I. PURPOSE

The purpose of this procedure is to protect the individual rights of Lake-Sumter State College (LSSC) students and employees and to control those actions that go beyond the exercising of such rights. LSSC provides for the safety and well-being of students and employees, property protection, record security, and other education-related services.

II. RESPONSIBILITY

Lake-Sumter State College students have a responsibility to conduct themselves in a manner that will reflect credit to the College, the community and themselves. Each student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct established by the College. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

III. CORE VALUES OF STUDENT CONDUCT AT LSSC

a. Integrity: LSSC students exemplify honesty, honor, and respect for the truth in all their dealings.

b. Community: LSSC students build and enhance their community by being active and engaged citizens.

c. Social Justice: LSSC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

d. Respect: LSSC students show positive regard for each other, for property and for community.

e. Responsibility: LSSC students are given and accept a high level of responsibility to self, to others and to the community.
IV. **LSSC STUDENT CONDUCT PHILOSOPHY**

a. Lake-Sumter State College is committed to fostering a learning environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse without fear or intimidation. The student conduct program through the Dean of Students Office is committed to an educational and developmental process that balances the interest of individual students with the interests of the entire LSSC community.

b. The student conduct process at LSSC is not intended to punish students; rather it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

c. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same level of due process protection afforded by the courts in criminal or civil cases. Due process, as defined within these procedures, assures notice and a conduct meeting before an objective decision-maker(s). No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

d. Copies of the Student Code of Conduct can be found online within the LSSC Catalog and Student Handbook. Hardcopies are also available upon request from the Dean of Students Office.

V. **JURISDICTION**

a. The Code of Student Conduct applies to behaviors that take place on campus, at College-sponsored events, and may also apply to conduct or to behavior off-campus when the Vice-President of Enrollment & Student Affairs or designee determines that the off-campus conduct affects a substantial College interest as defined below:

1. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others;
2. Any situation that significantly impinges upon the rights, property or achievements of self or others;
3. Any situation that significantly breaches the peace and/or causes social disorder;
4. Any situation that is detrimental to the educational mission and/or interests of LSSC.
b. The Code of Student Conduct may be applied to behavior conducted online, via email or another electronic medium. Blogs, web postings, chats and social networking sites are in the public sphere and are not private. Most online speech by students not involving LSSC networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:
   1. A threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
   2. Speech posted online about LSSC or its community members that causes a significant on-campus disruption.

c. The Code of Student Conduct applies to guests of LSSC. Hosts may be held accountable for the misconduct of their guests.

VI. COLLEGE LAKEHAWK MAIL COMMUNICATION STATEMENT

College email is LSSC's primary means of communication with students. Students are responsible for all communication delivered to their College email address. Failure to check your Lakehawk email will not be an acceptable excuse for failing to respond to a conduct meeting request and/or any sanctions that are imposed as the result of a conduct meeting.

VII. VIOLATIONS OF THE LAW

a. Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which LSSC has jurisdiction, the College conduct process will go forward notwithstanding any criminal complaint that may arise from the same incident.

b. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint or as prescribed in Board Rule 4.17. Non-Title IX related Interim suspensions are imposed until a conduct meeting can be held, typically within five business days. The conduct meeting may resolve the allegation, or may be held to determine if the interim suspension should be continued because a danger to the community is posed or the College is delayed or prevented from conducting its own investigation and resolving the allegations because of the ongoing nature of the criminal process.

VIII. THE CODE OF CONDUCT

a. LSSC considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The College encourages community members to report all incidents involving the following actions via www.lssc.edu/safety. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined herein:
1. Academic dishonesty: unauthorized assistance, multiple submissions, commercial use of academic materials, cheating, plagiarism, violations of copyright laws and regulations, and any other misrepresentation of work;
2. Dressing in a manner that is not conducive to health, welfare, and safety;
3. Publicly exposing one's intimate body parts, public urination, defecation, and public sex acts are prohibited and may be in violation of Title IX;
4. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any drugs that are in violation of Florida law;
5. Possession or consumption of alcoholic beverages (LSSC Board Rule 4.16);
6. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons;
7. Illegal gambling;
8. Knowingly disrupting or interfering with the lawful administration of functions of any educational institution as prohibited under the criminal provisions of Section 877.13, Florida Statutes or inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property;
9. Failure to comply: The failure to act when given reasonable directives by a College official or law enforcement officer during the performance of their duties, including but not limited to identifying oneself or producing identification when requested to do so;
10. Unauthorized use of the College name;
11. Unauthorized entry or occupancy of College facilities including: trespassing, propping of doors, or unauthorized use of alarmed doors for entry into or exit from a College building;
12. Unauthorized possession, duplication, or use of keys or access cards to any College premises or services;
13. Misuse of LSSC information technology resources, including but not limited to:
   i. Theft, abuse, or misuse of College computers, software, email, wireless internet, computer facilities or computer time, either locally or remotely;
   ii. Unauthorized entry into a file to use, steal, transfer, alter, destroy, read, print, or distribute information;
   iii. Unauthorized use of another individual's identification or password;
   iv. Unauthorized access to LSSC information technology resources with the intent to interfere with the work of another student, faculty or staff member of the College;
   v. Unauthorized access to LSSC information technology resources with the intent to send materials that are disruptive to the learning environment, either locally or remotely, including but not limited to content that is sexually explicit, violent, or obscene;
   vi. Unauthorized access to LSSC information technology resources with the intent to interfere with, disrupt, or negatively impact the normal operation of the College network or computing system.
14. Furnishing, with intent to deceive, false information to a College official in the exercise of their responsibilities.
15. Forgery, alteration, or misuse of documents, records, or identification cards.
16. Violations of student traffic and parking regulations or any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
17. Unauthorized commercial solicitation on College property.
18. Actions committed without concern for the possible harm to an individual or group that could or does result in injury to an individual or group.
19. Failure to respect the right to privacy of any member of the College community.
20. Discrimination: Any act that conflicts with LSSC's Non-discrimination Statement that limits or denies the ability to participate in or benefit from the College's educational programs or activities based upon an individual or group's actual or perceived status (race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran's status, employment, religion, sexual orientation and political affiliation).
21. Sexual misconduct: Sexual harassment, stalking, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or intimate partner and domestic violence.
22. Knowingly instituting a false charge against another.
23. Use of indecent, or abusive language or fighting words - which by their very utterance, are likely to inflict harm on or provoke a breach of peace by the average person to whom they are directed.
24. Hazing as defined in Section 1006.63, Florida Statues. 25.
25. Vandalism or destruction of property.
26. Theft or attempted theft of College property or the property of a member of the College community.
27. Violation of local ordinances or state or federal law.
28. Conspiracy to commit a violation or intentionally aiding or abetting another to violate the LSSC Code of Student Conduct.
29. Harassment: Conduct (including written or electronic communication) based on a protected category (such as race, color, religion, national origin, gender equity, et al), which, due to the severity and pervasiveness of the conduct and its targeted nature on the basis of a protected category, has the purpose or effect of creating an objectively intimidating, hostile or offensive educational or work environment; and has the purpose or effect of unreasonably interfering with an individual's employment, schooling, or business with the College. Harassment under this provision is conduct (verbal or physical behavior) that would constitute harassment under federal or state civil rights laws.
30. Threatening Behaviors: Written, verbal, visual images or implied threats that are used with the intent to cause a reasonable person to fear for their personal health and safety or fear the destruction of or damage to personal property.
31. Bullying and cyberbullying: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
32. Consumption of any tobacco products and electronic cigarettes is strictly prohibited within College grounds, buildings, work areas and vehicles.
33. Animals are not permitted in any College building except for service animals as permitted by law. Animals may not be held in any parked vehicle on College property.

34. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings and should not be ridden on sidewalks, pedestrian walkways or within campus parking lots.

35. Abuse or interference, or failure to comply, with the College's conduct process including:
   i. Failure to participate in conduct meetings.
   ii. Falsification, distortion, or misrepresentation of information.
   iii. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation.
   iv. Attempt to discourage an individual's proper participation in the conduct process.
   v. Retaliation, harassment, or intimidation of members involved in a conduct proceeding.
   vi. Failure to comply with the sanction(s) imposed through the College's conduct process.

36. Non-enrolled minors are not permitted to visit a class or lab in session as stated in the College's Children on Campus Policy.

37. Misuse of any College fire, health and safety equipment or fire alarms. False reporting of an explosive or incendiary device which constitutes a threat or bomb scare is also prohibited.

38. Intentional or unintentional acts that cause physical harm to another.

b. The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government. The College shall enforce the provisions of Section 1006.62, Florida Statutes, as hereafter summarized:

   1. Each student in a Florida College System institution is subject to federal and respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.

   2. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by college authorities (LSSC Board Rule 4.16).

   3. The President may, after notice to the student of the charges and after a hearing thereon, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or the LSSC Board of Trustees. A student may be entitled to a waiver of expulsion if:

      i. The student provides substantial assistance in the identification, arrest, or conviction of any of their accomplices, accessories, co-conspirators or principals, or of any other person engaged in violations of Chapter 893 within the College.
      
      ii. The student voluntarily discloses their violations of Chapter 893 prior to arrest.
      
      iii. The student commits themselves, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
IX. OVERVIEW OF THE CONDUCT PROCESS

Violations of any of the rules of student conduct may lead to disciplinary action. An overview of the LSSC Student Conduct Process is as follows:

a. The Dean of Students, or their designee, will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved to determine if there is enough evidence to show a violation of the Code of Student Conduct.

b. When evidence shows that a violation of the Code of Student Conduct has occurred, the Dean of Students will request in writing a conduct meeting with the student(s) involved within ten business days of receipt of the incident report of the alleged violation.

c. Students have the right to an advisor/advocate of their own choosing. The advisor/advocate may not make a presentation or represent the party during the conduct meeting. The advisor/advocate may confer quietly with their advisee, exchange notes, clarify procedural questions, and suggest questions to the student.

d. A Registration Hold will be placed on the student(s) account until they have satisfied their required conduct meeting.

e. If a decision on the allegation is made and the finding is that the responding student(s) is not responsible for violating the Code, the process will end, and the registration hold will be lifted.

f. If a decision on the allegation is made and the finding is that the responding student(s) is responsible for violating the Code, the Dean of Students will notify the student(s) in writing of the findings and imposed sanctions within three business days of the conduct meeting.

g. The registration hold may be lifted depending on the outcome of the hearing.

h. Possible sanctions for violating the Code of Student Conduct are outlined herein.

i. Students may seek appellate review through the Student Administrative Appeals Committee per the College’s Administrative Procedure (PRO 4-14).
X. STUDENT SANCTIONS

A student found in violation of the College’s Code of Conduct shall be subject to one or more of the following sanctions listed below:

a. Written Warning - a written warning is a document to the student addressing the conduct violation. A copy of the written warning is kept on file in the Dean of Student’s Office as part of the student disciplinary file.

b. Restrictions or Loss of Privileges - Limitations on campus usage including facilities, courses, labs, or other campus activities related to a specific violation for a specified period.

c. Disciplinary Probation - A disciplinary warning status, issued to a student in violation of a College policy or regulation. This warning includes a written reprimand along with the probability of more severe disciplinary sanctions should the student be found in further violation of any institutional policies or regulations during the established probation time frame. At the end of the probationary period, the Dean of Students will review the student's conduct and decide whether to reinstate the student to good standing.

d. Community or Educational Service - An assignment of an appropriate project that will benefit the student, the institution, and/or the parties offended. Such assignment may include community service, letters of apology, educational assignments, educational programs, etc.

e. Restitution - Reimbursement for damage or misappropriation of property. Restitution may take the form of appropriate services, fines, repair, or other compensation for damages, and it may be applied, where appropriate, in conjunction with another sanction.

f. Disciplinary Suspension - Termination of student status, including participation and attendance at all campus activities as set forth in the notice of suspension for a specific period. When circumstances warrant, the sanction of exclusion from the campus may also be imposed. A suspended student may, after the designated period, request readmission to the College by meeting with the Vice President of Enrollment and Student Affairs or their designee.

g. Expulsion - When circumstances warrant, permanent separation from the College. The student is banned from the College property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

h. Employment - Permanent severance of the student's employment with the College.
i. Student Clubs and Organizations - In addition to the above sanctions, additional sanctions may be imposed against a student club or organization for the violation of the College Code of Conduct and may include disciplinary probation or suspension of the club or organization from the College.

j. Behavioral Requirement - This includes required activities including but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.