

## **DESIGNATED SMOKING AREAS**

### **6Hx12: 10-08**

Smoking, which means the possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, is prohibited in the enclosed indoor areas of all buildings and portions of buildings, including entryways, owned or leased by Florida Gateway College. Further, smoking is prohibited in all areas of the College campus except for the designated gazebos, and campus parking lots. The same restrictions apply to the use of smokeless tobacco products.

## **DAMAGE, THEFT, OR MISUSE OF PROPERTY**

### **6Hx12:9-08**

Malicious or intentional damage, destruction, or theft of property belonging to the College, to a member of the college community, or to a visitor to the campus is prohibited. Tampering or the misuse of emergency equipment including fire escapes, fire doors, fire hoses, extinguishers, alarm equipment, smoke detectors, and blocking fire exits is strictly forbidden.

## **HAZING**

### **6Hx12:9-04**

Club initiation or admission in an affiliation that employs abuse, ridicule, humiliation, or endangers the health or safety of anyone is prohibited. Health or safety endangerment includes, but is not limited to, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced activity. Any activity which subjects the student to extreme mental stress, such as sleep deprivation, or forced conduct which could result in extreme embarrassment or loss of dignity is also prohibited. Violations of the Hazing Policy may result in fine, probation, suspension, or dismissal.

## **DISORDERLY CONDUCT**

### **6Hx12:9-08**

Disorderly or obscene conduct or breach of peace by any student on College property or at any college-sponsored function is prohibited. No student shall strike, push, or physically assault or threaten such an act toward any other student, member of the faculty, administration, staff, or any visitor to the campus. Conduct which interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.

Conduct, expressions, or manner of dress which are obscene or which are patently offensive to the prevailing standards of the community are

prohibited. Shirts and shoes are required in all academic and administrative buildings.

No student shall interfere with, give false name to, or fail to cooperate with any properly identified college faculty, administration, or staff while these persons are in the performance of their duties. No student shall contract in the name of the College or claim to represent the College in an official capacity.

All campus speakers and lecturers outside the classroom must have approval from the vice president for student services or his/her designee.

### **DISORDERLY ASSEMBLY**

#### **6Hx12:9-08**

No person shall assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the College. This should not be construed as to deny any student the right to peaceful, non-disruptive assembly. No person or group shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the College.

### **FALSE INFORMATION**

#### **6Hx12:9-08**

No student shall supply the College with false information, including but not limited to, admission documents, advisor's or instructor's signatures, registration information, health forms, disciplinary records, or checks written with insufficient funds.

No student shall give false information to any properly identified college faculty, administrative or staff personnel.

### **FIREARMS, WEAPONS, FIREWORKS, EXPLOSIVES**

#### **6Hx12:3-10**

Firearms (including, but not limited to BB guns, pellet guns, and paintball guns), weapons, fireworks, explosives, bullets, or ammunition are not permitted in any campus building. See College Policy and Procedure 6Hx12:3-10 for detailed information.

### **TRESPASSING**

#### **6Hx12:9-08**

When an office or facility is clearly closed, it is against college policy for anyone other than employees of the College to gain access. Students who enter closed facilities are in violation of the Student Code of Conduct.

Persons who enter closed facilities will be treated as trespassers and local law enforcement officers will be notified.

**HARASSMENT, SEXUAL MISCONDUCT, PUBLIC INDECENCY,  
VOYEURISM, STALKING, OR DISCRIMINATION  
6Hx12:6-23, 6-45, 9-08, and 9-09**

The College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. For detailed policies and procedures, see Board Policies and Procedures 6Hx12: 6-23, 6Hx12: 9-08, 6Hx12:9-09, and 6Hx12: 6-45. Students who wish to discuss or file a complaint concerning an incident of harassment should meet with the vice president for student services 386.754.4477, if the complaint is against a student. Or, meet with the director of human resources, Building 001, 386.754.4313, if the complaint is against Florida Gateway College personnel. The complaint must be filed within 60 days of the incident. The equity officer is Sharon Best, executive director of human resources, located in Building 001. She may be reached by telephone: 386.754.4313.

**SAFETY and PARKING REGULATIONS  
6Hx12:5-05**

Parking decals are mandatory and are available free of charge to all students, staff, and faculty from College Facilities – Building 026 – Telephone: 386.754.4326.

Parking spaces designated as “Staff Only” will be enforced from 7:00 a.m. until 4:30 p.m. Any parking space designated as handicapped parking is available to any handicapped individual in whose vehicle displays a handicap decal issued by the Florida Department of Highway Safety and Motor Vehicles, or other recognized issuing agency. Please observe the reserved parking in front of Building 021. Posted speed limits must be observed.

Violations and fines are listed in District Board of Trustee Procedure 6Hx12:5-05. The avenue for appeal for parking fine issues is through the director of college facilities. If a student wishes to appeal a parking violation, they must do so in writing within 15 working days of the written parking violation. The vice president of business services has the right to decide whether or not to uphold the decision of the director of college facilities.

If the violation involves a student disciplinary issue, the director of facilities will inform the vice president for student services of the

alleged violation of the Student Code of Conduct.

If the student is not willing to accept the findings of the director of facilities, the matter will be brought to the attention of the vice president of business services for a final resolution.

Abandoned motor vehicles left on campus for over one week will be towed and stored at the owner's expense. Bicycles will be ridden in a safe manner with all pedestrians having the right of way. Bicycle traffic shall be restricted to those roadways open to motor vehicles. All other sidewalks, passageways, concourses, and hallways are closed to bicycle traffic unless clearly marked as open to such traffic.

Skateboards, scooters, roller-skates, and inline skates may not be ridden anywhere on the property of Florida Gateway College

## **STUDENT DISCIPLINE**

### **6Hx12:9-08**

Everyone in the College community must report any crime or violation that is experienced, or witnessed. We have a responsibility for our own safety as well as the safety of all members of the campus community. Conflicts will be handled informally, insofar as possible, at the lowest level, between the parties involved.

## **I. DISCIPLINARY PROCESS**

All students are guaranteed the following rights:

1. The right to specific written notification of the charges. (It is the responsibility of the student to have a current mailing address on file with the Registrar.)
2. The right to a copy of all redacted written statements regarding the charges.
3. The right to a prompt appeals meeting.
4. The right to an advocate of choice, provided that advocate is not an attorney. The advocate may serve only in an advisory capacity to the student, and may not participate in the proceedings directly.
5. The right to present witnesses or information.

In order to inform you of the frequency of major crimes on campus, the following statistics are published. The statistics include all reports made to campus safety personnel or to the local police through campus safety personnel. They will include all crimes claimed to have occurred on campus **WHETHER OR NOT AN ARREST OCCURRED**. For Liquor Law violations, Drug Abuse violations and Weapons Possessions violations, statistics are reported to the full extent of ability to obtain that information from local police.

**ANNUAL REPORT OF CAMPUS  
CRIME STATISTICS**

<b>Offense</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
MURDER	0	0	0
NONNEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSES (INCL RAPE)	0	0	0
NONFORCIBLE SEX OFFENSES	0	0	0
ROBBERY	1	0	1
AGGR. ASSAULT	0	1	0
BURGLARY	6	0	1
VEHICLE THEFT	0	0	0
ARSON	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DRUG LAW VIOLATIONS	0	0	0
ILLEGAL WEAPONS	0	0	0
HATE CRIMES	0	0	0

Education to increase awareness of the problem of drug and alcohol abuse and sexual misconduct, to discourage such activities, and to encourage reporting, occurs on campus. Employees receive training at the beginning of the school year through employee orientation. Workshops are offered for the campus community year-round.