

# STUDENT RESPONSIBILITIES AND LSSC STUDENT CODE OF CONDUCT

## Purpose:

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

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

Credit and noncredit programs may carry additional safety and/or behavioral requirements that students must meet in order to pass individual courses, remain within their cohort, and/or successfully complete their program. Students are responsible for becoming familiar with these requirements by closely reviewing their program handbook, if applicable, as well as reviewing the course syllabi for each course in the program. Students can look to the Student Complaints and Grievance Process and/or the Grade Grievance Process in the LSSC Catalog and Student Handbook should they wish to challenge a decision made with regard to satisfying these requirements.

## Scope:

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

## Responsibility:

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

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

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

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

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

## Notice of Non-Discrimination:

Lake-Sumter State College assures civil rights for its students, employees, visitors, and contractors. LSSC prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, age, disability, marital status, pregnancy, veteran status, religion, sexual orientation or genetic information in any of its programs, activities, employment, and contracts.

## Core Values of Student Conduct At LSSC

- Integrity: LSSC students exemplify honesty, honor, and respect for the truth in all of their dealings.
- Community: LSSC students build and enhance their community by being active and engaged citizens.
- Social Justice: LSSC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: LSSC students show positive regard for each other, for property and for community.
- Responsibility: LSSC students are given and accept a high level of responsibility to self, to others and to the community.

*The Lake-Sumter State College Code of Student Conduct is adopted from the NCHERM Group Model Developmental Code of Student Conduct and is used herein with permission. [www.ncher.org](http://www.ncher.org) (<https://www.tngconsulting.com/>).*

## LSSC Student Conduct Philosophy:

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

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and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student or student organization should no longer share in the privilege of participating in this community.

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

LSSC Disciplinary or conduct procedures are not subject to the State or federal rules of evidence of the State or federal rules of civil procedure. LSSC May specify applicable procedural rules, including rules that govern the introduction and admission of evidence or testimony, as well as rules governing any formal or informal exchange of witness lists or documents that may be used at a disciplinary conduct proceeding. As a result, information that may be deemed "hearsay" or is otherwise inadmissible during a formal legal proceeding, might be considered by the designated LSSC administrator.

Students and student organizations have the right to not self-incriminate and to remain silent and their silence may not be used against them. Students or student organizations may present relevant information and question witnesses in a disciplinary conduct proceeding. Students or student organizations have a right to an accurate and complete record of every disciplinary proceeding related to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student or student organization. Students with disabilities who believe they may need accommodations in the conduct process should contact the Student Accessibility Services (SAS) office by emailing SAS@lssc.edu. Since accommodations may require early planning and are not provided retroactively, students should make a request as soon as possible to better ensure that such accommodations are implemented in time for your conduct proceeding.

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

## Jurisdiction:

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

- a. Any situation where it appears that the student's or student organization's conduct may present a danger or threat to the health or safety of themselves or others
- b. Any situation that significantly impinges upon the rights, property or achievements of self or others

c. Any situation that significantly breaches the peace and/or causes social disorder

d. Any situation that is detrimental to the educational mission and/or interests of LSSC.

The Code of Student Conduct may be applied to behavior conducted online, via email or another electronic medium. Blogs, web postings, chats and social networking sites are in the public sphere and are not private. Most online speech by students not involving LSSC networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- a. A threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"
- b. Speech posted online about LSSC or its community members that cause a significant on-campus disruption

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

## College Lakehawk Mail Communication Statement

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

## Violations of Law

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

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint or as prescribed in Board Rule 4.17. Non-Title IX related interim suspensions are imposed until a conduct meeting can be held, typically within five (5) business days. The conduct meeting may resolve the allegation or may be held to determine if the interim suspension should be continued because a danger to the community is posed or the College is delayed or prevented from conducting its own investigation and resolving the allegations because of the ongoing nature of the criminal process.

## The Code of Conduct

LSSC considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students and student organizations. Violations of the code of conduct must be filed **within one academic year of the last day of the term for which the alleged code violation occurred**. The College encourages community members to report all incidents involving the following actions via the LSSC Report a Concern (<https://www.lssc.edu/safety/report-a-concern/>) webpage. An extension or waiver of this time limit can be made in writing to the LSSC Administrator overseeing Administrative

Appeals. The Dean of Students can provide contact information for this administrator. The reason for the extension or waiver must be fully explained and documented, in writing, and is limited to the following: Involuntary call to military duty, documented illness/injury, or severe exigent circumstances.

Any student or student organizations found to have committed or to have attempted to commit the following misconduct, is subject to the sanctions outlined herein. A student or student organization, and its officers and membership, may be held collectively and individually responsible when violations of this Code occur.

- a. Academic dishonesty: unauthorized assistance, multiple submissions of work, commercial use of academic materials, cheating, plagiarism, violations of copyright laws and regulations, and any other misrepresentation of work.
- b. Dressing in a manner that is not conducive to health, welfare, and safety.
- c. Publicly exposing one's intimate body parts, public urination, defecation and public sex acts are prohibited and may be in violation of Title IX.
- d. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any drugs that are in violation of Florida Law.
- e. Possession or consumption of alcoholic beverages.
- f. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons.
- g. Illegal gambling.
- h. Knowingly disrupting or interfering with the lawful administration of functions of any educational institution as prohibited under the criminal provisions of Section 877.13, Florida Statutes or inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property.
- i. Failure to Comply: The failure to act when given reasonable directives by any administrative personnel, faculty member, security personnel, or law enforcement personnel during the performance of their duties, including but not limited to:
  1. Identify oneself or producing identification when requested to do so.
  2. Unauthorized entry of a restroom or changing facility designated for the opposite sex on any LSSC premises, and refusal to depart when asked to do so. A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances: a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s.760.22 or a developmental disability as defined in s.393.063; (b) For law enforcement or governmental regulatory purposes; (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk; (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or (e) If the appropriate designated restroom or changing facility is

out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

- j. Unauthorized use of the College name.
- k. Unauthorized entry or occupancy of college facilities including trespassing, propping of doors, or unauthorized use of alarmed doors for entry into or exit from a college building.
- l. Unauthorized possession, duplication, or use of keys or access cards to any College premises or services.
- m. Misuse of LSSC information technology resources, including but not limited to:
  1. Theft, abuse, or misuse of college computers, software, email, wireless internet, computer facilities or computer time, either locally or remotely
  2. Unauthorized entry into a file to use, steal, transfer, alter, destroy, read, print, or distribute information or Unauthorized use of another individual's identification or password.
  3. Unauthorized access to LSSC information technology resources with the intent to interfere with the work of another student, faculty or staff member of the College.
  4. Unauthorized access to LSSC information technology resources with the intent to send materials that are disruptive to the learning environment, either locally or remotely, including but not limited to content that is sexually explicit, violent, or obscene
  5. Unauthorized access to LSSC information technology resources with the intent to interfere with, disrupt, or negatively impact the normal operation of the College network or computing system
- n. A student may not publish a class lecture without the written consent of the faculty member. A student enrolled in a class may, without prior notice, record video or audio of class lectures for their own personal educational use, in connection with a complaint to the College where the recording was made, or as evidence in, or in preparation for, a criminal or civil proceeding.
- o. Furnishing, with intent to deceive, false information to a college official in the exercise of their responsibilities.
- p. Forgery, alteration, or misuse of documents, records, or identification cards.
- q. Violations of student traffic and parking regulations or any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- r. Unauthorized commercial solicitation on college property.
- s. Actions committed without concern for the possible harm to an individual or group that could or does result in injury to an individual or group.
- t. Failure to respect the right to privacy of any member of the College community.
- u. Discrimination: Any act that is in conflict with LSSC's Non-Discrimination Statement that limits or denies the ability to participate in or benefit from the College's educational programs or

activities based upon an individual or group's actual or perceived status (including *race, color, national origin, ethnicity, sex, age, disability, marital status, pregnancy, veteran status, religion, sexual orientation or genetic information*).

v. Sexual misconduct: Sexual harassment, stalking, non-consensual sexual intercourse, sexual exploitation, or intimate partner and domestic violence that is in violation of Title IX.

w. Knowingly instituting a false charge against another.

x. Use of indecent or abusive language or fighting words - which by their very utterance, are likely to inflict harm on or provoke a breach of peace by the average person to whom they are directed.

y. Hazing as defined in (Admin Pro 4-23) (<https://www.lssc.edu/wp-content/uploads/AP-4-23-Hazing-Hazing-Prevention.pdf>).

z. Vandalism or destruction of property.

aa. Theft or attempted theft of college property or the property of a member of the College community.

bb. Violation of local ordinances or state or federal law.

cc. Conspiracy to commit a violation or intentionally aiding or abetting another to violate the LSSC Code of Student Conduct.

dd. Harassment: Conduct (including written or electronic communication) based on a protected category (such as race, color, religion, national origin, sex, et al), which, due to the severity and pervasiveness of the conduct and its targeted nature on the basis of a protected category, has the purpose or effect of creating an objectively intimidating, hostile or offensive educational or work environment, and has the purpose or effect of unreasonably interfering with an individual's employment, schooling, or business with the College. Harassment under this provision is conduct (verbal or physical behavior) that would constitute harassment under federal or state civil rights laws.

ee. Threatening behaviors: Written, verbal, visual images or implied threats that are used with the intent to cause a reasonable person to fear for their personal health and safety or fear the destruction of or damage to personal property.

ff. Bullying and cyber-bullying: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

gg. Violations of the College's tobacco and smoke free policy (Admin Pro 2-24) ([https://www.lssc.edu/wp-content/uploads/PRO\\_2-24.pdf](https://www.lssc.edu/wp-content/uploads/PRO_2-24.pdf)).

hh. Animals are not permitted in any College building except for service animals as permitted by law. Animals may not be held in any parked vehicle on college property.

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

jj. Abuse or interference, or failure to comply with, the College's conduct process including:

1. Failure to participate in conduct meetings.
2. Falsification, distortion, or misrepresentation of information.
3. Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation.
4. Attempt to discourage an individual's proper participation in the conduct process.
5. Retaliation, harassment, or intimidation of members involved in a conduct proceeding.
6. Failure to comply with the sanction(s) imposed through the College's conduct process.

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

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

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

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  - a. The student provides substantial assistance in the identification, arrest, or conviction of any of their accomplices, accessories, co-conspirators or principals, or of any other person engaged in violations of Chapter 893 within the College.
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## Definitions

**Class Lecture** - Is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the college as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. Class lecture does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history,

academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member.

**Publish** - To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.