



Ringling College
of Art + Design

PreCollege 2021 Handbook

Please review this handbook thoroughly to find out:

- **WHAT TO BRING!!**
- **How friends and family can stay in touch**
- **CHECK IN AND ORIENTATION SCHEDULE**
- **And much, much more...**

precollege@ringling.edu

Please use this email address for ALL questions or concerns. Once PreCollege is in session, this email account is monitored seven days a week by **multiple members** of the Office of Student Life and Residence Life staff in addition to staff in Continuing Studies. If you get an "out of office" reply from one staff member, your message is still received BY ALL STAFF MEMBERS ON CALL.

PreCollege 2021 ON CAMPUS
Ringling College of Art and Design
2700 North Tamiami Trail, Sarasota, Florida 34234
precollege@ringling.edu

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Ringling College of Art + Design

Dear PreCollege Student and Family,

Welcome to Ringling College of Art and Design, a leader in higher education for ambitious and creative young artists. As a PreCollege student you will study with Ringling College faculty and be mentored by upper-class students both in and outside the studios -- a winning combination can enhance student achievement.

In addition to a month of intensive academic studies, Student Life and Residence Life support student success through co-curricular activities that complement the education experience and promote collaboration among peers. Within this living-learning community Ringling College fosters personal growth, encourages leadership, illuminates career directions, and promotes the spirit of exploration.

This Student Handbook details the College's expectations of students as members of the Ringling College of Art and Design community and the services provided for students. It is our goal to provide a friendly, comfortable and supportive atmosphere for all PreCollege students.

We look forward to welcoming you to campus in June!

PRECOLLEGE REGISTRATION FORMS

PreCollege Registration forms listed below are due by May 14, 2021. ALL FORMS must be on file and fees paid-in-full prior to admittance into the Residence Hall and your PreCollege classes.

REGISTRATION FORMS MUST BE ON FILE before you check in – please note all required signatures by student and/or parent (guardian):

- PreCollege Housing Contract
 - PreCollege Student Health Forms – *Health Form A and B require a physician signature.*
 - Health Insurance Card (*copy of both the front and back*) and policyholder name, birth date and SS# of policy holder are **REQUIRED** should you need medical treatment and have waived the College's Student Health Insurance.) *You must purchase health insurance through the College if you do not have coverage or you are an international student.*
 - Release, Waiver and Indemnification Agreement (Submit either Adult Student **OR** Adult for a Minor Student)
 - Fitness Center Waiver
 - Code of Conduct Form
 - Consent to Disclose Information (FERPA)
 - Appearance Release Form
 - W-9S note: PreCollege tuition and some required fees may qualify for a US tax credit and the College will issue the 1098-T to US citizens for all qualified payments.
- By May 14, 2021, Send a head and shoulders color PHOTO against a solid background (same as a passport photo) to reslife@ringling.edu
It is important that the photo is taken against a plain background/wall. We will not accept photos that have objects in the background. Please use ample lighting, and do not add photo effects.
Hats and sunglasses should not be worn in the photo.

DAY ONE: PRECOLLEGE CHECK IN AND ORIENTATION

Sunday, June 20, 2021

12:00 – 2:30 PM CHECK IN: Goldstein Residence Hall

At check in you will receive:

- PreCollege schedule of classes/immersions/events
- Student ID card
- Student housing room assignment and keys/fobs.
- NAME BADGE
- College IT network username/password – digital CHECK IN to confirm IT account works and reset your password.

A welcome bag with your PreCollege t-shirt will be in your room.

3:00 PM - 4:30 PM ORIENTATION

*Student attendance at Orientation is **REQUIRED**. Parent attendance is recommended.*

- Faculty and staff present an overview of the academic curriculum and student commitment expectations, as well as student conduct and co-curricular activities and opportunities.
- **Students** will join their color group on the Student Center Deck to go to the Academic Center Auditorium for Student Orientation followed by a campus tour.
- **Parents** Q & A session takes place in the Diane Roskamp Exhibition Hall adjacent to the Student Deck. It will focus on **education for careers in art and design**. PreCollege and Student Lifestaff, and representatives from Admissions and the Office of Career Services will field questions.

4:30 - 5:45 PM: Time to complete the move into your room and then families depart.

5:45 PM: Student Dinner and Kick-Off Session in Hammond Commons

PRECOLLEGE CLOSING EVENTS

Friday evening, July 16, 2021

OPEN HOUSE

3:00 – 5:00 PM – Studios and Labs – Location Map Available on Campus

PRECOLLEGE PRESIDENTIAL PICNIC – under the tent in Scott Plaza

4:30-6:30 PM Families – Please join us as guests of the College

Saturday, July 17, 2021: CLOSING CEREMONY, OPEN HOUSE and CHECK OUT

9:00 - 10:15 AM: Closing Ceremony

- Presentation of PreCollege Certificates of Completion
- Announcement of PreCollege High Honors and Ringling College Scholarship Awards

10:15 - 11:30 AM: PreCollege Open House and Student Exhibition and Pick up work

11:30-3:00 PM: STUDENT CHECK OUT

Students MUST CHECK OUT and RETURN KEYS (there is a fee for non-returned keys/fobs!)

Campus Closes at 3:00 PM for all students.

PRECOLLEGE HOUSING

PreCollege students live in a modern, air-conditioned first-year residence hall. Rooms are double occupancy and roommates will be assigned. Roommate assignments are not announced in advance of check-in.

Visit: www.ringling.edu and select "student life" and then click on campus housing, and scroll down to find a link to First Year Student Housing to see **room layouts**.

Students are responsible for leaving their rooms CLEAN and in the same condition as when they moved in.

A room condition report is kept on file in the Office of Residence Life. This report describes the detailed condition of your room and its contents. If you note any damage in your room, please notify your RA who will be able to make sure this is noted on the form.

WHAT TO BRING AND WHAT NOT TO BRING:

Student Housing rooms are equipped with:

- Twin size bed/mattress (extra-long)
- bureau and wardrobe closet (but not hangers)
- desk and chair
- electric outlets and overhead light
- AIR CONDITIONING

YOU MUST BRING:

- **CLOSED TOED SHOES** required by COLLEGE SAFETY POLICY for studio admittance.
- **twin sheets, extra long**
- **blanket**
- **pillow and pillowcases**
- **towels and washcloth**
- wastebasket, desk lamp
- alarm clock
- hat or visor, sunglasses and **sunscreen**, and insect repellent (for evening/weekend activities)
- personal toiletries, and any medications you might need, band-aids, cold medication, etc. – just in case
- laundry detergent
- power strip w/ surge protection
- **Headphones or ear buds are REQUIRED for ALL STUDENTS. They are used in 4D: Art in Motion**
- umbrella or other light rain gear (highly recommended)

YOU MAY WANT TO BRING (optional):

- notebook or personal computer -- you will receive a sketchbook and have access to computer labs.
- portable stereo, iPod, etc.
- You can bring a **less than 4.0 cubic feet 600 watts**, and UL approved mini-fridge and low-voltage microwave (not required – the snack bar will be open late).
- unamplified musical instruments (NO drums)
- sports equipment and board games
- beach attire
- **Portfolio Case** to protect your work. Size is your preference, but we recommend nothing smaller than 20" x 26" x 1"
- Small lockable storage container or lockable luggage – the College does not have a safe for student use.
- Flash drive/portable drive optional – to take digital work home. You will have a Google drive provided by the College that will remain active until early August, so this is not required.
- Optional: rolling backpack. Recommended if you are not comfortable with carrying items in a portfolio and/or backpack.

DO NOT BRING:

- Bicycles or Skateboards
- Pets
- amplified musical instruments
- candles/incense burners or *anything* with an open flame

SENDING MAIL/PACKAGES TO STUDENTS:

Student may ship items to themselves ONE WEEK prior to the start of PreCollege.

Packages will be available at check in. All mail and packages should be sent to:

**Student Name - PreCollege
Ringling College of Art and
Design 1130 Greensboro Lane
Sarasota, FL 34234**

PHONE SERVICE AND INTERNET ACCESS:

- **Students are strongly encouraged to bring a cell phone** - there is no landline phone service in Ringling College residence hall rooms or hallways.
- Students will have access to the Internet and email via their Ringling College system access and/or through the College's free Wi-Fi network.

PRECOLLEGE PROVIDES A SUBSTANCE FREE – TOBACCO FREE ENVIRONMENT: DO NOT bring cigarettes (including e-cigarettes), alcohol or illegal drugs. If these items are found, disciplinary action will be taken and dismissal from the program could result.

TRAVELING TO/FROM RINGLING COLLEGE

Ringling College DOES NOT provide or arrange for transportation to/from PreCollege, including pick up or drop off at any of the area airports.

The College's address is: 2700 North Tamiami Trail, Sarasota, FL 34234

Note: the GPS address (taxi address) for **Goldstein Residence Hall is 2745 Bradenton Road - THIS IS NOT A MAILING ADDRESS.**

DRIVING:

From Tampa:

Take Interstate 75 south to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn right into the parking lot adjacent to Selby Gallery (overflow parking in the neighboring shell lot). Cross Dr. MLK Way and proceed to the back right-hand corner of the main campus. CHECK IN will be on the ground floor of Goldstein Hall, in the back northeast corner of campus.

From Orlando:

Take Interstate 4 West to Interstate 75 South to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn right into the parking lot adjacent to Selby Gallery (overflow parking in the neighboring shell lot). Cross Dr. MLK Way and proceed to the back right-hand corner of the main campus. CHECK IN will be on the ground floor of Goldstein Hall, in the back northeast corner of campus.

From Miami:

Take Interstate 95 North to Interstate 75 North to University Parkway [Exit 213], continuing west to U.S. 41 [Tamiami Trail]. Turn left onto US 41 and proceed south two miles to Dr. Martin Luther King, Jr. Way/Indian Beach. Turn left onto Dr. Martin Luther King, Jr. Way and turn right into the parking lot adjacent to Selby Gallery (overflow parking in the neighboring shell lot). Cross Dr. MLK Way and proceed to the back right-hand corner of the main campus. CHECK IN will be on the ground floor of Goldstein Hall, in the back northeast corner of campus.

FLYING: multiple airports service Sarasota

- Sarasota (SRQ) a smaller, regional airport and is two miles from campus (\$15 +/- taxi ride)
- Tampa International (TPA), which is approximately 65 miles NNE via I-75 and I-275
- Ft. Myers International (RSW), which is approximately 80 miles south via I-75
- St. Petersburg/Clearwater (PIE), which is approximately 45 miles via I-275 and I-75 or US301

On the Campus map, please note:

Code# Building Name

12 – Ann and Alfred Goldstein Residence Hall: **CHECK IN HERE**

Mail Room

PreCollege Residence Hall

Offices of Residence Life

01 – Ulla Searing Student Center

Outtakes Café

Offices of Student Life

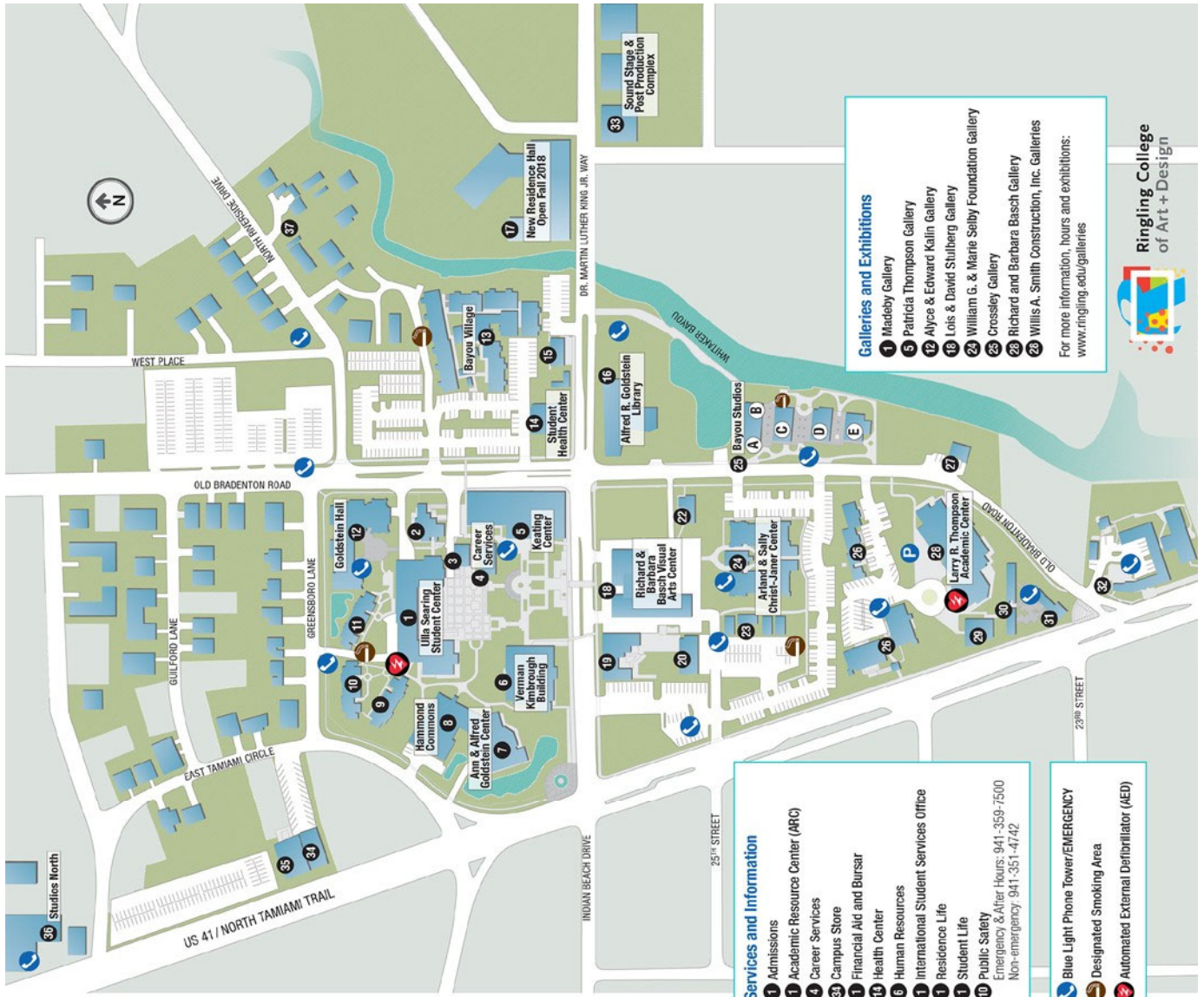
Admissions Office

Diane Roskamp Exhibition Hall

28 – Larry R. Thompson Academic Center

Ringling College of Art + Design Campus Map

- 1** Ulla Searing Student Center (SEARSC)
Office of Admissions
Computer Animation, Game Art
Financial Aid/Bursar
Meadley Gallery
International Student Services Office
Office of Student Life/Residence Life
Outtakes Café
Residence Hall
Susan Palmer Fitness Center
Diane Roskamp Exhibition Hall
Academic Resource Center (ARC)
Sarasota Museum of Art Administration Office
- 2** Cooley Photography Center (CLYCTR)
- 3** Idelson Studio
- 4** Ferguson Studio
Center for Career Services
- 5** Keating Center (KTGCTR)
Office of Academic Affairs
Office of Advancement
Office of the President
Residence Hall
Patricia Thompson Gallery
- 6** Verman Kimbrough Building
Drawing Studios, Interior Design
Human Resources
- 7** Ann and Alfred Goldstein Center (GLDCTR)
Film
Institutional Technology
- 8** Hammond Commons / Cafeteria
- 9** Idelson Hall - Residence Hall
- 10** Harmon Hall - Residence Hall
Public Safety
- 11** Appleton Hall - Residence Hall
- 12** Ann and Alfred Goldstein Hall (GLDHL)
Mail Services
Residence Hall
The Fishbowl
Alyce and Edward Kain Gallery
- 13** Bayou Village Complex
Medical Services
Peterson Counseling Center
Letterpress and Book Arts
- 14** Student Health Center (STHLCT)
- 15** Edward and Carol Cheek Center (CHKCTR)
Letterpress and Book Arts
- 16** Alfred R. Goldstein Library
Open Fall 2018
- 17** New Residence Hall
Open Fall 2018
- 18** Richard & Barbara Basch Visual Arts Center
Lois & David Stulberg Gallery
Printmaking Studio
- 19** Glen Fine Arts Building (GLEN)
Sculpture Studio
- 20** Faculty Center
International Student Services Office
- 21** Goldstein Studio Village (GLDS12)
- 22** Christ-Janer Center (CJCTR)
Illustration
William G. & Marie Selby Foundation Gallery
- 23** Bayou Studios
A - Crossley Gallery
B - Judy Hughes Studio
C - Trustees Studio
D - Raynora E. Pope and Thomas J. Savage Studio
E - Savidge-Bowers Studio
- 24** Palmer Quadrangle - Residences
- 25** Family Housing - Residences
- 26** Larry R. Thompson Academic Center
Auditorium
Brickman Café
Design Center
Richard and Barbara Basch Gallery
Willis A. Smith Construction, Inc. Galleries
Advertising Design, Business of Art and Design, Graphic Design, Motion Design, First-year Studios
- 27** Roskamp Center 1
Collaboratory
- 28** Roskamp Center 2 & 4
Continuing Studies & Special Programs
- 29** Roskamp Center 3
Athletnetwork
Communications
- 30** The Cove
Environmental Health & Safety
Residence Hall
- 31** Sound Stage & Post Production Complex
- 32** Campus Store
- 33** Office of Business Affairs
- 34** Studios North (STDNTH)
- 35** Facilities



Services and Information

- 1** Admissions
- 1** Academic Resource Center (ARC)
- 4** Career Services
- 34** Campus Store
- 1** Financial Aid and Bursar
- 14** Health Center
- 6** Human Resources
- 1** International Student Services Office
- 1** Residence Life
- 1** Student Life
- 10** Public Safety
Emergency & After Hours: 941-359-7500
Non-emergency: 941-351-4742

Galleries and Exhibitions

- 1** Meadey Gallery
 - 5** Patricia Thompson Gallery
 - 12** Alyce & Edward Kain Gallery
 - 18** Lois & David Stulberg Gallery
 - 24** William G. & Marie Selby Foundation Gallery
 - 25** Crossley Gallery
 - 26** Richard and Barbara Basch Gallery
 - 28** Willis A. Smith Construction, Inc. Galleries
- For more information, hours and exhibitions:
www.ringling.edu/galleries

- Blue Light Phone Tower/EMERGENCY**
- Designated Smoking Area**
- Automated External Defibrillator (AED)**



Ringling College
of Art + Design

IMPORTANT CONTACT INFORMATION:

precollege@ringling.edu

Please use this email address for ALL your concerns. It is monitored seven days a week by **multiple members** of the Office of Student Life and Residence Life staff throughout the PreCollege program. If you get an "out of office" reply from one staff member, your message will still be seen BY ALL STAFF MEMBERS ONCALL.

PRECOLLEGE ACADEMIC INQUIRIES:

Contact Continuing Studies: 941-955-8866

(precollege@ringling.edu)

Continuing Studies, Diane Zorn

PreCollege Instructors are members of the Ringling College's degree program faculty.

Teaching Assistants

The Teaching Assistants (TAs) are Ringling College students from a variety of majors. They are appointed to serve as class and workshops assistants, open studio monitors and student mentors to PreCollege students.

PRECOLLEGE STUDENT LIFE/RESIDENCE LIFE INQUIRIES:

precollege@ringling.edu

Contact Student Life at 941-359-7505

Contact Residence Life at 941-309-4411

Vice President for Student Life and Dean of Students, Tammy Walsh, EdD

Associate Dean of Students for Student Life, Jekeyma Robinson

Residence Assistants

The Resident Assistants (RAs) are Ringling College students from various majors who have received training in residence hall community management. The RA staff offers both personal and academic support to the students in residence. Each RA lives in the hall with the students to provide 24-hour assistance.

AFTER REGULAR BUSINESS HOURS, OR

IN THE CASE OF AN EMERGENCY,

PLEASE CONTACT

THE OFFICE OF PUBLIC SAFETY: 941-359-7500

PRECOLLEGE ACADEMIC PROGRAM HIGHLIGHTS

Earning College Credit and Your Ringling College Transcript

Students receive a Satisfactory or Unsatisfactory evaluation based on the entire PreCollege program.

Students will receive a written evaluation and suggestions for improvement from the faculty for each of their four foundation and their two immersions in the majors.

Students who satisfactorily complete the program receive three elective college credits from Ringling College of Art and Design, which will automatically apply toward the BFA/BA degree upon enrollment in the College. Students may request a copy of their Ringling College transcript in the fall following PreCollege should they wish to approach other academic institutions to transfer these credits. Transcript requests can be made using the link on the PreCollege web page www.ringling.edu/transcripts. An Unsatisfactory evaluation does not merit college credit for Precollege and no transcript will be issued.

Coursework

The PreCollege academic program emphasizes an immersive experience in two workshops based on one or more majors. Students will also take four foundation courses derived from the College's innovative first-year curriculum. Students are encouraged to stretch their knowledge, skills and creativity in an open and supportive environment. The level of skill at the start of the program is less important than a positive attitude and desire for growth. Students are expected to come with an open mind, a genuine interest in exploring ideas and techniques and a willingness to participate and work hard.

Classroom Policies

While each instructor may set additional policies regarding classroom conduct and requirements, the College does have a few policies that apply TO ALL classes and/or schedule co-curricular PreCollege events.

- **CELL PHONES MUST BE TURNED OFF DURING CLASS.**
Radios, headsets, iPods or MP3 players, iPads and other audiovisual and/or personal electronic equipment are also prohibited during class time unless their use is at the express direction of the instructor.
- **DO NOT SEND OR RECEIVE TEXT MESSAGES IN CLASS.**
- The College's dress code requires shoes and appropriate shirts be worn during all classes, as well as in the Goldstein Library, Ulla Searing Student Center, dining facilities, and galleries. In many studios, CLOSED TOED SHOES ARE REQUIRED.

It is the instructor's sole prerogative to determine if a student is:

- In a fit condition to perform classroom work, i.e., is not under the influence of any substance/medication and is not sleeping.
- Indeed working on assignments for that particular class (rather than working on projects for another class or doing personal or freelance work).
- Distracting other students as to impair the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlined in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could affect the student's standing in PreCollege as stated in the attendance policies.

Class Schedule

You will receive a copy of your PreCollege schedule at check-in. This schedule lists specific information about your classes and their locations, as well as times for Open Studios, where you will complete your studio assignments. In addition to your classes and Open Studios, you will have scheduled time for evening academic and co-curricular activities, field trips, and planned weekend activities including mini-workshops available for sign-up once you are on campus.

ATTENDANCE/TARDINESS: Ringling College's **policy on attendance** is based on the assumption that students are mature and responsible for their behavior. Students are expected to attend all classes **on time**. Attendance is taken twice during each class. An alarm clock will be necessary if the student has a tendency to oversleep. PreCollege morning classes BEGIN at 8:30 AM.

Medical and Non-Medical Excuses

Tardiness or absenteeism during the program due to a **medical problem** such as a contagious disease or debilitating illness should be reported *immediately* to your RA or the Student Life staff. Students are responsible for approaching the instructor(s) whose class was missed to arrange make-up assignments. Based on the nature of the program, a student who misses two class days may have to withdraw from the program or be at risk of receiving no credit. For all **non-medical excuses** (e.g., death or illness in the family), the student must submit written documentation from a parent or guardian to the Dean or an Associate Dean of Students in advance of leaving campus.

Unexcused Absences and/or Tardiness

If a student is absent from half of one class without written permission from the Dean or an Associate Dean of Students, he or she will be subject to disciplinary sanctions as outlined in the section titled "Disciplinary Procedures." A student who has acquired two or more unexcused absences from classes may be subject to disciplinary action including dismissal from the PreCollege program and/or failure to receive college credit. Unexcused tardiness to class, including over-sleeping, is considered irresponsible and rude to fellow students as well as to your instructor. Lateness of more than 15 minutes will be reported. Two or more cases of unexcused tardiness may be subject to disciplinary action.

Open Studios - Expectations and Attendance

Regularly scheduled Open Studios are offered throughout the program for students to work on their assignments. Independent work and self-motivation are fundamental to the curriculum. Teaching assistants are always present to monitor each Open Studio and to assist with processes. Students are expected to attend open sessions based on their individual schedules and project deadlines. Students are required to attend at least 1½ hours of their evening Open Studios.

ETHICS - Plagiarism

Plagiarism is defined as copying or handing in someone else's work as your own. It is unethical to download and/or edit without permission another student's work. Plagiarism or any other form of academic dishonesty is a serious offense against the academic ideals of the College and warrants disciplinary action, which may include dismissal from the program and/or failure to receive college credit for the program.

MATERIALS AND MODELS

Course Art Supplies: All classrooms are stocked with the art supplies required in the student's courses and workshops. If students wish to purchase **optional**, additional supplies, cash, check or credit card may be used at the Campus Bookstore during the course of the program.

Models: AT NO TIME IS IT PERMISSIBLE TO PHOTOGRAPH OR OTHERWISE DIGITALLY RECORD/VIEW THE CLASS MODEL. The PreCollege curriculum is based on the Ringling College first-year experience and courses involving Figure Drawing will involve working from the live, male and/or female undraped (nude) model. ALL PreCollege students must complete the Figure Drawing core requirement.

Library: The College's Goldstein Library will be open and available to students of the PreCollege program to research artists, historical periods, or for reference materials. Library hours will be posted on the student schedules. Students may check out items with their student ID cards. Any item that is lost, stolen or misplaced is the sole financial responsibility of the student. Any item not returned to the library will be charged for full replacement cost to the student/parents.

FINAL OPEN HOUSE EXHIBITION - Families, please plan to join us! Final student artwork will be exhibited on both Friday afternoon and again on Saturday morning during the final weekend. Students will be responsible for picking up their work immediately **after** the closing ceremony. The College cannot store artwork. Artwork may be shipped home at the conclusion of the program, if necessary. UPS will be on campus at the end of the program to assist with shipping needs.

Honors List and Student Scholarships

At the closing ceremony the Academic Honors List is announced. This list recognizes those students with high artistic achievement, high level of effort, and outstanding overall contribution to the program. At least FOUR students from the Honors List with the highest honors as voted by the PreCollege faculty are each awarded a \$5,000 scholarship, which can be applied toward first-year tuition at Ringling College of Art and Design. In addition, the Office of Student Life awards TWO \$5,000 Leadership Initiative Scholarships. All PreCollege

students are automatically considered for these awards and no application is needed. [Students must apply and be accepted to Ringling College of Art and Design to apply these scholarships.]

Special Concerns IN A CLASS

In case of a special problem or concern with a course, fellow student, or staff member, please talk to your instructor **first**. If the problem is not resolved to your satisfaction, then speak with a Faculty Coordinator of PreCollege and/or the Associate Director for Continuing Studies and/or the Dean or Associate Dean of Student Life.

RINGLING COLLEGE POLICIES AND PRECOLLEGE CODE OF CONDUCT

Introduction

Ringling College of Art and Design is a learning community in which all members share responsibility for its continued growth and welfare. As members of the College community, students can reasonably expect that all College offices, programs, employees and organizations will respect the following rights:

Student's Rights

Ringling College of Art and Design further encourages all members of the College community to endorse, support and abide by the following statement of values which are deemed fundamental to its mission and integral to its growth:

1. Students have the right to be treated fairly and with dignity regardless of age, gender, color, creed, disability, marital status, national or ethnic origin, race, religion, gender identity or expression, veteran status, genetic information, sex or sexual orientation. Students have the responsibility not to discriminate against others.
2. Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the right of all members of the community to exercise these freedoms.
3. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.
4. Students have the right to expect a learning environment that is supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that learning environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

Code of Student Conduct

Ringling College of Art and Design is dedicated to maintaining a purposeful learning community, one that promotes intellectual inquiry through vigorous discourse. Essential values, which support this purpose, include civility, dignity, diversity, respect, education, equality, freedom, honesty and safety.

When students choose to accept admission to Ringling College of Art and Design's PreCollege, they accept the rights and responsibilities of membership in the College's academic and social community. As members of the community, students are expected to uphold its values by maintaining a high standard of conduct. Student misconduct is defined as any student behavior that violates rules of the Ringling College of Art and Design as stated in the Student Handbook, the College Catalog, or contained within any College publication; and/or is in violation of state, local or federal laws and ordinances.

Students who are present or accompanying others while in the act of violating the code of conduct are as culpable as the violators.

- 1) Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual misconduct or other forms of physical abuse.
- 2) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words" and likely to cause an

immediate breach of peace. This additionally includes any harassment done through electronic communications to include email, texting, Facebook, etc.

3) Sexual Misconduct: any actual, attempted, or alleged criminal sexual conduct to include sexual assault, sexual contact, sexual exploitation, or sexual based communication.

a) Sexual Assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.

b) Sexual Contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

c) Sexual-based Communication is speaking to, or directing any kind of communication, words or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person's consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

d) Sexual Exploitation is when an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

i) Prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person)

ii) Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;

iii) Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;

iv) Engaging in voyeurism (being a "peeping tom");

v) Knowingly or recklessly transmitting an STD or HIV to another person;

4) Failure to Obtain Consent: Failure to obtain the conscious affirmative agreement to voluntarily engage in sexual activity with another person. Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Consent cannot be given if an individual is incapacitated, under the influence of drugs or alcohol, mentally incompetent or in an altered state of consciousness. Consent may be withdrawn by either party at any time. Previous consent does not automatically provide consent for a current sexual activity. Failure of an individual to say "no" does not imply consent.

5) Retaliation: Acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in any investigation and/or resolution of an allegation of sexual misconduct or other policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

6) Sexual Harassment, intimidation or coercion of a person on campus for the purpose of obtaining sexual favors.

7) Threatening Conduct: Conduct which threatens the mental health, physical health or safety of any person or persons including:

a) Hazing: Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity.

b) Stalking: Stalking is a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

c) Drug or alcohol abuse.

d) Other forms of destructive behavior.

8) Domestic Violence: Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

9) Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship

10) Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks.

11) Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble.

12) Theft, damage and / or vandalism to personal or College property or services or illegal possession or use of the same.

13) Unauthorized entry, use, or occupation of College facilities that are locked, closed or otherwise restricted as to use.

14) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, or other College documents.

15) False information/Representation: furnishing false or misleading information to College officials or misrepresentation of any kind to a College office or official.

16) Interference with, or willful negligence of, the security of any campus facility. This includes unauthorized duplication of keys and propping doors open.

17) Disorderly Conduct: Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Ringling College premises or at functions sponsored by or participated in by, Ringling College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on Ringling College premises without his / her prior knowledge, or without his / her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, rest room or residence hall. Disorderly conduct also includes public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.

18) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances. Alcohol is not permitted on campus or in any residence hall except in private units in the Bayou Village Apartments, Bradenton Road Apartments, the Cove, the Roy and Susan Palmer Quadrangle, Family Housing, student houses and areas for those who are of the legal drinking age in Florida (21 years or older). Open containers of alcohol are not permitted in any common or outdoor area of any Ringling College-owned student housing facility, including the Bayou Village Apartments, Bradenton Road Apartments, the Cove, Family Housing, the Roy and Susan Palmer Quadrangle or student houses, including balconies, hallways, community room, work rooms, laundry rooms, etc. Kegs, party balls and punches containing alcohol are strictly prohibited.

19) Failure to comply with directions of College officials and security, including administrative officials, faculty members, College staff and/ or residence staff members.

20) Active or passive, willful or deliberate disruption of any class. (Refer to Classroom Policies in "Academic Policies and Procedures.")

21) Possession of firearms, explosives, fireworks or weapons on campus or in vehicles parked on College property (police definition of weapons).

22) Interference with or misuse of fire alarms, fire extinguishers, blue lights, elevators or other safety and security equipment or programs.

23) Violation of any Federal, State, or Local law that has a negative impact on the well-being of Ringling College of Art and Design or its individual members.

24) Abuse of the student conduct system that includes, but is not limited to:

a) Failure to obey the notice from a Student Conduct Board or Ringling College official to appear for a meeting or hearing as part of the Student Conduct System.

b) Falsification, distortion or misrepresentation of information before a Conduct Board.

c) Disruption or interference with the orderly conduct of a Conduct Board proceeding.

d) Institution of a student conduct code proceeding in bad faith.

e) Attempting to discourage an individual's proper participating in, or use of, the Student Conduct System.

f) Attempting to influence the impartiality of a member of a Conduct Board prior to, and / or during the course of, the Conduct Board proceeding.

g) Harassment (verbal or physical) and/ or intimidation of a member of a Conduct Board prior to, during and/ or after a Conduct Board proceeding.

h) Failure to comply with the sanction(s) imposed under the Student Code.

i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

25) Violation of College policies, rules or regulations that are published in the Student Handbook and other official College publications or agreements, including those available electronically on the College website.

Responsible Use of Electronic Communications

Ringling College of Art and Design provides an environment for the campus community to utilize appropriate computer and electronic information technologies in meeting the educational mission of the College. The College expects all members of its community to use electronic communications in a responsible manner. It is each individual's responsibility to become familiar with their rights and responsibilities as outlined in this and other appropriate College documents. There are also federal, state, and local laws governing some aspects of information use and distribution.

Ringling College seeks to enforce its policies regarding non-harassment and the safety of individuals; to protect the College against damage or legal consequences; to prevent the electronic posting or distributing of copyrighted material in violation of license restrictions or other contractual agreements; to safeguard the integrity of computers, networks, and data, either at Ringling College of Art and Design or elsewhere.

Ringling College of Art and Design may restrict the use of its computers and network systems for electronic communications in response to complaints presenting evidence of violations of Ringling College policies or codes, or local, state or federal laws. Specifically, the College reserves the right to limit access to its networks through Ringling College-owned or other computers, and to remove or limit access to material posted on Ringling College-owned computers. Ignorance of the law or of campus policies does not exonerate one from the consequences of inappropriate or illegal behavior.

Examples of Violations Covered

What follows is a list of some of the potential behaviors associated with computers and electronic equipment. This list is not intended to be exhaustive; it is simply to provide examples of some of the behaviors that are considered unacceptable. Any behaviors, including those not explicitly listed here, in violation of the College policies or codes will be adjudicated accordingly and may result in expulsion from the program.

A. Violations targeted at a specific individual(s) or at classes of individuals:

- Sending harassing or threatening communication by electronic mail or other electronic communications.
- Sending harassing communication that is sexual in nature by electronic mail or other electronic communications.
- Sending harassing communication or posting hate speech that is motivated by racial, ethnic, religious, gender, or sexual orientations prejudice by electronic mail or other electronic communications.
- Posting or otherwise disseminating personal or sensitive information about an individual(s).

B. Violations causing harm to the institution or its activities:

- Propagating electronic chain mail.
- Interfering with freedom of expression of others by "jamming" or "bombing" electronic mailboxes.
- Forging, fraudulently altering, or willfully falsifying electronic mail headers, electronic directory information, or other electronic information generated as, maintained as, or otherwise identified as College records in of electronic communications.
- Using electronic communications to forge an academic document.
- Using electronic communications to hoard, damage, or otherwise interfere with academic resources accessible electronically.
- Using electronic communications to steal another individual's works, or misrepresent one's own work.
- Using electronic communications to collude on examinations, papers or any other academic work.
- Using electronic communications to fabricate research data.

C. Violations involving illegal, proprietary, or damaging material.

- Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements.
- Launching a computer worm, computer virus or other rogue program.
- Downloading or posting illegal, proprietary or damaging material to a College computer.
- Transporting illegal, proprietary or damaging material across College networks.

Guidelines Relating to Confidentiality

1. Ringling College reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on Ringling College's computer systems, the content of electronic mail or user files may be revealed by such activities;
2. Ringling College does not routinely monitor the contents of email. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations;
3. Ringling College reserves the right to inspect the contents of electronic mail and all disk files in the course of an investigation into alleged impropriety or as necessary, to locate substantive information not readily available by other means, or to ensure compliance with institutional policy;
4. Authorization to investigate the contents of user files or emails must be given by the Officers.

RINGLING COLLEGE POLICIES

Non-Discrimination Policy

Ringling College of Art and Design does not discriminate on the basis of sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law, in its programs or activities.

No person, because of discrimination as defined in the Non-Discrimination Policy, will be excluded from participation in, or denied the benefits of or access to any educational program or activity provided by the College. This is not only the policy of the College, it is also the mandate under applicable federal and state laws and includes the administration of its educational policies, admissions policies, scholarship and loan programs, and other College administered programs, pursuant to the Internal Revenue Code of 1954.

The College's programs and activities are conducted in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, with the Americans with Disabilities Act of 1990, as amended, and with Title IX of the Education Amendments of 1972. The College is an equal opportunity educational institution.

The College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual misconduct as defined in the Ringling College Non-Harassment Policy and the Ringling College Sexual Misconduct Policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. (See Ringling College of Art and Design *Title IX Compliance*). Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Anyone engaging in practices that violate the Non-Discrimination Policy, including discrimination, harassment or retaliation against someone who complains about discrimination, will be subject to disciplinary action, up to and including expulsion or separation from the College. Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Non-Discrimination policy should immediately contact the Title IX Coordinator or Deputy Title IX Coordinator, as listed below.

Inquiries

Inquiries regarding compliance with these statutes and referrals to designated coordinators under the ADA/Section 504 and Title IX may be directed to Christine DeGeorge, Title IX Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, 1-800-421-3481. TDD 877-521-2172.

Procedures for Complaints

Student to student complaints will be processed under the Student Code of Conduct system. For student complaints against faculty, staff or others, the procedures outlined in the *Non-Harassment Policy* or the *Sexual Misconduct Policy* will be used for handling reports and complaints of alleged violations of this policy.

For employees and others, the procedures outlined in the *Non Harassment Policy*, the *Sexual Misconduct Policy*, and the *Grievance Procedures* in the *Ringling College Faculty and Staff Handbooks*, will be the mechanism for handling reports of alleged violations of this policy.

The Title IX Coordinator and Deputy Coordinator will assist any individual wishing to inquire, make a report or a complaint and will provide information concerning the options for resolving a report under this policy.

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff and coordinates training, education and communication of all College discrimination and harassment policies.

The Deputy Title IX Coordinator oversees the administration of the grievance procedures for students and coordinates training, education and communication to students.

Revision Approved by Board of Trustees 10/30/2014

Title IX Compliance

Ringling College of Art and Design is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination. Specifically, every member of the College community should be aware that Ringling College is opposed to discrimination, including sexual harassment, and that such behavior is prohibited by College policy (see Non-Discrimination Policy, Non-Harassment Policy, Sexual Misconduct Policy). It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior which violates this policy. Title IX of the Educational Amendments of 1972 (Title IX) is Federal law which prohibits discrimination on the basis of sex in education, programs or activities. Sexual misconduct and harassment, as defined in the Ringling College of Art and Design Non-Harassment Policy and Sexual Misconduct Policy, is a form of sex discrimination prohibited by Title IX, and includes sexual harassment and sexual misconduct. This policy applies to students, faculty, staff and visitors and covers conduct both on and off campus. Off-campus conduct that is likely to have a substantial effect on a complainant's on-campus life and activities or poses a threat or danger to members of the Ringling College community may also be addressed under this policy.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs at Ringling College. While compliance with the law is everyone's responsibility at Ringling College, the College has a designated Title IX Coordinator and Deputy Title IX Coordinator to oversee its response to all reports of sex discrimination, including harassment and sexual misconduct, and coordinate compliance with the mandates of Title IX. The Title IX Coordinator and Deputy Title IX Coordinator are knowledgeable and trained in the College's policies and procedures, State and Federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator and Deputy Title IX Coordinator are available to meet with any individual to discuss the options for resolving a report under this policy.

Title IX Coordinator

Christine Carnegie DeGeorge
Vice President for Human and Organizational Development
Office of Human Resources, Kimbrough Bldg, 1st Floor
2700 N. Tamiami Trail Sarasota, FL 34234
941-359-7619 ccarnegi@ringling.edu

Deputy Title IX Coordinator

Dr. Tammy S. Walsh
Vice President for Student Life and Dean of Students Office
Location: Ulla Searing Center, Second floor
(941-359-7510) twalsh@ringling.edu

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff, and coordinates training, education and communication of all College non-discrimination and non-harassment policies. The Deputy Title IX Coordinator oversees the administration of the grievance procedures for students and coordinates training, education and communication to students. Grievance procedures are described in the Student Code of Conduct, the Non-Harassment Policy, and the *Sexual Misconduct Policy*.

Revised 10/22/2014

Violence Against Women Act (VAWA) Compliance

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Ringling College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual misconduct as defined in the Ringling College Non-Harassment Policy and the Ringling College Sexual Misconduct Policy.

Sexual violence is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

Definitions:

Domestic Violence – Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship

Stalking – A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Equal Employment Opportunity Policy

The College provides equal employment opportunity to all persons without regard to sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law.

The policy applies to all areas of employment, including: recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable Federal, State, and Local laws.

The College complies with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended and Section 504 of the Rehabilitation Act of 1973, as amended. The College will not unlawfully discriminate against any qualified employee or job applicant with respect to any terms, privileges, access or conditions of employment because of a person's physical or mental disability. The College also will make reasonable accommodations wherever necessary for employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that any accommodations made do not impose an undue hardship on the College.

Although managers and supervisors are primarily responsible for ensuring the implementation of the College's Equal Employment Opportunity policies, all members of the faculty and staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Anyone engaging in practices that violate the Equal Opportunity Policy, including discrimination, harassment or retaliation against someone who complains about discrimination shall be subject to disciplinary action, up to and including discharge.

Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Equal Employment Opportunity Policy should immediately contact the Vice President for Human and Organizational Development.

For students, the Student Conduct system will be the mechanism for handling reports of alleged violations of these policies. For employees, the Faculty Grievance Procedures and the Staff Grievance Procedures will be the mechanism for handling reports of alleged violations of these policies.

Non-Harassment Policy

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of non-harassment. Forms of harassment that are encompassed by this policy include harassment based on sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior.

For these reasons, the College is opposed to harassment in any form in its workplace and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics.

Definition of Sexual Harassment: Due to the inherent complexity of sexual harassment, the College's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; that makes rejecting such conduct the basis for employment or academic

decisions affecting the individual; or that unreasonably interferes with the individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment are such actions as sexual attacks; sexual violence; the requesting of sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights Committee finds the material irrelevant to the subject of the course or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

A Special Note to Faculty, Teaching Assistants, Staff, and Other Persons in Positions of Power: Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or non-reciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power violate their responsibility to the community. The College expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

The Human Rights Committee: The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The Committee is a standing committee appointed by the President and comprised of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development will serve as coordinator without vote. If the complaint should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Student to Student Harassment: Student-to-Student harassment complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other harassment complaints are to be processed by the procedures outlined in this policy.

"On Notice" Option of Complaint: Individuals who feel they have been harassed may choose to put the offender "on notice" that the offender's behavior is unwelcome. Often this direct communication by the individual brings a stop to the harassment, and no further action is necessary.

Use of the "on notice" option is not a prerequisite to initiating the complaint procedures set forth in this policy, and the College will not refuse to investigate a complaint on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

Procedures for Informal Complaint: Individuals who believe they have been the victim of harassment may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal complaint. Complaints of sexual assault must be made through the Procedures for a Formal Complaint.

Informal complaints may be oral or written and directed to the Vice President for Human and Organizational Development or to any member of the Human Rights Committee. Informal resolution will generally involve the Vice President for Human and Organizational Development or the Human Rights Committee serving as mediators in an effort to resolve the complaint. The accused will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The Human Rights Committee or the Vice President for Human and Organizational Development, serving as intermediaries, will seek a resolution that both the complainant and the accused can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Vice President for

Human and Organizational Development, and/or the complainant can decide if further action is appropriate.

Procedures for a Formal Complaint: Harassment complaints are to be directed to the Vice President for Human and Organizational Development or to a member of the Human Rights Committee. The Vice President for Human and Organizational Development or the contact person on the Committee will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing.

Although complaints should be brought as soon as possible, preferably within six months after an offensive incident, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action.

Once the initial complaint is prepared, the Vice President for Human and Organizational Development or the contact person on the Committee shall convene the entire Human Rights Committee to review the complaint, and to conduct an appropriate investigation of the allegations. This investigation may be limited to mediation and a negotiated settlement between the complainant and the accused. Based on the evidence collected, a designated member of the Human Rights Committee will prepare a report containing the Committee's findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. In the event the allegations are substantiated, the Vice President for Human and Organizational Development or the Human Rights Committee may endeavor, through mediation, to reach a negotiated settlement of the complaint.

If a negotiated settlement cannot be reached, the Human Rights Committee will refer the matter to the College's Vice Presidents for resolution. The Vice Presidents will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts. The Vice Presidents will consider the findings and recommendations of the Human Rights Committee and, in consultation with the President, render a decision. Decisions will be made using the preponderance of evidence standard (i.e. it is more likely than not that the alleged conduct occurred).

Protection of Complainant and Others: All information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The College cannot guarantee that the identity of the complainant will be concealed from the accused harasser, but any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded complaints will be investigated. If an investigation reveals that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions and/or discipline.

In order to ensure that a complete investigation of harassment claims can be conducted it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will try to honor any complainant's request that the College not disclose certain information provided, consistent with the College's obligation to identify and correct instances of harassment, including sexual harassment.

Penalties: Every claim of harassment will be considered on its own merits. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, including but not limited to counseling, reprimand, probation, suspension, transfer, demotion or immediate termination of an employee or student in accordance with the provisions, policies and procedures outlined in the appropriate Faculty, Staff or Student Handbook.

Sexual Misconduct Policy

Ringling College of Art and Design will not tolerate and will seek to eradicate any behavior by its employees, students, or volunteers, which constitutes Sexual Misconduct. Such behavior is prohibited both by law and by College policy. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and ensures timely and fair resolution of sexual misconduct complaints. It is the intention of the College to take appropriate action to end the misconduct, prevent its reoccurrence and address its effect.

The purpose of the policy is to
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- define the forms of sexual misconduct that violate the policy;
- identify resources and support for members of the Ringling College community;
- identify the Title IX Coordinators and their responsibilities related to the policy;
- provide information as to where a member of the Ringling College community can obtain support or access resources confidentially;
- provide information on how a member of the Ringling College community can make a report;
- provide information on how a report against a member of the Ringling College community will be investigated and adjudicated.

This policy applies to all members of the Ringling College community, including faculty, staff and students. All faculty, staff and students are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the Ringling College community.

Vendors, independent contractors, volunteers, visitors and others who conduct business with Ringling College or on College owned or controlled property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct to ensure the safety of the community and to provide an environment free from gender and sex discrimination.

Privacy and Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and the broader community and maintain an environment free from sexual misconduct.

Faculty, staff and students wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed below. A **confidential** resource for students is the College counseling staff in the Peterson Counseling Center (941) 893-2855 and the Campus Chaplain (941) 309-0200. A **confidential** resource for faculty and staff is the Employee Assistance Program (EAP). The toll-free phone number of the Employee Assistance Program is (877) 240-6863. When a victim seeks medical treatment for sexual assault, medical personnel are required to report to the police, but victims are not required to file formal charges unless desired.

Note that limitations of confidentiality may exist for individuals under the age of 18.

The College will respect, to the greatest extent possible, the privacy of individuals who choose to report to any other employee of the College. Except for the confidential resources identified in this policy, all other College staff and faculty who receive a report of sexual misconduct are required to elevate the report to the Title IX Coordinator or the Deputy Title IX Coordinator for investigation and response.

Information related to a report of sexual misconduct will be shared with those College employees who "need to know" to assist in the investigation and/or the resolution of the complaint.

Where the College has received a report of sexual misconduct but the complainant requests that he or she remain unidentified, and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the community. The College is required to take all reasonable steps to investigate and respond to a complaint, but its ability to do so may be limited by the complainant's request. However, under compelling circumstances - including evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the respondent - the College may conduct further investigation or take another appropriate measure without the complainant's consent.

If a report of misconduct poses an immediate threat to the community when timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to, reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the community.

A complainant will be informed whenever possible of any action the College takes to resolve the complaint, including further investigation and correction or disciplinary steps.

Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline at 1-(800) 962-2873.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Reauthorization Act (VAWA) and College policy. No information shall be released from these proceedings except as required or permitted by law and College policy.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which fall under the broad definition of Sexual Misconduct. The term Sexual Misconduct includes: sexual assault, sexual contact, sex-based communication and sexual exploitation. Sexual Misconduct also includes means actual, attempted or alleged criminal sexual abuse as defined by the State of Florida. Complete definitions, under College policy, including what it means to give effective "consent" can be found below and in the *Student Code of Conduct*.

Sexual Misconduct does not include "Sexual Harassment" which is addressed under the College's *Non-Harassment Policy* and the *Student Code of Conduct*. In compliance with the *Violence Against Women Reauthorization Act (VAWA)*, sexual harassment, including stalking, cyber-stalking, domestic violence and dating violence as defined by the VAWA are prohibited under the *Non-Harassment Policy*, the *Sexual Misconduct Policy* and the *Student Code of Conduct*. See *VAWA Compliance* and the *Student Code of Conduct* in the *Student Handbook* for definitions. Procedures to report and resolve complaints are found in the disciplinary procedures, the *Non-Harassment Policy* and the *Sexual Misconduct Policy*, in the *Student Handbook*.

Definitions:

Sexual Assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.

Sexual Contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Sexual-based Communication is speaking to, or directing any kind of communication, words or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person's consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

Sexual Exploitation is when an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person)
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a "peeping tom");

- Knowingly or recklessly transmitting an STD or HIV to another person;

Consent is the conscious affirmative agreement to voluntarily engage in sexual activity with another person. Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Consent cannot be given if an individual is incapacitated, under the influence of drugs or alcohol, mentally incompetent or in an altered state of consciousness. Consent may be withdrawn by either party at any time. Previous consent does not automatically provide consent for a current sexual activity. Failure of an individual to say "no" does not imply consent.

Retaliation

Any retaliation committed by the accused abuser by way of irresponsible, malicious or unfounded complaints will be investigated. Ringling College will discipline any individual who retaliates against any person who reports alleged Sexual Misconduct or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding, or a hearing relating to a Sexual Misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Definition of Retaliation: Acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of Sexual Misconduct. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

False Complaints

Submitting a good faith complaint, concern or report of harassment will not affect the complainant's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

Title IX Coordinator

Christine Carnegie DeGeorge
 Vice President for Human and Organizational Development
 Office of Human Resources, Kimbrough Bldg, 1st Floor
 2700 N. Tamiami Trail Sarasota, FL 34234
 941-359-7619 ccarnegi@ringling.edu

Deputy Title IX Coordinator

Dr. Tammy S. Walsh
 Vice President for Student Life and Dean of Students Office
 Location: Ulla Searing Center, Second floor
 (941-359-7510) twalsh@ringling.edu

The Title IX Coordinator and Deputy Title IX Coordinator are knowledgeable and trained in the College's policies and procedures, state and federal laws, that apply to Sexual Misconduct and Harassment, and the dynamics of sexual misconduct and Harassment. The Title IX Coordinator and Deputy Title IX Coordinator are available to meet with any individual to discuss the options for resolving a report under this policy.

The College provides resources to both the complainant and respondent in making decision, obtaining information about options under this policy, and assisting both parties in the event that a report of sexual misconduct is made.

Reporting and Investigating Procedures

Reports will be addressed according to the status of the respondent as follows:
 If the respondent is a student, the Office of Student Life will utilize the student disciplinary process in the

Student Handbook to address the report. If the respondent is a faculty or staff member, or other individual, the Office of Human Resources will utilize the procedure below to address the report.

Employees and volunteers are required to report immediately any case of known or suspected Sexual Misconduct in compliance with Florida law. They must also report incidents to the Title IX Coordinator.

As required by Florida law, upon notification of known or suspected sexual abuse, abandonment or neglect of a child under age 18, employees, students and volunteers should report as described in the Ringling College of Art and Design *Child Protection Policy*. This policy can be found in the student and employee handbooks.

Time Frames for Responding To Reports

The College will promptly investigate and respond to all reports of Sexual Misconduct. The timeframes are guides and may be extended because of extraordinary circumstances. Each case is unique and the process for handling the incident will be impacted by factors such as: the complexity of the investigation, the scope of the allegation, the parties' schedules and availability, and the academic calendar. Parties will be notified in writing of the final outcomes of the hearing or other action which concludes the complaint process. The College will provide parties with periodic status updates as needed or requested.

Procedures for a Complaint

1. Student to Student Sexual Misconduct

Student to student sexual misconduct complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other sexual misconduct complaints are to be processed by the procedures outlined in this policy.

2. Student complaints against faculty or staff and all other complaints

Procedures:

The Vice President for Human and Organizational Development or designee, or the contact person on the Human Rights Committee*, will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing. Complaints should be brought as soon as possible. Although the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action, all complaints should be brought within six months if at all possible because a delay in reporting impedes the investigation.

A grievant may elect to utilize the informal process, to facilitate a solution without making a formal complaint. The informal process helps parties to reach a mutually agreed upon solution. Participation in the informal process does not mean that an individual gives up any rights to file a formal complaint, and both parties must agree to a resolution. The informal process is not an available option if the complaint is related to sexual assault. The informal process does not preclude the College from conducting an investigation of a complaint or taking disciplinary action.

Once the initial complaint is prepared, the Vice President for Human and Organizational Development will investigate the complaint, engage a third party investigator, and/or convene the Human Rights Committee to conduct an appropriate investigation of the allegations. Complaints will be given an impartial and timely investigation. The Vice President for Human and Organizational Development, the investigator, or a designated member of the Human Rights Committee will prepare a report of the investigation. Should there be a conflict, or for any reason the Vice President or a member of the committee is unable to carry out their responsibilities under this policy in an impartial manner, the College may designate an alternate official to preside over the investigation.

Both the complainant and Respondent shall have the option of assistance by an advisor of their choice from the College faculty, staff, student body or parent (students only), provided the individual is willing to participate in the process. The advisor's role is to provide support and assistance during the process but not to speak on behalf of the complainant or respondent or in any way interfere with the process.

When a complaint is filed, the Vice President for Human and Organizational Development will notify the respondent and provide him/her with the information regarding the complaint. The respondent may submit a written response to the Vice President for Human and Organizational Development within seven (7) working days.

Upon conclusion of the investigation, the Committee will make a recommendation for resolution to the Vice President over the respondent's department, or their designee, for resolution. The Vice President will consider the findings and recommendations of the investigator(s) and render a decision. The Vice President will not reopen a completed investigation unless it can be shown that the investigating

individuals made specific errors in reviewing the facts or if additional credible information comes to light. The Vice President will render a decision within 20 working days. Time limits may be extended at the discretion of the Vice President for Human and Organizational Development. Decisions will be made using the preponderance of evidence standard (i.e. it is more likely than not that the alleged conduct occurred).

If the Committee determination is not acceptable to either the Complainant or Respondent, the decision may be appealed with seven (7) working days to the College's Vice Presidents, or their designees, who will serve as the appeals committee. The Appeals Committee will review the complaint, any response, any documents provided by the Complainant or Respondent, and any other documents. The Appeals Committee also has the option, but not the obligation, to schedule a hearing and/or take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the appeals Committee will deliberate and make a written report, including its conclusions and recommendations to the Vice President. The Vice President will then have the option of amending his/her determination based on the recommendations of the Appeals Committee. The Vice President determination will then be final.

* The Human Rights Committee is a fact-finding committee whose purpose is to respond to reports of Harassment and Sexual Misconduct. The Committee is a standing committee appointed by the President and comprised of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development or designee will serve as coordinator without vote. If the complaint should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Any employee or volunteer who is accused in a reported incident of sexual misconduct may be immediately relieved of responsibilities, suspended, or the College may take other actions as it determines. Reinstatement of relieved or suspended employees or volunteers shall occur at the sole discretion of Ringling College.

Disciplinary Proceedings/Action:

Students accused of sexual misconduct/sexual assault are subject to disciplinary action in accordance with the provisions of the *Code of Conduct* as contained in the Ringling College of Art and Design *Student Handbook*, whether or not formal criminal charges are filed by the victim. Disciplinary proceedings will be conducted by College officials who receive training.

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged sexual misconduct under a "preponderance of the evidence" standard, and that is the standard of evidence that is used, meaning it is more likely than not that said violation occurred.

Both the complainant and the respondent are entitled to the same opportunities to:

- a) have an advisor of their choosing accompany them during any related meeting or during any campus disciplinary proceedings – the advisor may not participate or speak for the complainant or respondent.
- b) bring witness;
- c) be notified simultaneously and in writing of the outcome of the proceeding and of appeal procedures;
- d) be notified of any change to the result before it becomes final, and when the result becomes final;
- e) have disciplinary proceedings completed within a reasonable timeframe.

A student found in violation of the *Sexual Misconduct Policy* is subject to disciplinary action, which may include suspension and/or expulsion from the College.

Any employee who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, up to and

including, but not limited to, probation, suspension, transfer or immediate termination of an employee in accordance with the policies and procedures outlined in the Faculty or Staff *Handbook*.

Maintenance of Records and Documents

Ringling College shall maintain all records and documentation required by law. The College will take great care with confidentiality of the victim including publicly available record-keeping (i.e. Clery Reporting) that excludes personally-identifiable information on the victims to the extent permissible by law.

Revised 10/22/2014

Sexual Misconduct/Sexual Assault Information

Medical Attention and Preservation of Evidence

Immediately following a sexual assault or any type of sexual misconduct, a victim should seek medical attention. The victim may have injuries that need immediate attention and it is important to test for sexually transmitted infections and discuss options about emergency contraception. The victim should not wash, shower, urinate, defecate, change clothes or douche, even though that may be the immediate reaction. This is important for preserving evidence should the victim decide to file formal criminal charges through the Police. Please be aware that information reported to any police official is public information, and is available to local media. It is, however, the general practice of journalists not to release names of victims of sex offenses.

Support

The provision of support for a victim is essential. Support should come from trusted friends and/or loved ones and trained professionals. Ringling College's Office of Student Life staff serve as the primary source of support for students who experience sexual misconduct or assault. The Vice President for Student Life and Dean of Students additionally serves at the Deputy Title IX Coordinator (See Title IX).

In order to assure appropriate support for a victim, victims of sexual misconduct/sexual assault are urged to report the incident as soon as possible, regardless of where the offense took place, whether or not the offender is known to the victim.

Victims of sexual assault are not required to file formal criminal charges through the police, even if they report the incident to campus officials.

Reporting

The College encourages all students to report information about any type of sexual misconduct or harassment involving a student, staff, faculty member or visitor. Faculty and staff, except for College Counseling staff, and the Campus Chaplain since they are confidential resources, **are required** to report information to a Title IX Coordinator about any type of sexual misconduct or harassment. Medical personnel, when a victim seeks medical treatment for sexual assault, **are required** to reply to the police, but victims are not required to file formal charges unless desired. An incident does not have to occur on campus to be reported to the College. Off campus conduct that adversely affects or has the potential to adversely affect the Ringling College community also falls under this policy. The College will promptly investigate and respond to all reports of sexual misconduct and harassment.

The College provides resources to both the complainant and respondent in making decisions, obtaining information about options under this policy, and assisting both parties in the event that a report of sexual misconduct or harassment is made.

Ways to file a report:

Campus Safety: The opportunity to file a report with the College is available 24 hours a day, 7 days a week by calling Public Safety (941-359-7500). A complainant or third party can request a campus safety officer to respond and take a report.

Title IX Coordinator

Christine Carnegie DeGeorge

Vice President for Human and Organizational Development

Office of Human Resources, Kimbrough Bldg, 1st Floor
2700 N. Tamiami Trail Sarasota, FL 34234
941-359-7619 ccarnegi@ringling.edu

Deputy Title IX Coordinator

Dr. Tammy S. Walsh
Vice President for Student Life and Dean of Students Office
Location: Ulla Searing Center, Second floor
(941-359-7510) twalsh@ringling.edu

Office of Student Life: A complainant or third party can file a report with any of the professionals within the Office of Student Life/Office of Residence Life.

Office of Student Life Staff

Jekeyma Robinson

Associate Dean of Students for Student Development
Office location: Ulla Searing Student Center, Second Floor
(941) 309-4375
jrobinso@ringling.edu

Candice Johnson

Director of Student Activities & Leadership Development
Office location: Ann and Alfred Goldstein Hall (941) 209-0202
cjohnso2@ringling.edu

Office of Residence Life Staff

Erin Smith

Director, Residence Life for Operations
Office Location: Ann and Alfred Goldstein Hall, First Floor
(941) 309-1963
esmith3@ringling.edu

Patricia Pete

Coordinator of staff Development/Programming
Office Location: Ann and Alfred Goldstein Hall, First Floor
(941) 309-0111
ppete1@ringling.edu

Trenton Keisling

Coordinator of staff Development/Programming
Office Location: Ann and Alfred Goldstein Hall, First Floor
(941) 309-309-4018
tkeislin@ringling.edu

Local Law Enforcement: A complainant may file a report with the Sarasota Police Department or other law enforcement agency (depending on location of incident).

Coordination with Law Enforcement

Because the goals and objectives of the College's Sexual Misconduct Policy and Non-Harassment Policy differ from those of the civil and criminal justice systems, proceedings under the College's Sexual Misconduct Policy and Non-Harassment Policy are independent of civil and criminal processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus adjudication does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the Sarasota Police Department will generally result in the complainant and, in some cases the respondent, being contacted by a police officer. The police department determines if a criminal

investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct may constitute a criminal act. However, the College conducts investigations and hearings and renders sanctions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement, if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a complainant wishes to file a report with the Sarasota Police Department, a Ringling College staff member is available to assist. The College will not file a police report about the incident on the complainant's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the complainant's decision to file a criminal complaint or the outcome of the criminal investigation.

Amnesty

Our goal is that all students report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a student complainant may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

Interim Support and Reasonable Protection

After a report is made, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment.

After the initial review of the report, the College will determine the necessity and scope of any interim measures. All individuals are required to report instances of another individual's failure to abide by any restrictions imposed by an interim measure. The College will take action to enforce a previously implemented interim measure.

The range of interim measures include:

- 1) No contact order: The complainant or respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- 2) Academic, Employment or Living Arrangements: The complainant or respondent may request a change in academic, employment or living situation after a report of sexual misconduct or harassment. Upon request, the College will inform the complainant or respondent of the options and will accommodate the request if those changes are reasonably available. In some cases the College may initiate these changes without a request. These may include, but are not limited to:
 - Changing class or work schedule, including the ability to stop a course without penalty
 - Limiting an individual's or organization's access to certain College facilities or activities pending resolution of the matter
 - Providing an escort to ensure safe movement between classes and activities
 - Providing academic support services
- 3) Emotional Support: The College will provide counseling services through the Peterson Counseling Center as part of Health Services or Employee Assistance Program or assist in providing a referral to off campus agencies. Counseling and emotional support is available to any member of the College community.

Additional Campus Resources

Rev. Dwight Henry – Campus Minister (Confidential Resource)
Office Location: Ulla Searing Student Center, Second Floor (941)
309-0200

Peterson Counseling Center (Confidential Resource) Dr.
Erin Robinson, Director, Student Health Services Office
Location: Health Center
(941) 893-2855

Health Center (Required Reporter to Police)
Office Location: Health Center (941)
309-4000

Student Access Services (Disabilities)
Office Location: Goldstein Library, Room 220
Clair Willrich
(941)309-4013

Off-Campus Community Resources

SPARCC (Safe Place and Rape Crisis Center) 2139
Main Street
Sarasota, Florida 34237
(941) 365-0208

You can also reach SPARCC through the Florida Coalition Against Domestic Violence
Hotline 1-800-500- 1119.

Sarasota County Sheriff's Office Victim
Assistant Unit
(941) 861-4942
victimassistance@scgov.net

The Sarasota County Sheriff's Office Victim Assistance Unit provides services to any victim of any crime, including secondary victims and witnesses to crime. In addition, they provide short-term crisis support for persons experiencing traumatic situations that are not crime related (such as suicides). Services include crisis intervention, accompaniment through medical, legal, and judicial appointments related to the victimization, assistance with filing Injunctions for Protection (restraining orders), assistance in applying for Crime Victim Compensation where applicable, practical assistance, exploration of options, and community information and referral.

HOPE Family Services
www.hopefamilyservice.org
24 Hour Help-line: 941-755-6805
Outreach Office: 941-747-8499

Manatee Glens Rape Crisis Services www.manateeglens.org
Rape Crisis Hotline: 941-708-6059 Main
number: 941-782-4100

RAPE, ABUSE, & INCEST NATIONAL NETWORK (RAINN)

The nation's largest anti-sexual assault organization. Florida
Council Against Sexual Violence (FCASV)
FCASV is an excellent resource regarding the current trends in reported sexual assaults within Florida, current research, outreach, and survivor training, and resources for survivors.

Awareness Programs

PreCollege 2021 Handbook

The Office of Student Life works closely with the Office of Public Safety to promote awareness about rape, sexual assault, and other forms of sexual misconduct, and educational programs are offered each year.

Child Protection Policy

As of 10/17/2014

It is Ringling College of Art and Design's policy to take all appropriate steps to protect the health and welfare of the children who come to the Ringling College campus and of children with whom our employees, volunteers and students interact in other locations. Ringling College of Art and Design will comply with all applicable reporting laws.

Under Florida law, all faculty and staff are required to report suspected abuse, abandonment, or neglect of a child under age 18 by any individual, regardless of if the person is a parent, legal guardian, or unknown individual to include but not limited to a parent, legal custodian, caregiver or other person responsible for the child's welfare which includes a person who has permanent or temporary care or custody or responsibility for the supervision of such child (including any employee of the College) or any household or family member of the child. Additionally, faculty and staff are further required to report if a child is in need of supervision and care and has no parent, legal custodian, or other person responsible for the child's welfare.

Abuse, abandonment, or neglect includes:

1. Physical injury, whether visible or not, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
2. Mental injury, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
3. The failure to provide essential care and attention to a child (e.g., leaving a child unattended), under circumstances that indicate that the child's health or welfare is harmed or there is a substantial risk of harm, or that there is mental injury to the child or a substantial risk of such injury; and
4. Any act that involved sexual molestation or exploitation of a child (e.g. any sexual contact or conduct with a child), regardless of whether physical injuries are present.

This policy applies to all faculty, staff, volunteers and students of Ringling College of Art and Design. Additional individuals or organizations doing business at or with the College may also be required to acknowledge and comply with provisions of this policy, as determined by the College. The policy applies to the Ringling College of Art and Design campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, staff and volunteers participate in college-sponsored activities.

Please also refer to the Ringling College of Art and Design Sexual Misconduct Policy, which prohibits sexual misconduct and requires reporting of known or suspected incidents of sexual misconduct of any person, regardless of age. This policy can be found in the student and employee handbooks.

Ringling College sponsors a number of programs for children. The College requires that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to criminal background check clearances as required by Florida state law and the College. All program adults (paid staff or volunteers) must receive appropriate information in maintaining professional boundaries at all times when working with children in the program (See Appendix A below).

REPORTING REQUIREMENTS

A. Florida Law mandates the reporting of any suspected child abuse, abandonment or neglect. Anyone who has reason to believe that a child has been subjected to abuse, abandonment or neglect must immediately report to the Florida Department of Children and Families by one of the following methods: (1) call the Florida Abuse Hotline at 1-800-962-2873, (2) via fax at 800-914-0004, or (3) online at <https://report.abuse.dcf.state.fl.us>. Instructors and other personnel will be required to provide their names to the DCF hotline staff. All other reporters may remain anonymous, but a record that a report was made will be maintained by the College. If you see a child in immediate danger, call 911. Colleges and Universities that

“knowingly and willfully” fail to report suspected child abuse, abandonment or neglect or prevent another person from doing so now face fines of up to \$1 million for each incident, and the penalty has been increased from a misdemeanor to a felony. Individual employees face personal criminal liability as well. A person who is required to report known or suspected child abuse, abandonment or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a felony of the third degree. The personal criminal penalties include a fine of up to \$5,000 and up to 5 years imprisonment for each incident not reported.

B. In addition to making the reports required by Florida law, any employee or student of Ringling College of Art and Design who has reason to believe that a child has been subjected to abuse, abandonment or neglect on the Ringling College campus, any properties owned or leased by the College, or during an event/ function sponsored by the College must notify Public Safety (941-359-7500), the Vice President for Human and Organizational Development in the Office of Human Resources or the Vice President for Student Life as soon as possible. Public Safety or the Vice President will immediately notify the President. Any employee or student who has reason to believe that a child has been subjected to neglect or abuse at any off-campus sites at which students, faculty, or staff participate in college- sponsored activities must immediately notify the director of the off-campus site and the Ringling College program director. The Ringling College director will notify the Vice President for Human and Organizational Development as soon as possible.

C. Any faculty or staff member who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect must report his or her suspicion to the appropriate medical examiner.

D. “Mandatory Reporters” in Florida are defined as: social workers, teachers and other school personnel, physicians and other health- care workers, mental health professionals, child care providers, medical examiners, coroners, and law enforcement officers.

CONFIDENTIALITY

All matters pertaining to a report of abuse, abandonment or neglect must be held in the strictest confidence. A person who knowingly and willfully makes public or discloses any confidential information commits a misdemeanor of the second degree, and may be punishable by Florida law.

FALSE REPORTING

All good faith reporting of any instance of suspected child abuse, abandonment or neglect provides immunity and protection from adverse civil liability and/or employment discrimination. Under Florida law, a person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony.

Appendix A - Guidelines for Those Working With or Around Children

Appendix A – Guidelines for Those Working With or Around Children
Child abuse is a difficult and emotionally-charged subject. These guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; and explain how to respond to abuse or suspicions of abuse.

Code of Conduct for Working with Minors

You have a duty to the children with whom you work, to the college and to yourself to prevent any abuse or improper behavior. You also have a duty to prevent unfounded accusations of abuse, by adhering to a proper code of conduct when working with minors.

- Never use any form of physical or emotional punishment to discipline children participating in the program
- Never engage in rough or sexually provocative games, including horseplay
- Do not allow children to sit on your lap
- Do not allow any inappropriate touching, including between children
- Be aware of the impact of your words and language on young children
- Do not swear, or use or respond to sexual innuendo, never make a sexually suggestive comment, even in fun

- Do not allow children to use inappropriate language unchallenged
- Be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave a class); conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed
- Do not spend time alone with a child away from others; try to avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the "rule of three" and always make sure there is another person with you). Should you need to be alone with a minor in a changing or shower area, by no means should you be unclothed with a minor, and showering or bathing with minors. Even when you are not alone with one child, is never acceptable.
- Children should use a buddy system or otherwise be encouraged to stay together when going to the bathroom, on field trips or when leaving the classroom area
- Do not give any child a ride in a car or van unless you have express permission from the parents
- Do not appear to favor one child more than another, do not give gifts to any one child in a program, do not accept expensive gifts from any child in the program
- Be professional and maintain the highest standards of personal behavior at all times; do not drink alcohol or smoke when working with minors
- Do not tell children "this is just between us" or use similar language that encourages children to keep secrets from their parent/ guardian

What if a Child Tells Me He or She is Being Abused?

- Stay calm; ensure that the child is safe and feels safe
- Assure the child that you are taking what he/she says seriously
- Be honest; explain you will have to tell someone else. Avoid making promises you cannot keep
- Make a note of what the child has said as soon as possible
- Do not confront the alleged abuser
- Do not investigate on your own
- Report the situation to the Title IX Coordinator, Christine DeGeorge, Vice President for Human and Organizational Development at 941-359-7619, or the Deputy Title IX Coordinator, Dr. Tammy Walsh, Vice President for Student Life and Dean of Students at 941-359-7510.

STUDENT LIFE /RESIDENCE LIFE AND STUDENT SERVICES

Student Life provides a variety of programs and services designed to support the student's academic success and personal growth, and the wellbeing of the student body. Committed to encouraging learning and growth beyond the classroom, Student Life provides students with opportunities to participate in leadership roles, to lead a healthy and balanced lifestyle, to engage in service learning projects, and to celebrate diversity. Support networks, creative programs, and social activities make it possible for daily life on campus to bring new perspectives to concepts studied in class and otherwise help to broaden horizons. Full participation in campus life and enjoying the rights and responsibilities students are afforded as a member of the Ringling community is considered an integral part of the PreCollege experience.

Residence Life, working in tandem with Student Life, is committed to learning and growth outside the classroom. Each student will have a Resident Assistant (RA) assigned to his or her living area. The RA is extensively trained in community development, crisis intervention, leadership and mediation helping to foster a sense of community. The Coordinator of Residence Life and the Associate Dean of Residence Life supervise

the RAs.

The cooperative living experience requires that residents act responsibly and respect the rights of other community members. Each resident should understand and adhere to the policies, regulations and code of conduct as set forth in this handbook.

PreCollege students will be housed in a state-of-the-art first-year residence hall designed especially for creative people. **Residence floors/wings will be restricted to gender assignment.** Residence halls are centrally located with immediate access to lounge/recreation areas, Office of Residence Life, Office of Student Life and the mailroom. Bedrooms are either doubles with a private bath or "suite double" style housing – a large double bedroom that shares a bathroom with the adjoining double. Typical room size is 11" x 16" and is equipped with extra-long twin beds, desks with chairs, wardrobes, and chests of drawers. Residence halls have project rooms for creating artwork on each floor. The building is secured by electronic access control systems, allowing entry to only the residents of each floor/Swing. Schematics of all on-campus housing can be found on the College's "Student Life" web page at www.ringling.edu.

Questions or concerns about residence maintenance should be reported to your RA.

ATM and Check Cashing - Spending Money

Debit/credit cards are accepted across campus. Also, a SunTrust Bank ATM is available on campus, Ann and Alfred Goldstein Hall, and students may bring an ATM card to obtain cash for their personal needs. Contact your bank regarding transaction limits or pre-paid card options. Student expenses are generally limited to **optional** art supplies (all supplies needed for course projects are provided by the College), souvenirs, and evening or weekend snacks.

Health and Medical Services

Ringling College does not maintain on-campus health care facilities in the summer, including during PreCollege. The Sarasota Memorial Hospital Urgent Care Clinic provides all required non-emergency medical services. All students must be covered under a health insurance policy, and the company name, policy number, policyholder name, policyholder's birth date must be recorded on the required health form. All domestic and international students not able to provide complete insurance information prior to May 28, 2020, will be required to purchase an insurance plan through the College covering the duration of PreCollege.

Payment for medical services are required at the time services are rendered and are the responsibility of the student's parent/guardian. Taxi/Uber transportation to a medical facility will be arranged through a staff member and the transportation cost will be deducted from the student's \$300 damage/residency deposit. The student must contact his/her Resident Assistant for arrangements. A staff member accompanies students if they require off campus medical assistance. It is imperative that students **ALWAYS immediately** notify the RA, a faculty member or a TA of illness or injury.

In the case of a medical emergency, the senior staff of the Office of Student Life and/or Office of Residence Life will ensure that the student receives immediate and proper care. Should hospital transport be necessary, an emergency medical transport will be utilized. The Dean or Associate Dean will notify parents or guardians of any such medical emergencies.

Any residential student ill enough that he or she needs to miss more than one day of class may be required to see a physician. Students ill enough to miss class are expected to be in their rooms unless they are seeing a doctor. The Resident Assistant will assure that student needs during ill health are met, and food will be brought to the student's room if necessary.

Due to the brief length and nature of the program, the PreCollege program cannot provide extensive medical treatment or ongoing psychological care. PreCollege staff cannot administer medication to a student. Students are expected to self-medicate according to information indicated on registration Medical Form A.

Counseling Services

Ringling College does not provide mental health therapy for PreCollege students. The College does, however, maintain on-campus mental health counseling services during PreCollege. Counselors are “on call” to provide adjustment counseling, emergency evaluation or mental health crisis management services. The Dean of Students, or her representative, will notify parents or guardians immediately of any mental health emergencies.

Dining Services

Students take their meals in the Hammond Commons at the heart of the campus. Meals are cafeteria-style, and students may choose from a range of traditional and vegetarian options at each meal. A typical lunch might include fresh fruit, salad bar, soup, hot entrees, deli sandwiches made to order, hamburgers/hotdogs, French fries, and desserts. Students with special dietary restrictions must monitor their own meals, however the College will make sure that options for those with medical dietary restrictions are always available. PreCollege students are on a 19 meal-a-week plan (3 meals Monday-Friday, and 2 meals (brunch and dinner) on Saturday and Sunday. Students must present their Student ID at every meal.

Hammond Commons meal service hours are:

Sunday-Saturday – unless otherwise specified

Breakfast	7:30 AM to 8:30 AM
Lunch	11:30 AM to 1:30 PM
Dinner	5:00 to 7:00 PM

In addition to regular meals, students may purchase snack items at the **Outtakes Café**, which will have extended hours noted on the student’s weekly schedule.

For Your Safety

The Ringling College of Art and Design campus is patrolled 24 hours a day by Ringling Public Safety Officers. In an emergency, Public Safety may be contacted at 941-359-7500, or they may be reached by using the **Blue Light Phone Towers**, which are located throughout the campus. Students may also contact any Resident Assistant, faculty member or staff member for assistance.

Blue Light Phone Towers

Voice-over IP telephone towers are located throughout the campus as noted on the Campus Map. The blue light phones provide a 24-hour direct phone link to the Public Safety Communication Center. Each tower has two activation buttons, one for “information” and one for “emergencies”. When the VOIP phone is activated the constantly burning blue light at the top of the tower strobes. In addition, a security camera trained on each tower and that enables the Communications Officer on duty to see the caller while talking to him or her on the phone. These call boxes are not restricted to emergency situations and may be used for non-emergency purposes.

Security Cameras

In addition to security cameras that are located at each blue light phone tower, there are additional cameras recording activity in some of the Ringling Campus parking lots and adjacent city streets.

Students should work in partnership with the staff to assume responsibility for their personal safety and the security of their belongings. Common sense and mature actions are always the best rule. Recommendations for your safety follow:

- **Never travel alone, especially at night.**
- Lock your room door at night and when unoccupied.
- Record serial numbers and engrave valuable personal items (before arriving on campus).
- Report any suspicious individuals or activities immediately to a Public Safety Officer, RA, or faculty/staff member.
- Keep the exterior doors to the residence halls closed at all times.
- Carry your keys and student ID at all times.
- Keep your art supplies with you.

EMERGENCY PREPAREDNESS – Tropical Storms and/or Hurricanes

When our immediate area is placed under a Tropical Storm Watch or Warning and/or a Hurricane Watch the College’s Emergency Response Team (ERT) will automatically enter an alert status and closely monitor the weather. The President, or his appointee, will confer with the ERT and make decisions regarding the

cancellation of classes, closing the college campus and securing facilities, based on the strength, location, and predicted path of the storm.

When our immediate area is placed under a Hurricane Warning, the college's President may declare a state of emergency, depending on the strength, location, and predicted path of the storm. If a state of emergency is declared, a mandatory evacuation of campus will normally be initiated, with all offices being closed for non-essential personnel and food service operations discontinued. If a state of emergency is announced and evacuation ordered, the Dean of Students will initiate that evacuation of PreCollege students with the assistance of the Associate Deans of Students to our designated shelter or students will be released to a parent or the person(s) listed on their Release/Waiver Registration Form. Students housed in an emergency shelter will continue to be accompanied and supervised by the Residence Life staff/Student Life staff.

Equipment Check Out

Sports equipment, cleaning supplies, videos and games are available at the CAB desk. For a complete list of equipment that can be checked out, visit The Fishbowl. Ping Pong and pool are also available. The Fishbowl requires a valid PreCollege ID card in order to use the equipment. Fishbowl open hours will be listed on the student schedule.

Laundry Facilities

Laundry facilities are free but students need to provide laundry detergent. Report mechanical problems to Student Life via your Resident Assistant.

Lost and Found

Found items are turned in to the CAB Window in Goldstein Hall, where they will be held for the duration of the program. After that time, the items will become property of Ringling College. Any identified items will be returned to students.

Room Entry and Room Repairs

The College reserves the right to enter a residence hall room

- for maintenance and/or cleaning purposes.
- when there is suspicion of violation of College policy.
- where there is clear evidence that a student's safety is endangered.

If any repair work is needed, contact the Office of Student Life or your RA who will report the problem. Do not attempt to make repairs yourself. Report damages immediately so a small repair may be caught before it turns into a major expense.

Student Mail

The Mail Room is located in the Goldstein Residence Hall and hours of operation will be posted for student access to mail and packages.

To receive mail at Ringling College, address it as follows:

**Student's Name - PreCollege
Ringling College of Art and
Design 1130 Greensboro Lane
Sarasota, FL 34234**

SHIPPING ARTWORK HOME

At the end of the program, a UPS representative will be available on campus to assist students in arranging to ship items home. All shipping costs are the responsibility of the student/parent. Shipping rates will vary. To get more information or to arrange for a shipment home you may call UPS at 1-800-742-5877 or go online to www.ups.com.

Student ID Cards

Every student must supply a Photo ID electronically as outlined in the registration materials. An official Ringling College photo identification card is issued during registration. This card should be worn on its lanyard at all times while on Ringling College property or on College business away from campus. Your ID provides access to your residence hall, the College's Goldstein Library requires this ID to check out books or materials, the ID is needed for evening/weekend access to many academic buildings, and the dining hall also requires the ID at meal times. Should you lose your ID, there is a replacement cost to reissue your card.

Student Recreation and the Fitness Center

Your Residence Assistants will introduce you to the recreational opportunities at the Fishbowl. Students also have access to the Fitness Center, located on the ground floor of the Searing Student Center. Fitness Center hours are posted on the student's schedule.

STUDENT LIFE / RESIDENCE LIFE POLICIES

Alcohol Policy – PreCollege Maintains a Substance Free Environment

PreCollege participants are not allowed to possess, consume or be under the influence of alcohol at any time during the program. Additionally, students may not possess empty alcohol containers.

Appliances

Hot plates, toasters, or anything with a heating coil or an open flame are **prohibited** during PreCollege.

Curfews

Curfews are strictly enforced in order to ensure the safety of all students. The curfew is 11:30 PM, Sunday through Thursday, and midnight on Friday and Saturday.

Damage Policy

Students are held financially responsible for damage to College property incurred by their own actions or that of their guests, which is beyond normal wear and aging. In cases where the damage is intentional or malicious, disciplinary action will result. Damage and/or cleaning beyond "normal wear and tear" will be deducted from the refund of your \$300 residency/damage deposit. **Students are expected to clean their rooms prior to their departure.** Students should plan to work on assignments in the studios or in the residence hall project rooms to avoid fees for paint on floors, doors, etc. When damage occurs on a common floor area and no individual or individuals are found responsible, the charge will be absorbed by all residents of that particular hallway or floor.

Ulla Searing Hall and Goldstein Hall are "green" buildings. To assist with the balance of summer heat and humidity, during the summer months all windows must remain closed except in an emergency situation.

Door Propping/Hall Security

In an effort to protect the security of students and their belongings in the residence halls, judicial action and/or a fine may be imposed where a student is found to have propped open a residence hall door that is supposed to be locked.

Failure to Comply

Failure to comply with directions of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so is a violation of College policy.

Additionally, failure to comply with policies by

- Falsification, distortion, or misrepresentation of information;
- Failure to provide information during an investigation of an alleged policy violation is considered a violation of the Code of Conduct.

Fire Alarm Systems and Safety

Tampering with a fire alarm, fire extinguisher or any other fire equipment, the person(s) may be subject to a fine. Students found responsible for such actions, or who fail to evacuate a building in a timely manner during a fire alarm, will be referred for disciplinary action.

Fire Drills

When a fire alarm sounds in campus housing units, it is mandatory that all students evacuate the building according to the prescribed fire emergency procedures:

1. Dress quickly and appropriately for exiting the building;
2. Feel the door for heat—if it is hot, do not open! Remain in the room. Place a towel in the airspace under the door. Go to the window and wave an article of clothing until a firefighter reaches you. If the door is not hot, lock your door, and move quickly to the nearest fire exit;
3. If smoke is present, wrap a towel over your nose and mouth and keep low to the floor;
4. As you exit, move away from the building and to the patio; and
5. Do not re-enter the building under any circumstances until directed to do so by the Residence Life staff or Public Safety.

Guests

During PreCollege, only same gender PreCollege students are allowed as guests in residence rooms.

Guests are permitted after classes and prior to curfew. Please be considerate of your roommate's right to the room. A roommate may never be locked out or barred access to his or her room at any time. Any student whose behavior or presence detracts from the community atmosphere or infringes on any resident will be dismissed from the program immediately.

Illegal Drugs – PreCollege is a Substance Free Program

Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law is prohibited. The Residence Life staff will strictly adhere to and enforce all Florida law and College regulations regarding illegal drugs.

Insurance

The College does not assume responsibility or carry insurance for loss of or damage to personal/rented property of residents due to theft, fire, wind, flood or other catastrophes within student rooms, designated storage areas or public areas within the residence halls. Therefore, the College advises students to maintain insurance for their personal/rented possessions unless the parent's homeowners insurance covers such instances.

Hall Sports

Because of the potential for noise, damage to the building, and personal injury, the hallways and public areas of the residence halls are not to be used for playing sports. This restriction also applies to the use of water for recreational use (i.e., water balloons, etc). Due to State Law, water guns or any other toy guns are not permitted on campus.

Keys

Students are expected to carry their Student ID/fobs at all times. Keys are not to be loaned or exchanged under any circumstances. Students who find themselves locked out during office hours should report to the Office of Student Life or to RA on-duty after hours. Students who have lost their keys will be charged for replacement.

Leaving Campus

Due to the brief and intensive nature of PreCollege, and our desire to building a cooperative community, leaving during the program is strongly discouraged. Student may not leave campus, even with family members, without prior permission of the Office of Student Life/Office of Residence Life.

For safety and liability reasons, PreCollege students are not permitted to use or ride in private cars or other motor vehicles (mopeds, motorcycles, etc.) during the program. If a student drives a motor vehicle to the PreCollege program, they must turn in their keys at registration. The keys will be held and returned at the end of the program.

Open Flames

Open flames such as candles, incense burners and potpourri burners are not permitted in any student room.

Quiet Hours

Residence hall quiet hours are minimally from 11 PM until 9 AM, Sunday through Thursday evenings. Weekend quiet hours are from midnight until 10 AM Friday and Saturday evenings. Courtesy hours are in effect twenty-four hours a day. As a member of Ringling College and the City of Sarasota communities, it is essential to respect the needs and rights of others in these communities.

Smoke-Free

The College maintains a smoke-free program for PreCollege, *which includes all PreCollege faculty, staff and students*. The use or possession of any tobacco products by any PreCollege student is forbidden. It is against the law in the State of Florida for people under the age of 18 to smoke. This prohibition extends to e-cigarettes as well.

Weapons

Firearms or any sort of weapon (using police definitions), including decorative ones and toys, are forbidden. For this reason squirt guns should NOT be brought to campus.

PRECOLLEGE DISCIPLINARY PROCEDURES

The process by which the Ringling College of Art and Design community educates students who violate the community standards is through disciplinary counseling. The goals of disciplinary counseling are as follows:

- To educate the student by explaining the reasons for the community standard.
- To bring the student's behavior into compliance with the community standard.
- To have the student maturely accept responsibility for their behavior.
- To help clarify the student's values as they are related to the behavior in question.
- To assist the student in making a more positive self-directed choice that will better enable the student to assume productive roles in the future.
- To help the student consider in advance the consequences of their behavior.
- To determine with the student the reasons for their misconduct.

Members of the College staff will handle alleged violations of misconduct. Students will meet with the Associate Dean of Students for Student Life and/or the Associate Dean of Residence Life to discuss the alleged violation. In consultation with the Associate Director and/or Faculty Coordinator of the PreCollege Program, sanctions may be assigned.

Sanctions

Offenses will include those happening in the studios, the residence halls and off-campus. Depending on the type of violation, students will be issued a written warning; a letter may be sent home to parents, or in the case of a serious violation, the student will be immediately dismissed without refund or credit.

Involvement in illegal activities, possession of illegal substances, or other actions deemed inappropriate by the College administration will result in **automatic dismissal**. This includes any disruptive behavior or actions seen to be harmful to the welfare of themselves or the community regardless of the sanction policy. Failure to observe the rules and regulations of the PreCollege will also result in dismissal. If a student is dismissed from the program, there is no refund.

Fines

Fines may be assessed in combination with the sanction for specific violations or when a student needs to pay for damage of another's property. As noted in the PreCollege Housing Contract, fines may be deducted from the Housing Damage/Residency Deposit refunded at the program's conclusion.

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. This handbook is set forth in writing to give students general notice of appropriate and prohibited conduct. The handbook serves as a guide and is not intended to define misconduct in exhaustive terms.

PROGRAM REFUND POLICY

Formal withdrawal notification and refund requests must be made in **writing**, to the attention of, and received by the Associate Director, Diane Zorn. Refunds, minus application fee and tuition program deposit (\$550.00) are subject to the schedule below and are issued in the form of the original payment made to Ringling College of Art and Design. Allow up to six weeks for processing.

	Tuition/ Room + Board	Damage Deposit
Thru 5/10	100%	100%
5/11 – 5/24	75%	100%
5/25 - 6/7	50%	100%
6/8/2021 --	No refund	100%

Students dismissed from the program at any time will not be eligible for a refund.

Damage Deposit Refunds are subject to the post program condition of facilities as reported by Student Life and any fines or other fees incurred. Remittance is issued in the form of the original payment to the College and will be mailed as a check or posted to the credit card account of origin.

DISABILITY ACCOMMODATIONS

Ringling College of Art and Design classes, programs, events and services are accessible for those with documented disabilities in accordance with Federal law whenever reasonable, and when a thorough and timely request is provided to the College.

IF YOU HAVE A DISABILITY OF ANY KIND AND ARE REQUESTING ACADEMIC ACCOMMODATIONS – medical, mobility, hearing learning, attention, psychological or other – and are requesting accommodation in classroom and/or on required field trips, please contact **Clair Willrich, Student Access Coordinator at 941-359-4013 or by email at cwillric@ringling.edu** to discuss *reasonable* accommodation options.

Your request for accommodation should also be noted on your PreCollege Student Health Forms and documentation should accompany the forms.

Students with mobility issues will need to address those well ahead of time; the College does not provide transportation services on campus. PreCollege classes and activities are held across the entire campus.

Due to the short, intensive nature of PreCollege 2020, requests for special needs housing and/or academic accommodations **MUST** be made in a timely manner.

*Information included in this Handbook are correct at the time of printing.
Portions of this publication may be subject to change without notice.*

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