person, which reasonably and seriously alarms, torments, or terrorizes another.
- Actions or statements that threaten harm or intimidates another.
- Internet postings (i.e. video, blogs, social networks, email, IMing), voice, and text messages that threaten harm, intimidates, discriminates, or otherwise terrorizes another.

Hazing

- Engaging in, supporting, promoting or sponsoring hazing activities, including any activity that may have the potential of physical harm and/or personal degradation or disgrace.

Hazing is recognized as any activity engaged in by a student or group of students, which causes or is likely to cause, bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any student or other person.

Identification

- All Beacon College students are issued official college identification cards. All Students are expected to correctly identify themselves at all times and present this information upon request from any college official. The college ID card is for the specific use of its owner only. The card may not be loaned, sold or otherwise transferred.
- The possession, use, manufacture, alteration, or sale of government issued identification cards is strictly prohibited. The State of Florida considers forged/altered/fake identification cards as felony offenses.

Interference

- Interfering with any college investigation, including but not limited to tampering with physical evidence or inducing a witness to testify falsely or to withhold testimony.

Pornography

- Possessing, displaying, showing, or viewing pornographic or obscene materials on campus is strictly prohibited. In all cases, the College reserves the right to determine what is pornographic or obscene.

Property Damage

- The negligent or willful and malicious damage or destruction of property belonging to the College, another student, faculty, or staff member, or a guest of the College.

At the end of each semester, students will be assessed a fine and or fee for incurred damages to college property. Students living in college apartments may be evicted. Transcripts and/or grades will be withheld until all fines and or fees are paid.

Theft

- Unauthorized possession or the attempt to obtain possession of property belonging to the College, another student, faculty, staff member, or a guest of the College.
- Knowingly possessing stolen property.

Unauthorized Entry or Use of College Facilities

- Unauthorized entry into any college building, office, or student apartment.
- Unauthorized use of any college facility.

Other Acts/Omissions

The preceding is not a comprehensive list of prohibited conduct. These items serve as an example of acts or omissions that provide a framework of understanding of those actions that are punishable offenses.

ALCOHOL AND DRUGS

Beacon College adheres to Florida Statutes Chapter 562 that details the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possessions of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful:

- For any person under 21 years of age to possess or consume alcoholic beverages.
- To sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age. Servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- For any person to be found in the state of intoxication on a street or in a public place.
- For any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, on sidewalks, or streets.
- For a person to drive while under the influence of alcohol or other drugs.

Florida State Penalties

- **Possession/attempt to purchase alcohol by a person under 21:** (a) fines up to \$500.00 for the first offense; (b) up to 60 days in jail or six months probation for the first conviction; (c) 100 hours of community service.
- **Providing alcohol to a person under 21:** (a) \$500.00 fine for the first offense; (b) 60-days in jail or possible probation for the first conviction.
- **Driving Under the Influence:** (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

Risks of Alcohol

Alcohol is a “psychoactive” or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol is considered to be a “downer” because it depresses the central nervous system. Repeated use of alcohol can lead to dependence, particularly in

persons with one or more parents or grandparents who were problem drinkers. However, a person does not have to be an alcoholic to have problems with alcohol. Each year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate doses of alcohol may increase the incidence of a variety of aggressive acts. High doses of alcohol can severely alter a person's ability to learn and remember information and make judgments. Very high doses cause respiratory depression and death. Heavy use may cause chronic depression and suicide, and is also frequently associated with the abuse of other drugs.

Beacon College adopts the following policy in regards to alcohol possession, selling, and consumption:

Beacon College is a “dry campus” and regardless of age, students are not allowed to possess or consume alcoholic beverages on campus at any time. The unauthorized consumption, selling, or possession of alcoholic beverages is strictly prohibited.

The term “**campus**” refers to the Beacon College campus with respect to all pertinent activities involving College students. Additionally, the term refers to any College-owned, operated, or maintained property, **which includes the apartments.**

Drugs

Beacon College maintains a zero tolerance stance on the use, possession, and sale of illicit drugs on or off campus. Students who are found to be in violation of the illicit drug policy will be expelled from the College immediately. The College also reserves the right to press additional criminal charges pursuant to the established laws by the State of Florida. In addition to illicit drugs, students are not allowed to share or sell prescription drugs. Students who are found violating this rule will be subject to disciplinary action.

The term “**campus**” refers to the Beacon College campus with respect to all pertinent activities involving College students. Additionally, the term refers to any College-owned, operated, or maintained property, which includes the apartments.

The Florida Statutes, to which Beacon College adheres with regard to drug abuse, are found in Florida Statutes Chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except where permitted by prescription law. According to Section 893.13 (1) Florida Statutes, “it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance, on or within 20 feet of the real property comprising a public or private

college or other post secondary institution.” Individuals who violate this law commits a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.944.275 prior to serving such minimum sentence.” Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties.

Florida State Penalties

- **Possession** of Illicit Drugs is a second-degree misdemeanor requiring 60 days in jail and a \$500.00 fine for the first offense.
- **Trafficking** Illicit Drugs is a first degree felony requiring up to 25 years in prison and fines of \$200,000.00 or more.

Risks of Drugs

Illicit drugs all have health-threatening qualities, including lung damage from marijuana, central nervous system disorders from cocaine, heroin and hallucinogens, and liver damage from inhalants. Injecting any drug carries the added risk of contracting HIV, the virus that causes AIDS.

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more cancer-causing agents in marijuana smoke than in cigarette smoke. Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory condition, such as high blood pressure and hardening of the arteries.

In addition, dependence and addiction are constant threats to drug users. Regular use of illicit drugs generally exposes users to criminals who may influence them to become involved in criminal activities in addition to their already illegal drug use.

Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties.

ALCOHOL AND DRUG POLICY

ALCOHOL:

1. First violation to include possession, use or distribution on campus of alcohol: \$500.00 fine & 3 day college suspension.
2. Second violation to include possession, use or distribution on campus of alcohol: 2 week suspension, with possible recommendation for drug and alcohol assessment by a Certified Alcohol and Drug Counselor.
3. Third violation to include possession, use or distribution on campus of alcohol: Suspension for the remainder of the semester.
4. Fourth violation of alcohol: Expelled

DRUGS:

1. First violation to include possession or use of drugs on campus: \$500.00 fine & 2 week suspension.
2. Second violation to include possession or use of drugs on campus: Suspension for the remainder of the semester, with required drug and alcohol assessment by a Certified Alcohol and Drug Counselor. (Completion of the recommendations of the assessment may be required before returning to Beacon College).
3. Third violation to include possession or use of drugs on campus: Expulsion.

SMOKING

In the State of Florida it is illegal to buy or possess tobacco products if you are under 18 years of age. It is also illegal to sell tobacco products to consumers under the age of 18. Vendors are required to view proof of age for all tobacco sales. Violation of state law pertaining to the possession, use and sale of tobacco will result in legal action, including criminal and/or financial penalties.

- Smoking is permitted only in designated areas outside of campus buildings. No smoking is permitted in front of college facilities on Main Street.
- Smoking is not permitted inside campus buildings, apartments, or any of the College's transportation vehicles. **Students who violate this policy are subject to disciplinary action and fines for smoke damages.**
- **Cigarettes should be disposed of properly and safely; not littered on the ground, grass or mulch.**

JUDICIAL COMMITTEE

The Judicial Committee is the designated disciplinary committee for the College. This Committee is responsible for hearing cases, considering judgments, and determining what sanction(s) to impose on those appearing before the Judicial Committee. These disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide procedural safeguards to protect the rights of the individual student and the legitimate interests of the College. The prescribed procedures are outlined and not exhaustive in nature. Due to the nature of educational institutions these procedures require flexibility in process with the intent to secure student and institutional fairness. The Judicial Committee shall be composed of a Chairperson, two other college employees and two college students. The Chairperson shall be appointed by the College President and served a one academic year term. The Chairperson shall select the 2 other College employees and 2 students to comprise the Committee. Prior to serving on a Judicial Committee, all Participants shall receive training on the Judicial Committee procedures. It is the intent that all Judicial Committee members are unbiased in the matter before them and every effort will be made in the composition of the Judicial Committee.

Initiation of Charges

Any member of the College community, including students, administrators, faculty and staff, may bring a case before the Judicial Committee. To initiate disciplinary charges, the complainant must submit a Written Referral to the Vice President of Student Services.

The referral must state sufficient facts, including specific name(s), date(s), location(s) and description(s) of the alleged act(s) of misconduct to enable the Vice President of Student Services to make a determination as whether further fact-finding is mandated. The complainant must sign the written referral.

The complaint should be submitted as soon as possible after the event takes place, preferably within ten (10) days of the alleged misconduct.

Interim Action

At any time following the submission of a written referral, the Vice President of Student Services, after consultation with the College President, may suspend a student for an interim period prior to resolution of the disciplinary proceeding. If the Vice President of Student Services believes that the information supporting the allegations of misconduct is reliable, and determines that the continued presence of the student on the college campus poses a threat to any individual, property, or college function, such interim action may be taken.

The decision to suspend a student for an interim period shall be communicated in writing to the student, and shall become effective immediately upon receipt of notice.

The interim suspension shall remain in effect until a final decision has been made on the pending charges, or until the Vice President of Student Services determines that the reasons for imposing the interim suspension no longer exist.

A student who is suspended for an interim period shall be provided an opportunity to respond to the allegations of misconduct no later than (3) days following the effective date of the interim suspension.

Procedure

The preferred approach for resolving issues of student misconduct is through the informal mediation process.

- In some cases of student misconduct, a formal hearing may not be necessary. This is often true when the student admits responsibility and the violation is of a less serious nature. In this case, the student attends an informal hearing with the Vice President of Student Services to discuss the incident, the student's involvement, and any steps that must be taken or sanction imposed to resolve the matter. An official letter summarizing this discussion, signed by the student, will follow this meeting. The signatures indicate that all parties are in agreement with the outcome of the informal hearing. Copies of the letter will be distributed to appropriate officials of the College and to the student.

Informal actions are not open to appeal.

If mediation fails, the case will be forwarded to the Judicial Committee for a formal hearing.

- The Vice President of Student Services will notify the student in writing of the specific charges, date, and location of the hearing and a copy of the procedure to be followed during the hearing. The student shall receive notification at least three (3) days in advance of the hearing.
- An adviser may assist students at the Hearing. The advisor must be from the College community. The advisor shall be limited to advising the student and shall not participate in the Hearing. The adviser may not appear in lieu of the student or speak on behalf of the student.
- The Hearing will be closed in order to preserve the confidential nature of the disciplinary process and to protect the privacy of the student who is charged with the violation and the witnesses who may be called to testify.
- The composition of the committee shall be 3 College employees and 2 students. At the initiation of the hearing, the accused student may request a change of committee members.

- Matters of Procedure may be presented to the Judicial Committee by any person for vote. The outcome shall be determined by majority vote.
- A Committee Secretary selected by the Judicial Committee Chair will be assigned to take minutes of each meeting.

Order of Presentation

- The Vice President of Student Services shall present the evidence that support the charges and shall have the burden of showing by preponderance of the evidence that a violation of the *Student Code of Conduct* has been committed.
- The student may elect to present an opening statement or may reserve it until the presentation of their case.
- The Vice President of Student Services shall call witnesses to provide statements. Members of the Judicial Committee shall question witnesses.
- Following testimony of all witnesses called by the Vice President of Student Services; the student will then present his/her case. Each witness for the student is called to testify. The pattern remains the same as described above.
- Members of the Judicial Committee shall also question the student.
- Following the close of the student's presentation, the Judicial Committee may recall witnesses for clarification. If witnesses are recalled, they are subject to the same procedure as outlined above.
- Following the presentation of all evidence and witnesses, members of the Intervention Committee shall discuss the evidence presented and the reasonable inferences to be determined from the evidence. In cases of repeat offenses, the student's previous infractions will be considered in assigning sanctions.
- Based solely upon the evidence presented during the hearing, the Judicial Committee will formulate a written recommendation to the student, College President and Vice President of Student Services no later than two (2) days following the conclusion of the hearing. The written recommendation shall include fact finding and sanction(s) imposed.
- The final decision of a case is reached by a majority vote of the Judicial Committee. The Vice President of Student Services shall not be a voting member of the Judicial Committee in cases involving *Student Code of Conduct* infractions.
- **The College will notify all legally and/or financially responsible parties of the actions taken by the Judicial Committee within 24 hours subject to FERPA and any other federal or state laws.**

Appeals

- Student and student groups shall have the right to appeal the Judicial Committee's decisions. Students must submit in writing to the President a *Statement of Appeal* within three (3) days after receiving the Intervention Committee's recommendation. In this statement, students must state why the appeal is requested.
- The President will review the charges lodged against the student and minutes from the hearing. If requested, personal interviews with the Committee Chair, Vice President of Student Services, and the student will be held.
- The President will rule on the appeal within ten (10) days of the student filing the appeal. Results of the President's investigation will be submitted in writing to the student and Vice President of Student Services complete with a statement of findings, the decision to uphold the ruling of the Judicial Committee or to make modifications to the recommendation.
- The decision of the President will be final.

Burden of Proof

At the Judicial Committee Hearing, decisions will be based on the preponderance of the evidence, meaning the evidence shows it is more likely than not the alleged violation occurred, it is not necessary that a case be proven beyond a reasonable doubt. Decisions will be based only on the evidence presented at the Judicial Committee Hearing.

Sanctions

Sanctions will be based on the findings and outcome of the Informal Mediation and are listed below. Recommendations will be based on the findings of the Informal Mediation or Judicial Committee (as appropriate), the number and nature of previous offenses, if any, and any extenuating circumstances, which might exist. Any sanctions imposed by the Judicial Committee shall be communicated in writing to the student and to any other college official. The Vice President of Student Services shall be responsible for ensuring compliance.

The College President, under certain circumstances, may dismiss a student from the College pending the outcome of the Hearing. Conditions warranting such an action are those in which the student poses a danger to themselves or the campus community.

In accordance with the Student Right-to-Know and Campus Security Act of 1992, possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding sex offenses (forcible and non-forcible) may range from suspension to dismissal.

Possible Sanctions and Recommendations include the following:

- **No Action:** Informal Mediation or the Judicial Committee rules that there is not enough evidence to warrant a guilty finding; no sanctions will be imposed on the student.
- **Warning:** A written statement advising the student that a violation of the *Student Code of Conduct* has been committed and that further misconduct may result in more severe disciplinary action.
- **Probation:** Removal of the student from good standing. Additional restrictions or conditions may also be imposed. Appropriate College officials shall be notified of the imposition of such sanctions. Probation shall last for a stated period of time and until specific conditions, if imposed, have been met. Any violations of these rules, the conditions of probation or other college rules committed during the probationary period will subject the student to further discipline, including suspension and expulsion. Students who are on probation may not campaign for or hold a student elected position.
- **Campus Service:** Completion of a determined amount of hours in a designated setting as assigned by the Judicial Committee. Campus Service assignments may include campus and/or off-campus sites. Campus Service assignments may be imposed alone or in conjunction with other sanctions.
- **Restitution:** Reimbursement for damage to or misappropriation of college property or the property of others may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.
- **Suspension:** The temporary separation of a student from the College for a specified period of time and/or until specific conditions, if imposed, has been met. Except where prior approval has been granted by the Vice President of Student Services, a suspended student shall not participate in any college-sponsored activity and shall be barred from the college campus.
- **In-house Suspension:** The student is suspended from classes for a specified period of time and/or until specific conditions, if imposed, has been met. Under this sanction, students are required to report daily to the College's Administration Building to complete work assignments.
- **Suspension from Housing:** Temporary separation of the student from housing for a specified period of time and/or until specific conditions, if imposed, has been met. Students who are on housing suspension will lose RA support. The student assumes financial responsibility for the hotel/housing costs as well as food and transportation.

- **Dismissal:** Permanent separation of the student from the College. An indication of dismissal will appear of the student's transcript. The dismissed student will not participate in any college-sponsored activity and shall be barred from college property.

CHAPTER 4: EMERGENCY PROCEDURES

Beacon College will designate a *Campus Emergency Team* at the beginning of each academic year for the purpose of ensuring the safety of students during a declared state of emergency. During an emergency, members of this team may be identified by special vests/jackets.

SEVERE WEATHER WARNINGS

In cases of tropical storms, a weather channel is monitored in the Central Office regarding severe weather announcements.

Generally, students will be notified by phone by 7:00 A.M. in the case of a campus closing. Campus closings will also be televised on Orlando Channel 2 (WESH).

The *Campus Emergency Committee* will determine the phases of an emergency relating to severe weather warnings and follow the procedures set forth below:

- **Phase I:** Designated administrators will assist with the evacuation of students from their apartments to campus (Education Building). Administrators will conduct a student count to ensure that all students are accounted for.
- **Phase II:** If a total evacuation is required, students will be evacuated using the prescribed evacuation route for the City of Leesburg. Administrators will conduct a student count to ensure that all students are accounted for.

Note: Students living within a 60-mile radius may return home if a state of emergency is declared after the College receives verification from a parent or guardian. In this manner, the College will receive approval for student departure from campus and the family will accept responsibility for travel home.

VIOLENCE AND TERRORISM

Planning and Preparation

- Early warning signs are to be reported to the President who will be responsible for coordinating responses with the *Campus Emergency Team*, which will also maintain records of reported incidences. Early warning signs such as threats of violence, overheard conversations, disruptive behavior, vandalism in parking lots, or student residential issues with threats of violence that may occur on campus.
- The *Campus Emergency Team* will coordinate evacuation of buildings and notification of designated personnel and local emergency services. **Members of the team can be identified**

during a crisis by special vests/jackets. Students are to follow directives of the *Campus Emergency Team*.

- The College will inform local law enforcement agencies and coordinate procedures with local emergency services.
- The College will provide counseling staff for de-briefings with students after the crisis. Grief counseling will be available for injured people, families and college employees. Qualified professionals, as determined by circumstances, will provide these services.
- Status of classes and activities on campus will be determined by the President after consultation with the *Campus Emergency Team*. The designated administrator assigned to the apartment complex will notify students.
- A meeting of students will be held to critique the response to the incident and this critique will be presented to the President and included in a report to the Board of Trustees.
- Community closure-appropriate services will be held based on circumstances.

H1N1 INFLUENZA

Precautions:

1. We are asking that students with compromised immune systems (including serious heart, lung, kidney or liver diseases, and diabetes) contact the Office of the Health Educator located in the Office of Student Services (2nd Floor of the Stoer Dining Hall Building) for advice regarding precautionary measures. Staff and faculty members with similar issues should initially consult their personal physicians. The number at which to reach the Health Educator is 352-638-9765 (Ms. Ugonna Odimegwu). Students who feel ill during times when the Student Services Office is closed should contact their RA.
2. The College will be sanitizing computer key boards, door knobs, and other points of contact on a daily basis. All administrative/faculty/mentoring offices will be equipped with handi-wipes and bottles of hand sanitizers. Prevention will be emphasized, as well as awareness of symptoms.
3. Prevention strategies to avoid illness from influenza are the same as in past years. These strategies will be even more important this season in order to avoid illness and have a productive semester:
 - Get plenty of sleep, manage your stress, eat nutritious food, exercise, and don't smoke.
 - Cough in your elbow or cover nose and mouth with tissue. Dispose of tissues after one use in a receptacle, followed by hand washing.
 - Wash your hands often with soap and water. Use alcohol based wipes when using public surfaces such as keyboards in computer labs.
 - DO NOT share utensils, drinks, cigarettes or personal items.

- Avoid touching eyes, nose or mouth.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others.

Students are encouraged to have in their apartments supplies for monitoring and managing possible influenza:

- Thermometer (a non-mercury digital thermometer)
- Over-the-counter analgesic; Acetaminophen (Tylenol), Ibuprofen (Advil)
- Lozenges
- Cough syrup
- Tissues
- Hand Sanitizers (hand washing is still the best method of decreasing transmission)
- Supply of sports drinks, herbal tea and soups

Curtailment of Certain Activities: We are asking that if a student, staff or faculty member develop a cough and flu symptoms that they report to their Primary Care Physician, Urgent Care (or similar facility), or the Leesburg Regional Medical Center Emergency Room as appropriate, not attend classes/work, and stay in their rooms or at home for faculty/staff and students living off campus. We also ask that students, especially those with symptoms, limit their visits to public places.

Centers for Disease Control Information:

According to the CDC, symptoms for swine flu are similar to the symptoms of seasonal flu in humans and may include some combination of the following:

- Fever, greater than 100 degrees F
- Sore throat
- Cough
- Stuffy nose
- Chills
- Headache
- Body aches, and/or
- Fatigue

Procedures once diagnosed with H1N1 Swine Flu:

The preliminary procedures to follow once a student is diagnosed with H1N1 influenza are:

1. Isolation from the campus:
 - a. Students within a 250 mile radius will be expected to be driven home (arrangements made by the family).
 - b. Students outside the 250 mile radius, it will be important for families to develop a contingency plan. The College has an empty apartment available to assist in this transition.
 - c. The exclusion period in most cases is 3-5 days. (The CDC found that most cases not requiring hospitalization had a fever that lasted 2 to 4 days. This would require an exclusion period of 3-5 days.)
2. Return to campus: The CDC recommends that people with influenza-like illnesses remain at

home or in isolation until at least 24 hours after they are free of fever (100 degrees and above), or signs of a fever without the use of fever-reducing medications.

3. In cases of illnesses of more than 3-5 days, students may request a video connection to view class instruction while class is in session (requires access to a lap top or computer). There is a minimal fee of \$65.00 for use of equipment.
4. The College is working with regional and state immunization programs regarding the is availability of vaccine for H1N1 influenza and guidelines for distribution. (If and when a vaccine is available, the College will comply with the guidelines and priorities.)
5. In the event of a large number of cases of influenza occurring among students, faculty, and staff, the College officials will consult with state and local health officials regarding an appropriate response.

The College is currently exploring the potential of initiating long-distance instruction via the use of video technology for class instruction and academic conferencing for educational support in response to campus emergencies (epidemics or severe weather damage).

CHAPTER 5: CONFIDENTIALITY AND STUDENT RIGHTS

CONFIDENTIALITY/STUDENT PRIVACY RIGHTS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. **FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31 and 99.5):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- When a student is a dependent under the IRS tax code;
- When the student has violated a law or the school's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; and
- When the information is needed to protect the health or safety of the student or other individuals in an emergency.

Student Rights Under FERPA:

1. To inspect and review his/her personal education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
 - Exclusions include information about other students, parental financial records, confidential letters of recommendation with access rights waived, and notes made by and in sole possession of the maker.
2. To amend and/or correct records which are believed to be inaccurate or misleading.
3. To consent to disclosure of educational records (with exceptions) by written signature prior to release.

Schools may disclose, without consent, "directory" information, which is identified as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Records created and maintained by Beacon College are considered to be educational records and may not be disclosed without the student's written consent except in circumstances described above. Beacon College students must sign the FERPA Information and Release Form in order to grant access and specify the person(s) with whom non-directory academic information may be shared. The signed release will remain in effect until rescinded in writing by the student or upon graduation.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Beacon College is a community dedicated to fostering learning, intellectual inquiry, and personal and professional development. Membership in this community implies acceptance of the principle of mutual respect for the rights, responsibilities, dignity, and well being of others and a readiness to support an environment conducive to the intellectual growth of all who study, work, and live within it.

The College supports the right of all students to seek knowledge, debate ideas, form opinions, and freely express their views. Furthermore, the College regards students as responsible individuals who are free to organize their own lives, behavior, and associations, subject to federal and state laws and to college regulations.

Students retain all their rights as a citizen when they become a member of the College community. By the same token, students continue to have the responsibility to abide by all

federal, state, and college regulations. Beacon College acknowledges these basic rights and responsibilities. These rights are essential to the College's educational process, intellectual growth, and the professional development of students.

Beacon College has endorsed the following rights and responsibilities:

Freedom of Expression: Freedom of expression, as defined by the Constitution of the United States and the State of Florida, and as determined by the courts of competent jurisdiction to be applicable to institutions of higher education shall not be in any way prohibited or abridged. The existing laws, state and federal, insofar as they are applied to such institutions, shall be observed at Beacon College. Freedom of expression carries with it the responsibility for assuring that the essential order of the College is preserved.

Right of Assembly: The right of freedom of assembly is recognized. Student gatherings, however, must not disrupt or interfere with the orderly educational operation of the College or be in violation of state and local statutes or college regulations governing unlawful assembly.

Presentation of Public Forum: It is the responsibility of the College to maintain a vital dialogue for the intellectual development of students. All registered student organizations may sponsor speakers or other types of public presentations in accordance with the approval of the Vice President of Student Services.

Freedom of Association: Students are free to organize and join college organizations. The College must officially register student organizations in order to utilize campus facilities and services. The requirement of registration assures that funded organizations will not discriminate in membership as to race, creed, color, national origin, gender, or handicap.

Use of Facilities: Students have the limited right to use college facilities and services, provided they are used in a manner consistent with the orderly operation of the College. Student use of facilities and services must not interfere with the rights of other members of the community.

Right to Due Process: Students have the right to be treated fairly and judiciously in all college matters. In disciplinary cases, students shall be afforded all due process rights. Following any disciplinary action, the student has the right to appeal any such decision in writing to the President within two (2) days following the decision. (**Appeals Process-Academic, page 47, Appeals Process-Disciplinary, page 74**)

In addition to the aforementioned, students in good standing are also guaranteed the following:

1. Students have the RIGHT to participate unhindered in the academic, intellectual, cultural, and social life of the College. Students have the RESPONSIBILITY to respect the RIGHTS of others by refraining from actions that threaten or disrupt classes, meetings, events, or other academic and/or college activities.

2. Students have the RIGHT to participate in an environment free from harassment, intimidation, discrimination, or assault. Students have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination, or assault.
3. Students have the RIGHT to the reasonable safety and security of personal property. Students have the RESPONSIBILITY to promote good stewardship and to refrain from acts of theft, willful destruction, or vandalism of the property of others.
4. Subject to compliance with college policies and rules, students have the RIGHT to the free and peaceful use of college property, grounds, and facilities for all legitimate college related purposes. Students have the RESPONSIBILITY to respect and maintain the integrity of such property, grounds, and facilities so they may be equally available to others.