

JACARANDA RESIDENCE FACILITY

STUDENT HANDBOOK



19 EAST MAIN STREET
AVON PARK, FL 33825

Academic Year 2017 – 2018

History of the Jacaranda Hotel

The Hotel Jacaranda, the Queen of the Ridge, is a magnificent, historic hotel listed on the National Register of Historic Places. It was built in 1925 by two wealthy furniture manufacturers from Grand Rapids, Mich., during Florida's boom period prior to the Great Depression. Each man invested heavily in Florida real estate and construction projects and each went bankrupt in the early 1930s. But, the hotel survived.

It was unusually elegant for rural Florida in the mid-1920s. Its rooms were "modern"; guests could relax on a patio under the vine-covered pergola (where the swimming pool currently sits) or visit with friends on the second-floor veranda; it had an elevator, which was advanced for the time; dinner music was performed nightly by a five-member ensemble of musicians in the Palm Room; and giant attic fans kept the sleeping rooms cool.

The Jacaranda was the winter and spring residence for the St. Louis Cardinals baseball team (World Champions in 1924 and 1925) that over-wintered and conducted spring training in Avon Park. All teams that came to play against them were housed at the "Jac." Ty Cobb, Babe Ruth, Rogers Hornsby, and other famous names of baseball history were residents.

From 1930 to 1988, several different persons owned the hotel and each made special contributions to its storied history. Space precludes a listing of them here, but ask any staff member and they'll be anxious to tell you the stories.

In 1988, the SFSC Foundation bought the Jacaranda and converted her into what she is today: a residence facility for SFSC students, an educational center for SFSC's Hospitality Management and Culinary Arts program, a functioning hotel, a facility for commercial ventures with office and business space leased to the general public, and a testimony to man's interest in historic preservation.

We hope you enjoy your stay with us and come to love this building just the way generations of others have.

Welcome to the "Jac." Treat her kindly, and she'll do the same for you.

The Jacaranda Residence Facility
19 East Main Street
Avon Park, FL 33825
863-784-7127
housing@southflorida.edu

WELCOME!

Table of Contents

History of the Jacaranda Hotel	2
Frequently Used Terms	3
General Information	4
What Do They Do?	5
Standards of Conduct	6
Use of Hotel Facilities	7
Visitors	7
Moving In	8
What to Bring	8
My Room and My Responsibilities	9
My Floor and My Responsibilities	10
Vacating the Residence Facility	10
General Safety Policies	11
Emergencies	13
Breaks and Holidays	13

Frequently Used Terms

- Application Fee – the processing fee and security deposit that must accompany the application to request but not guarantee a room
- Commons Areas – the kitchen and TV room on each floor
- Disciplinary Action – may include, but is not limited to fines, denial of residency in future terms, eviction, community service, or other educational sanctions
- Hotel Jacaranda – historic hotel housing hotel, restaurant, and Jacaranda Residence Facility
- Hold on College Account – based on unmet financial obligations to Foundation, prohibits access to copies of your academic record, which may prohibit enrollment, transcript requests, grades, schedule changes, etc.
- Jacaranda Residence Facility – student housing located in the Hotel Jacaranda
- Late Payment Fee – the \$25 charge placed on your account when you fail to make a payment when due as stated invoice
- Processing Fee – the non-refundable part of the application fee sent to reserve a room
- Resident Assistant (RA) – assistant to Residence Life Coordinator and on-floor student resource
- Residence Life Coordinator (RLC) – responsible for overseeing all residence life operations and programs
- Security – security services provided daily by SFSC from 11 p.m. to 6 a.m.
- Security Deposit – the refundable part of the application fee that is set aside to pay for repairs, and/or disposal of abandoned property when a student vacates the residence facility
- Security Doors – any door that requires a key for entrance
- SFSC – South Florida State College
- SFSC Foundation, Inc. (The Foundation or Foundation) – owner of the Hotel Jacaranda, the Jacaranda Residence Facility, and direct support organization for the college
- Term Breaks – time period after one term ends and the next term begins

General Information

- **This *Jacaranda Residence Facility Student Handbook* must be read and an agreement must be signed by each student** (if under 18, by the student's parent/legal guardian also) ***prior to occupancy of a room.***
- Students residing in the Jacaranda Residence Facility will cooperate in maintaining a routine of living conducive to study and wholesome college life. **Students are held responsible for all standards of conduct and regulations published in this handbook as well as all rules and regulations found in the Student Code of Conduct.**
- Violators of these standards/regulations will be recommended for disciplinary action that may include, but is not limited to fines, loss of future housing privileges, community service, educational sanctions, parental notification, and/or eviction. Students may also be referred to the Dean, Student Services for violations of the Student Code of Conduct. Civil infractions may be dealt with through civil authorities, i.e., law enforcement.
- Residence facility meetings are scheduled as needed; all residents must attend.
- Potential residents must disclose any criminal convictions prior to acceptance into the Residence Hall. Failure to be completely truthful can lead to dismissal from the Jacaranda.
- The residence facility is for full-time SFSC students only. Residents who are not enrolled full-time (typically 12 credit hours) will have to vacate the facility immediately.
- The application fee must accompany the application. The application will not be processed without the fee.
- Residence facility rent is due prior to or upon check in. Students will not be able to move in until this obligation is met. An invoice will be provided before each term. Rent is not refundable once the room is occupied. Rent will be pro-rated for students who move in after the term has started. Failure to make payment may result in room lock-out, and late fees will be charged.
- Evictions and early departures – Individuals evicted from the residence facility lose their unused rent and are prohibited from the premises at all times. Rent is also forfeited for early departures.
- SFSC and the Dean of Student Services have the right at any time to make changes to this handbook that SFSC, in its judgment, determines to be necessary for the safety, care and cleanliness of the premises and for the preservation of good order, comfort and benefit of the residents and for the efficient operation of this facility.
- Consolidation –The SFSC Residence Life Staff reserves the right to consolidate space by requiring residents without a roommate or suitemate to move to other rooms with vacancies.
- Residents must be 25 years of age or younger to live at the Jacaranda. If older than the set age, the student must meet with the Dean of Student Services for an exception notice.
- Interruption of services – Be aware that occasionally throughout the year, there may be a need to interrupt services (water, electricity, internet connectivity, heat, etc.). The SFSC Residence Life staff will give as much notice as possible regarding these interruptions.
- Courtesy – This is a working hotel. Please conduct yourself appropriately for a business environment while in public areas of the hotel. Vocabulary and clothing should be appropriate for a business location (such as no swearing, shoes worn when in public areas of the hotel, modest covering when leaving the pool).

- Property and Medical Insurance – the South Florida State College Foundation and South Florida State College are not responsible for damage to or loss of personal items. Check with your homeowner's insurance provider to see if these items are covered. Many companies offer renter's insurance. (We do not have information.) We do not provide medical insurance, either. Your parents may want to check their homeowners and medical insurance to see what coverage is available. We suggest you find out how your medical coverage works and what to do to get medical treatment.
- Students shall not pursue any business in their room or on the premises.

What Do They Do?

Residence Life Supervisor and Resident Assistant, 863-784-7127

Evening and weekend on-site availability
 Room inventory for damages and furnishings during check in and check out
 Monthly or bi-monthly health and safety room checks
 Overnight student visitor approval
 Fire drills, security and safety checks
 Conflict management
 Assigns rooms
 Issues keys
 Assist with student questions/ problems
 Internet connectivity
 Provide maintenance forms to residents
 Collects and maintains updated vehicle information

SFSC Foundation, 863-453-3133 or 863-784-7440

Accepts payments and processes invoices

Hotel Front Desk, 863-453-2211

Phone messages
 U.S. mail distribution to your hotel mailbox
 Sign-in/sign-out student visitor logs
 Provide maintenance forms to residents
 Hotel/restaurant operations

Maintenance, 863-453-2211

Plumbing
 A/C or heating
 Water system
 Kitchen refrigerator, disposal, washer/dryer and range
 Checks fire alarms in building (including rooms) monthly
 Replace light bulbs and air filters
 Repair furniture (Maintenance request forms, available from the front desk or RLC must be completed)

Housekeeping

Empties kitchen and hallway garbage cans
 Vacuums commons areas

Security

Maintains on-site security 11 p.m. – 6 a.m.

Community Standards

Living in the residence facility requires acceptance of these standards in addition to the listed regulations. Failure to comply could result in loss of housing privileges in future terms and even eviction.

Possession and/or use of, or being present with others in possession of or using, the following will result in immediate eviction from the residence facility, loss of rent and possible civil action:

1. Illegal or controlled substances (drugs, marijuana, etc.)
2. Firearms, ammunition, fireworks, dangerous weapons

Possession and/or use of, or being present with others in possession of or using, the following on Foundation property will result in immediate action taken by the Residence Life Staff to include, but not limited to, fines, community service, other educational sanctions, or suspension/expulsion from the residence facility:

1. Alcoholic beverages (regardless of age)
2. Candles or incense
3. Pets
4. Opposite gender visitor during unauthorized times
5. Propping entrance doors

SFSC is a tobacco-free campus. Use of tobacco products such as cigarettes, cigars, chew, and those that simulate tobacco use (e-cigarettes) is prohibited in **ALL** areas of the residence and hotel property.

Conduct violations in the residence facility subject residents to disciplinary actions in the facility and also make residents subject to sanctions under the Student Code of Conduct expected of SFSC students.

Security doors must remain closed and locked at all times. You are your first line of security!

Persons of the opposite gender, over 18 years of age, must be signed in and can be in the rooms, hallways, and commons areas between 9 a.m. and 12:00 a.m. Opposite gender visitation ends at midnight.

Public display of affection (PDA). Students are expected to behave in an appropriate manner consistent with living in a facility that hosts outside guests.

Curfew. No curfew exists for residents, but room and hallway opposite gender visitation ends and all visitors must leave the building by 12:00 a.m. Entrance to the building after 11 p.m. is through the rear door only.

Quiet hours are in effect 10 p.m.-7 a.m. During these times, no noise should be heard outside student rooms. Failure to do so is considered a student conduct violation. Personal behavior should be quiet and controlled during quiet hours.

Courtesy hours are in effect at all times. Noise levels that promote an atmosphere of academic success should be maintained during all hours other than those designated as quiet. Noise originating from anywhere on a floor should not be audible by another floor or room, within the building or outside.

Commons areas are the kitchens, laundry rooms, and TV rooms. They are open 24/7 for in-house residents. Visitors can be in the commons areas between 9 a.m. and 12:00 a.m. Sleeping is not allowed in commons areas.

Items may not be dropped from any window. Such actions may result in eviction.

Emergency exits and windows are to be used only in emergencies. In an emergency, residents should follow posted evacuation routes.

Leaving security doors unlocked may result in a student conduct sanction. Doors should not be propped open for any reason.

Failure to make payments when due will result in late payment fines, and may result in lock-outs, loss of housing privileges in future terms and even eviction.

Hall sports can create a disturbance and increase the possibility of personal injury/property damage and are not permitted at any time. This includes the use of hover boards or skateboards of any kind.

Use of Hotel Facilities

Students living in the Jacaranda are hotel residents, not hotel guests. The elevator is available when moving in and out; students must use the stairs all other times.

Student residents may use the hotel swimming pool during posted pool hours provided an SFSC class or a private function is not in session. All posted swimming pool rules must be followed. Non-resident visitors may **NOT** use the swimming pool.

After using the pool, students are required to wear shoes and towel off before going up to their rooms to help minimize the drips that will bleach out the lobby carpet. Appropriate clothing/cover-ups should also be worn to go through the lobby.

Clothing worn in the public areas of the hotel should be appropriate for a working hotel, e.g., shirts, shorts and skirts should not be too revealing; shoes or sandals must be worn. **Cleats may not be worn in the building.**

Students may dine in the hotel restaurant when it is open. Behavior and dress code must be as it would be in any nice restaurant.

If not in use, the hotel lobby and library may be used by student residents for reading or quiet conversation. The second and third floor hallways, lounges and breezeways **are not to be used by students at any time.**

The second and third floor balconies may be used between 10 a.m. and 5 p.m. for reading, sunbathing, quiet contemplation, etc., provided hotel guests are not disturbed. After 5 p.m., these areas are restricted. No cooking/grilling is allowed on the balconies.

Automobile parking is available in the rear parking lots. Students should not park in front of the hotel. South Florida State College Foundation and South Florida State College assume no responsibility for damages that may result to any cars or personal property stored in cars, in the hotel or adjacent parking lots or streets. All damage should be reported to the police. Students are limited to one motorized vehicle. Vehicle repairs/maintenance cannot be done in the parking lot. Cars may not be left in lot over breaks.

Visitors

ALL VISITORS MUST BE SIGNED IN AND PROVIDE A PHOTO ID TO HOTEL FRONT DESK

Day visitors are welcome between 9 a.m. and 12:00 a.m. and must be personally signed in by the Jacaranda resident.

Student residents must be present with and are responsible for their visitor(s) at all times, and must ensure compliance with all rules. Visitors are required to abide by all Residence Facility policies. Both resident and visitor are subject to disciplinary action for infractions incurred by visitor. Day visitors must be signed-out at the front desk and depart the Jacaranda by 12:00 a.m.

Students may house same-gender overnight visitors **only** and must have prior approval of the RLC **and** roommates/suitemates. This approval must be granted at least 24 hours in advance. The RLC/RAs have overnight visitor approval forms. Approved overnight visitors are limited to three consecutive nights and 15 total nights per visitor per academic term. Additional stays are at the discretion of the RLC.

Minors (under 18 years of age) may **NOT** visit in the residence facility unless attended by a parent/legal guardian. Minors may not remain overnight in the residence facility.

Residents are asked to only allow their visitors and fellow Jac residents beyond the glass doors.

Moving into the Residence Facility

- Welcome packets with move-in information, date and time, and type of room will be emailed to all incoming residents by mid-July. Panther Central will be used for returning students, and the email provided on the application will be used for new residents. Specific room assignments may be given with packet or at check-in.
- You must make your payment when checking in if you have not already done so. Once payment or proof of financial aid is provided you may move in.
- Keys will be issued and you can begin moving in when:
 - Completed forms (Room Check-in/Check-Out, Key Card, Vehicle Information, Personal Information) **are returned** to the check-in desk,
 - Payment is received, and
 - Photo has been taken.
- **REMEMBER: WE WILL ASSUME NOTHING WAS WRONG WITH THE ROOM IF THE PROBLEMS ARE NOT WRITTEN DOWN ON YOUR CHECK-IN/CHECK-OUT FORM.**
- Parents and families can help with move in and room set up until 11 p.m. on **official check-in days only** (July, August, and January) without signing in. After check-in day, all visitors must be signed in by the resident at the front desk, and comply with our visitation policy.

What to Bring

Bedding/linens – extra-long twin size sheets, pillow, blanket, comforter, towels

Toiletries – toothbrush, toothpaste, hair care products, soap, toilet paper, etc.

Alarm clock

Cleaning Supplies for room and bathroom, laundry detergent/dryer sheets (no bleach), trash can/liners

What Not to Bring

Pets of any kind (including fish)

Candles and incense (even if you are not planning to burn them, and even without wicks)

Electric cooking devices (kitchen is provided for cooking, they may not be in your room)

Illegal Substances including marijuana and alcohol

Firearms, fireworks, weapons of any kind

External speakers or amplifiers

Weights (bar bells, dumbbells)

Room decorations that display alcohol, drugs, or alcohol/drug paraphernalia (e.g., hookahs) or that are patently offensive to reasonable persons.

Other Items You Might Want

Posters secured with non-damaging/removable stickies, but **NO NAILS**. (You are responsible for wall damage.)

Throw rugs, bath mats

Iron, ironing board

Food containers – If food will be kept in the room, it must be in airtight containers at all times.

Cooking/eating utensils – pots, pans, silverware, plates, bowls, etc.

Television – there is cable in every room – bring your own TV

Lamps – rooms have ceiling lights, lamps can be brought (no halogen lamps or paper shades)

Head phones/ear buds for personal electronics and PCs

Vacuum cleaner – We do not provide any at the residence facility

Dorm-size refrigerator, 3 cubic feet or smaller (we have microwave-refrigerator units you can rent)

My Room and My Responsibilities

Furniture

Rooms are furnished with one extra-long twin bed, mattress, dresser, desk, and chair per occupant. These may not be removed from the room. A furniture inventory will be completed upon arrival and departure. Missing or damaged furniture will be invoiced or charged against the student's security deposit.

Health and Safety Room Checks

Health and safety room checks will be conducted by the Residence Life Coordinator and/or resident assistant after the first 30 days of the semester and every 60 days after that. Residents may or may not be present during inspections. Residents will be notified of health and safety checks at least 24 hours prior to the check. A search can be held immediately if there is reasonable suspicion of policy violations. Trash from the room should be put in the large garbage cans in each hallway. Housekeeping will routinely empty the large cans. Rooms are to be kept clean (e.g., floor cleared and vacuumed, clothes not thrown about, food put away in sealed containers, garbage thrown away, refrigerators clean [whether they are yours or ours], shower/sinks clean, etc.). If the room is found to be unsatisfactory, the student will be given 24 hours to clean it up. If it is not cleaned up after that time period, student conduct sanctions will be issued to the residents of the room. A HOLD may be placed on each college account until sanction(s) is/are completed.

Windows and Doors

No changes can be made to the blinds in the windows. Nothing should be displayed in or visible from the windows. Aside from the door decorations that will be placed on your door by the Residence Life Staff, no other items may be placed on your door without permission from your RA or RLC. However, if these items damage the door, you may be fined.

Computer Connections

Wireless internet is available for resident use in their rooms and in all common areas on the residence facility side. Username and password are available after move in. The student is responsible for what websites and downloads happen on their devices while logged onto the school internet at all times. They will be responsible for their guest's use of internet as well.

Lost Keys

At a minimum, a replacement fee of \$25 per key will be charged for lost keys. Additional charges may include replacement lock charges and complete key replacement for the entire floor or residence facility depending on which key is lost. This could be a substantial charge. (The rear door lock alone has about 100 keys for students, hotel guests, staff, and security.) The safety and security of our residents is our primary concern. We do not want the security of our facility compromised due to lost keys.

Damage to Your Room

You are responsible for all damage to your room. You will be charged \$25 or the cost of the repair for wall damage, whichever is greater. You cannot make the repairs yourself to avoid the charges. The broken window charge is \$120 or the cost of the repair, whichever is greater. Your security deposit cannot be used to pay these fines – it is reserved for when you vacate the facility. You will be invoiced for the charge and a hold will be placed on your college account. Failure to make payment when due will result in a late fee and may result in a lock out from your room until payment is made.

Repairs or Maintenance to Your Room

Foundation, Residence Life, college, or hotel staff may enter the room at a reasonable time (between 8 a.m. and 5 p.m.) for repair or routine maintenance of the premises, or at any time for emergencies.

Room Changes

Residents can request to change rooms after the 10 day “freeze” is up. This freeze will begin on the first day of classes. All changes must be requested in writing by all parties involved and approved by the Residence Life Coordinator before the moves take place. Please see your RLC for a form.

My Floor and My Responsibilities

The Kitchen

A full kitchen, with stove/oven, microwave, refrigerator, garbage disposal, and sink is located on each floor. If you choose to use this facility, you will need to furnish your own cookware and dishes and ensure the kitchen is *clean* after each use. **Any dirty dishes or cookware, regardless of who used them, left in the kitchen will be THROWN AWAY, as they encourage unwanted pests/rodents.** We suggest you not bring George Forman-type grills. Items in refrigerator should be labeled with owner’s name and date when placed in refrigerator.

Laundry

Each floor has two washers and two dryers. No fee is charged for using these machines. **Liquid bleach is not allowed** because of the potential damage to the carpet. HE detergent is required for the washing machines on the third floor. The Jacaranda Residence Facility is not responsible for ruined or missing items.

Damage to Commons Areas

You are responsible if you cause damage to a commons area. If anonymous damage is done to the facility the cost may be divided equally among the residents on the wing and/or floor. You are not authorized to make repairs to avoid these charges. Your security deposit cannot be used to pay these fines – it is reserved for when you vacate the facility. You will be invoiced for the charge and a hold will be placed on your college account. Failure to make payment when due will result in a late fee and may result in a lock out from your room until payment is made.

Sports within the Building

In the interest of personal safety and out of respect for the entire building and co-habitants, sports or rowdiness of any nature are not permitted in **any** areas of the building. This includes throwing any objects in, from or at the residence hall building.

Vacating the Residence Facility

- In order to check out of the Jacaranda Residence Facility, whether before breaks or due to eviction or voluntary early departure, you must coordinate a check out time with the Residence Life Coordinator 24 hours before your departure. Keys should be personally handed in to the RLC/RA. Failure to show up on time and be prepared for your check out will result an improper check out fine of \$25. (Additional charges, if any, which are based on room condition will be determined at check out.)
- Students must vacate the premises within 24 hours after their last exam or by noon after their own graduation. If a student is not returning after a break, the student must vacate prior to the break.
- All personal property must be removed if the student is not in residence. Any items left in the room or parking lot after a student vacates will be considered abandoned property and will be disposed of.
- Rooms must be vacated and personal property removed during summer break regardless of fall enrollment.
- It is the student’s responsibility to clean bath and bedroom upon departure. For shared spaces (bedrooms and bathrooms), all occupants are equally responsible regardless of departure date, schedule your move-out inspection prior to when you leave. **Room should be in the same condition as when you moved in.**

- All keys must be personally returned to the Residence Life Coordinator or Resident Assistant. Failure to return all keys to the RLC or RA will result in an improper check out fine and may result in a substantial charge to the student due to the cost of replacing all door locks and keys associated with each key assigned to the student.
- Security deposit refund will be direct-deposited or mailed to the address on record at the college and may take four to six weeks. The security deposit refund will not be processed until all keys are returned.
- **Costs to repair damage to the room or furniture, replace missing cable TV items or furniture, dispose of abandoned property (including cars), or to restore room to original move-in condition will be assessed against the security deposit. If the security deposit is insufficient, an invoice will be mailed to the address on record at the college and a HOLD will be placed on the student's college account until payment is received.**
- **Failure to comply with these check out policies may result in loss of any or all of your security deposit.**

General Safety Policies

Electrical Appliances

Due to the associated fire risk and the large amperage draw of electrical appliances, the Jacaranda has placed restrictions on the type of appliances which can be present in the student's dorm room. Appliances which are **not** permitted include but are not limited to: space heaters, hot plates, coffee makers, and toasters. A kitchen area is provided where residents may cook their meals. Coffee pots that do not have a warm heating element are allowed (i.e. Keurig's).

Fires

Each year across America, college and university students experience a growing number of fire-related emergencies. The leading cause of dormitory fires is arson. Arson has been linked to over one-third of all dormitory fires. Cooking is the second leading cause of dorm fires and accounts for 20 percent of all dormitory fires. Fires are more common during the evening hours between 5-11 p.m., as well as on weekends. In the event of a fire, activate the building's fire alarm system and evacuate the building. Don't linger in the building trying to rescue your personal belongings. Your life is far too important to risk. Fire extinguishers are positioned throughout the building for ease of use. If a fire is small and you can/choose to extinguish it, activate the building fire alarm **prior** to fighting the fire. Report all fires immediately to the Foundation, Hotel, or residence staff personnel. You are required to complete an incident report (even if you extinguished the fire yourself and no property damage is evident). To ensure residents and staff are familiar with emergency evacuations, we conduct an annual fire drill exercises. Participation in the exercises is **mandatory**. In addition, residents who wish to receive training on the proper use of a fire extinguisher can contact the Foundation to schedule a training appointment.

Emergency Evacuations

The Jacaranda was designed and equipped with many life safety features. Included in this list are: fire suppression sprinklers throughout the entire building, an audio and visual fire alarm system, and multiple external egress stairwells. When the fire alarm sounds or if you are instructed to do so by staff, evacuate the building. **Everyone must evacuate the premises.** Evacuation maps can be found near the door in each dorm room. Do not use the elevator during a fire. Close doors as you exit but **do not lock** them. Individuals with disabilities should be assisted in the evacuation process. The Jacaranda's designated rally point is the church parking lot - north of the Jacaranda or at least 500 feet away from the affected building(s). Do not return to the evacuated building until directed by official personnel.

Sexual Assault and Violence, Prevention and Response

South Florida State College provides periodic education for students, faculty, and staff about sexual assaults, acquaintance rape, domestic violence, dating violence, stalking, and other forcible and non-forcible sex offences.

If you are the victim of a sexual assault or violence, your first priority is to go to a place of safety, call 911, and then notify the SFSC Security Department as well as the Title IX Coordinator. The SFSC Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

The college will assist you with notifying appropriate law enforcement officials and assist law enforcement with their investigation to determine the facts of the case. The dean of student services will offer counseling and will assist with changes to the victim's academic, living, transportation, and working situation if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Students or employees who are victims may seek guidance and/or a referral from either our student service advisors or our Human Resources Department for available community assistance programs on counseling, health services, mental health, victim advocacy, legal assistance, and other services available.

The College provides procedures for investigating and disciplining students in matters of sexual violence. Both the accuser and the accused will be informed of the outcome of the disciplinary proceeding. This action does not violate the Family Educational Rights and Privacy Act (FERPA). If a student is found to be guilty of sexual misconduct, various sanctions may be imposed, up to and including expulsion.

Missing Persons

Each student living in an on-campus student housing facility has the option to register a confidential contact to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. To register a confidential contact, speak with the staff in Residence Life. If you can't locate a fellow resident student and they have been missing for 24 hours, or you suspect there may be foul play involved with their absence, report this matter **immediately** to the RLC/RA, Campus Security or the dean of student services. Once a report has been received, the Residence Life staff will conduct a preliminary investigation in order to verify and validate the circumstances which exist relating to the reported missing student. All official missing student reports will be immediately referred to the local law enforcement (within 24 hours of receipt of the initial notification), whether a confidential contact has been provided or not. In the event that a student is less than 18 years of age and is not emancipated, their parent or guardian will be notified.

Annual Crime and Fire Statistics

The Clery Act requires SFSC to publish an annual report that contains statistics for the previous three years concerning reported crimes that occurred on campus, at off-campus buildings owned or controlled by SFSC, and on public property immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, violence protection/prevention, and other matters. In addition to the crime statistics report, SFSC prepares an Annual Fire Safety Report, which provides information about student housing fire statistics, safety systems, fire drills, fire safety policies and education and training programs. Both reports can be found on the SFSC Security Web page at http://www.southflorida.edu/wp-content/uploads/sites/3/2015/01/Security_CSR.pdf

Emergencies

Residents leaving the residence facility overnight are encouraged to notify an RA/RLC and front desk when they leave and return. This will enable hotel and residence facility staff to know, in the event of an emergency, who is and who is not in the building.

If a resident becomes ill, is injured or needs special assistance, he/she should notify the Residence Life Coordinator or resident assistant immediately. Do not hesitate to call 911, if necessary. From hotel phones, dial 9-911. Please immediately notify the front desk clerk if you call emergency services so they can direct them to the correct location. Notify Residence Life staff as soon as possible.

Service Animals

The SFSC ADA coordinator handles all Service Animal questions and requests. They can be contacted by email, disabilities.specialist@southflorida.edu, or call during normal college business hours, 863-784-7131.

Parental Notification

Your parents or emergency contact may be notified of any involvement with alcohol and other drug violations under the following circumstances:

1. A student has been transported to the hospital or required staff assistance due to his/her consumption of alcohol and/or other drugs.
2. When a student's alcohol or other drug behavior demonstrates evidence of a high risk nature.
3. When a student's use or possession of alcohol or illegal substances is found on College premises.
4. If you are an athlete, your coach will also be notified.

Breaks and Holidays

The Jacaranda Residence Facility **will be closed** during the various holidays and breaks – Thanksgiving holiday, winter break, spring break, and summer break and all students are expected to vacate the facility. Based on training and/or game schedules, athletes may be allowed to stay in the residence facility during the various breaks. This will be coordinated with the coaches and the residence facility staff. Additional fees may apply. Items can be left in the room over Thanksgiving, winter, and spring breaks (not over summer break), but the Foundation, College, Residence Life Staff and hotel are not responsible for lost or stolen items (valuable items should never be left in the room).

Exceptions to these rules and policies may be made by the residence life coordinator, or resident assistant. Students seeking exceptions should contact the residence life coordinator to request an exception.