

D. General College Policies, Regulations and Student Responsibility

Our aim at Franklin College is that each student will develop a personal sense of responsibility for his or her life as well as a concerned understanding of the rights and needs of others.

Franklin College is a community of adults. This implies a great deal of responsibility. Students must decide for themselves when to study, what to eat, when to rest, whom to befriend, what courses to take and how to manage time and resources. Realizing that the campus is not immune to the problems of the larger society in which we live, college personnel are available to assist students in developing independence.

Similarly, students are expected to take an active role in the solution of their own problems. Though personal attention is the trademark of this small college, students are encouraged to be assertive in their relations with others and to take initiative in resolving issues of concern.

All students are expected to know and observe the local, state, and federal laws as well as the college regulations as published in the Franklin College Catalog and in *The Key: A Guide to Campus Life*.

Equal Employment Opportunity

Franklin College is committed to a policy of nondiscrimination on the basis of age, color, disability, race, religion, gender, national origin and sexual orientation in any of its programs, offerings or in its employment practices in compliance with Title IX of the Federal Educational Amendments of 1972, of Executive Order 11246 and Revised Order No. 4 of the Civil Rights acts of 1964 as amended in 1972 and Section 504 of the Rehabilitation Act of 1973.

Any student or employee who believes that Franklin College is in violation of nondiscriminatory behavior should express this belief in writing to the Equal Opportunity Employment officer. An investigation of the complaint will be conducted in accordance with the Franklin College EEO Policy. Copies of the plan are available through the Equal Employment Opportunity office.

Alcoholic Beverages Policy

Section 1: Philosophy

Franklin College, as a learning community, strives to structure a healthy campus environment which provides appropriate role models, caring mentors, sound rules equitably administered and accurate information on the use and abuse of alcohol. Within this context, the college stresses four critical values regarding consumption of alcoholic beverages: responsible choice, responsible use, responsible hosting and responsible caring for the members of the Franklin community.

Franklin College recognizes the legal, responsible use of alcoholic beverages by those members of the community who are of legal age (21 years) under Indiana State Law. All members of the Franklin community of legal age who decide to use or serve alcohol are expected to do so responsibly. Anyone who chooses to use or serve alcohol must accept responsibility for learning appropriate behaviors that do not result in harm to oneself or others in the community. Anyone who chooses to use or serve alcohol must do so in light of all regulations and laws governing alcohol use and will be held fully accountable and responsible for any consequences arising from such use.

Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and appropriate treatment programs are instituted. Students who request help from an RA, college counselor or student affairs staff member before any

behavioral problems occur will not face disciplinary action, but may be subject to other non-punitive interventions. A behavioral problem will generally be interpreted as repeated and/or extreme alcohol-related difficulties and/or violations of college policy.

Section 2: Use of Alcoholic Beverages

1. All Franklin College students are responsible for complying with Indiana law. Attention is called to the Indiana alcoholic beverages law that among other things, provides:
 - a. No persons under 21 years of age may use or be in possession of alcoholic beverages,
 - b. No persons may make alcoholic beverages available (barter, deliver, manufacture, sell, exchange, provide or give away) to those under 21,
 - c. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
2. Persons 21 years of age may responsibly consume alcohol beverages in private college residence hall rooms where at least one resident of the room is 21 years of age and present. Alcoholic beverages of any kind are prohibited on campus grounds and in all other campus buildings, unless authorized (see Section 3 below). Only alcohol in its original, closed container may be transported on campus by a person of the legal age to possess or consume alcohol.
3. Persons 21 years of age may responsibly consume alcoholic beverages in fraternity houses and sorority suites provided (1) that the national organization of the chapter has no prohibitions against the consumption of alcohol on chapter premises, (2) that such consumption complies with all regulations and restrictions of such national organization (3) that chapter advisors approve such consumption and (4) that such consumption adheres to all Indiana law and Franklin College policies related to alcohol. Franklin College shall not be responsible or liable for any consumption at any event which takes place at fraternity or sorority chapter houses/suites.

Section 3: Specific event authorization

1. Student organizations wishing to sponsor an event involving alcohol may apply through the dean of students. Other campus personnel should apply through the president of the college. All events for which approval is sought must be judged by the college to be consistent with the educational, social and service traditions of the institution. Application must be made at least four weeks in advance of the event. The application may be amended or restricted to avoid obvious concerns. A decision by the dean not to assign space may be appealed to the president. A decision of the president is final. The college will not provide nor be responsible for providing alcoholic beverages, nor will the college be liable for any alcohol consumption at an event which is not sponsored by a department or administrative office of the college as represented on the event application
2. "Guidelines for Responsible Hosting" as they appear in the attachment to the event application, and as published below, must be observed at all times in connection with all events involving alcoholic beverages. The college will consider disregard of these guidelines to be cause for disciplinary action.

Section 4: Guidelines for Responsible Hosting

1. All parties/events with alcohol will have a guest list of those persons invited to be at the event. The list will indicate those persons who are 21 years of age. Guests 21 years of age

will be clearly designated and are the only persons allowed to possess and/or consume alcohol at the event. The list will be submitted to the appropriate office by the date and time indicated on the application/registration form.

2. Alcohol consumption should NOT be the central focus of the event. Kegs, party balls, spiked punch bowls or other large containers holding alcoholic beverages are therefore prohibited.
3. Events cannot include any form of “drinking contests.”
4. Advertisement and invitation for an event should not mention alcohol as an inducement to participate in the event, and brand names of alcoholic beverages should not be used in the promotion of events.
5. The host of the event must control the location at which alcoholic beverages are available, so that persons who are showing signs of intoxication may not have access to additional alcoholic beverages. It is unlawful to furnish (i.e. barter, deliver, sell, exchange, provide or give away) alcoholic beverages to any person who shows any signs of intoxication or is known to be intoxicated.
6. Non-alcoholic beverages must be made equally available, at the same location as the alcoholic beverages, for the entire period during which alcoholic beverages are available.
7. Some kind of food (not heavily salted) must be readily available for the entire period during which alcoholic beverages are available.
8. Uniformed security personnel may be required by the college to monitor some events. Other appropriate security should be present and sober at all events.
9. Sober escort service and/or ride service should be provided to departing guests who show signs of intoxication.
10. Alcohol consumption and availability must be governed by all applicable Indiana rules, regulations and statutes.
11. Sponsors of events which involve alcoholic beverages must make certain that adequate liability insurance coverage is secured for that event.
12. Sponsors must post signs at location where alcoholic beverages will be served, indicating that “alcoholic beverages will not be served to persons under the age of 21,” and the “sponsor will not allow alcoholic beverages to be served to persons who may be intoxicated.”

Disregard of these guidelines will be interpreted by the college as a violation of the student conduct code.

Section 5: Violations of College Regulations

1. Violations of the alcohol beverage policy by students will be addressed through either

the college or Greek judicial system. If a violation of the law has occurred, the person(s) may also face charges simultaneously in the civil or criminal courts. College disciplinary proceedings will not necessarily be abated or subject to challenge should civil/criminal charges be dismissed.

2. When violations occur, individuals and living units or organizations may each have charges filed against them separately.
3. Violations by a living unit or organization could result in the following: probationary status, fines, required educational programming, loss of privileges, notification of national office (if applicable) or withdrawal of college recognition of the group.
4. Violations by individuals could result in the following: probationary status, fines, required educational programming, required alcohol assessment, removal from housing, or suspension from the institution.

Athletic Event Sportsmanship Policy - “Win With Class”

The Franklin College athletic department enthusiastically endorses the ideals of the NCAA and the Heartland Collegiate Athletic Conference on the Priority of good sportsmanship at collegiate athletic events. We want our student and alumni fans especially to recognize how much their support means to the men and women who represent Franklin College in athletic competition. All our student-athletes enjoy the atmosphere of a vocal, enthusiastic home crowd. However, we want to define and reinforce what is appropriate in demonstrating that support. Simply put, we ask the Grizzly faithful to be positive in the support of our Franklin teams without being derisive or disrespectful toward opponents.

Our coaching staff is committed to the priority of representing Franklin College with class on and off the field or court. We remind players that this responsibility goes with the privilege of wearing a Franklin College uniform. We expect our sports programs to be respected not only because we win, but also because we do so with class. We expect no less from our fans – especially student fans – and we expect that effort to be led by those who are student athletes.

It is our hope that student leaders will take it upon themselves to insist that their peers honor the, “Win with Class” principle:

“Franklin College fans create a loud, enthusiastic home court/field advantage for the Grizzlies by encouraging the efforts of the home team while being respectful to opposing players, coaches, fans or game officials.”

Franklin College has an obligation to insure safety of participants and spectators as well as the integrity of the event. The college is also accountable to the NCAA and the Heartland Conference for compliance with sportsmanship guidelines for each organization. Guidelines which apply to all athletic events hosted at Franklin College include:

1. No alcoholic beverages are allowed at the site of athletic events. Persons possessing alcohol will be removed from the event. Persons exhibiting symptoms of intoxication and/or underage persons exhibiting symptoms of consumption will be subject to college disciplinary action and/or arrest.
2. No signs, banners, shirts, etc., may contain profane, vulgar or inappropriate personal references. (The rule of thumb in determining what is appropriate is whether you would be

embarrassed if your parents or younger siblings saw the item.) Persons carrying or wearing such items will be removed from the event.

3. Organized chants may not contain profanity, vulgarity or inappropriate personal references. Individuals using profanity or inappropriate language or gestures will be subject to removal from the event. (See rule of thumb in #2 above)
4. Fans who directly confront, challenge or intimidate opposing players, coaches, fans or game officials will be removed from the event. Such fans will be prohibited from attending future athletic events.
5. Fans who disregard or interfere with the directions of security personnel, game administrators or other college officials will be removed from the event, subject to disciplinary action and/or arrest and be prohibited from attending future athletic events.

Care Policy

Franklin College's Care Policy addresses the health and safety concerns of its students that might otherwise go unattended throughout the year. It is anticipated that the program will affect only a small number of students who are experiencing life-threatening concerns. The policy's health orientation objective is focused on individual safety. The Care Policy respects the individuality of the student while conveying the message that Franklin College will not allow students to continue injuring themselves or others. The Care Policy is designed to provide our students with the best health care and follow-through to insure success at Franklin College.

Franklin College is concerned about the physical and emotional health of its students. In those instances where a student appears to be experiencing a life-threatening concern, Franklin College will mandate an assessment of the student's health based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures will mitigate the risk. The college will require that follow-up recommendations be adhered to completely. The college reserves the right to deny any recommendation if deemed unacceptable, unprofessional, biased, or unethical.

The term life-threatening refers to a very serious, acute

1. Destructive, self-deprecating, or other serious inappropriate behaviors.
2. Drug and alcohol abuse.
3. Eating disorders.
4. Any behavior that points to possible imminent danger, foreseeable danger or existing danger to oneself or another member of the college community.

When a student's behavior is perceived to be life-threatening, the matter will be referred to the dean of students and/or his designee for review. The dean of students, and/or his designee, will meet with the student to discuss the situation and provide guidelines for further course of action. If further review is deemed necessary, the student will be required to have an assessment by an appropriate health care professional. At this point, the student will be encouraged to discuss the matter with his/her family. If the counselor or medical professional determines that the student's situation is potentially life-threatening, the student will be required to have a thorough evaluation to determine the appropriateness of the student's continued status.

The student shall pay the costs and expenses for any assessment or evaluation required under this policy. The student shall complete any forms to authorize the assessment or evaluation to be sent to the dean of students and/or his designee. The college will keep the assessment or evaluation confidential except as

may be necessary to comply with applicable laws and regulations or provide the information to appropriate college personnel with a need to know of such information.

The results of the external assessment/evaluation and follow up recommendations will be forwarded to the dean of students and/or his designee. These results and recommendations will be discussed with the student, who will be expected to follow through with the recommendations. It will be suggested that the student share the evaluation results and recommendations with his/her family. The college reserves the right to contact the student's family in a timely manner if the situation is life-threatening.

If the results of the assessment confirm that the student's situation is acute and/or life-threatening, the student may be required to take steps to reduce or eliminate the risks including withdrawal from classes and/or moving out of the residence hall to fulfill the recommendations given from the assessment. This may include, but is not limited to, mental health counseling and substance abuse treatment. In the event that a student is treated for a medical/psychiatric emergency, he/she must meet with the dean of students, and/or his designee, immediately upon returning to campus and follow the dean's letter of recommendation.

Following release from the hospital for a life-threatening psychiatric emergency, the student must meet with the dean of students and/or his designee within 24 hours. The student must provide the college with a psychiatric evaluation stating that it is safe and appropriate for the student to return to the college environment and/or the residence halls. The psychiatric evaluation must also specify follow-up treatment recommendations for the student to complete. The student will be expected to follow these treatment recommendations in order to remain at the college.

Students who exhibit life-threatening behaviors will not be permitted to live in or visit the residence halls until a psychiatric evaluation and release of information form is signed. Once the health service provider documents that the student is healthy enough to live on campus and remain in classes, s/he may move back onto campus and resume classes.

The student who has followed through with the assessment process and withdrawn from classes will receive the designation withdrawal on his/her academic record.

The student who withdraws from the college will be financially pro-rated for classes until the eighth week of the semester. The college meal plan is pro-rated to the day the student withdraws.

The student who has been withdrawn from classes may apply for readmission. A student will contact the admissions office once the follow up recommendations have been completed. Franklin College will require documentation from a medical or mental health professional stating that the student is able to resume academic and social responsibilities at the college. The student must also meet with the dean of students and/or his designee to confirm this standing.

The student whose behavior is thought to be life-threatening and does not follow through with the assessment and recommendation process will be involuntarily withdrawn and will be ineligible to re-enroll without permission of the dean of students and/or his designee.

Changes to The Key: A Guide to Campus Life

The college and its various units reserve the right to revise, amend, alter and change from time to time its policies, rules, regulations and financial charges including those related to admission, instruction and graduation. The college reserves the right to withdraw curricula and specific courses, alter course content, change the calendar and withdraw or change programs and majors offered by the college. Should change become necessary, the college will make a conscientious effort to notify all members of the Franklin College Community.

Drug Policy

Possession or use of stimulants, depressants, hallucinogens, marijuana or other agents having potential for abuse violates state and federal law and is expressly prohibited at Franklin College. The manufacturing, selling, bartering, exchanging and giving away of such drugs or agents to any person is also illegal and prohibited. Only those drugs authorized through the prescription of a licensed medical professional will be permitted. Possession, use or sale of illegal drugs and/or possession of drug paraphernalia of any kind may result in immediate removal from the residence halls and/or suspension from Franklin College.

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees.

Franklin College has developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs and the abuse of alcohol within the college community. The misuse of alcohol and the use of drugs can lead to serious health risks, such as the loss of muscle control, headaches, increased likelihood of accidents, impaired judgment, personality disorders, addiction and death.

The college prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol by any member of the faculty, staff or student body on college property or at any college-sponsored function, whether on or off-campus, including college fraternity houses. The college requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

Any faculty or staff member or student who violates this prohibition, or who does not cooperate with the college in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the college and referral for prosecution. Individuals violating any town ordinances, state laws, or federal laws relating to alcohol or drug possession or use also risk fines and imprisonment.

If questions arise related to any of these guidelines or policies, students should direct them to the student affairs office, while employees should direct questions to the human resources office.

Faculty, staff and students are encouraged to familiarize themselves with area resources available for substance abuse, counseling and treatment. Staff members in the Franklin College counseling and health center, as well as the college chaplain, are available to assist students with substance-related problems and to provide referral to community agencies. All counseling is of a confidential nature.

For expanded statements about the alcohol and drug policy, see page 66.

Demonstrations

The rights of free speech and peaceable assembly are fundamental to the democratic process. Franklin College supports the rights of students and other members of the college community to express their views or to protest against action and opinions with which they disagree. The college also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity and seriousness of college ceremonies and public exercises and to respect the private rights of all individuals.

Campus demonstrations may be held provided that they are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic and do not interfere with classes, scheduled meetings and ceremonies, placement interviews or with other educational processes of the college.

Demonstrations conducted in a manner other than the above will result in immediate disciplinary action.

Facility Reservations Procedures

Faculty and staff should electronically access the Master Calendar on the MYFC to request a reservation for any campus facility (indoors or out). Step-by-step instructions are provided. The request is electronically sent to the Center for Community Partnerships.

Students and/or student organizations should contact their faculty or staff advisor and that person should make the reservations.

Students and faculty both should make requests at least three weeks prior to the date desired but no less than two working days prior to the event. Larger events using multiple facilities should request reservations months in advance. The Center for Community Partnerships will respond to requests within 48 hours. Requests will either be accepted or declined. If declined, an explanation will be included.

Vehicle Reservation Procedures

The College has a policy of providing transportation to participants for academic events not held at the College.” This waiver extends to athletic activities. These academic/athletic events should be initiated by a faculty/staff/coach of the college. Vehicles should not be used for personal use.”

To reserve a vehicle: Vehicles are reserved through the Physical Facilities Office. To reserve a vehicle, log onto MyFC (<http://myfc.franklincollege.edu>) and select the link that states “FC Resources”. From there, select “Vehicle Reservation”. From there, enter the date(s) of departure and return; destination(s); the number and type(s) of vehicles needed; the total number of passengers traveling in the vehicles; the group/department sponsoring the trip; the name of the faculty/staff member responsible for the trip; and the account to charge for travel. Overnight trips involving students must be approved by the appropriate cabinet officer before vehicles can be reserved.

Drivers: Drivers of vehicles owned, leased, or rented by Franklin College must be Franklin College employees or students with drivers’ licenses that are valid in all applicable states, districts or provinces. It is strongly encouraged that faculty or staff members drive on all trips using such vehicles. Students may drive these vehicles if the trip is within the continental United States and they are at least 21 years of age.

Approval process for drivers: All drivers must provide copies of valid licenses to the Physical Facilities office at least five business days prior to departure. Drivers' names are submitted for a background check (paid by the college) and drivers must clear this check in order to drive a college vehicle. Individuals who do not have prior approval from the Physical Facilities Office are not permitted to drive college vehicles.

When a student is driving: It is strongly advised that a faculty/staff member be present in the vehicle when a student is driving. At a minimum, a faculty/staff member must be traveling in another vehicle on the same route and time and with the same destination as any student driven vehicles.

Multiple vehicles on a trip: When using multiple vehicles, it is encouraged that arrangements be made so that communication can be maintained between all vehicles on the same trip by cell phone or some other means.

Food and Beverages Policy

Consumption of food and beverages is prohibited in all classrooms, in the Hamilton Library, in auditoriums/theaters, public areas of Old Main, laboratories and in the campus center unless the college has designated the area for such purposes. The cost for any damage resulting from violations of this policy, or from negligence, will be charged to the persons responsible.

Food Service/Dining Policies

Board Requirement

All students living in residence halls or in fraternity houses which do not offer food service are required to board at the dining room. The charge for board (food service) for the entire year is billed with the room charge. Winter term board is charged only to those students living on campus during winter term. There are currently four meal plans available. These plans are subject to change.

Each semester, a student may change to a different meal plan only through the 10th class day. After the 10th class day, meal plans cannot be changed.

Student meal charges represent a variety of meal plan choices that give the student a certain number of meals per week or semester or a comprehensive plan allowing unlimited meals. Some plans also provide dining dollars for use at Jazzman's Café.

Current plan choices are as follows:

- Plan A: Limited Plan provides 10 meals per week
- Plan B: Comprehensive meal plan+ 30 Dining Dollars
- Plan C: 150 Meals per Semester + 100 Dining Dollars
- Plan D: 100 Meals per semester + 150 Dining Dollars

- Dining dollars can be used for purchases at Jazzman's Café.
- The Marketplace is open all day and in the evening with a variety of service offered.
- Unused meals do not carry over and are not available for use at a later date in the semester.
- Unused meals or dining dollars that are associated with the meal plan do not carry over from semester to semester.
- Ben Bucks, money that a student adds to his/her meal plan, do carry over from semester to semester.

Occasional Meals

Commuter students, faculty, guests of students and staff who wish to eat in the dining room may pay a nominal guest meal charge for an unlimited meal during board meal hours or may pay a la carte during snack bar hours. Payment terms may include cash, guest meal compliments of another person using Ben Bucks or dining dollars, or utilization of your own one card's balance. Dining hall hours will be posted in the residence halls and in the student center. Persons interested in making department charge arrangements for larger groups may contact the catering manager at extension 8113.

Exemptions

A student may apply for food service exemption for medical reasons. All requests for exemptions must be submitted in writing to the student affairs office along with any supporting statements the student feels are appropriate, such as a physician's statement

which thoroughly and specifically discusses the medical condition and includes specified dietary needs. A final decision will be made by student affairs staff in conjunction with Sodexo staff regarding their ability to provide the special diet. The decision will be provided in writing to the student. Food service exemptions are not granted for:

1. Meals missed because of part-time employment.
2. Meals missed because of weekends away from campus.
3. Meals missed because of academic schedules.
4. Financial emergencies.

Dining Hall Policies

Students must present their IDs to a cafeteria line checker every time they enter. IDs are not transferable; thus each student is required to use his or her own ID. All food is to be consumed in the dining room. No food or beverages will be taken out of the dining room. These policies will be in effect throughout the entire school year.

Catering Policies

Franklin College and Sodexo Food Services have had a long established relationship that dates back to the time when the company was owned by SAGA. This relationship calls for Sodexo to provide food and beverage services on the Franklin College campus, both for resident student dining, as well as for internal and external catering functions. The intent is to meet the food service needs for every individual and department in the Franklin College community. Contact for inquiring or booking catered events is the catering manager at extension 8113.

In the current agreement with the college, Sodexo has been granted “the exclusive right to operate all food services on or from the student center.” Sodexo does not have exclusive rights in the other campus facilities; however, the following policy applies. Student organization and college department events held in facilities other than the student center should be limited to pitch-in, self-prepared food events, events where professionally prepared foods are brought in (i.e. pizza, Subway, etc.), or events that are catered by a licensed caterer. All outside organizations must use Sodexo Food Services.

There are times when using Sodexo Food Services within the student center has some limitations. In recognition of this, the following is a list of exceptions to the Sodexo Food Service exclusive agreement for the student center.

1. Authorized student organization or college department sales.
 - Authorizations for campus sales are obtained through the dean of students office and must be approved two weeks prior to the actual event.
 - Purchased or donated items must be pre-packaged or prepared by a licensed food handler (Sodexo or an approved substitute).
 - Donated food items may be solicited from outside organizations only when approved by the Dean of Students in conjunction with the Food Service Director.
2. Student organizations, with permission from the dean of students, and college departments, with permission from the vice president for business and finance, may provide their own self-prepared and/or purchased foods for meetings and other informal events.

Any other requests for exceptions should be directed to the Dean of Students at Franklin College.

Grievance Procedures

The purpose of the student grievance procedure is to provide a system to channel student complaints about or conflicts with other students, faculty or staff in an appropriate manner. The environment of Franklin College will be the most conducive for teaching and learning where interpersonal relationships between members of the college community are healthy and strong. Members of the community are encouraged, therefore, to address difficulties and resolve conflicts that arise between themselves directly and without delay.

Franklin College Values

Franklin College is committed to its values of respect, honesty, responsibility, life-long learning, and faith. Sexual assault or harassment of students or employees in any form will not be tolerated. Such actions are contrary to these values and are in violation of the College's behavioral expectations.

Franklin College Philosophy

Franklin College seeks to provide a consistent, caring, and timely response when a sexual assault or harassment incident occurs within the college community. All members of the college community are expected to behave in a manner that supports an environment of mutual respect and sensitivity, free from all forms of unwelcome verbal and/or physical contact of a sexual nature and free from harassment and discrimination. This protocol seeks to accomplish the following:

- a. Communicate the college's zero-tolerance of sexual assault.
- b. Establish the procedures to follow if a sexual assault occurs.
- c. Establish the guidelines for those persons in a helping role.
- d. Support the victim of sexual assault by providing prompt and compassionate services.
- e. Identify and communicate existing counseling and support services for victims of sexual assault or harassment.
- f. Identify procedures to follow for investigation and resolution of sexual assault or harassment concerns.

Confidentiality

Confidentiality is a common concern for victims who have been affected by sexual assault. It is important that all persons involved share information with appropriate college officials or law enforcement officials and otherwise maintain confidentiality regarding the incident. However, confidentiality cannot be assured.

Franklin College Definitions

Harassment: Federal laws prohibit discrimination on the basis of a person's race, color, religion, national origin, sex, age, or disability; Title IX of the Education Amendments of 1972 prohibits sexual harassment of students. Harassment of any member of the Franklin College community on any of these grounds, including sexual orientation, is a form of discrimination and is a violation of college policy.

- Harassing behavior is behavior that is based on one or more of these characteristics and is unwelcome by the person whom it affects. It may affect decisions relating to that person's job or education, or it may interfere with a person's job or education by creating an offensive, intimidating, or hostile environment and will not be tolerated.
- Sexual harassment has been defined by the Equal Employment Opportunity Commission to include unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature which:
 1. involves a stated or implicit threat to a person's academic or employment status; or

2. has the purpose or effect of interfering with an individual's academic or work performance; or
3. creates an intimidating, offensive, or hostile academic, living, or working environment.

- Sexual harassment may range in severity from sexist remarks to violent sexual assault.
- Harassment can include verbal, visual or physical behavior. That means that remarks, jokes, gestures, displayed or distributed material, and unnecessary physical contact can constitute harassment. Some behavior creates a pattern of harassment when it occurs more than once; other behavior is severe enough that one incident can be considered harassment.

Sexual assault is any form of actual or attempted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion. It includes, but is not limited to, forcible anal or oral sex, attempted intercourse, sexual touching, or exhibitionism by a person known or unknown to the victim. Other pertinent information about sexual assault includes:

- **Coercion** includes all acts of forcing one to submit to an act by use of moral or physical pressure. Moral pressure includes threats, intimidation, or threat of physical force. Physical pressure includes physical domination, restraint, or other physical force.
- **Non-consensual contact** includes situations in which an individual is unable to consent because she/he is mentally incompetent; is physically helpless due to alcohol or other drug consumption; is asleep; is unconscious for any reason; or is under 18 years of age.
- **Consent** means two people (or more) deciding together to do the same thing, at the same time, in the same way, with each other. Consent means words or overt actions by a person competent to give consent. If a person's judgment is impaired, for example, through intoxication, the ability to give free and informed consent may be compromised.
- **Rape** is defined as the act of sexual intercourse with a person against one's will and consent.
- **Acquaintance or date rape** is rape by a date, boyfriend, girlfriend, casual friend, or other acquaintance. Regardless of the relationship between perpetrator and victim, acquaintance rape is as serious a crime as stranger rape and the same criminal laws and penalties apply to both.
- **Sexual exploitation** is defined as non-consensual use of sexual contact by one person with another, for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited; the behavior does not otherwise constitute rape, battery or deviate sexual conduct. Examples include prostituting another student, non-consensual video or audio taping or sexual activity going beyond the boundaries of the consent given (such as one person allowing others to surreptitiously watch consensual sex), engaging in voyeurism and knowingly transmitting an STD or HIV to another student.

Informal Grievance Procedure

1. Members of the college community are encouraged to resolve conflicts by communicating directly with the persons with whom they have the conflict. An effort should be made to reach a resolution without the intervention of others.

2. If a matter cannot be resolved by communication between the parties involved, conversation should occur with the employee's supervisor, if known. The supervisor can then take the appropriate steps to deal with the conflict.
3. If a matter cannot be resolved by the above two options, mediation may be attempted. This is a process whereby a third party, trained in mediation intervention, will work with both parties to help them resolve their concerns.

Formal Grievance Procedure

1. If, after making reasonable efforts to resolve a conflict directly with the other person involved, a student concludes that such efforts will not result in successful resolution of the conflict, the student may file a formal grievance.
2. If the grievance is academic in nature (involving faculty or events arising from teaching or advising), or with the dean of students, it shall be filed with the dean of the college. If the grievance is non-academic (involving staff members or any non-academic event), or is with the dean of the college, it shall be filed with the dean of students. The grievance should be in written form. A thorough investigation will be conducted by the appropriate dean or his designee, and a response made to the complainant.

Harassment and Sexual Assault Protocol

Indiana Law

Under Indiana law, unlawful adult sexual conduct is addressed, among other things, by statutes on rape, criminal deviate conduct and sexual battery. Conviction of each offense can result in incarceration. The offenses are described as follows:

- **Rape:** To knowingly or intentionally engage in sexual intercourse with a member of the opposite sex under force or imminent threat of force, when the other person is unaware the sexual intercourse is taking place or when the other person is so mentally disabled that consent cannot be given. The offense is rendered more serious if committed with a deadly weapon, under threat of deadly force, if the act results in serious bodily injury or if a drug or controlled substance is used or known to be used without the victim's knowledge to facilitate the offense.
- **Criminal Deviate Conduct:** To knowingly or intentionally cause another person to perform or submit to deviate sexual conduct, under force or imminent threat of force, when the other person is unaware the sexual intercourse is taking place or the other person is so mentally disabled that consent cannot be given. The offense is rendered more serious if committed with a deadly weapon, under threat of deadly force, if the act results in serious bodily injury or if a drug or controlled substance is used or known to be used without the victim's knowledge to facilitate the offense. Deviate sexual conduct is defined to mean an act involving (1) a sex organ of one person and the mouth or anus of another person; or (2) the penetration of the sex organ or anus of a person by an object.
- **Sexual Battery:** To touch another person with the intent to arouse or satisfy a person's own sexual desires or the sexual desires of other person when compelled to submit to the touching by force or imminent threat of force or when the other person is so mentally disabled that consent cannot be given. The offense is rendered more serious if committed with a deadly weapon, or under threat of deadly force or if a drug or controlled substance is used or known to be used without the victim's knowledge to facilitate the offense.

Franklin College Policy on Harassment

Franklin College is committed to creating a campus culture which values individuals of various backgrounds, abilities, and ages, and seeks to overcome the social risks associated with being "different." An important part of this commitment is providing an environment that is free of

discrimination. Actions, words, jokes or comments based on an individual's race, color, religion, sex, disability, age, national origin, or sexual orientation may constitute harassment, a form of discrimination, and will not be tolerated.

Sexual conduct, in particular, whether overt or subtle, can serve to create an offensive work environment and is thus prohibited. Sexual harassment has been defined by the Equal Employment Opportunity Commission to include unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature which involves a stated or implicit threat to a person's academic or employment status; or has the purpose or effect of interfering with an individual's academic or work performance; or creates an intimidating, offensive, or hostile academic, living, or working environment.

Sexual harassment may range in severity from sexist remarks to violent sexual assault. Harassment on the basis of sex, race, religion, or other legally protected characteristics is a violation of Title VII of the Civil Rights Act of 1964, as amended. All employees are held accountable for the effective administration of this policy. Employees who feel they have been subjected to harassment in violation of the provisions of this policy are urged to contact the Equal Employment Opportunity Officer, the Manager of Employee Resources, or the Office of the President to learn the proper procedures for having their complaint investigated. Assistance in preparing a written grievance can be provided by the Equal Employment Opportunity Officer or Manager of Employee Resources. Students who feel they have been harassed, or who have knowledge of possible harassment of others, should contact the Equal Employment Opportunity Officer, the Manager of Employee Resources, or the Dean of Students.

The college will investigate complaints of harassment and resolve them expeditiously in a professional manner, as called for by individual circumstances. Complaints will be investigated confidentially to the extent permitted by law; however, confidentiality cannot be assured. Anonymous complaints will not be investigated. If the investigation concludes that harassment in violation of this policy has occurred, the college will take prompt corrective action reasonably calculated to prevent further harassing conduct and to reflect the severity of the conduct. Appropriate disciplinary action, up to and including dismissal, will be taken as circumstances warrant. The college will not condone or tolerate any retaliation taken as a result of reporting harassment. Retaliation taken against any employee or student for reporting a harassment grievance, or for participating in the investigation of such a grievance, is a violation of this policy and provides separate grounds for disciplinary action.

How To Address Harassment Concerns

a. First Step for Harassment Concerns

- Tell the harasser, either in person or in writing, that his or her behavior makes you uncomfortable and request that it stop. You may find that the individual was unaware that his or her behavior was offensive.
- Discourage the behavior by responding with an icy attitude. If the individual thought he or she was being cute, funny, or flattering, a negative response will indicate otherwise.
- If the behavior continues, report it.
- If you are not comfortable approaching the other person directly, if the behavior is that of a group rather than an individual, or if the behavior is very severe, you should go directly to the next step.

B. Second Step for Harassment Concerns

- Report the behavior to someone in authority: a supervisor, a resident assistant, or any authority figure whom you trust.
- If this is difficult, inappropriate, or unsuccessful, take your concern directly to one of the following offices: Equal Employment Opportunity, Employee Resources, the President's Office, or Student Affairs.
- Write down what happened, when it happened, and the names of anyone else who may have seen or heard the behavior.
- It is important to express your concerns through this process. Ignoring harassment often makes the situation worse, and lack of response may be interpreted as approval.
- Retaliation against or intimidation of someone who brings a harassment complaint, or who cooperates in the investigation of a complaint, will not be tolerated.

C. Ways To Make Franklin College Harassment-Free

- If you are a resident assistant or supervisor, or any other person who receives a report of harassment, you must report it to the affirmative action office, human resources office, president's office or student affairs office.
- If you witness harassment, offer support to the victim, encourage him or her to take action, and be willing to speak up on his or her behalf.
- If you are contacted as part of an investigation, cooperate fully.
- Avoid making comments or demonstrating attitudes that might be offensive to others; do not assume that everyone enjoys the same jokes, comments, or treatment. Do not assume that someone will tell you if they are offended by something you say or do.

Frequently Asked Questions About Harassment

- *Does this policy apply to me?* Franklin College's policy against harassment applies to all members of the college community: students, faculty, and staff. It may also apply to off-campus persons visiting the campus or involved in college-sponsored activities.
- *What happens when harassment is reported?* Concerns about harassment are investigated and resolved as quickly as possible. Most cases can be resolved confidentially and informally; if disciplinary action is taken, it is in proportion to the severity of the harassment. If the behavior is not found to be harassment, no sanctions are imposed.
- *Is there a deadline for reporting harassment?* There is no deadline, but incidents of harassment are much easier to deal with if they are reported promptly.
- *Can I report harassment concerns anonymously?* The college records, but does not investigate, anonymous complaints. The college makes every effort to keep reports confidential and to resolve concerns privately.
- *What if I'm not sure it is harassment?* You should report it anyway. If the behavior does not qualify as harassment, no one will be disciplined, but we may be able to educate those involved and prevent harassment that might have occurred later.

Guidelines for Personnel Responding to Sexual Assault

All personnel working with victims of sexual assault should be sensitive to the following concerns:

- A. To a person who has been sexually assaulted, a medical exam may seem like a second sexual assault. However, if the victim decides to file criminal charges against

the assailant at a later time, physical evidence is necessary. Encourage the victim to have a medical examination, and emphasize concern for the person's health. Suggest to the victim to talk with someone in the counseling and health center located in the student center. The counselor may be reached at 738-8080 and the nurse may be reached at 738-8090.

- B. Many victims are reluctant to report sexual assault and to file criminal charges against the assailant. All victims are encouraged to report sexual assault. If sexual assaults are reported, the college is aware of the magnitude of the problem, and can respond with additional resources, programs, and security. The victim can also receive needed support and help in understanding his/her own feelings. Filing an incident report does not mean that a victim must take further action. When an individual is assaulted, he/she is robbed of control. Being able to regain control is important to healing, so it is critical that the victim retain control of the choices of how to respond to the assault.
- C. The question of filing legal charges or pursuing disciplinary action is a much more difficult decision to make. Some individuals may be more emotionally able to handle the stress of a trial or hearing than others. Those who feel emotionally able to prosecute should be encouraged to do so. However, when a victim decides not to file charges his/her wishes should be respected and not criticized.

While most victims of sexual assault are women, men can also be victims. Usually the assailant is another man. Male victims experience symptoms of psychological trauma similar to those experienced by women. Support services provided for female victims have been shown to be equally helpful for male victims.

Steps for Responding to Sexual Assault

The occurrence of a sexual assault is never expected. It is very important for members of the college community to know how to respond when they become aware of a sexual assault incident. In all cases, the college reserves the right to conduct an investigation and provide follow up concerning sexual assault.

If a sexual assault occurs in a residence hall or campus apartment, the RA will probably be the first person notified; however, any member of the college community who becomes aware of the assault should follow this protocol or contact the office of student affairs at 738-8080.

A. Responsibilities of the First Person Contacted

- 1. If the incident has recently occurred (within the past 12 hours):
 - i. Be certain that the victim and others are safe. If the assailant is an immediate threat to the victim or others contact campus security 738-8888. If the victim is visibly bleeding/ harmed, call 911.
 - ii. Make sure that you are non-judgmental and supportive. c. Discuss with victim the importance of evidence preservation in case he/she decides to prosecute. Collection of evidence should occur within the first 12 hours, but can be done up to 72 hours after the incident.
 - iii. Even if the victim does not think he/she will want to pursue legal proceedings, he/she should be strongly encouraged to seek medical care in order to treat any physical injuries, and to assess the risk for pregnancy and sexually transmitted diseases. (See Evidence Collection.)
 - iv. If during regular business hours, report to dean of students (or his designate) at 738-8080. If after hours, report to the hall coordinator on call.

- v. Stay with the victim as long as appropriate (until the victim is joined by others and is comfortable with you leaving). Make sure that you stay with the victim, while the staff person, or whomever you have contacted, makes the necessary contacts.
 - vi. Inform the victim of reporting options. (See Options for the Victim to Consider.) The victim does not have to decide at this time, but can begin to think about options.
 - vii. Encourage the victim to contact family or confidential support persons for emotional assistance and to help make decisions.
2. If possible, the room or area where the incident occurred should be secured so that evidence is not disturbed prior to campus security's examination. Contact security as soon as possible.
 3. If the incident occurred more than 12 hours prior to the report:
 - i. Make sure that you are non-judgmental and supportive. Allow the victim to freely express his/her thoughts and feelings about the incident.
 - ii. Encourage the victim to allow you to contact the counseling and health center at 738-8080 to allow him/her to speak with a counselor or nurse.
 - iii. Discuss with the victim the importance of evidence preservation in case he/she decides to prosecute. Collection of evidence should occur within the first 12 hours, but can be done up to 72 hours after the incident.
 - iv. Even if the victim does not think he/she will want to pursue legal proceedings, he/she should be strongly encouraged to seek medical care in order to treat any physical injuries, and to assess the risk for pregnancy and sexually transmitted diseases. (See Evidence Collection.)
 - v. If the incident occurs more than 72 hours prior to the report, encourage the victim to be examined by his/her own physician or one of our doctors on campus.
 - vi. Inform the victim of reporting options. (See Options for the Victim to Consider.) The victim does not have to decide at this time, but can begin to think about options.
 - vii. Report the incident to the student affairs office (738-8080) during regular business hours. After hours, call the hall coordinator who is on call.

B. *Responsibilities of the hall coordinator/ director of counseling center/ coordinator of health services/ assistant dean of students/ or dean of students (person notified depending on the situation)*

1. Call campus security at 738-8888 in order to alert them of the situation. Whether campus security comes to the room immediately is the decision of the victim. If the incident took place in the room, campus security will need to secure the evidence there as soon as possible.
2. Arrange for transportation to St. Francis Hospital's Center of Hope, 811 South Emerson Avenue, just north of Greenwood off of Interstate 65, either through student affairs or through persons who are close to the victim.

3. Return to the victim and see that he/she is transported to the necessary medical treatment facility.

C. Responsibilities of Campus Security

1. Contact the dean of students at 738-8080 or at his home if after office hours.
2. Assure that the student has transportation to obtain medical treatment if he/she has agreed to do so.

Evidence Collection

The victim should be strongly encouraged to follow the evidence collection guidelines listed below, even if he/she does not want to pursue legal options.

The victim:

1. Victim should not bathe or shower
2. Should not brush or comb hair
3. Should not douche
4. Should not change clothes
5. Should not eat or drink, brush or rinse teeth if oral contact occurred
6. Should not touch items at the crime scene
7. Should not put on makeup
8. Should collect any other evidence deemed helpful

Evidence collection will be done at St. Francis Hospital's Center of Hope, a program designed specifically for the assessment and treatment of victims of sexual assault. The victim should bring along an extra set of clothes, as certain pieces of clothing worn during the assault may be kept as evidence.

Options for the Victim to Consider

A. Sexual assault reported to any member of the college community must be reported in one of the three following ways:

1. Direct Reporting is when the victim speaks directly with college officials or law enforcement officers regarding the assault. Reports can be made to campus security. Such reports can also be made at the hospital or the police department. Direct reports should be made as soon as possible and are required if the victim ultimately chooses to seek criminal prosecution.
2. Third Party Reporting is when someone to whom the victim has reported the assault contacts college officials or law enforcement authorities and reports the details of the assault. This will provide general information about the assailant and the nature of the attack, but will not include the name of the victim.
3. Anonymous Reporting is when the victim contacts college officials or law enforcement authorities and reports the details of the assault but does not disclose his/her identity. This is useful in preventing additional assaults on campus, but cannot be used in an investigation.

The victim may choose any of the above options. The faculty, staff, or student to whom the victim reports the incident must file a confidential crime statistics form for sexual assaults.

B. The Victim Has Several Additional Options for Reporting:

1. The victim has the option of taking no action beyond discussing the assault with someone, even though a report of the incident must be made, as outlined above. The victim should understand that choosing to take no action initially does not eliminate his/her option to take action in the future. A victim of sexual assault should seek a medical exam as soon after the incident as possible, regardless of his/her thoughts about taking action. The victim needs to understand that he/she may report the assault without prosecuting the perpetrator.
2. The victim can pursue the matter internally through the college's judicial process. Campus security or the dean of students should be contacted in order for a report to be made. This could result in either criminal charges for the assailant or disciplinary measures imposed by the college. Action will be taken once the report is made, but the victim can independently choose whether or not to prosecute.
3. The victim can pursue criminal charges off campus by contacting the Indiana State Police, the Franklin City Police, or the Johnson County Sheriff's Department and making a report. The matter can be pursued both internally and externally by contacting both campus security at 738-8888 and one of the off campus law enforcement agencies listed above and making a report to each. Once reported, the notified parties will take action.
4. If the student does not choose to file criminal charges or pursue legal action against the alleged assailant, but does wish to clarify the incident with that person, further arrangements can be made by contacting the director of counseling at 738-8080.

Sexual Assault Follow-Up Procedures

1. *Retaliation:* Any attempt by a member of the Franklin College community to retaliate against a victim for reporting sexual assault, or to retaliate against an alleged assailant, is prohibited. Vigilantism will not be tolerated. Any complaints of retaliation will be treated as a separate incident and investigated as such. Retaliation may be any behavior or conduct which is believed to be the result of filing a complaint or being accused of a violation of this policy. Any act which adversely affects an individual's employment or creates an intimidating, hostile or offensive environment for another member of the community will not be tolerated.
2. *Protection of the Accused :* During the investigation of a report of sexual assault, the accused will be informed of the allegations, the identity of the complainant, the facts of the allegation, and the process that will be followed. A person making the report who is found to have been intentionally dishonest in making an allegation or to have made the allegation maliciously is subject to disciplinary procedures.
3. *The Dean of Students (or his designate) will:*
 - Meet with the victim in order to assess his/her needs.
 - Begin immediate investigation of the incident and determine appropriate responses. The college may choose to conduct an investigation without the

cooperation of the victim and may seek to hold the alleged assailant accountable for other violations of college policy.

- With the victim's permission:
 - Inform counseling and health center that a sexual assault incident has taken place. The counselor and nurse will be given the name of the student, as well as other pertinent information that may be helpful in treatment.
 - Contact alleged assailant.
 - If a not a member of the Franklin College community, the assailant will be prohibited from being on campus.
 - If a member of the Franklin College community, the alleged assailant will be informed of the status of the case and the judicial process as outlined above (Protection of the Accused.) The alleged assailant may be required to participate in counseling or other programs of an educational/developmental nature to explore attitudes and deal with the issues involved.
- If reasonably available, make adjustments to living arrangements and/or academic schedules of the students involved if such action will help to resolve issues or take other corrective actions in an attempt to prevent further incidents.
- Follow-up in a timely fashion with information to the college community of incidents that are considered to be a threat to other students and/or other employees.
- Follow-up with the victim regarding status of disciplinary process including sanctions imposed if applicable.

4. *The College Counselor will:*

- Meet with the victim as soon as possible.
- Discuss legal options, college disciplinary options, necessary forms to be completed, and other important decisions the victim may need to make.
- Provide the appropriate forms and refer the victim to the appropriate resources if the victim decides to pursue one of the college disciplinary options.

5. *Campus Security will:*

- Obtain information regarding the incident and will comply with Campus Security Act of 1990 and as amended as the Cleary Act.

6. *Additional Follow-Up*

- On-going counseling will be provided, as well as referral to off-campus services, if the victim so desires.
- Follow-up will be offered to friends of the victim and the assailant, or with other parties, involved or concerned, as much as possible without breaching confidentiality. This will be offered through the counseling and health center.

Resources

RESOURCE LOCATION PHONE

Dean of Students Student Center 738-8080
(Ellis F. Hall)

Campus Security (Officer on Duty)	Student Center	738-8888
Counseling Center. (John R. Shafer)	Student Center	738-8080
Health Center (Terri Nigh)	Student Center	738-8090
Campus Ministry (David M. Weatherspoon)	College Chapel	738-8141
Equal Employment Opportunity Officer (Tom Patz)	Student Center	738-8025
Employee Resources (Maureen Pinnick)	Old Main.	738-8028
President (Dr. James Moseley)	Old Main.	738-8010
Franklin City Police Department	Franklin, Indiana.	911
Johnson County Sheriff's Dept.	Franklin, Indiana.	911
Indiana State Police.	Indianapolis, Indiana.	911
St. Francis Hospital South Campus Center of Hope	Indianapolis, Indiana.	865-5440
Johnson Memorial Hospital	Franklin, Indiana	736-2600

Inclement Weather

Since Franklin College is an educational institution with a predominantly residential student population, it is expected that normal operation will take place on a regular basis. However, if inclement weather necessitates that classes be canceled and the College be closed, local radio station WTTS (Bloomington) 92.3 FM and WISH-TV Channel 8 will broadcast this information during the early morning hours.

Medical Emergency Procedures

If an individual requires medical attention and is unable to come to the health center for an evaluation, 911 should be called to address the problem immediately. Security will contact the college nurse or the dean of student's office in a timely fashion.

Calling 911 does not require medical treatment or transport to a hospital facility but if either is needed this is the fastest and safest way to insure timely and appropriate care. It is not appropriate to call the health center to evaluate the student at the site of the incident. The reasons for this are:

1. Time is a factor. By the time the call is made and the nurse is able to get to the site, the individual's condition can deteriorate. An ambulance is likely to be on site sooner.

2. The health center is staffed by one nurse from 8 a.m. – 5 p.m. during the week, but is closed noon – 1 p.m. During those hours the nurse may be providing care to another student, attending a meeting at another location or may otherwise be unavailable. Obviously, outside of those hours a nurse is not present.
3. If the nurse were to come, she would not have the supplies that may be needed to treat the illness and/or to assist with diagnosis of the problem. An ambulance would have these things available upon their arrival.

Faculty and staff are not expected to make, and should not be making, a decision as to whether a situation requires immediate medical attention or not. Although a person may appear stable, he/she may not be. This cannot be known without medical data and an evaluation by an appropriate health professional. The health center will be alerted to the situation by security or the dean of student's office, and, if available, can access a student's health record for health history, immunization date, and insurance information that may be needed by the ambulance crew.

There is no cost to the individual who is injured or ill or to the college for calling 911. When the squad arrives, its personnel will do an evaluation and determine the person's needs. The patient can refuse treatment and/or refuse to be transported. In such cases the individual signs a release and no charges occur. Simply put, calling 911 provides an individual with the best care in the shortest time period possible.

Noise Ordinance, City of Franklin

The City of Franklin has a noise ordinance. It is very specific in its requirements particularly as it relates to events held outside that involve the playing of instruments or amplified addresses or music. It is in effect 24 hour a day, seven days a week. Approval of a variance must be obtained through the City's Board of Works, which typically meets the first and third Tuesdays of the month. To hold an event outside that involves music or other noise that carries more than 50 feet, a variance must be obtained in advance. The ordinance also addresses loud music being played within private vehicles while driving on public streets. For further information about the ordinance and the variance process, contact the dean of students.

Off-Campus Events

Franklin College neither sponsors nor assumes any responsibility for events coordinated by fraternities, sororities, or other recognized groups away from campus. The presence of members of the faculty or administration of Franklin College as guests at off-campus functions in no way indicates official sponsorship of these events.

Parental Notification Policy

Franklin College strives to create a partnership among parents, students and the college to increase student success. As part of that partnership, Franklin College will ensure that the parents of dependent students* are notified when the student is placed on academic or disciplinary probation or finds his/her on-campus housing at risk for medical or disciplinary reasons.

**"Dependent students" are those students whose parents claim them as dependents on their tax returns and who have self-identified through the appropriate records office forms.*

Posting Policy

Posted or distributed materials do not necessarily reflect the opinion of Franklin College.

Materials distributed through campus mail must be approved by the director of student activities and organizations. Any materials from off campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the residence halls, campus center and academic buildings with prior approval from the director of student activities and organizations or in her/his absence the dean of students according to the guidelines listed below.

Franklin College will restrict the promotion of alcoholic beverages, tobacco products and controlled substances on campus property. Businesses and organization involved with alcoholic beverages must stress food or entertainment in their advertisements. Such advertising in all cases must try to address only students of legal age and must comply with all legal regulations and requirements.

Sponsors of printed materials must boldly display their name on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and an expiration date for the information.

Posting is limited to designated bulletin boards provided by Franklin College in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc.

Floors, trees, interior walls, exterior walls, lamp posts, doors, windows, cars, trash receptacles, sign posts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded – check with the director of student activities or director of residence life for residential areas if there is a question.)

Permission for any exception to this policy must be obtained from the director of student activities and organizations or the dean of students.

Only registered campus organizations and college departments may post materials in classrooms.

One piece of printed literature per event will be allowed in any one designated posting area.

All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.

Posters and other printed literature other than banners will be limited to dimensions of 11|| x 17|| or smaller unless authorized by the director of student activities and organizations.

Other equipment such as easels, tables, and chalkboards are available through the facilities services office for special displays or for use in rooms where bulletin boards are unavailable.

Chalking Sidewalks: Only registered campus organizations with approved events may chalk on sidewalks. Chalking is restricted to sidewalks and parking lots and NOT on planters, walls and other building surfaces.

Large Signs, Banners or Displays: Banners may be posted only inside the student dining room, in the rotunda of Old Main, and inside or outside of residence halls, Spurlock Center and the fence of Goodell Field. Large signs, banners or displays of any kind other than listed above may not be posted outside of campus buildings without prior approval of the director of student activities and organizations or in her/his absence the dean of students.

Materials from Political and Other Off Campus Groups: Political banners, signs, bunting or other types of publicity from other off-campus groups are not to be posted in public areas on the campus. If, however, a group has reserved a particular room for an event, they may use those materials in that room while they have it reserved according to the above listed guidelines.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus.

Selling and Solicitation

Franklin College is a private community and as such can regulate the procedure for the selling of goods, merchandise and services to the members of the campus community. This policy does not intend to regulate what an individual may purchase, but rather the intent is to state the procedures for selling of items by students and non-students on campus or at college events.

1. *General Regulations*

- a.** Any individual selling merchandise must do so in accordance with the statutes of the state of Indiana and ordinances of the City of Franklin. Local ordinances are available from the office of the city clerk.
- b.** All individuals must have written permission from the student affairs office in order to sell any goods or services on campus. The written permit that is issued must be in the seller's possession.

2. *Selling by Itinerant Merchants*

- a.** All general regulations as stated above must be followed.
- b.** A merchant must contact the residence hall coordinator when he or she enters a residence hall. For residence halls this would be the director of residence life or, in his or her absence, the on-duty residence life coordinator. For fraternity houses, this would be the house president or his designate.
- c.** A merchant may not be in the residence halls selling merchandise on a door-to-door basis.
- d.** A merchant may be in the main lounge of a residence hall and respond to students who contact him or her.
- e.** A merchant may go to the room of a specific student with that student's permission and with an advance appointment. Follow-up visits must also be on an appointment basis.
- f.** A merchant that is sponsored by a Franklin College student organization may present his or her program to a group (e.g. Greek apparel). This presentation should be in main lounge areas and will be approved on a one-time basis only. In addition, the college may charge for the use of facilities.

3. *Selling by Students*

- a.** Franklin College students or organizations must abide by the general regulations stated in #1 above and the guidelines regarding solicitation by the college community. (Guidelines and applications are available in the student affairs office).
- b.** All sales, fundraisers and contest, etc. must be conducted in accordance with state, local and campus regulations.

- c. A student or organization must have the approval of the dean of students for solicitation of on-campus or off-campus constituencies. Solicitation forms may be obtained in either the student activities center or the student affairs office and must be approved two weeks prior to the actual solicitation.
- d. Selling may not be done on a door-to-door basis. Students may be in a main lounge or public area and respond to students expressing interest. Permission to sell merchandise in a residence hall or fraternity house should also be obtained from the building coordinator or fraternity president.

4. Administration

- a. The regulation and supervision of this policy will be handled by the student affairs office.
- b. Violations of this policy by non-student merchants will be referred to local authorities.
- c. Violations of this policy by students or student groups will result in disciplinary action through the college judicial system.

Skateboarding and Rollerblading Policy

Students and employees of Franklin College are allowed to skateboard and roller blade on campus property if it is done in a responsible and safe manner. This activity is not allowed on any public walkway in heavy traffic periods or on steps at any time. Students and employees are encouraged to use Franklin Greenways Trail instead of college walkways or parking lots. Persons who are not Franklin College students or employees are not permitted to skateboard or rollerblade on campus.

Smoking/Tobacco Products Policies

All buildings and offices on campus are tobacco free. A space of 20 feet around the entrances to college buildings is tobacco free. All Franklin College carpool vehicles are tobacco free.

Travel Policies and Expectations for Student Overnight Travel Sponsored by Franklin College

This document outlines Franklin College's ("Franklin's") policies, procedures, and expectations for Franklin-sponsored overnight travel involving students and groups of students. Franklin-sponsored overnight student travel comprises any overnight trip organized under the auspices of Franklin, including trips resulting from class assignments, required or optional class trips, and trips sponsored by student organizations, faculty, or staff for any purpose, including intercollegiate athletic competitions and educational, recreational, service, or other experiences.

With the exception of the behavioral expectations section set forth below, this policy shall not govern individual students or groups of students traveling independently and without Franklin's sponsorship or supervision, in vehicles not owned or leased by Franklin, for internships, study abroad programs, class assignments, field experiences, research, or any other related purpose. Such students shall abide by the behavioral expectations noted below and any other separate procedures/policies required for their participation in such experiences. Student overnight travel that is in part funded by, but not sponsored by, Franklin, shall be subject to the requirements of the sponsoring organization and not to the requirements set forth in this policy. Eligibility for such funding shall be determined by the Franklin department providing such funding. Regardless of whether student overnight travel is sponsored by Franklin, students' behavioral expectations shall be subject to the Franklin College Student Code of Conduct.

Approval of trips: All Franklin-sponsored overnight student trips (“trips” or “overnight trips”) shall be approved by the Franklin cabinet officer under whose office the trip is sponsored. The form that shall be used for purposes of documenting this approval (the “Approval Form”) shall be available in any cabinet level officer’s office. The Approval Form also must be signed by a Franklin faculty or staff member who has agreed to serve as trip sponsor (the “Faculty/Staff Sponsor”). The Faculty/Staff Sponsor may include, but shall be not limited to a coach, a professor, an advisor, or any other full or part-time Franklin employee who is not a student. Once signed by the responsible cabinet officer and Faculty/Staff Sponsor, the responsible cabinet officer shall send copies of the Approval Form to the Dean of Students, the Vice President for Academic Affairs, the Vice President of Finance, and the Physical Plant office. The Approval Form shall be submitted as early as possible, but no later than 25 calendar days prior to the start of the trip. Multiple overnight trips of the same individuals with the same purpose (*e.g.*, athletic team travel) may be addressed in the aggregate and submitted on one Approval Form listing all the applicable travel dates and destinations.

Behavioral Expectations: In all cases, the primary expectations of students shall begin with Franklin’s mission and values. Recognizing that each participant traveling on a Franklin-sponsored overnight student trip is an ambassador of Franklin, each such participant shall be expected to abide by Franklin’s mission, values, and policies, and all local, state, or national laws where the student is located. Faculty/Staff Sponsors may establish additional expectations and restrictions regarding student behavior as deemed appropriate to the context, mission, or goals of the trip (*e.g.*, expectations and restrictions regarding the use of alcohol, curfews, etc.).

Lead Faculty/Staff Sponsor: The Lead Faculty/Staff Sponsor shall be the faculty or staff member (as described above) who is the designated leader and coordinator for the trip. This person shall be responsible for completing and submitting the Approval Form, ensuring that all requirements for the trip are satisfied, and supervising the participants and the events of the trip. The Lead Faculty/Staff Sponsor shall attend all portions of the trip. Additional, secondary Faculty/Staff Sponsors who are also on the trip may be designated to assist in these matters. All sponsors shall be employees of Franklin who are not Franklin students. (Employees of Franklin for these purposes may include less than full time employees).

Faculty/Staff Sponsor participation: A Faculty/Staff Sponsor shall accompany the students on all Franklin-sponsored overnight trips. International travel shall require at least two Faculty/Staff Sponsors to be on the trip (see international travel requirements below). For domestic trips, groups of fifteen or less students may be accompanied by one Faculty/Staff Sponsor. Sixteen or more students shall be accompanied by at least two Faculty/Staff Sponsors. For groups exceeding thirty students, an appropriate number of Faculty/Staff Sponsors shall be recommended by the Lead Faculty/Staff Sponsor and approved by the responsible cabinet officer based on the number of participants and the context of the trip. Exceptions may be granted by a cabinet officer for a small number of students (four or less) to travel without a Faculty/Staff Sponsor to educational conferences, workshops, or training events that do not otherwise require the involvement of a Franklin employee. Such exceptions may only be made for trips not using Franklin leased or rented vehicles. If students are traveling in their own vehicles or otherwise finding their own transportation, a Franklin employee or Faculty/Staff Sponsor need not be with them as they travel. Once at the destination, however, unless otherwise approved, the Faculty/Staff Sponsor(s) is responsible for overseeing the trip and the student participants.

Documentation of Health Insurance Coverage/Emergency Contact Information: In compliance with Franklin policy, all full time students must have a minimum sickness and accident insurance policy. All students participating in overnight trips shall submit a Student Travel Medical

Certificate providing information on insurance coverage and emergency contact information as a requirement to participate on a trip. The Lead Faculty/Staff Sponsor shall be required to carry with her or him insurance information and emergency contact information for each participant who submitted such information prior to the trip. The Faculty/Staff Sponsor also shall provide the same information to the responsible cabinet officer and the director of security no later than one day prior to departure. At the Faculty/Staff Sponsor's discretion, the information also may be provided to other Franklin officials as deemed necessary.

Waiver Forms: All participants must sign the applicable Franklin travel waiver form. For students who are under the age of 21 as of the day before travel begins, the waiver also shall be signed by at least one of the student's parents or legal guardians. These waivers shall be collected and retained by Franklin for at least three years after the trip is completed. A single waiver may be signed by a participant for multiple trips for the same purpose (*e.g.*, athletic team trips).

Failure to comply with submission of documents: Participants who fail to comply with the requirements as listed here, or with the requirements certain trips may have in addition to these, shall not be permitted to go on the trip.

Students Driving Franklin or Rented Vehicles: It is strongly encouraged that faculty or staff members drive on all trips. All drivers shall provide copies of valid licenses to drive vehicles owned, leased, or rented by Franklin. Students may drive these vehicles if the trip is within the continental United States, they are at least 21 years of age, and they have cleared a background check (paid by the college). Names of all drivers for each trip shall be submitted to and approved by the Franklin Physical Facilities office at least five business days prior to departure. Exceptions to the restriction limiting student drivers to trips within the continental United States may be made with the approval of the Dean of Students and the Vice President for Academic Affairs. When using multiple vehicles, it is encouraged that arrangements be made so that communication may be maintained between all vehicles by cell phone or some other means. It is strongly advised that a faculty/staff member be present in the vehicle when a student is driving. At a minimum, a faculty/staff member must be traveling in another vehicle on the same route and with the same destination as any student driven vehicles.

Intercollegiate Travel: Franklin's athletic director (who at the time of the adoption of this policy is Kerry Prather) shall maintain additional policies regarding travel between Franklin and other colleges and universities.

Travel Outside of the Continental United States: Franklin's director of international studies (who at the time of the adoption of this policy is Dr. Simone Pilon) shall maintain additional policies regarding travel outside of the continental United States.

Weapons Policy

Weapons, explosives (including fireworks) and dangerous chemicals of any type are prohibited on campus. The possession or use of them on Franklin College property is prohibited. This prohibition includes, but is not limited to, guns, rifles, air guns, pellet guns, BB guns, hunting knives, bows and arrows, paintball guns/grenades and martial arts weaponry.