



ANTIOCH
COLLEGE

Student Handbook 2014–2015

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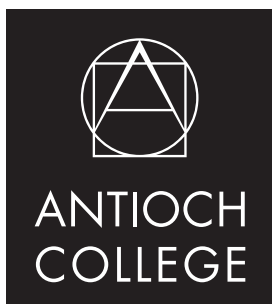
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INTRODUCTION



MESSAGE FROM THE OFFICE OF COMMUNITY LIFE

Dear Fellow Antiochians,

On behalf of current students, staff, and faculty, we welcome you to the Antioch College community. We also want you to know that we are here to make your education both enjoyable and successful.

The Antioch College *Student Handbook* is intended to be a guide to the principles, resources, and policies that shape and regulate our community and help you navigate the Antioch experience. Students who matriculate at Antioch College have entered into a unique educational community, dedicated to the pursuit of knowledge through scholarship, experiential learning, community participation, and social justice. By joining this community, you are expected to understand and abide by the principles and policies that enable us to thrive as members of the Antioch community.

Residing on campus is a unique living-learning experience, which comes with necessary responsibilities. Many of these responsibilities are detailed in this handbook. We will share others with you through campus publications and in community meetings. The College may, from time to time, adopt additional rules regulating aspects of community life not covered here. This handbook is updated annually. There are some things that may change between the time of this writing and having this book in your hands. We will make every attempt to keep you current with any changes.

As you read this handbook and other documents, you will notice that the Antioch College Honor Code is repeated several times. This statement forms the basis of our educational community and the policies with which you should become familiar. In addition to the Honor Code, you will become familiar with the Mission and Vision of the College, as well as the Horace Mann Fellowship Agreement. By signing the Rights and Responsibilities, you are agreeing to the conditions that guide your experience as an Antiochian attending the College with a full scholarship for the next four years.

We are pleased that you have chosen to be a member of our unique campus community. Should you have any questions, please contact us in the Office of Community Life. We are here to make your years at Antioch memorable, successful, and fun!

Again, we welcome you to Antioch College.

Sincerely,

The Community Life Team

MISSION

The Mission of Antioch College is to provide a rigorous liberal arts education on the belief that scholarship and life experience are strengthened when linked, that diversity in all its manifestations is a fundamental component of excellence in education, and that authentic social and community engagement is vital for those who strive to win victories for humanity.

VISION

Antioch College will be the place where new and better ways of living are discovered as a result of meaningful engagement with the world through intentional linkages between classroom and experiential education.

ANTIOCH COLLEGE HONOR CODE

The Antioch College Community has been guided by an Honor Code since the presidency of Horace Mann. Naturally, the Honor Code has evolved since then with our Honor Code first being articulated in the mid-20th century. Our shared life at Antioch College is guided by respect for the Honor Code, which provides all community members relationships of trust and mutual respect that shape all aspects of academic and community life. By virtue of being a member of the Antioch Community, each of us agrees to become familiar with and respect the Honor Code and all College policies and guidelines, thus creating and protecting a sense of honor in our lives.

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice.

In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch College Community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

HORACE MANN FELLOWSHIP AGREEMENT

2014-2015

Horace Mann Fellows are a special class of individuals who join with the Antioch College faculty, staff, and administrators to reinvent one of America's great colleges. Along with an exceptional and historical set of opportunities come corresponding responsibilities for students in the founding classes of Antioch College.

SECTION A – I UNDERSTAND:

1. That the Horace Mann Fellowship is a full-tuition award package and that I am responsible for the room and board costs associated with attendance at Antioch College. I am also responsible for timely payment of library fees, textbooks and course materials, and studio/lab fees.
2. That the Horace Mann Fellowship award, along with all external funding (e.g. federal or state aid, scholarships, grants, etc.) will not exceed the cost of tuition and room and board fees at Antioch College.
3. That the total value of applicable external awards will be applied to tuition and/or room and board fees before the Horace Mann Fellowship is applied.
4. That I am financially responsible for costs associated with domestic and international co-ops and other experiential learning opportunities, including travel, lodging, meals, and all other non-tuition expenses.
5. That the standard room and board costs are based on double-occupancy rooms. If the option to secure a private room is available, the additional costs associated with such a space are my responsibility.
6. That procedures and policies that apply to the College and my educational program may be developed and modified.
7. That my fellowship is granted for one year with potential to be renewed for up to three additional years. Eligibility for my fellowship expires after four years from my initial term of enrollment at Antioch College or until graduation requirements are fulfilled, whichever comes first. If I have not completed my degree program at that time, I will be responsible for the remaining tuition and any additional costs associated with attendance. Repeated leaves may jeopardize my ability to graduate in four years.

8. That I must observe and adhere to policies and procedures articulated in the Antioch College *Student Handbook* and the *Curriculum Catalog*.
9. That I am expected to participate as a citizen of the College to the best of my ability.
10. That Antioch College is not currently accredited but is undergoing a multi-year, multi-phase process seeking to gain accreditation.

SECTION B – I WILL:

1. Abide by all community standards and College policies during co-op and study terms, including the Honor Code and the Academic Honesty Policy.
2. Maintain full-time status of at least 12 credit hours each study quarter and at least two credit hours and 30 hours of work per week during co-op terms. (Students may petition for part-time status, which is applicable only to study terms, at the discretion of the Academic Policy and Review Committee.)
3. Meet or exceed the normal academic standards of progress as established in the Curriculum Catalog, including maintaining a minimum cumulative grade point average of 2.0.
4. Respond promptly to any communications from official representatives of the College including but not limited to the registrar, faculty, residence life managers, financial aid representative, co-op employers and student accounts.
5. Remain fully engaged with the College, and comply with all academic requirements during off-campus study/ co-op terms.
6. Attend scheduled meetings with my assigned advisor(s).
7. Attend all orientations, trainings, workshops, and hall meetings deemed mandatory by the Office of Community Life.
8. Stay within my assigned co-op and study sequences.
9. Comply with all rules and regulations of co-op employers concerning safety, attendance, attire, personal hygiene, conduct, reporting, and professionalism.
10. File the Antioch College Application for Financial Aid and, when eligible, apply for need-based federal and state aid.

PROCEDURE FOR SECURING THE HORACE MANN FELLOWSHIP:

The Horace Mann Fellowship will be included as part of the financial aid package and will be signed by all incoming and continuing students prior to the start of the academic year each fall.

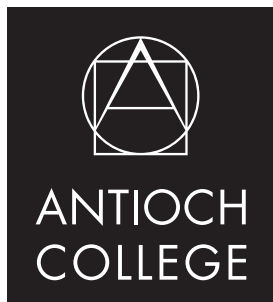
In the event that a student does not sign the Horace Mann Fellowship Agreement, they will not receive financial aid and will not be permitted to register for classes.

PROCEDURE FOR REVOCATION OF THE HORACE MANN FELLOWSHIP:

In the event that the student does not meet the requirements of the Horace Mann Fellowship in significant ways either academically or as a community member, the College will act to revoke the fellowship in the following manners:

1. **Academic non-compliance:** The Academic Policy and Review Committee will review student progress and, if needed, recommend to the College president that a student's fellowship be revoked.
2. **Breach of Community Standards:** The Community Standards Board will recommend action to the dean of community life who will then recommend to the College president that the fellowship be revoked.

CAMPUS-WIDE POLICIES AND PROCEDURES



ACADEMIC COMPLAINT POLICY

DEFINITIONS

For the purposes of this policy, is an allegation or accusation brought against a faculty member by a student who seeks redress for an alleged wrong or injustice in a teaching and learning environment that does not involve a dispute with an assigned course grade or narrative evaluation. (*For appeals regarding course grades or narrative evaluations, see the “Grade Mediation: Appealing a Grade or Narrative Evaluation” section in the Antioch College Course catalog.*)

Antioch College requires faculty and students to uphold the highest principles of academic integrity and to act in a manner that preserves freedom of inquiry and intellectual exploration. The Antioch College faculty is composed of individuals whose professional and pedagogical skills enhance the learning process and who, by their commitment to advancing knowledge, are expected to apply common principles of good teaching, strong mentoring, and fair evaluation of student performance in a course of study or work experience. The College identifies with the following American Association of University Professors’ “Statement on Professional Ethics”:

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards in their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between the professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

— *Policy Documents and Reports*, 10th ed, American Association of University Professors: Washington, 2006, p. 171

Students who believe that a violation of professional ethics has occurred or that the assessment of their work was the result of error, capriciousness or evaluated by criteria other than those stated in the course syllabus or appropriate for the course or work experience have the right to file an academic complaint, or to appeal a course grade or narrative evaluation.

Simple disagreement with the professor’s professional judgment about the quality of the work does not constitute legitimate grounds for filing a complaint. Before filing an official complaint, students should speak with the faculty member regarding their concerns. This conversation will provide clarification and better understanding and may result in grade mediation and no need to file a formal complaint.

THE ACADEMIC

This Academic Complaint Policy does not replace or require changes to any of the other policies governing faculty behavior as specified in the Faculty Personnel Policy, such as the Sexual Harassment Policy; the Sexual Offense Prevention Policy; the Drug and Alcohol Policy; the Affirmative Action Policy; and so on. Each of these policies has their own processes for reporting and resolving alleged violations. This Academic Complaint Policy does not cover appeals for the change of assigned course grades or narrative evaluations; these situations are discussed in the “Grade Mediation: Appealing a Grade or Narrative Evaluation” section in the Catalog.

PROCEDURE

- A. At any step in the complaint procedure the student or the faculty member may invite another community member to accompany him/her to any of the meetings to help resolve the complaint. The time periods given in each step below must be somewhat flexible in order to accommodate the academic calendar. It is strongly recommended that the student speak first to the work or classroom faculty member to find a resolution. The student shall approach the faculty member no later than the fifth week of their next study term on campus. In the case of adjunct faculty, visiting faculty, or faculty no longer employed at the College, the student shall approach the Vice President for Academic Affairs (VPAA) first (skip to step 3).
- B. If a mutually satisfying resolution is not found, the student shall make an appointment to speak to their academic advisor within two weeks. If the academic advisor is a party to the complaint, the most senior member of the academic division shall be contacted in choosing an appropriate faculty advocate. The student shall present to their advocate specific concerns and any supporting documentation. The faculty advocate shall make every effort to resolve the complaint. The appointed faculty advocate may request the complaint in writing. The appointed faculty advocate will:
 1. Facilitate a resolution in consultation with the faculty member and the student.
 2. If the complaint cannot be resolved at this level within two weeks, the faculty advocate will forward the complaint to the VPAA with a written report stating what was done and why the complaint could not be resolved at the faculty level.
 3. If a mutually satisfactory resolution is not found at the faculty level, the student must make an appointment within two weeks to speak with the VPAA about the nature of the complaint and the efforts taken to resolve the complaint. A formal letter addressed to the VPAA with supporting documentation signed by the student shall be submitted prior to this

meeting. The VPAA will contact the faculty member in writing and will expect a written response. At this step, the complaint becomes a formal complaint. The VPAA will:

- a) Facilitate a resolution in consultation with the faculty member and the student.
 - b) Request information from parties other than those named in the complaint. Requests for information from parties other than those named in the complaint must be conveyed in writing with copies of the request forwarded to the student and faculty member. Any additional information gathered and used in the complaint process must be submitted in writing, signed by the person releasing it, and made available in complete form to parties involved in the complaint. Either party to the proceedings may respond in writing to this additional information. The VPAA will then review the file and communicate the results of the investigation in writing to the student and faculty member within 30–60 days of the receipt of the complaint.
 - c) Dismiss the complaint if it is found to be illegitimate or unfounded. If the complaint is dismissed, no letter will be placed in the file of the faculty member. Both the student and faculty member will be notified in writing as to the reasons the complaint was dismissed.
 - d) Make a decision and act administratively to resolve the complaint while respecting the prerogative of the faculty with respect to evaluation and crediting of student work. As stated in the grade mediation policy, the VPAA does not have the authority to change a course grade or narrative evaluation; however, the VPAA may act in other appropriate fashions. Any actions taken by the VPAA to resolve the complaint will be communicated in writing to both the student and the faculty member. It is the VPAA's responsibility to assure that the complaints are followed to resolution.
- C. If the complaint involves the VPAA in her/his role as a professor, a three member committee of faculty who serve on the Academic Program Review Committee will review the complaint and will be empowered to function as the VPAA would.

ACADEMIC HONESTY POLICY

I. ANTIOCH HONOR CODE

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch College community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

Community members should understand that academic dishonesty is harmful to the Antioch College community and its reputation. The College expects high standards of behavior and that all community members act responsibly and honestly.

II. ACADEMIC DISHONESTY DEFINED

At Antioch College, all forms of cheating, plagiarism, and fabrication are considered academic fraud.

- Cheating occurs when students do not do their own work in an academic exercise or assignment.
- Plagiarism occurs when students appropriate the work or ideas of another without acknowledgement, or they fail to correctly identify the source, whether it is done consciously or inadvertently.
- Fabrication occurs when students consciously create or change information to support their work.

Examples include, but are not limited to, the following actions:

- Presenting and paraphrasing information and ideas from sources without credit to the source;
- Use of direct quotations without quotation marks and without credit to the source;
- Failure to provide adequate citations for material obtained through electronic research;
- Downloading and submitting work from electronic databases or websites as your own work or without citing sources;
- Participation in a group project which presents plagiarized materials;
- Submitting material created/written by someone else as your own, including purchased term/research papers;
- Copying from another student's examination;
- Allowing a student to copy from another student's examination;

- Using outside materials on an examination that are not authorized for use during the examination;
- Collaborating on a project that was intended to be completed individually;
- Preparing or obtaining notes to take into a closed-book examination; for example, writing on the hand or desk, preparing a crib sheet, or storing information in any other format for use and retrieval during the examination;
- Using written notes or information, or electronic devices, such as a laptop computer, phone, or calculator in an unauthorized manner to store, share, and/or retrieve information during an examination;
- Falsifying citations, for example by citing information from a non-existent reference;
- Listing sources in the bibliography that were not used in the academic exercise;
- Engaging another individual (whether a part of the College community or from outside of the College community) to complete the student's examination, to complete the student's academic exercise, or to write the student's paper.

In general, students' work must be their own. Violations of academic honesty are taken very seriously. Penalties for violations range from failing assignments or tests to withdrawal from the College.

These acts violate the Antioch College Honor Code and damage trust in one another. Community members who witness or suspect violations of academic integrity should report the suspected offender to the instructor.

III. PROCEDURE

1. Before any formal action is taken, the faculty member(s) should meet with the suspected student to discuss the alleged act of academic dishonesty. In cases where academic dishonesty cannot be firmly established, the faculty member(s) is/are encouraged to meet with the student to obtain sources or to determine the student's familiarity with the material he or she submitted.
2. The faculty member(s) gather the evidence that confirms academic dishonesty (e.g., make copies of the assignment; get citations for, or copies of, the sources that were plagiarized).
3. The student attends a meeting called by the registrar with the faculty member(s) and advisors to discuss the incident. In this meeting, the following should be addressed:
 - a) Describe the evidence that confirms that academic dishonesty occurred.
 - b) Listen to the student's response.

- c) Review what academic dishonesty is, how it violates the Honor Code, how it is unacceptable in a scholarly community and how to cite sources properly.
 - d) Review the College's Academic Honesty Policy and procedures with the student.
 - e) Inform the student of what the consequences would be if this were his/her first offense (*see consequences of academic dishonesty below*).
4. After this meeting, the faculty member(s), the student's advisors, the registrar, determine the consequences and complete the Academic Dishonesty Report form. The report and accompanying documentation are retained by all at the hearing.
 5. If the student is found in violation of the Academic Honesty Policy, the registrar reviews the student's record to confirm if this is a first or second incident.
 6. If the records indicate that this is not the student's first offense, the faculty member will be contacted and the policy for the second offense (*see consequences of academic dishonesty below*) will be put into effect. Knowledge of a student's prior record should be used in determining penalties, but must not enter into the decision about the presence or nature of academic dishonesty.

IV. CONSEQUENCES OF ACADEMIC DISHONESTY

First offense: The student minimally receives no credit on the assignment or test in question, and/or no credit for the course(s) where the offense transpired. The Academic Dishonesty Report and accompanying documentation are submitted to the advisors, registrar, and dean of community life.

Second offense: The student is recommended for academic withdrawal from the College through the registrar. Formal recommendations and action is taken to the Academic Policy and Review Committee (APRC).

Appeal process: By written petition to the vice president for academic affairs no later than two weeks after the initial decision.

ALCOHOL AND DRUG POLICY

Passed by Council of Conveners 5-2-12

Revised by Comcil Winter 2013

Additional Revisions Spring 2014

Mission Statement

The goal of Community Life at Antioch College is to create a supportive community conducive to academic success, personal growth, and a healthy lifestyle. Antioch College considers all of its members – faculty, staff and students – to be mature persons and, accordingly, the decision to use alcohol legally and responsibly is an individual one, with possible community implications. The College, through an emphasis on wellness and education, will provide its members with information on responsible alcohol use and the dangers of over use, and seeks to teach students how to live healthy and balanced lives.

We acknowledge, however, that the problems associated with alcohol abuse on college campuses have become startlingly acute and troubling. Binge drinking is notorious and widespread. Destructive vandalism is often linked to alcohol abuse. Sexual assault and other forms of physical and emotional violence usually involve alcohol or drugs. As a community, the College aspires to help those who are abusing alcohol and other substances. The college is committed to offering information about sources of help, refusing to enable people to continue in harmful patterns, and working to create a non-judgmental environment, free from addictive practices.

At Antioch, we encourage students to be able to manage their relationship with alcohol in responsible ways. We hope to achieve the minimization of high risk drinking and to empower students who choose not to drink.

I. Prevention and Harm Reduction Education

Antioch College is dedicated to actively investing in proactive initiatives that promote the health and wellness of its students, particularly as related to alcohol, tobacco and drug use. As an educational institution, Antioch College is committed to alcohol use education that:

- Presents information about alcohol and substance use that is accurate, factual, balanced and grounded in evidence.
- Encourages all community members to express their ideas and opinions freely.
- Sponsors regular mandatory “Teach-in” programming that provides information on the health and psychological effects of alcohol use, abuse and dependence as well as addressing issues related to specific groups (i.e. women), health risks, sex

and substances, and risks associated with alcohol abuse. Teach-ins are interactive and are open to students, staff and faculty.

- Challenges perceptions of peer usage of alcohol and other substances as well as notions of substances as social lubricants or as empowering to students.
- Contributes to a well-informed student body, staff and faculty through ongoing training throughout the school year.
- Creates a culture of personal responsibility and compassionate accountability as articulated in the Honor Code.

II. Jurisdiction

The Antioch Alcohol & Drug Policy is to be followed at all times while on campus, within all buildings on campus, and all buildings owned and/or operated by Antioch College. All visitors are expected to follow the policy and community members are responsible for their respected guests. While off campus, community members are expected to follow state, and federal laws regarding alcohol and drugs. While on co-op, whether national or international, community members are expected to follow that countries laws regarding alcohol and drugs.

III. Alcohol Use on Campus

A. Student Residential Housing

Antioch College students who elect to consume, provide, or serve alcohol, with an understanding of the responsibilities imposed by Ohio state law, are expected to do so with a sense of accountability and concern for self and others. Students have the personal responsibility to take action and address others whose behavior, while under the influence of alcohol, negatively affects their own welfare and the welfare of other members of the Antioch College community. Residents who choose not to or are uncomfortable confronting a situation may contact Residence Life Managers or appropriate on call Community life staff to assist. Residents should also feel comfortable contacting Antioch College Security at 937-251-4005 or 911 when a situation arises where they are needed.

Residents should hold one another accountable for the quality of their living environment.

The Antioch College Alcohol and Drug policy, as well as state law, permit that students have the opportunity to declare their residential space (dorm room) as either “alcohol tolerant” or “alcohol free.” Each room is then required to abide

by the policies established for each type of space (see below) for the following academic term. Students may adjust this declaration at the outset of each academic term.

Only students 21 years of age or older can live in alcohol tolerant rooms. In order to help with the enforcement of this policy, the residence life staff and members of the Community Standards Board (CSB) will be fully informed of which rooms have been declared “alcohol tolerant” and which have been declared “alcohol free.” To declare a residential space “alcohol tolerant,” residents must show a legal form of identification to a Residence Life Manager or the Dean of Community Life, this status will be a part of his/her “Resident Life Agreement” form. This process can only take place after all residents living in that dorm room have reached the age of 21. In addition, the following applies to all Campus property:

- There will be no alcohol consumption in common spaces, hallways, restrooms, utility closets, kitchens, or computer/study rooms in the Residence Halls.
- There will be no alcohol consumption in any campus vehicle.
- No open containers of alcohol may ever be carried or transported anywhere on campus or outside of the “alcohol tolerant” residential space.
- Empty alcoholic beverage containers must be disposed of no later than 24 hours after consumption. These can lead to trash problems and create a breeding ground for pests and insects. They are also considered acceptable evidence of consumption.
- Advertisements, artwork or displays that include alcohol or drugs are discouraged in common areas. If a community member has a complaint regarding these displays they can contact the Dean of Community Life or Resident Life Manager.
- Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented as present and may be found responsible for the violations being documented.

A. Residents and guests of “alcohol tolerant” spaces must abide by these policies:

- Any gathering in an individual student room where alcohol is present may not exceed the legal room occupancy. If the capacity exceeds the legal room occupancy, students must disperse.
- Only beer and wine are permitted in ‘alcohol tolerant’ dorm rooms. No liquor will be permitted, in residential spaces.

- At any one time, community members are permitted to possess no more than a standard six pack of beer, hard cider, malt beverage or wine coolers; or the equivalent of one standard (750 ml) bottle of wine, per person present, per alcohol tolerant room. While it is understood that alcohol content varies depending on the beverage, alcohol by volume of beverages may not exceed 15%.
- Bulk containers holding more than one liter of alcohol (i.e. kegs, party balls, pony kegs, multiple cases of beer, large quantities of wine) are not permitted.
- “Beer Bongs” along with drinking games, and any other form of mass consumption are prohibited.
- In the event that underage drinking is occurring in an alcohol tolerant room, any resident of that room present at the time of the offense will be held responsible.

All persons in the space (residents and their guests) consuming and/or possessing alcohol must have a valid ID on their person, which contains their date of birth, while consuming alcohol. Members of the community who are underage are allowed to be in the presence of alcohol as long as someone of age is present and it is in an alcohol tolerant space. If said underaged person is under the influence of alcohol they and the person of age are subject to state law which carry the maximum penalties of \$1,000 in fines and/or 6 months in prison. Students are also subject to Antioch College Sanctions.

B. Residents and guests of “alcohol free” rooms:

- Cannot have any alcohol present in the room at any time, even if one or more of the residents living there are 21 years of age.

C. Faculty and Guest Housing:

There are a number of residential spaces on campus where guests reside. Guests may include visiting faculty, speakers, alumni, volunteers, artists in residence, etc. These spaces include Case Commons and Folkmanis House. Alcohol is permitted in these spaces, though liquor is prohibited in all campus spaces with the exception of Folkmanis house, Case Commons and Faculty/staff housing.

IV. Event Registration

For alcohol to be present, an event must be registered the Office of Community Life no fewer than five days prior to the event. A gathering is considered to be an event if it takes place on the campus, has been publicized through campus

communications office or Community Life, student or community members are invited, if it has been publicized to the general public, or if the number of attendees is expected to exceed 15. Only beer and wine may be supplied at any college event. Bring your own beer (BYOB) style is not allowed. The event must have someone, 21 or older, working the door to check I.D.s and a wrist band system must be in place to easily distinguish between those who are 21 and older and those who are younger. Persons serving alcohol must be an “official bartender”. An official bartender is an employee of a professional catering company, or a staff member or student who is over 21 and has successfully completed a course in “alcohol service” offered by community life. Alcohol tolerant events also require a staff coordinator who is a member of staff or faculty at the college and is working with the sponsor to insure compliance with the Antioch College Alcohol and Drug Policy and to manage concerns that arise. Organizers of the event need to complete an Alcohol Tolerant Event Registration Form and submit it to the Office of Community Life. The nature of the event, date, start time and end time, location, number of expected guests, and identification of the official bartender are needed in order for the proposal to be registered. If all the information is not included, the event will not be considered as officially registered. If the duration of the event exceeds 2 hours, two official bartenders will need to be assigned.

Alcohol Service Courses are scheduled at least once every term and consist of an online training through Serv-safe as well as a session on the specific policies, culture, and values of Antioch College, provided by Community Life.

For beer and wine to be sold at an event it must be must registered with the state of Ohio for a temporary alcohol license (state laws apply).

V. Responsible Alcohol Use Policy

Antioch College promotes a responsible alcohol use policy that promotes both safety and well-being of individuals and the community.

All members of the Antioch College community are expected to behave responsibly and to uphold the standards of the community. The use of alcohol at Antioch College is premised on the expectation that students will take responsibility for their own decisions surrounding the use and abuse of alcohol and/or drugs, and that they will accept the consequences of those decisions.

Alcohol consumption is often associated with negative personal and community consequences. Responsible drinking focuses on the behavioral, health, and social consequences of drinking and seeks to minimize and/or eliminate any harm associated with alcohol intoxication and abuse. If drinking is causing distress, is a

risk for self or others, or causes an individual to act in violation of their values, then they are not acting responsibly.

Responsible drinking means drinking in a way that does not adversely affect an individual's legal, social, and value obligations and does not negatively impact their health, academic or job performance, or quality of life.

Responsible Use of Alcohol includes (but is not limited to):

- 1) Knowing your limit on alcohol to avoid intoxication or choosing not to drink if under 21 or driving.
- 2) Respecting other's choices and responsibilities, including their choice not to drink.
- 3) Knowing the potential consequences of your actions, both for yourself and the community.
- 4) Seeking help if you have difficulty controlling alcohol use.

Failure to drink responsibly can lead to disruptive or harmful behavior including (but not limited to):

- 1) Failure to meet academic and work obligations.
- 2) Intoxication that results in noticeable impairment to speech or movement.
- 3) Driving while intoxicated.
- 4) Unprotected or unwanted sex.
- 5) Blacking out.
- 6) Inter-personal strife or anti-social behavior.
- 7) Unnecessary risk taking.
- 8) Potential short-term and long-term health risks.

Because of the consequences associated with failure to drink responsibly, any alcohol or other substance related use or behavior that may be reasonably judged to represent significant potential harm to self or others is a violation of the Antioch College Alcohol and Drug Policy.

VI. Medical Assistance Amnesty Policy

In order to ensure that students receive prompt and appropriate attention for intoxication and also that there are no impediments to seeking such assistance,

the College has instituted a Medical Assistance Amnesty Policy. In these instances in which a student calls 911 or College officials (including RLM's and RA's) for assistance, neither the individual calling nor the student in need of assistance will be charged with violations of this policy. No formal judicial action will be taken against the individuals in need or the persons reporting the incident unless the individuals involved demonstrate a repeated lack of care concerning their well-being and the well-being of the Campus Community or unless the incident results in criminal charges (or damages to College property). Alcohol- or drug-related elements within SOPP charges will be similarly protected by the SOPP.

When 911 is called from Campus or anywhere in the Village, Miami Township Fire Rescue will send the squad. They practice confidentiality regarding a student's condition. However, YS police will always arrive on the scene. In the event law enforcement is required to assist in the situation, that situation could be made public and college officials will defer to the reasonable protocols of the municipal officers.

VII. Disciplinary Sanctions

While the Antioch community stresses a supportive response to members with substance abuse problems, violations of this policy on campus, (or the use of alcohol or any other substance that interferes with or is prohibited by an on-campus or off-campus co-op job site or job related activities or field program activities) will be subject to disciplinary action. In addition, faculty who believe a student to be intoxicated by alcohol or drug use while the student is in the classroom will direct the student to leave the class. Co-op faculty will refuse to meet with students who come to appointments intoxicated. Behavioral incidents associated with this policy may have further sanctions.

Both state and federal laws prohibit the use, possession, sale or offering for sale of hallucinogens, narcotics, cocaine and marijuana and Ohio law prohibits the improper possession or sale of amphetamines and sedatives. Because of the potential danger to the community and to individuals and out of concern for abuse interfering with the college's educational mission the sale of illegal substances on campus may result in expulsion from the college.

Antioch is bound to the law and has no special protection from the police or other law enforcement officers. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings on campus without prior notice to anyone at the College. College officials may also choose to search rooms because drug trafficking interferes with the safety of our students at the College.

Violations of the Alcohol, Drug and Intoxication policy include, but are not

restricted to offenses of illegal substance use and/or open containers and/or underage drinking and/or intoxication/drug impairment. The following sanctions should be considered as guidelines.

A. First Offense. The appropriate combination of sanctions is to be determined by Resident Life Managers Community Standards Assistant or Community Standards Board coordinator as appropriate to location of infraction.

1. Written Warning.
2. Online screening that will help the individual evaluate his or her personal patterns of alcohol and drug use and/or requirement to read a relevant booklet followed by writing a reflection paper, and/or (an)other appropriate educational intervention(s).

B. Second Offense. The appropriate combination of sanctions is to be determined by Dean of Community Life, Resident Life Managers or Community Standards Board as appropriate to location of infraction.

1. Mandated alcohol or drug assessment with campus counselor or off campus resource
2. Immediate Community Life Probation or Probation for a period of less than one year.
3. Parental notification if student is under 21.
4. Circle process facilitated by Community Standards Board and Residence Life.
5. Other appropriate educational sanctions may be determined.

C. Third Offense. The appropriate combination of sanctions is to be determined by the Community Standards Board.

1. Assessment by a state certified treatment center in Ohio or in students home state. * This assessment must be completed within the period of time specified by the Community Standards Board and paid for by the student.
2. Parental notification if student is under 21.
3. Immediate Community Life Probation of one year or more including College or Residence(potential lengths ranging from probation for the remainder of the semester to probation until graduation).
4. Circle Process regarding the impact of use on fellow students facilitated by Community Standards Board and Residence Life.

D. Fourth and Subsequent Offenses.

1. Loss of housing privileges.
2. Suspension.
3. Enrollment in ongoing treatment as condition of maintaining housing privileges.
4. Dismissal as determined by Dean of Community Life with the President of the college.

E. Failure to Comply. Students failure to complete or comply with sanctions by prescribed date may be subject to either one or more of the following:

1. Further and more serious sanctions.
2. A student hold will be placed on student records. A student hold does not allow a student to register for classes.
3. Withholding College services: All services including registration and housing assignments may be withheld. In addition, students may be prohibited from maintaining their campus or co-op employment.

VIII. Alcohol & Drug Abuse & Dependency Resources

Antioch is committed to providing support to community members with substance abuse problems. This includes encouragement for students to be assessed for the level of their alcohol use or relationship with other substances through Counseling Services. Supportive services and additional resources are available through the Dean of Community Life as well as local providers and support groups. Confidential Counseling is available through Counseling Services. Voluntary and mandated referrals to more intensive treatment or other counseling services can be coordinated through these campus resources. For other local treatment agencies and organizations contact the Dean of Community Life or Counseling Services to assist with referrals. The College is not financially responsible for any treatment mandated beyond what is available through on-campus Counseling Services.

APPENDIX A: Summary of Ohio Alcohol Laws and Sanctions.

The following is a brief synopsis of select laws. For detailed information on the laws of the State of Ohio, please consult the 1999 Ohio Liquor Laws and Rules or the Ohio Revised Code. Given that Antioch students live in different states over co-ops, remember that states have different laws pertaining to drugs and alcohol.

Ohio Revised Code Governing Alcoholic Beverages

Sale or Purchase of Alcohol

Section 4301.22(A): No intoxicating liquor or beer shall be sold to or handled by any person under twenty-one years of age. The penalty for violation of this section provides for a fine of not more than \$500 and imprisonment of not more than sixty days, or both. (Third degree misdemeanor).

Section 4301.69: No person shall sell intoxicating liquor or beer to a person under the age of twenty-one years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of twenty-one years, unless given by a physician in the regular line of his practice, or by a parent or legal guardian. The penalty for violation of this section provides for a fine of not more than \$1,000 or imprisonment of not more than six months, or both. (First degree misdemeanor).

Driving Under the Influence

No person shall operate any vehicle. ... Within this state ... if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse, the penalty for a first offense is a minimum of 3 days in jail, a fine of \$375 and suspension of driver's license for six months.

- A person can be arrested and convicted even if the Breath Alcohol Content is below .10%.
- A person can be arrested for DUI on private property.
- The behavior of the driver, not necessarily the Breath Alcohol Content, determines whether the person is under the influence. Refusal to take the test results in an automatic one year driver's license suspension.

Open Container (Ohio Revised Code§ 4301.62

Except where allowed by permit, no person shall have in the person's possession an opened container of beer or intoxicating liquor in any public place. (ex. Antioch is private property, but Livermore St. is not.).

Underage (Ohio Revised Code§ 4301.69

... no person under the age of 21 years shall order, pay for, share the cost of or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor in any public or private place. Anyone who allows an underage person to remain in a public or private space while the underage person possesses or consumes beer or other alcoholic beverages can be punished for up to 6 months in jail and a fine of up to \$1000.

Misrepresentation (False ID) (Ohio Revised Code§ 4301.63)

No person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor.

Illegal Drugs

Possession of any amount of cocaine (powder or crack), LSD, crystal methamphetamine, or heroin is a fifth degree felony, which carries a possible prison term of 6 to 12 months, up to a \$2,500 fine, and a mandatory operator's license suspension of six months (minimum) up to five years.

Trafficking, which is possession for the purpose of selling, the actual selling of or merely offering to sell drugs, carries criminal penalties including jail time. The severity of the penalty depends upon the nature of the drug and the amount held for sale. The minimum penalty is a fifth degree felony.

Convictions for drug-related offenses will generally make an individual ineligible for employment requiring

special licensing, such as attorneys, physicians, nurses, aviation pilots, law enforcement, etc., as well as for industrial positions requiring some level of security clearance, such as engineering, computer and aerospace technology. Such convictions may also prevent the obtaining of many types of educational grants and other tuition assistance.

Ohio Revised Code Governing the Reporting of a Felony

Section 2921.22: No person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities.

Prescription Drugs

Use of or dispersal of any prescription drug in a manner inconsistent with its medically prescribed intended use, or under circumstances where use is not permitted is illegal.

Dram Shop Liability

The state of Ohio also has a set of laws known collectively as the “Dram Shop” laws that impose

Institutional and individual liability where property damages, personal injuries, or fatalities result from the illegal or irresponsible provision of alcohol to others. If you provide a friend with alcohol or are a party organizer and a person hurts themselves or someone else, you could be held liable in a civil suit.

Appendix B: Security Drug Enforcement Procedure

The College has developed the following drug enforcement procedures that both meet legal criteria and recognize that the college is a private institution. The procedures have been recognized by legal authorities and take into account the unique position Security officers (or other College administrators) may find themselves in when confronted with the presence or use of controlled substances.

CONFISCATION

Seeing in plain view what she/he believes to be a small quantity of an illegal drug (and related paraphernalia found in the presence of drugs), generally defined as typical individual use (and not to fall under the felonious categories outlined below), the Security officer has the obligation to notify local law enforcement to come to campus, confiscate the material and issue a citation or arrest, dependent upon the nature and amount of the substance found. If marijuana is located or discovered, any amount exceeding 200 grams constitutes a felony. (One plastic sandwich bag 6”X 5” will hold approximately 40 grams of marijuana).

Drug discoveries such as Cocaine, LSD, Heroin, hashish, excluding marijuana, and all Controlled Substances\ under Schedule I, II, III, IV and V (prescription drugs) of the Ohio Revised Code are not to be confiscated but are to be immediately reported to the local police after the area has been secured.

The Security officer may not physically engage any person believed to be in possession of an illegal drug, except as needed for self protection or to prevent the person from harming him/herself or others. A written report will be made and

forwarded to the Dean of Students office and the office of Housing & Residence Life. Students will be invited to write a statement as well.

Appendix C: Resources

TCN (The Community Network) Behavioral Health Services
425 West Market Street
Xenia, OH 45385
937-376-8700

AA Drug Rehab & Alcohol Rehab 24 hour Helpline (in Beavercreek)
937-431-5184

AA (Alcoholics Anonymous) Meeting in Yellow Springs
Monday 8:00 pm, the Jackson Road Group - Open Discussion
The Methodist Church, 202 S. Winter Street (corner of Winter & Dayton Streets)
Tuesday 7:30 pm, the Step Heads - Closed
The Methodist Church, 202 S. Winter Street (corner of Winter & Dayton Streets)
Wednesday 7:00 pm Young Peoples/Beginners AA - Open Discussion
at Rockford Chapel, Antioch College campus
Thursday 7:00 pm, the No Name Group – Open Discussion
The Presbyterian Church, 314 Xenia Avenue
Sunday 8:00 pm, the Yellow Springs Group – Open Lead
The Presbyterian Church, 314 Xenia Avenue

AL-ANON
Springfield, Alano Club
1557 East Main Street
937-322-0255

Fellowship Club
1303 Kenton Street

Covenant Presbyterian Church
201 North Limestone Street

Fairborn First United Presbyterian Church
Highview & Broad Streets

Yellow Springs Friends Care Center
150 East Herman Street

Appendix D: Education

The educational component of the Antioch College Alcohol and Drug Policy reflects best practices for prevention of abuse of substances on college campuses, a harm reduction approach and the recognition that the most effective measures taken to support healthy use of alcohol are targeted to the entire student body.

There are three main arenas in which education will take place for all students:

1. New student orientation: Entering students will attend a session on the safe use of alcohol that will include information on norms of use, the interaction of alcohol with other substances, impact of alcohol on several domains including physical mental and social, blood alcohol content and responsible drinking.
2. Hall Meetings: At least one hall meeting a term will be devoted to discussion and education on alcohol and substances.
3. Other public spaces such as bulletin board, community meeting, the Bulletin, One Morgan Place and the Record: Articles and announcements related to the college policy and emergent trends and findings in higher education will be shared with the community via these resources.

All Resident Advisors will receive training in the following:

1. Signs of alcohol overdose and what to do
2. Peer education practices
3. Sober supports

Community Bartenders will be trained via ServSafe online training as well as staff in Community Life who will educate about the specifics of the Antioch College Alcohol and Drug Policy.

Counseling Services will employ an assessment tool such as AUDIT or CRAFFT to assist students in determining if their use is clinically significant.

APPENDIX E: SUMMARY OF OHIO ALCOHOL LAWS AND SANCTIONS.

The following is a brief synopsis of select laws. For detailed information on the laws of the State of Ohio, please consult the 1999 Ohio Liquor Laws and Rules or the Ohio Revised Code. Given that Antioch College students live in different states over co-ops, remember that states have different laws pertaining to drugs and alcohol.

Ohio Revised Code Governing Alcoholic Beverages Sale or Purchase of Alcohol

Section 4301.22(A): No intoxicating liquor or beer shall be sold to or handled by any person under 21 years of age. The penalty for violation of this section provides for a fine of not more than \$500 and imprisonment of not more than 60 days, or both (third-degree misdemeanor).

Section 4301.69: No person shall sell intoxicating liquor or beer to a person under the age of 21 years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of 21 years, unless given by a physician in the regular line of his practice, or by a parent or legal guardian. The penalty for violation of this section provides for a fine of not more than \$1,000 or imprisonment of not more than six months, or both (first-degree misdemeanor).

Driving Under the Influence

No person shall operate any vehicle. Within this state, if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse, the penalty for a first offense is a minimum of three days in jail, a fine of \$375 and suspension of driver's license for six months.

- A person can be arrested and convicted even if the breath alcohol content is below .10%.
- A person can be arrested for DUI on private property.
- The behavior of the driver, not necessarily the breath alcohol content, determines whether the person is under the influence. Refusal to take the test results in an automatic one-year driver's license suspension.

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Except where allowed by permit, no person shall have in the person's possession an opened container of beer or intoxicating liquor in any public place (ex: Antioch is private property, but Livermore Street is not.).

Underage (Ohio Revised Code§ 4301.69)

No person under the age of 21 years shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor in any public or private place. Anyone who allows an underage person to remain in a public or private space while the underage person possesses or consumes beer or other alcoholic beverages can be punished for up to six months in jail and a fine of up to \$1,000.

Misrepresentation (False ID) (Ohio Revised Code§ 4301.63)

No person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain beer or intoxicating liquor.

APPENDIX F: SECURITY DRUG ENFORCEMENT PROCEDURE

The College has developed the following drug enforcement procedures that both meet legal criteria and recognize that the College is a private institution. The procedures have been recognized by legal authorities and take into account the unique position College Security officers (or other College administrators) may find themselves in when confronted with the presence or use of controlled substances.

Confiscation

Seeing in plain view what she/he believes to be a small quantity of an illegal drug (and related paraphernalia found in the presence of drugs), generally defined as typical individual use (and not to fall under the felonious categories outlined below), the College Security officer has the obligation to notify local law enforcement to come to campus, confiscate the material, and issue a citation or arrest, dependent upon the nature and amount of the substance found. If marijuana is located or discovered, any amount exceeding 200 grams constitutes a felony. (One plastic sandwich bag 6" x 5" will hold approximately 40 grams of marijuana).

Drug discoveries such as cocaine, LSD, heroin, hashish, excluding marijuana, and all controlled substances under Schedule I, II, III, IV, and V (prescription drugs) of the Ohio Revised Code are not to be confiscated but are to be immediately reported to the local police after the area has been secured.

The College Security officer may not physically engage any person believed to be in possession of an illegal drug, except as needed for self-protection or to prevent the person from harming him/herself or others. A written report will be made and forwarded to the Office of Community Life. Students will be invited to write a statement as well.

APPENDIX G: RESOURCES

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at Rockford Chapel, Antioch College campus

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AL-ANON

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1557 East Main Street, Springfield, 937-322-0255

Fellowship Club
1303 Kenton Street

Covenant Presbyterian Church
201 North Limestone Street, Springfield

First United Presbyterian Church
Highview & Broad Streets, Fairborn

Friends Care Center
150 East Herman Street, Yellow Springs

ALL GENDER RESTROOM RESOLUTION

The following is a resolution adopted by Comcil on July 30, 2013. It was adopted by Senior Leadership Team on August 27, 2013.

All Gender Restroom Resolution:

In keeping with the College's mission that diversity in all its manifestations is a fundamental component of excellence in education, and that authentic social and community engagement is vital for those who strive to win victories for humanity, Antioch College is committed to providing All Gender restroom facilities in buildings on campus utilized by faculty, students, staff and the community at large, with the exception of Glen Helen and the Outdoor Education Center. All Gender facilities shall be visible, clearly marked and accessible in order to ensure equity for all members of the

community. This standard will be implemented in the design and renovation of new buildings on campus and, whenever possible, incorporated into our existing buildings.

CIVIL LIBERTIES CODE

Antioch College, as an educational institution, is dedicated to the search for truth and to the development of individuals for their roles in society. This educational function demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of members to the same freedoms that all citizens have in carrying beliefs into action, the right of privacy, and the right to fair hearings. We regard these as fundamental necessities of genuine education, individual worth and dignity, and democratic government. The nature of the Antioch College community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go with these freedoms in all phases of the Antioch College experience.

1. Community members, individually and in groups, shall be free to state and discuss their opinions openly. They shall be free to publish and to distribute their own publications, posters, and handbills.
2. Community members shall have the right of free association with individuals or groups and the right to organize and conduct their own meetings.
3. Community members and recognized groups shall be free to invite speakers of any persuasion to campus.
4. Community members shall be free to reach, hold, and state their own beliefs: religious, moral, political, economic, and educational.
5. Entirely consistent with the openness of the Antioch College community is its respect for privacy. In addition to public communication there must be confidential communication, which may be regarded as privileged.
6. Community members shall have the right to take lawful social or political action to express or further their beliefs.
7. Community members shall have the right to participate in groups for the purpose of furthering their beliefs. While such groups shall not be required to furnish lists of their membership or participants, the openness of the community requires that there shall be no secret organizations, and the welfare of the community requires that it know at all times the responsible leaders of all groups that use campus facilities.
8. Individuals and groups, in the exercise of civil liberties, are expected to act in accordance with community standards and are accountable to the Antioch College community for their actions.
9. Community members and groups shall have the right of fair hearings at all levels of the community's due process.

When a person joins the Antioch College community, he or she implicitly agrees to abide by community agreements, whether or not he/she concurs fully with them, as long as the agreements are in place.

EMOTIONAL SUPPORT ANIMALS

DEFINITION OF EMOTIONAL SUPPORT ANIMAL

For the purpose of this policy, comfort and therapeutic companion animals will be referred to as emotional support animals. Emotional Support animals alleviate one or more identified effects of a person's disability.

DOCUMENTATION (HUD/FAIR HOUSING REGULATIONS)

HUD/Fair Housing regulation provides that emotional support animals be considered a reasonable accommodation in campus housing. Since HUD/Fair Housing regulations only apply to housing facilities, the animal may not be allowed in other areas of campus. In order for an emotional support animal to be considered a reasonable accommodation there must be documentation of the following:

1. The existence of a disability.
2. A relationship between the disability and the relief the animal provides.
3. The animal is necessary in order for the resident to use and enjoy an on-campus residence.

This document is intended to outline the rights and responsibilities of residents who live in residence halls at Antioch College.

EMOTIONAL SUPPORT ANIMAL AS ACCOMMODATION: RESIDENT RESPONSIBILITIES

Residents must comply with all state laws and local animal ordinances, as well as Residence Life policies and guidelines including, but not limited to, the following:

1. (1) 955.01 - Registration of Dogs

Every person that owns, keeps or harbors a dog more than three months of age shall file, during December or January, in the office of the county auditor of the county in which the dog is kept or harbored, an application for registration for the following year, beginning the 31st day of January of that year. 955.04 allows for the kennel or group registration for several dogs kept as a business of raising or training dogs for any propose. Such a kennel may require local zoning to be agricultural or business. 955.05-After the 31st day of January of any year, every person, immediately upon becoming the owner, keeper or harbinger of any dog more than three months of age or brought from outside the state during any year, shall file like application with fees for registration for the current year. If such application is not filed and the fee paid, within

thirty days after such dog is acquired from outside the state or becomes three months of age, the auditor shall assess a penalty in an amount equal to the registration fee upon the owner, keeper or harborer, which must be paid with the registration fee. This penalty is statutory and may not be waived by either the dog warden or the auditor.

(2) 955.22 states all dogs are required to be kept on the owner's property and/or under reasonable control at all times. Failure to do so results in numerous problems such as dogs being struck by cars, kids being bitten by dogs, unknown injuries to dogs, or dog owners being cited to court. Dog owners are exposed to pay fines and court costs and are open to civil law suits where they may have to pay for damages caused by their dogs. Ohio dog owners are liable for damages caused by their dog.

Additionally, Community Life requires that emotional support animals not be left alone for extended periods of time in resident's room or apartment. In the event that an emotional support animal is left alone in a room or apartment for an extended period of time and is not being properly cared for, Community Life will contact the resident or their emergency contact to remove the animal. If this is not successful, Community Life may notify Animal Control and shall have the right to have the animal removed. Such action may be taken by Community Life without liability to the resident. Any cost for removing the animal if the resident is not present, and arrangements have not been made by the resident for the animal to be removed or cared for, shall be the responsibility of the resident.

2. **Local Animal Ordinances**

Local ordinances may include species limitations, required municipal license, collar with ID (with student's current phone number) and rabies tags. Community Life requires that dogs approved as emotional support animals must wear current vaccination and identification tags at all times.

3. **Housebroken (i.e., toilet outdoors or use a litter box)**

Resident is responsible for cleaning up all animal waste (both indoors and outdoors) in a timely, effective fashion. Additionally, the resident shall be fully and solely responsible for disposal of animal waste.

4. **Well-behaved**

This generally includes no barking, whining, squawking, scratching, chewing, or aggression. The animal must be under the control of the resident, such as on a leash or in a carrier, when being transported to and from the hall. The resident is responsible at all times for the actions of his or her animal.

Animal shall not disturb, annoy, or cause any nuisance to other members of the community. Residents are responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises. Residents that violate this policy or these obligations may be required to remove the animal from residence hall room or apartment.

5. **Healthy**

Resident will provide verification of all veterinarian recommended vaccinations as well as proof of absence of communicable diseases, fleas and parasites (annually or as needed, thereafter). Resident will provide copies of the vaccination record and city license.

6. **Animal cannot interfere with reasonable enjoyment of people sharing the space** (e.g. allergies, phobias, religious preferences, and need for quiet.)

Emotional support animals are permitted in public common spaces within the residence halls only after assuring that residents of the hall do not have allergies or phobias, or are in any way compromised by the presence of the animal. Support animal owners must check in the resident assistant on the hall they wish to visit before bringing their animal into the common spaces. This must be cleared with the resident assistant or resident life manager in charge of that common space. Emotional support animals are not permitted in dining halls, including community/shared bathrooms, lounges, computer labs, classrooms, lecture halls and study rooms.

7. **Charges for damage shall be assessed in the event that a support animal damages or destroys any property.**

This includes floors and carpeting, walls, furniture, etc. Fines will be assessed as stated in the Residence Life Policies section of this handbook.

FIREARMS AND DANGEROUS ORDNANCE POLICY

Antioch College is committed to the safety and health of all students, employees, and invitees while on campus. To this end, the College has adopted the following policy related to the possession of firearms and other dangerous ordnance.

Section 1. *Prohibitions:* No person, other than law enforcement officials or security personnel specifically authorized by the College, shall possess, conceal, have under one's control, convey, or attempt to convey any deadly weapon, firearm, explosive device, incendiary device, or other dangerous ordnance onto College premises or at a College event at any time, even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state of jurisdiction. This policy shall apply to all students, employees, vendors, customers, visitors, and invitees on the premises.

Section 2: Definitions. For purposes of this policy, the following definitions shall apply:

- A. "Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon. "Deadly weapon" shall include, but is not limited to firearms, knives, ballistic knives, hunting knives, explosives, or incendiary devices.
- B. "Explosives" shall mean any device designed or specially adapted to cause physical harm to persons or property by means of an explosion and consisting of an explosive substance and a means to detonate it. "Explosive" shall include, but is not limited to, any bomb, blasting cap, fireworks, or any incendiary device.

- C. “Incendiary device” means any firebomb or any device designed or specially adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.
- D. “Dangerous ordnance” shall mean, without limitation, any firearm, explosive, deadly weapon or incendiary device as defined above as well as any firearm muffler or silencer, or any weapon designed and manufactured for military purposes or any ammunition for such weapons. For purposes of this policy, “dangerous ordnance” shall also include, but not be limited to, the following items:
- Air rifles or gas-powered BB and pellet guns
 - Slingshots
 - Bows and arrows, and cross bows
 - Knives and blades exceeding four inches
 - Switchblades or spring-loaded blades
 - Brass knuckles, chains; martial arts weapons
- E. “College premises” shall mean all property owned, leased, and/or operated by Antioch College, including, without limitation, all buildings, offices, parking lots, athletic facilities, grounds, and College-owned or leased vehicles, as well as any private automobiles operated or parked on College property.
- F. “Possess” shall mean being on one’s person or belonging to that person, being in that person’s room, locker, book bag, clothing, or other personal belonging of that Section 3.
- G. Sanctions: Students who violate this policy may be subject to disciplinary sanctions, including possible suspension or expulsion from the College. Employees who violate this policy will be subject to appropriate disciplinary action, including possible termination.

STUDENT GRIEVANCE POLICY AND PROCEDURE

OVERVIEW

The grievance process is used when students have a complaint about a policy or procedure, other than academics, that the student believes is fundamentally unfair. Academic complaints are governed by the Academic Complaint Policy. In addition, complaints of discrimination can be resolved through the grievance process if they cannot be addressed through other channels such as the College policy on sexual harassment, the Sexual Offense Prevention Policy, or the Racial Discrimination Prevention Policy. It is intended that the grievance procedures provide a problem-solving atmosphere which emphasizes “resolution” and reflects the best interests of the grievant and the College.

DEFINITIONS

Student: A student is defined as any person applying to the College or currently enrolled.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

- I. The interpretation and application of the policies and regulations of the College other than academics.
- II. Acts of reprisal as a result of utilization of the grievance procedure.
- III. Complaints of discrimination lodged against staff or faculty on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender.
- IV. Acts of malicious intent to violate the constitutional rights of individuals.

STUDENT GRIEVANCE PROCESS

It is assumed that most student concerns or complaints can be resolved informally through direct communication between the student and appropriate College personnel. Recognizing that grievances should be raised and settled promptly, a grievance should be raised within fifteen (15) work days of occurrence (a work day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the grievance.

As a first step, the student should meet with the College employee with whom the student has a complaint or dispute. In a situation where the grievance does not concern a specific employee, the student should contact the College employee with administrative responsibility for the policy, procedure, or regulation. Every reasonable effort should be made to resolve the matter informally.

In the event that the matter cannot be resolved informally to the student's satisfaction, the student should present a typed, signed letter to the appropriate person.

The following information should be included in a grievance letter:

- a) The name and position of the party or parties against whom the grievance is filed,
- b) The date of filing,
- c) A concise statement of the nature of the grievance,
- d) The stated rule, policy, procedure, or regulation which the College has allegedly misapplied or misinterpreted,
- e) How it was misapplied or misinterpreted, and
- f) The specific redress being sought by the student.

Academic advisement: Complaints regarding academic advisement should be filed with the vice president for academic affairs.

Community Life: Complaints regarding general policies, procedures, governance, residence life, or any other functions of the Office of Community Life should be filed with the dean of community life.

Cooperative Education: Complaints pertaining to a student's co-op job or co-op employers should be filed with the dean of cooperative education.

College staff, consultants, or part-time personnel: Complaints regarding College staff, consultants, or part-time personnel should be filed with the chief operations officer.

Admissions: Complaints regarding admissions should be filed with the dean of admission and financial aid.

Senior-level administrators: Complaints regarding senior-level administrators should be filed with the Office of the President.

After receiving the written grievance, the appropriate administrator will schedule a meeting with the grievant and the person about whom the complaint is made. The grievant and the complainant may each, if they choose, be accompanied at the meeting by legal counsel but the administrator must be notified in advance if counsel is to be present. The administrator may be assisted at the meeting by someone designated by the president, including the College attorney. At the meeting the grievant should make a statement regarding his or her grievance, ask questions and present any documentary evidence he or she wishes, including signed written statements from other parties. The person who is the subject of the complaint, likewise, will be allowed to make a statement regarding the grievance, ask questions of the grievant, and present any documentary evidence he or she wishes, including signed written statements from other parties. The parties may bring witnesses to the meeting to give information on relevant facts and circumstances. The meeting may be adjourned and rescheduled at the discretion of the administrator, and the administrator reserves the right to set limitations as to the length of the meeting. Within ten workdays of the meeting the administrator will provide a written response on the grievance to the parties. Whenever the subject of the complaint is a vice president, dean, or executive director, the president will designate some other member of the administration to receive and hear the grievance. Letters of complaint will be kept for a period of ten years in the chief administrators' offices and will be available to accrediting agencies.

A Student Grievance Log will be maintained within the Office of Community Life. All departments that have been subject to a grievance will notify the Dean of Community Life and provide the nature of the grievance and its outcome to be maintained in the log. Student Grievance Logs will be reviewed annually by the President and his vice presidents for academics and finance.

Grievances Involving Community Life

Complaints alleging violations of community life standards shall be handled by the dean of community life pursuant to the College Judicial Process. Other types of complaints may be appealed to CSB with the consent of all parties involved.

ANTIOCH COLLEGE STUDENT IT POLICY

The IT department at Antioch College serves the faculty, staff, and students in need of technical support. Students requesting assistance understand that any requested technical support must be related to their ability to perform work required by College curriculum. This kind of support includes: basic computer functionality, connections to campus wireless networks, access to printers, etc. Students are encouraged to install anti-virus/anti-spyware software (i.e. Microsoft Security Essentials) on their personal computers and use sound judgment when browsing the internet to minimize the chances of malware infections. Students are prohibited from accessing, sending, or storing any fraudulent or harassing material, as well as material that is in violation of any local, state, federal, or international law. All students will abide by copyright law (see publication *Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code*, October 2011). Interference with the normal operation of any College equipment including computers, network equipment, printers, wiring, etc. is strictly prohibited.

Students must also understand that priorities will be set in technical support matters based on the order they occur. Every effort will be made to offer assistance to students in need, but may be delayed depending on the current workload. Restore disks/Windows or Mac operating system disks and disks of any currently installed software should be kept by the student in a safe place in case the need arises to format their drives to reinstall an operating system. Students are encouraged to regularly back-up their data to a secure location (ex. External hard drive, Cloud-based disk space, etc.). Antioch College is NOT responsible for lost data or damages incurred by irresponsible behavior, mishandling, power outages, blackouts/brownouts, or acts of God (natural causes).

MEDIA RELATIONS GUIDELINES

SCOPE OF POLICY

Antioch College supports freedom of speech and of the press as outlined in the First Amendment of the United State Constitution. This policy was established to describe the College's position with respect to interacting with members of the press. For the purpose of this policy, "members of the press" shall refer to representatives of newspapers, magazines, newsletters, online publications (such as news blogs), television stations and programs, and radio stations and programs.

GUIDELINES

Community standards – as codified in the Honor Code and *Student Handbook* – apply to everyone on campus, including members of the press. These standards apply at all times, under every circumstance. It is expected that all interactions between members of the press and community members be conducted in a respectful manner.

Students and College employees with no public relations responsibilities are under no obligation to submit to interviews with members of the press.

It is the responsibility of the Office of Communications to initiate and/or respond to requests from members of the press and to manage those interactions. When a member of the community is contacted by the members of the press who are reporting on Antioch College, the community member must immediately notify the Office of Communications.

All members of the press must contact the Office of Communications prior to arrival on campus. Campus interviews, photography, and videography must be arranged through the Office of Communications. While on campus, all members of the press are required, when appropriate, to wear press badges that can easily be seen. Student journalists must identify themselves as such and wear press badges when they are covering campus events or issues.

Photographs, audio, and video may be taken on the College campus in consultation with the Office of Communications. To take photographs, shoot video footage, record audio, and/or conduct any interview inside College facilities, members of the press must be accompanied by communications staff or a College representative designated by the Office of Communications.

To gain access to a residence hall or classroom, members of the press must request authorization from the Office of Communications at least 24 hours prior to the intended visit. Communications will work with the Office of Community Life to seek student consent when appropriate and will notify students of the presence of media representatives in the residence hall. For access to classrooms, the Office of Communications will seek the consent of the individual members of the faculty.

Antioch College complies with the Federal Educational Rights and Privacy Act, as well as state laws, regarding the retention and release of personal and/or educational records of all current employees and students.

The College must obtain authorization from those whose photographs are taken with the intent to publicize the institution. Their consent allows the College to incorporate these photographs in situations appropriate to the image of an academic institution, including release to members of the press.

Should a visitor chooses to ignore campus community standards, the College reserves the right to ask that visitor to leave campus.

ANTIOCH COLLEGE STUDENT SOCIAL MEDIA POLICY

Antioch College seeks to promote free and open discussion on social media sites, subject to its existing codes and policies. While all members of the community, students, staff and faculty are expected to adhere to codes of conduct reflective of the values of the college, both on and off line, the Antioch College Student Social Media Policy recognizes that employees of the College are governed by contractual agreements and personnel policies that may use different guidelines for using social media.

The following guidelines govern student communications on College administered social media sites: (This policy does not apply to the students' use of personal social media sites.)

- The Antioch College Honor Code, Civil Liberties Code and other policies apply online just as they would offline.
- Antioch College has no duty to monitor and will not take on the duty to monitor any social media sites, including, but not limited to those administered by College personnel.
- Notwithstanding this, the College reserves the right to take down posts on pages administered by College personnel when considered to be necessary, including, but not limited to, violations of the College's codes and policies.
- The College also reserves the right to block individual's access to social media sites administered by College personnel when they have been found to have engaged in violations of the College's codes and policies on such sites.
- Conduct online, including on social media sites, otherwise can be subject to discipline in accordance with the College's codes and policies.
- Concerns about conduct online should be reported to the appropriate College office/personnel. Contact information for the appropriate personnel to be notified will be posted on all social media sites administered by the college.

THE ANTIOCH PUBLIC NOTICE POLICY

Antioch College supports freedom of speech and of the press as outlined in the First Amendment. Antioch College also believes that its staff, faculty, and students should abide by the Honor Code, which affirms that,

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch College community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

Using the Honor Code as its guide, Comcil, a group representing the staff, faculty, and students of Antioch College has worked to develop a Public Notice Policy for the College at the request of the Dean of Community Life and Senior Leadership. The Public Notice Policy seeks to allow for the search for truth and the pursuit of social justice within a framework of honesty and respect.

The Public Notice Policy is only intended to deal with public notices posted on public space that is the property of Antioch College, a private, non-profit 501 (c) (3) educational corporation, and it should in no way infringe on or regulate issues of academic freedom, communication in electronic media, or posted notices outside the public spaces owned by Antioch College. This policy does regulate the shared spaces in residence halls, but dorm rooms and staff and faculty offices are not considered “public space” by this policy.

Posters, notices, handbills, and other literature distributed to the community at large should bear contact information, such as phone number or email. Event posters will be taken down after the event date has passed. This is primarily to ensure that interested individuals can contact the organizers of events and that posters can be taken down after the events have occurred. Public notices may be posted by individuals or Independent Groups. Individuals or groups who may not want to disclose their identity on a public notice can register their notice with Office of Community Life as their point of contact. Due to safety issues, public notices are not permitted on entryways or doors. Use of the Antioch logo on any public notice must be approved by the Communications department. We encourage posters to include the following text for persons with disabilities: This flyer may be available in alternative formats upon request. *Please contact CASS at 937-319-6139 ext. 3303 or eharvey@antiochcollege.org to make a request.*

If individuals or groups feel that posters, notices, or handbills with the proper contact information are in violation of the Antioch College Honor Code, they are encouraged to use the contact information to contact the person or group who put up the posting. Alternatively, individuals or groups may contact Community Life to arrange for an informal conversation. If the disagreement cannot be informally resolved within four days, individuals or groups may go to the Community Standards Board for a decision as to whether the poster should be taken down. Antioch College community members are asked to follow this policy with regards to posters with the correct contact information, and not to take down posters with the appropriate contact information on their own. In exceptional circumstances, posters with extreme content, such as hate speech, may be taken. In cases such as these, it is expected that a wider community discussion will ensue.

Posters, notices, and handbills that do not bear any contact information can be taken down by any member of the community.

This policy is only intended to cover postings, not “art.” Individuals who object to certain works of “art” in campus public spaces are encouraged to talk to the artists

involved, the Arts Faculty of the College, or to bring this issue to the Community Standards Board for a decision.

ANTIOCH COLLEGE SEXUAL OFFENSE PREVENTION POLICY (SOPP)

PREFACE

In 1991, a group of Womyn of Antioch began a campaign to promote a culture free of sexual violence at Antioch College. Through this effort, a document was created which became known as the Sexual Offense prevention Policy (SOPP). The SOPP is Antioch College's formal attempt at ending sexual violence while fostering a campus culture of positive, consensual sexuality.

POLICY

The Sexual Offense prevention Policy (SOPP) is a campus-wide policy of Antioch College. All sexual interactions at Antioch College must be consensual. Consent means verbally asking and verbally giving or denying consent for all levels of sexual behavior. Non-consensual sexual behavior, verbal and sexual harassment are not tolerated at Antioch College.

All Students and full-time College employees are required to sign a statement that they have read and understand the expectations of this policy. Overnight visitors and part-time staff must be adequately briefed on the policy by the area or person hosting or supervising them. In addition, the Sexual Offense Prevention Policy will be utilized at designated events at the discretion of the Office of Community Life and Community Government.

Antioch College strongly encourages students, faculty, staff and visitors to report any violations of local, state, and federal law or conduct deemed inappropriate under this policy, to the Dean of Community Life, or when appropriate, to law enforcement officials. This policy is a supplement to local, state and federal laws and is intended to operate in conjunction with other existing Antioch College policies. All Antioch College faculty and staff will be expected to understand and support the policy.

CONSENT

Consent is defined as the act of willingly and verbally agreeing to engage in specific sexual conduct. The following are clarifying points:

- Consent must be obtained each and every time there is sexual activity.
- All parties must have a clear and accurate understanding of the sexual activity.
- The person who initiates sexual conduct is responsible for verbally asking for the "consent" of the individual(s) involved.

- The person with whom sexual conduct is initiated must verbally express “consent” or lack of “consent”
- Each new level of sexual activity requires consent.
- Use of agreed upon forms of communication such as gestures or safe words is acceptable but must be discussed and verbally agreed to by all parties before sexual activity occurs.
- Consent is required regardless of the parties’ relationship, prior sexual history, or current activity (e.g. grinding on the dancefloor is not consent for further sexual activity).
- In order for “consent” to be valid, all parties must have unimpaired judgment and a shared understanding of the nature of the act to which they are consenting, including the use of safer sex practices.
- A person cannot give consent while sleeping.
- Silence conveys a lack of consent.
- At any and all times when time consent is withdrawn or not explicitly agreed to, the sexual activity must stop immediately.
- All parties must disclose personal risk factors and known STIs.

VIOLATIONS OF POLICY

The SOPP is violated whenever there is an incident of non-consensual sexual conduct on the Antioch College campus, during an Antioch College sanctioned event, or between two Antioch College students, regardless of location. This may include but is not limited to:

- Sexually based gestures
- Sexually based touching
- Sexually based penetration of a body opening by any means, including but not limited to vaginal penetration, anal penetration, and oral sex. Penetration, however slight, includes the insertion of objects or body parts.
- Sexually based stalking
- Sexually based forms of non-consensual communication, whether verbal, written, via telephone, or through electronic or social media.
- Failure to disclose STIs and other personal risk factors.
- Failure to use safer sex practices unless otherwise agreed upon verbally.
- Harassment of any kind based on sexuality, gender identity or gender expression.

Non-consensual conduct that is not sexually based is a violation of the Honor Code and should be referred to Community Standards Board as such.

Education: Antioch College believes that education is key to understanding and utilizing the Sexual Offense Prevention Policy. The College is therefore committed

to offering education and training activities through the Office of Community Life at least twice a year, and during Orientation of incoming students every Fall term. These educational offerings will vary based on the needs and desires of the Community, the resources available, and specific events that require response. In addition to orienting students, the Office of Community Life will also orient faculty, staff, visitors and guests of the College as part of the SOPP educational curriculum. Statistical information including numbers and types of complaints will be made available to the Community and to the general public as an ongoing part of campus security reporting, in compliance with the Clery Act.

Support: Antioch College is committed to offering support to survivors of sexual violence. This support is provided through the Counseling office and linkages to local resources through the Office of Community Life. Support includes immediate response and advocacy for survivors, individual counseling, linkages to health services and advocacy. Options will be reviewed including criminal, civil and SOPP complaint process. Services are also available to those seeking support who have been involved in a sexual violence situation but are not the survivor. *See Addendum A for Emergency Procedures and Community Resources.*

SOPP Complaints: Any Community member or visitor may file a complaint with the Chair of the Community Standards Board when an alleged violation has occurred. To ensure confidentiality, the individual who makes a formal complaint is referred to as the Primary Witness. The person against whom the complaint has been filed is referred to as the Respondent. The Dean of Community Life and Chair of Community Standards Board are responsible for discussing available options with both the Primary Witness and the Respondent, including those of the Antioch Community as well as other options.

Violations of Policy: If a complaint involves a non-community member, the Dean of Community Life shall also discuss options available to ensure the safety of the individual and the College community. If the Primary Witness, Respondent or the Dean is concerned about the safety of the parties involved, the Dean of Community Life is responsible for addressing the safety of all community members.

Levels of Complaints: There are four levels of complaints that can be filed. Person(s) wishing to remain anonymous fill out the complaint form, do not sign the form, and submit it to the Chair of Community Standards Board. Persons who are willing to sign the complaint can indicate that they want the remedies to be informal or formal. The Dean of Community Life and the Chair of the Community Standards Board hear all formal complaints involving a Community Member as Respondent. Third party complaints may be filed by anyone other than the Primary Witness or Respondent regarding an SOPP violation.

Remedies: Remedies are determined, in part, by the level of the complaint filed. Persons may file a complaint but choose to pursue no remedy. Remedies are developed, whenever possible, with the intent to increase educational awareness for all parties involved.

Anonymous complaints are shared with the Chair of Community Standards Board who, in consultation with the Dean of Community Life, determines if any action can be taken. Actions may include offering additional training for a specific group and/or issuing a campus wide alert.

Informal complaint remedies are developed with the Primary Witness. These include education and support activities. Informal complaints do not involve disciplinary action for the Respondent. The decision to file an informal complaint does not preclude the filing of a formal complaint at a later time if a satisfactory remedy cannot be implemented.

Formal complaints filed against a Community Member involve the Primary Witness and Respondent appearing each at a separate hearing with the Dean of Community Life and the Chair of the Community Standards Board. The remedies may include support and educational activities for either or both parties, and disciplinary action for the respondent who is found to have violated the Policy.

Third Party complaints are reviewed by the Chair of the Community Standards Board and shared with the Dean of Community Life to determine if further action can be taken. The Primary Witness in a third party complaint may choose whether or not to participate in the complaint. Support and services are offered regardless of their decision. Multiple third party complaints about the same incident and/or Respondent are given stronger consideration and may warrant a stronger response, depending on the nature of the allegation. *See Appendix D for information regarding Complaints*

REMEDIES AND OPTIONS

The Hearing Board may determine an appropriate remedy for the offense. Suggested remedies include, but are not limited to the following:

- Mediation (Available only for non-physical complaints)
- Restitution
- Mandatory STI testing and report to Primary Witness
- Attendance at Alcoholics Anonymous or other substance abuse programs
- Limit or no Access to Primary Witness
- Limited Access to any Campus Areas and Co-op jobs
- Banning from any or all campus areas and Co-op jobs
- Mandatory sexual offense therapy
- Mandatory substance abuse therapy
- Community service
- Loss of on-campus housing
- Suspension or Expulsion
- Other remedies as determined appropriate based on violation and circumstances

CONFIDENTIALITY

Community members including students, staff, faculty and administration, must respect confidentiality in matters relating to the Sexual Offense Prevention Policy. If confidentiality is violated, the Dean of Community Life or any other party involved, may make a complaint about the violation to the Community Standards Board, which may sanction the parties involved. The accusation of the commission of a sexual offense under this policy without following the appropriate procedures is a violation of community standards.

Any evidence used to reach a decision in the context of a hearing is confidential unless there is an appeal. All records of the hearing process shall be turned over to the Antioch College attorneys.

- Loss of on-campus housing
- Suspension or Expulsion

ADDENDUM A: EMERGENCY PROCEDURES

The Dean of Community Life works closely with Resident Life Managers, Counseling and Security to provide immediate response for those in an emergency situation.

If You Have Been Sexually Violated:

- Find a safe environment away from your attacker (it need only be temporary). When possible, ask a trusted person to stay with you and assist you with getting help.
- To obtain immediate medical care or contact the police, phone 911 for emergency services. (To provide proof of a criminal offense, evidence must be preserved. Do not use the toilet, bathe, brush your teeth or change clothing prior to a medical/legal exam.)
- Contact the On Call Phone (937-471-0517) or the Dean of Community Life (937-471-0506) or Security (937-251-4005)
- The Dean of Community Life, Resident Life Manager or Security will provide immediate assistance with safety issues such as relocation to a safe place.
- Community Life staff will support you throughout the emergency situation. They will work with you to advocate for your needs, assist you with filing a criminal, civil and/or SOPP complaint (if desired), and connect you with healthcare and counseling services.
- Obtaining help through the Community Life staff is voluntary.
- All services will remain confidential.
- Services and linkages to additional resources may be requested at any point after an incident of sexual violence has occurred.

ADDENDUM B: COMMUNITY RESOURCES

*****ALWAYS CALL 911 OR GO TO THE LOCAL EMERGENCY ROOM
ASAP AFTER THE ASSAULT OCCURS*****

Antioch College

Campus Security 4:00 PM - 8:00 AM weekdays

(937) 251-4005 24 hours on weekends

Dean of Community Life On Call 24/7

(937)471-0506 9:00 AM -5:00 PM weekdays on campus

Counseling ecurrier@antiochcollege.org

(937)471-0517 jlineburgh@antiochcollege.org

On Call 24/7

Residence Life On-Call Phone (937) 471-0517

On Call 24/7

ADDENDUM C: COMMUNITY RESOURCES

- Exam by a Sexual Assault Nurse Examiner (SANE) at a Hospital

A Sexual Assault Nurse Examiner (SANE) is a registered nurse (RN) who has received special training in order to provide comprehensive care to the sexual assault patient, and who has been specially trained on collecting forensic evidence (evidence that is suitable for use in court). At the local hospital, the SANE will discuss what happened, do an exam looking for injury, may provide medication to decrease the chance of getting sexually transmitted infections, and may test for pregnancy and sexually transmitted diseases (one test on the first visit to the SANE and a second test at a later date to determine if sexual assault resulted in pregnancy or sexually transmitted diseases). In addition to medical treatment and forensic evidence collection, the SANE can provide the names of other professionals available for follow-up care. If a student believes he or she has been sexually assaulted it is best not to bathe, shower, douche, smoke, change clothes, or brush your teeth after the assault since some evidence may be lost. Even if these have been done, the individual should still see the SANE as an exam can still be performed. It is best to contact SANE as soon as possible after the assault. A

SANE nurse is available through the following area hospitals:

Greene Memorial Hospital – (937) 372-8011 ext. 5106

Springfield Regional Medical Center – (937) 328-9372

Miami Valley Hospital – (937) 208-8042

The Antioch College security officers are available to transport or arrange for the transport of victims of sexual assault to a local hospital of the victim's choosing. The services of a SANE nurse are provided free of charge to victims. More information is available by calling the local hospitals listed above.

- Filing a Police Report or Pursuing Criminal Charges

A violation of this Student Handbook may also be a violation of local, state, or federal law. Students may contact the Yellow Springs Police Department to file a police report or to talk with a law enforcement officer about the possibility of filing a police report. The Yellow Springs Police Department emergency number is 911, the non-emergency number is (937) 767-7206.

Local Crisis and Support Providers:

Family Violence Prevention Center Greene County

380 Bellbrook Avenue, Xenia, OH 45385

(937) 376-8526 or (937) 426-6535

The mission of the Family Violence Prevention Center is to reduce family and relationship violence and its impact in Greene County through prevention, intervention, safe-housing and collaborative community programs.

Planned Parenthood

Springfield: 1061 North Bechtle Avenue, Springfield, OH 45504 – (937) 325-7349

Dayton: 224 N. Wilkinson St., Dayton, OH 45402 – (937) 226-0780

Offers complete gynecological exams; pelvic and breast exams; testing and treatment of sexually transmitted diseases, vaginitis, and urinary tract infections; cancer screening; PMS consultation; mid-life services; and family planning and educational services.

Victim Witness

61 Greene Street, Suite 200, Xenia, OH 45385

(937) 562-5087

The Victim/Witness Division of the Greene County Prosecutor's Office was created in 1982 and provides support, advocacy, and crisis intervention assistance to all felony crime victims and witnesses. The Division, which operates with a professional staff and a group of trained volunteer advocates, provides 24-hour assistance free of charge.

Project Woman

1316 E High St., Springfield, OH 45503 – (937)328-5308

24-Hour Crisis Hotline 1-800-634-9893

Offers a 24-hour crisis line, 16 beds for women and children, victim advocacy and victim services, community outreach, community support, group and individual counseling, hospital advocacy.

Justice League of Ohio

3956 N Hampton Dr, Powell, OH 43065

(614) 848-8500

Free legal representation to victims of violent crime throughout Ohio to ensure their constitutional and statutory rights are enforced and protected from the time a crime is first reported throughout the criminal justice process.

Greene Memorial Hospital

1141 N. Monroe Dr., Xenia, OH 45385 – (937)372-8011 ext. 5106

Rape kit and referrals.

Family Violence Prevention Center

380 Bellbrook Ave, Xenia, OH 45385

24 Hour – (937)426-2334 or (937) 372-4552

The mission of the Family Violence Prevention Center is to reduce family and relationship violence and its impact in Greene County through prevention, intervention, safe-housing and collaborative community programs.

Artemis Center for Alternatives to DV

310 West Monument Ave., Dayton, OH 45402 – (937)461-5091

24-Hour Domestic Violence Hotline: (937) 222-SAFE(7233)

Artemis Center provides support and information for victims of domestic violence and their children. This includes the following services: crisis intervention and support services, advocacy, assistance with the legal process, children's therapy program, support/education programs, referrals to Crime Victims Compensation and other community resources, workplace safe from Domestic Violence Program, and community education.

ADDENDUM C: EDUCATIONAL CURRICULUM

The Dean of Community Life is responsible for creating an educational plan at the start of each year. The plan should include goals within the following areas:

- Orientation to the Sexual Offense Prevention Policy
- Training
- Staff Development
- Community Outreach educational programs

Orientation will be provided to all new students. The SOPP will be reviewed and examined, in small groups when possible, to ensure each individual's comprehension of the policy. Interactive approaches such as skits, speakers, videos, and discussion may be used to educate students on topics such as safer sex practices, incorporating the SOPP into relationships, respect for self and others, unimpaired judgment, how to ask for consent, and ways to say no. Resident Life Managers will facilitate at least one hall meeting discussion per term to review the SOPP with RA's and students. An overview of the SOPP will also be provided to

campus visitors, prospective students on overnight visits, and guest performers/presenters.

The Counselor or outside consultant/certified safe sex educator will provide training to the community each term. Programs should include topics that will enhance understanding, maintain knowledge, and provide awareness on how to effectively use the SOPP. The Office of Community Life is responsible for maintaining an account of educational programming and assessing its effectiveness.

Possible topics include:

- Self-defense
- Understanding and using the SOPP
- Intimate relationship violence
- Having fun while using safer sex practices
- Ways to prevent sexual assault
- Safety on co-op and how to access resources
- Alcohol, drugs, and sex
- Sex and respect for self and others
- How to say “NO” (Assertiveness Training)
- Using SOPP in casual and long term relationships

Other important topics include sexuality in the GLBT populations, gender issues, and the intersection of racism and sexism.

The Office of Community Life will remain current on issues that are pertinent to the SOPP. The Community Life Staff will pursue development of their skills through attendance at training functions, educational programs, conferences and consultation.

The Office of Community Life will provide public information and maintain statistics on the number and types of complaints received each year through our Campus Security reporting process in compliance with the Clery Act.

RACIAL DISCRIMINATION PREVENTION

I. PREFACE: HISTORY OF THE RDPP

Since its student-initiated inception in 1997, the Racial Discrimination Prevention Policy (RDPP) was the work of students, staff, faculty, and administrators at Antioch College. The college's Sexual Offense Prevention Policy inspired the idea for a policy designed to support an anti-racist College environment. Procedural components to address prevention are also included in the policy as part of the mediation and resolution process. The College's Administrative Council approved this policy in 2006.

At its re-opening in 2011, the newly independent College chose to re-adopt this policy in recognition of the extensive work and research of past Antiochians to create it and the continued need that it addresses in our culture. It is our belief that there is a need on every campus across the nation to support an inclusive and diverse community. The Antioch College Diversity Group reviewed the policy in spring 2012 and the College leadership reaffirmed its commitment to the Racial Discrimination Prevention Policy with minor revisions.

II. INTRODUCTION

Antioch College is committed to being an inclusive community in which all persons have an equal opportunity to pursue academic excellence and participate in governance and community life. The educational mission of the College includes a proactive commitment to increase our knowledge, to develop our ability to question, and to develop intellectual consciousness regarding ourselves and the society in which we live.

Antioch College has as its goal to create and sustain an anti-discriminatory environment, as articulated in existing anti-discrimination statements and legal obligations. Moreover, through this Racial Discrimination Prevention Policy (RDPP), the College actively commits to being an anti-racist, multicultural institution. The College will achieve this through:

- A) Education, orientation and training for all community members with the purpose of creating awareness of individual and collective accountability.
- B) Ongoing workshops and administrative, curricular, and cocurricular policy strategies aimed at preventing racial discrimination.

Faculty will incorporate educational strategies in their curricula and classes as fully as possible in accordance with the existing faculty personnel policy relative to academic freedom. That policy reads:

"Freedom of inquiry and freedom of communication are essential to human dignity and progress and to self-government. That freedom is won at great cost and can be maintained only with courage and vigilance, especially during times of great stress, such as may be ahead.

“The Board of Trustees of Antioch College takes this occasion to assure the faculty and students of Antioch College that it shares with them this commitment to freedom of inquiry and of expression, and will support them in maintaining it.

“The value of a College is that it supplies leadership and equips men and women for leadership in citizenship. It is not enough that a College meet the minimum standards of citizenship. Members of the College community should be expected to meet reasonable standards of propriety and good taste, and to have a decent respect for the opinions of mankind.

“The dangers of freedom in inquiry and of expression are not only from without. Abuse of such freedom by members of a College community would be one of the surest ways of undermining it. The members of the College community, therefore, by acting with good will, good taste and with a sense of fitness, greatly contribute to maintaining and strengthening the heritage of freedom.”

– *Adopted by the Board of Trustees, May 1941, and reaffirmed, May 1948*

- C) Establishing processes for dealing with offenses and violations of community standards having to do specifically with racial discrimination.

III. GLOSSARY OF TERMS

For a clear understanding of this policy, terms below are defined as follows:

Race: A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly color), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic and political needs of a society. Racial classifications subsume ethnic classifications. (*Teaching For Diversity and Social Justice: A Sourcebook*, 1997)

Racism: Racism is a global system of material and symbolic resource management that subordinates members of targeted racial groups. According to the United Nations International Convention on the Elimination of All Forms of Racial Discrimination, racial discrimination is defined as, “Any distinction, exclusion, restriction, or preference based on race, colour, descent, or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment, or exercise, on equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural, or any other field of public life.” Moreover, in the United States, “these racial groups (i.e., African-Americans, Latinos/as, Native Americans, Asians, Asian Pacific Islanders), have relatively little social power, as opposed to members of the agent racial group who have relatively more social power (whites).” (*Teaching For Diversity and Social Justice: A Sourcebook*, 1997)

An additional targeted group that Antioch College recognizes in the policy is people of Middle Eastern descent.

Discrimination: A decision-making process that results in differential allocation of goods, resources and services, and access to full participation in society based on perceived identification with a particular social group. (*Teaching For Diversity and Social Justice: A Sourcebook*, 1997)

Institutional Racism: The network of institutional structures and practices that create advantages and benefits for those whom the power structure favors, and discrimination and disadvantage for people from targeted social groups. (*Teaching For Diversity and Social Justice: A Sourcebook*, 1997)

IV. POLICY GUIDELINES

It is expected that the institution, as a whole, and each community member, will strive individually and collectively to achieve the following:

A) Communication Guidelines

All community members should have equal voice. It should be acknowledged that conversations and confrontations (personal, group, and institutional) surrounding race and racism are often uncomfortable, and discomfort in these exchanges often leads to growth. The following communication tools may help in fostering and enhancing respectful dialogue, discussion and conversation:

- 1) Acknowledging the likelihood that one may not completely understand another person's perspective.
- 2) Acknowledging the difference between the discomfort of confronting racism versus the danger of being a target of racism.
- 3) Asking questions to enhance one's understanding of another person's perspective, while acknowledging that it is not the sole responsibility of people of color to educate about racism or to be singled out as representative of their ethnic group.
- 4) Acknowledging that community life requires appreciation of difference (not simply tolerance), as a positive value in personal, work and community interactions.

B) Community Guidelines

The intention of this policy is to bring about concrete actions. Community guidelines under this policy are:

- 1) Taking personal responsibility for active involvement in creating and maintaining an anti-racist environment.
- 2) Challenging racism when we witness it individually and collectively.
- 3) Intently pursuing the goals of recruiting and retaining qualified students, faculty, staff, and administrators of color, at least reflective of the diverse society at large.

- 4) Supporting and periodically reviewing the Antioch College Affirmative Action Policy in accordance with the goals of the RDPP.
 - 5) Supporting activities that affirm, reflect, and celebrate anti-racist and inclusive values.
- C) Institutional Commitment
Institutional commitment is a cornerstone of this policy. The institution will be responsible for maintaining resources to administer the RDPP.

V. OFFENSES

- 1) Orientation, training and ongoing educational experiences for students, staff, faculty, and administrators.
- 2) Promoting the recruitment and retention of faculty, staff and students of color, and assessing annually mechanisms for such retention.
- 3) Ensuring that the College abides by its existing Affirmative Action Policy.
- 4) Developing annual operating plans with individual administrative and academic areas to address anti-discriminatory and inclusive objectives.
- 5) Continual improvement and support for building an anti-discriminatory and inclusive environment.

Offenses of racism and racial discrimination, both individual and institutional, by anyone enrolled at or employed by Antioch College, are those behaviors that contribute to the maintenance of the oppression of targeted racial groups. Within the Antioch College community, individual behaviors considered offensive, and their consequences, are defined as follows:

- A. Verbal, physical, written, or pictorial communication relating to race, color and ethnicity which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive, or intimidating atmosphere for members of the target group is considered an offense subject to disciplinary action. The College will not tolerate any acts of intimidation or any behaviors that demean, slur, or stereotype an individual or group on the basis of race, color, or descent, or national or ethnic origin.
- B. While some examples of racial and/or ethnic harassment, such as physical and verbal assaults, are easily identified, more frequent and generalized instances, such as blatant and subtle graffiti and insensitive use of language – including epithets and humor – often go unacknowledged. All of the above instances are equally demeaning and violate the spirit of this policy, as well as the educational mission of the College. (Kansas State University policy)

VI. RACIAL DISCRIMINATION COMPLAINT PROCEDURE

No community member shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination having in good faith utilized or assisted

others in using the racial discrimination complaint procedures. A complaint may be withdrawn or resolved before the procedure is completed. Every complaint, whether formal or informal, will be treated confidentially, unless disclosure is necessary to protect the legal rights or safety of others or the institution, and will be documented by the appropriate office.

Any community member claiming to be aggrieved by an alleged discriminatory act or practice in violation of the RDPP, the Antioch College Honor Code, the Affirmative Action Policy, other policy, federal, state, or municipal law with regard to racial discrimination at Antioch College may access the resources available through the dean of community life. The RDPP is in place to resolve issues that involve discrimination on the basis of race, color, descent, or national or ethnic origin.

Procedures

Procedures may include but are not limited to:

- 1) Directly confronting the alleged offender
- 2) Participating in appropriate mediation with the alleged offender
- 3) Registering a grievance to remain on file (no immediate action required)
- 4) Having the appropriate office and/or staff address the issue with the alleged offender
- 5) Choosing to do nothing
- 6) Filing a police report through the dean of community life if the alleged offense is a criminal offense
- 7) Filing a formal complaint using the Racial Discrimination Complaint form

When a formal complaint has been submitted, the dean of community life and the chair of the Community Standards Board is responsible for deciding the appropriate members of the Community Standards Board to review the complaint. Complaints involving faculty or staff will be referred to human resources for further action. The incident must have already occurred and not be merely anticipatory or speculative. The primary witness must file the complaint within 90 days of the time the alleged discrimination occurred.

The person alleging a violation may use more than one of the above options.

VII. REMEDIES

If the person charged in the complaint is found to have violated the RDPP, remedies may range from prescribed educational training to various levels of disciplinary action by the appropriate person or office, depending on whether the person is a student or employee. Any appeals process will be available through the channel by which the disciplinary action was brought.

VII. POLICY REVIEW

The RDPP will be presented for community review every two years through an open format. The review is to ensure that the policy remains a viable document that meets community needs, based on the ever-changing community population. The review process will be facilitated by the dean of community life or a community life staff member. Any and all revisions are subject to approval by Community Council and the Senior Leadership Team.

NONDISCRIMINATION ON BASIS OF DISABILITY: POLICY STATEMENT

Antioch College is committed to making individuals with disabilities full participants in its programs, services and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Board of Regents recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the college's programs, services and activities.

It is the policy of the Antioch College that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the college. Individuals with disabilities have a right to request accommodations. Individuals will receive appropriate accommodations to their needs in order to fully participate in or benefit from the college's programs, services, and activities in a non-discriminatory, integrated setting. Antioch College and any of its agents shall not coerce, intimidate, retaliate against, or discriminate against any individual for exercising a right under the ADA or Section 504, or for assisting or supporting another to exercise a right under the ADA or Section 504.

Antioch College will not give significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the College's programs.

I. DEFINITIONS

- A. Disability means, with respect to an individual:
 - 1. a physical or mental impairment that substantially limits one or more of the person's major life activities;
 - 2. a history of such an impairment; or
 - 3. being regarded as having such an impairment.
- B. A qualified individual with a disability is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.
- C. Accommodation means adjustments including reasonable modifications to

rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to: alternative testing, extended time, scribe, interpreter, environment free of distractions, braille material, taped lectures, and computer-assisted instruction.

- D. Essential eligibility requirement means the academic or other technical standards required for admission to or participation in the college's programs, services, or activities which an individual must be able to meet with or without accommodation.
- E. Individual means any person applying for admission to or participation in a program, service or activity of the college, or any person currently participating in a program, service or activity of the college.

II. RESPONSIBILITIES

A. Antioch College

- 1. The president of Antioch College shall designate one or more individuals to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.
- 2. Antioch College shall adopt and make readily available in suitable formats (e.g., enlarged, Braille, audio-taped):
 - a. a procedure that allows an individual, including both prospective and current students, to disclose a disabling condition and request accommodations believed needed to obtain equal access to and participation in College programs, services and activities;
 - b. a procedure for confirming an individual's disability and assessing the appropriateness of the requested accommodations;
 - c. a procedure for sharing, storing and protecting confidential medical information;
 - d. a procedure for providing accommodations.
- 3. Antioch College will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures that are required to comply with the provisions of Section 504 and the ADA.
- 4. Antioch College shall provide periodic in-service training for faculty and staff to develop their awareness and understanding of the needs of individuals with disabilities and legal compliance issues.

B. Individuals with Disabilities

- 1. Each individual is responsible for making timely and complete disclosures and specific requests regarding accommodations to meet his or her particular

needs in order to enable Antioch College to provide an appropriate response. It is strongly recommended that requests for accommodations be made at least eight weeks prior to the date they would be needed to avoid delays that could affect participation in a program, service, or activity.

2. Each individual seeking accommodations based on a disability shall demonstrate initiative in obtaining and arranging accommodations. If requested, institutions will assist an individual in making the necessary applications for funding from other agencies.
3. Each individual is required to submit documentation verifying his or her disability and limitations that is appropriately current and prepared by a qualified professional. Individuals submitting incomplete information may be asked to provide additional verifying documentation. Individuals may be required to participate in additional evaluations needed to determine the individual's eligibility for an accommodation or what constitutes an appropriate accommodation.
4. The College shall not require an individual with a disability to accept an accommodation, aid, service, opportunity or benefit under any circumstances.
5. Students with disabilities are expected to abide by the student conduct code in the same manner as all students.

III. FACILITY ACCESSIBILITY

A. Existing Facilities

1. Structural changes in existing facilities are not required when other methods provide program accessibility. Existing facilities shall be made readily accessible to qualified individuals with disabilities, through such means as:
 - a. Redesigning equipment or the facility after case review.
 - b. Providing appropriate signage.
 - c. Reassigning classes, staff, or services to accessible sites.
 - d. Delivering health, advisory, and support services at accessible sites.
2. Remodeling projects that affect the usability of a facility or any part of a facility shall, to the maximum extent feasible, be completed in such a manner that the facility is readily accessible to and usable by persons with disabilities.
3. Evacuation procedures shall be developed for individuals with disabilities.

B. New Construction

Each facility or part of a facility constructed by, on behalf of, or for the use of the College must be designed and constructed in such a manner that the facility is readily accessible to and usable by persons with disabilities.

C. Off Campus

Contractual or lease agreements for the use of off-campus facilities should reflect

efforts to secure accessibility. Any program, service, or activity in that facility must be accessible.

IV. EDUCATIONAL PROGRAMS AND ACTIVITIES

A. Admissions or Enrollment

1. No information regarding an applicant's disability may be solicited to determine admission to the college. However, such inquiries may be made after an individual has been admitted for purposes of providing appropriate accommodations.
2. The number or proportion of individuals with disabilities who will be admitted or enrolled may not be limited solely on the basis of disability.
3. Tests administered for purposes of admission, enrollment, or placement may not discriminate.

B. Testing

Before tests are selected and administered, campuses first should confirm that assessments do not discriminate by ensuring that:

1. Tests are selected and administered so the results reflect aptitude or achievement level, or whatever other factor the test purports to measure, rather than the applicant's disability, unless the existence of a disability must be determined to allow an individual access to a program, services or activity established for individuals with disabilities.
2. The tests administered to individuals with disabilities are available as regularly and in as timely a manner as are other admissions tests. The individual is responsible for making special needs known in a timely manner.

C. Off-campus Activities

If a program is not wholly operated by the College but requires student participation (for example, internships, co-op, and student teaching assignments), the institution shall attempt to assure that these activities, as a whole, provide an equal opportunity for the participation of individuals with disabilities.

Prospective enrollees for the College outreach programs are responsible for making requests for any special modifications or auxiliary aids. Registration forms and program announcements must allow applicants to identify special needs and request accommodations.

D. Accommodations

1. **Academic Requirements:** Academic requirements shall be modified, as necessary, so they do not discriminate against qualified individuals with disabilities.

2. **Program Examinations And Evaluations:** Examinations or other procedures for evaluating an individual's academic achievements should, where necessary, be adapted to permit evaluating the achievement of individuals who have a disability, rather than reflecting the individual's disability.
3. **Academic Support Services:** No participant with a disability in a College program or activity shall be denied the benefits of, be excluded from participation in, or be otherwise discriminated against in the provision of educational support services available to all individuals in general.

All auxiliary aids, services, or other accommodations used by individuals with disabilities to provide access to College programs, services, and activities need not be on hand or present at all times.

The College does not provide individuals with disabilities with personal devices or assistance for personal use, including but not limited to: wheelchairs, eye glasses, hearing aids, personal assistance for eating or dressing, or readers for personal use.

Accommodations shall not fundamentally alter the nature of the program, service, or activity; require waiver of essential program or licensure requirements; violate accreditation requirements; unnecessarily intrude on academic freedom; or pose an undue fiscal or administrative burden on the college.

The College retains authority in determining appropriate accommodations after giving consideration to the wishes of the individual, the documentation provided, and institutional expertise in working with individuals with disabilities.

E. Physical Education, Athletics, and Related Activities

The College shall require that all physical education courses, intercollegiate and intramural athletics, and related activities, taken as a whole, provide an equal opportunity for the participation of qualified individuals with a disability. Individuals who cannot participate in standard physical education courses or compete in athletic programs with or without accommodation because of a disability may be offered alternates that are separate or different, provided that the programs and activities are operated in the most integrated setting appropriate. If accommodations are not possible in a required course, a procedure for requesting a substitution should be available.

F. Insurance

The College shall afford any health services or benefits it might offer to qualified persons with disabilities in a manner consistent with the ADA.

G. Housing

1. **On-Campus Housing:** Where the College provides on-campus housing/food services, it shall provide comparable, convenient, and accessible services at the same cost to individuals with disabilities.

2. **Off-Campus Housing:** Where a listing of private off-campus housing is provided by the College office, it should identify those units that are accessible to individuals with disabilities.

H. Financial Aid

Financial aid awards may take into account the special needs of individuals with disabilities. Adjustments to awards as allowed by the rules or regulations governing the financial aid program may be made by the financial aid service.

I. Student Employment

Antioch College complies with Title I of the Americans with Disabilities Act and Section 504 so that students with disabilities have an equal opportunity to participate in institutional employment opportunities.

J. Advising, Counseling and Placement Services

The College shall not counsel or advise qualified individuals with disabilities toward more restrictive career objectives than non-disabled individuals with similar interests. This does not preclude providing factual information about licensing and certification requirements that may present obstacles to individuals with disabilities in their pursuit of particular careers.

K. Social Organizations

Before providing official recognition or assistance to fraternities, sororities, or other campus organizations, the College shall request and obtain assurance that the organization does not permit actions prohibited by this policy.

NONDISCRIMINATION POLICY

Antioch College is committed to the goal of achieving equal opportunity for all and, accordingly, does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, or status as a disabled veteran of the Vietnam era. The College complies with federal and state legislation and regulations regarding nondiscrimination. This policy applies to faculty and staff, applicants for faculty and staff positions, students and applicants for educational programs and activities. Inquiries concerning this policy should be addressed to the Office of the President.

NON-FRATERNIZATION POLICY

Antioch College is committed to providing its students with an educational environment conducive to learning. The faculty-student relationship, however warm and caring, inherently involves disproportionate power and influence on one side and is thus liable to abuse. A sexual relationship between a faculty or staff member and a student may not only exploit this imbalance but also distort

and inhibit the learning environment. For these reasons, it is the agreement of the Antioch College faculty and staff that sexual relationships between Antioch College faculty members or staff and Antioch College students are unacceptable and constitute professional misconduct.

In order to promote the education goals of the College and to avoid misunderstandings, supervision problems, complaints of favoritism, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, College employees are prohibited from entering into romantic or sexual relationships with students. Faculty, administrative, and staff members are strictly prohibited from dating, pursuing to date, pursuing or having romantic or sexual relationships with students. Please note that this list is not exhaustive and that other forms of conduct may result in a violation of this policy. College employees who are found to be in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment.

SMOKING POLICY

Antioch College complies with Ohio state law in not permitting smoking within campus buildings or within areas where smoke can enter buildings through doors or ventilation systems. Smoking is permitted only in designated smoking areas. Complaints about students' noncompliance should be taken to the Office of Community Life. Complaints about staff or faculty noncompliance should be taken to the chief operations officer. Violations occurring in residence halls are considered to be serious safety and health hazards and will also be referred to a resident life manager.

Note: Designated smoking areas will be determined in conjunction with the College administration, facilities, and the Office of Community Life. The specified areas will be at least 30 feet away from doorways and vents.

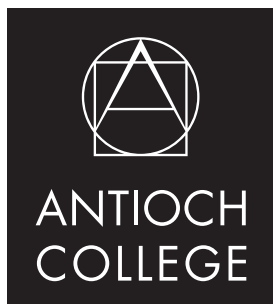
VEHICLE OWNERSHIP AND OPERATION

The following standards and regulations apply to all community members who own and/or operate a motor vehicle on campus.

- A. Vehicles owned by community members must be registered with the Office of Community Life.
- B. Vehicles may not be parked for extended periods in the College parking lots without the permission of the dean of community life. Cars left for more than eight months, without said permission, will be removed. Cars may not be left on jacks or blocks.
- C. Motorcycles, motorbikes and motor scooters must have gas tanks drained when stored in campus buildings.

- D. Parking in fire lanes, restricted areas or marked no-parking areas is forbidden. Violators are subject to tickets, fines and/or towing at the owner's expense.
- E. Motor vehicles of any kind may be driven on roads or driveways only, not on the grass or sidewalks.
- F. All vehicles will be kept in a condition that ensures safe operation.

GOVERNANCE AT ANTIOCH



BOARD OF TRUSTEES

The duties of the Board of Trustees shall encompass but not be limited to periodic consideration of the mission, purposes, and goals of the College, and the Board shall: conduct, as needed, a presidential search process; support the president and review annually his or her performance; consult with faculty and College governance bodies in reviewing new degree and certificate programs for approval; annually review for approval the establishment of degree and certificate programs brought to its attention by the president following consultation with faculty and College governance bodies; and review for approval the president's recommendations regarding: faculty appointments, promotion, and tenure; the appointment of senior College officers; tuition, fees, and institutionally funded aid policies; the awarding of all earned and honorary degrees (with faculty recommendations considered).

The Board shall also review the work of and consider for approval the recommendations of its standing and ad hoc committees; act on recommendations of the president regarding College policies related to academic freedom and the faculty, and student responsibilities and rights; and consider for approval the president's recommendations related to the disposition of all assets acquired in the form of bequests, gifts, deferred gifts, and any other forms of donation subject to legal provisions and the specifications of donors.

It shall be the responsibility of each member of the Board of Trustees to provide, in accordance with one's means, financial support for the College and to contribute to the work of identifying, cultivating, and recruiting donors and potential members of the Board of Trustees.

THE PRESIDENT

The president is the chief executive officer, chief administrative officer, and a member of the faculty of the College; is responsible for the general and active management, control, and direction of the educational activities, financial operations and other affairs of the College; and has the general powers and duties usually vested in the office of the president of a college.

Mark Roosevelt, President

While serving as a Massachusetts state representative, Roosevelt chaired the Education Committee, and guided passage of the Education Reform Act of 1993—legislation providing the equitable resources and accountability measures necessary for school improvement. He was also the lead sponsor of the 1989 Massachusetts Gay Rights Bill. In 1994, Roosevelt was the Democratic nominee for governor of Massachusetts. For a five-year period beginning in 2005, he served as superintendent of Pittsburgh Public Schools. There, he pursued aggressive reform and founded The Pittsburgh Promise, an initiative that raised \$150 million to guarantee College

scholarships to Pittsburgh students who earn a 2.5 GPA or better. Roosevelt taught political science at Brandeis University, where he was also the director of the Gordon Public Policy Center, and taught a course on the intersection of American history and public policy at Carnegie Mellon University's Heinz Graduate School of Public Policy. He holds BA and JD degrees from Harvard University and is a graduate of the Broad Superintendents Academy.

THE SENIOR LEADERSHIP TEAM

The Antioch College Senior Leadership Team serves as an advisory body to the College president and as the primary on-campus body responsible for review, revision, and approval of administrative policy. The Senior Leadership Team has general oversight of all areas of the college. The Senior Leadership Team may utilize various standing and ad hoc committees to attend to various aspects of ongoing and special administrative policy matters.

The Senior Leadership Team serves at the discretion of the president. The membership is as follows:

- President
- Vice President for Academic Affairs
- Vice President for Advancement
- Dean of Admissions and Financial Aid
- Dean of Community Life
- Dean of Cooperative, Experiential, and International Education
- Vice President for Administration and Finance
- Executive Director of the Glen Helen Ecology Institute
- General Manager, WYSO
- Director of Institutional Effectiveness
- Director of Library and Information Services
- Chief Operations Officer
- Faculty Representative
- Additional members serving at the discretion of the president

FACULTY ORGANIZATION

The organization of the faculty is outlined in the *Antioch College Faculty Handbook*.

The Faculty Assembly is the primary body governing, either directly or by committee, faculty affairs as they pertain to all aspects of the curriculum, including:

- Review and approval of new courses, course descriptions, syllabi, curriculum-related policies, degree requirements, majors requirements, program requirements, learning outcomes at all levels, and academic petitions;
- Oversight of assessment and the use of its results for improvement;
- Monitoring student learning progress;
- Approval of graduation list;
- Providing recommendations to the vice president for academic affairs and/or to the president on personnel decisions, policies and practices such as faculty contract renewal, tenure, promotion, faculty hiring, leaves of absence, and appeal.

The president of the College, with Board approval, appoints a vice president for academic affairs who serves as the College's chief academic officer holding administrative oversight for the educational programs of the college. In discharging these responsibilities, the vice president for academic affairs works closely with the faculty (and the committees by which the faculty administers its responsibility for curriculum) to make faculty personnel recommendations on such matters as appointment, contract renewal, promotions, and tenure.

COMMUNITY GOVERNANCE

Community governance plays a vital educational role at Antioch College. As a “laboratory for democracy,” Antioch College seeks to provide students with an unusually holistic and rewarding learning experience through participation in shared governance and responsibility for community life. Students learn about deliberative action, intercultural awareness and social engagement –three important liberal arts learning outcomes of the College. Participation through voting, serving on committees, and keeping informed is important not only for learning the responsibilities of living in a democracy, but also for keeping College life vital. This active role in community empowers students with the vision and skills necessary to effect important change in the world.

Antioch's current community governance model involves faculty, staff, and students. Community Meetings are held every week during the term. In the 2011-2012 academic year, the Community Governance body voted in the Smoking Policy and the Antioch College Alcohol and Drug Policy, empowered a Task Group on Governance, mandated a review of the Racial Discrimination Prevention Policy, and worked to create processes for instituting events and developing campus organizations.

In the fall of 2012, a Community Council (Comcil) was formed as outlined below in the Constitution for Community Government. The constitution was proposed by the Governance Task Group and approved by the Council of Conveners and

the Senior Leadership Team in June 2012. Community Council meets weekly. All Community Meetings and Community Council meetings take place in McGregor Hall, Room 113.

This is an evolving model that is sure to expand as the student body grows. In addition to being involved in the Community Council, students also help plan events; participate in faculty searches, committees, and task groups as needed; and sit on the Community Standards Board.

ANTIOCH COLLEGE COMMUNITY GOVERNMENT

Effective Fall 2012

Dates Ratified *Council of Conveners: June 6, 2012*
 Senior Leadership Team: June 12, 2012

Constitution

Preamble

Community Government at Antioch College is designed to provide an operating structure of genuine self-government, based upon the widest achievable participation, for these inseparable purposes:

1. Practically, to further the interests and meet the needs of the community and its members as judiciously as possible; and
2. Educationally, to aid in the development of the individual as a citizen in a democratic society. Community Government, then, helps to maintain a context within which individuals learn both to make responsible use of those opportunities for self-expression and self-development that the community provides, and to honor their consequent obligation to the community and its members. So educated, they may be better motivated and equipped for effective membership in any other community of their subsequent choice.

For these purposes to be best satisfied, any governmental structure should pursue the following guiding principles:

1. Accessibility, to allow every capable and willing participant to have an effect, no matter his/her class year, institutional connection or social outlook.
2. Transparency, which requires that those with the capacity to enact policy, or to prevent policy from being enacted, explain their methods and reasons for doing so.
3. Sustainability, which provides for adherence to ideas present at the structure's inception, while allowing radical adjustment to changing circumstances.

Consistent with the Antioch College tradition and standard of community governance, the Community Government is empowered by the Office of the President through the Senior Leadership Team in general and the Office of the Dean of Community Life in particular. Community Government is expected to work collaboratively with the Office of the President and the Senior Leadership Team for the benefit of the entire College community.

Article I: Governmental Jurisdiction

- Section 1: The legislative body of Community Government shall be called the Community Council.
- Section 2: The Community Council will consider and/or enact policies in areas pertaining to the nonacademic life of the College in which all community members share mutual interest and concern.
- Section 3: On matters in which the Community Council does not hold legal, financial, or administrative authority, the Council may recommend actions to the College president and Senior Leadership Team.

Article II: Membership and Fees

- Section 1: The following persons are full members of the Antioch College community and are entitled to all privileges thereof:
1. All registered students who are degree candidates certified by the registrar
 2. All persons having the rank of faculty
 3. All other persons who work half-time or more as employees of the College
 4. All spouses and/or domestic partners of the above persons
 5. Special cases not described by the above categories to be decided by the College president, dean of community life, VPAA, or by resolution of the Community Council
- Section 2: When authorized by the College president, Community Council shall, by resolution of the Council, recommend Community Government fees that will be charged to members of the community, appropriate to their respective category of membership. The amount and manner of payment of the fee shall be determined by Community Council.

Article III: Governmental Organization

- Section 1: Community representatives shall be elected by a vote of community members.
- Section 2: Elected members on the Community Council shall include:
- Council president: Elected by an at-large vote of the community, the Council president shall serve as chair of the Council. The Council president is responsible to the Council for legislative matters and to the dean of community life for administrative matters. Only matriculating students in good standing are eligible to hold the Council president seat.
 - Four student representatives: Two student representatives shall be elected by a vote of the student body, and two shall be elected by at-large vote of the community. Only matriculating students in good standing are eligible to hold a seat on the Community Council.
 - Two faculty representatives: One faculty representative shall be elected by a vote of the faculty, and one shall be elected by at-large vote of the community.
 - Two staff representatives: One staff member shall be elected by a vote of the staff and one shall be elected by an at-large vote of the community.
- Section 3: The dean of community life shall serve as an ex-officio, non-voting member of Community Council.
- Section 4: Members of the Community Council shall elect a Council vice president, who shall preside over meetings in the absence of the Council president; and a Council secretary, who shall record all meeting minutes and resolutions of the Community Council.
- Section 5: Student representatives must be matriculating students in good standing as defined by the Standards for Academic Progress; faculty and staff representatives must be employees in good standing at the College.
- Section 6: Elected seats are year-long. Special elections will be held for term seats of members who cannot attend (i.e., if a student is on a non-local co-op or if a member of the faculty or staff is on leave from the College).

- Section 7: In the fall of 2014, or when enrollment increases to 200 students, a fifth student representative seat shall be added to the Community Council.

Article IV: Community Council Committees

- Section 1: Standing Committees: The Community Council shall delegate responsibility for specific areas of concern to standing committees that include students, faculty, and staff. The composition of standing committees shall be determined based on interest and effect.
- Section 2: Ad Hoc Committees: When necessary, the Community Council shall establish and delegate responsibility to ad hoc committees to recommend policies or procedures and research issues. The composition of ad hoc committees shall be determined by Community Council based on interest and effect.
- Section 3: Independent Groups: When necessary, the Community Council shall delegate responsibility for specific areas of concern to an existing independent group whose membership may include students, faculty, and staff.
- Section 4: Copies of minutes or summaries of all committee meetings shall be submitted to the Council president and passed on to the members of the Community Council and to the community at large.

Article V: Meetings

- Section 1: The Council shall conduct business at Community Meeting: all Community Meetings shall be open to members of the College community.
- Section 2: The dean of community life shall chair Community Meetings until the Council convenes and the election of a Council president is confirmed.
- Section 3: The Council president shall formulate the agenda for Community Meetings in consultation with the dean of community life.
- Section 4: The quorum for business meetings shall be a 3/5 majority of voting members of the Council.
- Section 5: Special meetings may be held in accordance with the rules adopted by the Community Council. Also, at any time, the

president of the College, Dean of Community Life, or Council president may call for a special meeting. Such calls shall specify the purpose(s) for which the special meeting is required, and the business at any special meeting shall be limited to specified purpose(s).

Section 6: Unless otherwise determined by resolution of the Community Council, Community Meetings shall be held Tuesdays at 2:30 in McGregor Hall, Room 113.

Section 7: A preliminary agenda shall be posted at least two days before a meeting of the Community Council. The Council president shall be responsible for collecting comments, suggestions, and additional agenda items.

Article VI: Elections

Section 1: An Elections Committee appointed by the Community Council shall oversee general elections.

Section 2: The Elections Committee shall be comprised of at least five individuals, at least one of whom is a member of the Community Council.

Section 3: Any candidate for election is disqualified from serving on the Elections Committee.

Article VII: By-laws

Section 1: All legislation enacted by Community Council shall be contained in the By-laws of Community Government of Antioch College.

Section 2: Regular decisions of the Community Council shall be made by consensus. If consensus cannot be reached on a specific issue at two consecutive meetings, the matter will be decided by a 2/3 vote (or greater as determined by the by-laws).

Section 3: Every three years, in the fall term, Council shall review the by-laws and recommend amendments when necessary. Amendments must be adopted according to the guidelines established in Section 2 of this Article.

Article VIII: Initiative, Referendum, and Recall

Section 1: Any new measure, or a measure to reverse an action of Community Council, or a measure to recall a Council member

may be initiated by a 3/5 vote of Council or by a petition of at least 20 percent of community members.

Section 2: Elections Committee shall supervise the voting.

Section 3: Any such proposed action must be publicly announced and posted at least one week before the vote is taken.

Section 4: In the event of a recall of a Community Council member, a new election is to be held within two weeks under the supervision of the Elections Committee.

Article IX: Amendments

Section 1: This Constitution shall be amended by no less than a 3/5 majority vote of the campus community.

Section 2: Proposed amendments to the Constitution must be approved by a 3/5 majority vote of the Community Council or by a petition of at least 20 percent of eligible on-campus voters in order to be placed on a ballot for community-wide ratification.

NOTE: By-laws for Community Government are in the process of ratification through the Senior Leadership Team at the time of this printing. By-laws will be made available on the Antioch College Web page when the process of ratification is complete. Below are proposed by-laws for the creation and administration of campus Independent Groups.

ANTIOCH COLLEGE COMMUNITY GOVERNMENT BY-LAWS

Governmental Organization

1 Purpose

- A The Community Council shall consider policies and issues in all areas pertaining to non-academic life of the College in which students, faculty, and/or staff share mutual concern.
- B On matters in which the Council has interest but no legal or financial accountability, it may recommend actions to the president and administration.

2 Community Council Structure

- A Community Council shall consist of four students, two faculty members, two staff members and the Council President (CP). The dean of community life or a representative from their office will act as an ex-officio, non-voting member.
- B Elected members shall serve on Community Council when they are available to run for and sit on Community Council.
- C Elected seats are year-long; special elections will be held for term seats of members who cannot attend.
- D No collectives shall be allowed to run for or sit on Community Council.
- E Candidates for Community Council may not run for more than one seat.
- F If any group of the community feels disenfranchised or unrepresented, that group will be allowed to petition for a seat on Community Council via the CP(s) and the Elections Committee.

3 Responsibilities of Council Members

- A Show respect for other members, be on time, and bring necessary materials to meetings.
- B Accept responsibility of sharing in the business at hand when a meeting convenes. Understand that participation is essential.
- C Try to get other members to express their ideas for the benefit of all, even if it means less time for presenting personal ideas.
- D Give constant, active attention to the group's activity during the meeting.
- E Know the purpose of the meeting and help keep the ideas on track to get things done.
- F Earn the right to give constructive criticism freely by accepting it.
- G Check on assigned responsibilities and receive guidance and authority to carry them out.
- H Accept the responsibility of council membership by actively participating in organized meetings, committees and activities.
- I Attend training meetings and other facilitated activities as designated by the Office of Community Life.
- J Council members are expected to attend all Community Meetings.

- K Council members shall attend all Community Council meetings. After more than three absences from Community Council, the Council may consider whether that member's seat should be open for special election.

4 Organization, Procedures and Duties

- A The Council President shall convene and preside over Community Meeting, and shall formulate the agenda for Community Meetings in consultation with the Dean of Community Life. (The President's full responsibilities are elaborated below in section 10. D.)
- B The Council Treasurer:
 - I. Shall be appointed by consensus of Community Council from within its membership.
 - II. Shall attend all meetings of the Budget Committee.
 - III. Shall track the Community Council budget, provide regular education to the community at large about the funding process, and makes appropriate forms available.
 - III. Shall, in collaboration with the Council President will prepare a quarterly financial statement for the members of Community Council.
- C The Council Scribe:
 - I. Shall take minutes at all Community Council meetings, including special sessions.
 - II. Shall collaborate with the Office of Communications to make all minutes of open sessions available to the community at large in a timely manner.
 - III. Shall make all minutes, including of closed sessions, accessible to members of Community Council.
 - IV. Shall maintain all files of the minutes.
- D The quorum for business meetings of Community Council shall be a majority of the voting members.
- E Enactments of Community Council shall be designated as either legislation or resolution.
- F Legislation shall be included in the By-Laws and shall be formalized in

the following manner: the act shall be labeled with an index number and the date it was enacted by Community Council.

- G Resolution shall be all enactments of Community Council not included in the By-Laws but recorded in the minutes. A file of resolutions shall be kept in the Community Government office.
- H All legislation of Community Council shall be passed consensus of Community Council at two separate, but not necessarily consecutive, meetings. Between readings of proposed legislation, the proposed legislation shall be referred to the Community Council Scribe to be indexed, edited, and made consistent with this By-Laws, and it shall be publicized to the Community through providing copies around campus, publication of the legislation in campus media, announcement at Community Meeting, and/or publication on e-mail lists. If consensus cannot be reached on a specific issue at two consecutive readings, the matter will be decided by a two thirds vote (or greater as determined by the by-laws).
- I Community Council will solicit student volunteers to work with the college staff to moderate college-hosted student social media spaces. A new volunteer will be appointed at the beginning of each term.

5 Meetings

- A Unless otherwise determined by resolution of the Community Council, Community Meetings shall be held Tuesdays at 2:30 p.m. in McGregor Hall, Room 113.
- B Special meetings may be held in accordance with the rules adopted from time to time by the Community Council. Special meetings may also be held at any time on the call a member of the Community Council. Special meetings shall be held in McGregor Hall, Room 113.
- C Every call for a special meeting shall be in writing and shall be duly signed by the Council President and/or by the representative calling such special meeting, as the case may be, and shall be filed within the Community Life office and publicized in campus publications, either in print or electronically. Every such call shall specify the purpose or purposes for which any such special meeting is called, and the business at such special meeting shall be limited to such specified purpose or purposes.
- D A preliminary agenda shall be posted at least two days before a meeting of the Community Council. The Secretary shall be responsible for collecting comments, suggestions, and additional agenda items.

- E Every second Community Meeting shall be a general assembly.
- F Community Council shall conduct no new business—i.e., pass resolutions or enact legislation—at Community Meetings designated for “general assembly.”
- G At Community Meetings designated for “general assembly,” community members shall discuss pending resolutions or legislation, as well as other community issues, in small groups that include students, faculty and staff members.
- H Where possible, each small group shall include a member of Community Council.
- I Each small group shall designate a “convener” and a “recorder” for the small group. Conveners are responsible for leading discussions in the small group and reporting group deliberations to the Community Council and to the community at large. Recorders are responsible for ensuring the ideas generated during small group discussion are accurately recorded. The method for recording small group meeting notes shall be determined by the members of the small group.
- J Small group conveners shall present the ideas and issues generated during small group discussions to the community in general assembly.

Community Council Committees, Personnel and Independent Groups

1 Structure of Standing Committees

- A Closed Committees shall have a set membership as specified below. Committees should represent a diversity of viewpoints and identities that reflect a balance of gender, race, ethnicity, sexual orientation and interests that reflect the Antioch community. Upon hearing recommendations from the Council President, Community Council shall approve members of these committees.
- B Open committees shall have no set membership. Community Council shall appoint the members of these committees, but it may appoint any number that it sees fit. Individual sign-up sheets to determine interest for each committee will be made available during registration and will be available in the Community Life office.
- C The respective committee chairs are responsible to Community Council, and shall be responsible for submitting written progress reports to the Council President at the end of each term. Reports shall include a concise

summary of activities, financial conditions to date and suggestions for the future direction of the committee.

- D Copies of minutes or summaries of committee meetings shall be submitted to the Community President to be passed on to the members of Community Council within one week of the committee meeting.
- E Meeting times and agendas shall be publicized and minutes released to the community at large except when involving specific personnel matters. All meetings, except those involving personnel decisions, shall be open to all community members.
- F Chairs, when not appointed by Community Council, shall be elected from the at-large membership.
- G Regular decisions will be made by consensus when a quorum is established unless the Council President calls for a special vote, at which time motions receiving a two-thirds vote shall carry, as per Robert's Rules of Order.

2 Budget Committee

A Purpose

- I To determine a reasonable level of support for Community Council approved programs.
- II To submit a balanced budget to Community Council.
- III To carry out research at Community Council's discretion.

B Duties

- I It should be the responsibility of the Council President and the Treasurer to reallocate funds within their total budget if these changes do not exceed \$1,000.
- II All changes to the Community Council budget must be clearly documented and must be submitted to Community Council to be included in the minutes. At the end of each quarter the Council President, in collaboration with the Treasurer shall submit to the Budget Committee a financial statement for review. The Budget Committee shall then submit the financial statement to Community Council.
- III The Budget Committee shall, by the middle of spring term, solicit requests for funds for the next fiscal year and submit a preliminary

budget to Community Council by the thirteenth week of fall term. If Community Council makes program priority changes, the budget will be returned to the Budget Committee for monetary reallocations in accordance with such changes.

IV The Budget Committee, in preparing the budget, shall prepare a written statement of the criteria used in determining the budget allowances. This rationale shall be kept up to date, along with the official budget. The Budget Committee shall also prepare a budget narrative describing each line and its allocation procedures to be made accessible to the community.

V The Budget Committee may approve all funding requests under \$1,000, but must inform Community Council expediently via email after doing so. Requests of greater than that amount must be approved by Community Council.

C Composition

I The Council President shall Chair the Budget Committee.

II The Dean of Community Life.

III Community Council shall appoint a Treasurer to serve on the Budget Committee and handle financial transactions in collaboration with the Community Council President.

IV Member cannot be chosen to serve on the Events Committee.

VI The Budget Committee shall meet no fewer than three times each term.

3 Elections Committee

A Purposes and Duties

I To conduct all elections as specified below.

II To conduct the balloting for referenda, recall, and other procedures requiring a vote as requested by Community Council.

III To hear appeals of denial of candidacy for Community Council President

IV To submit to Community Council a full evaluation of election procedures at least once per year.

B Composition (5 members)

I Community Council shall appoint five members to the Elections Committee, ensuring one is a member of Community Council, and one is staff member.

II A Community Council President shall appoint a member of the Office of Community Life staff who shall serve as chair.

III The Vice President of Academic Affairs shall appoint one faculty member to the Elections Committee.

IV No candidate for election can be a member of the current Elections Committee.

V Members will be chosen in summer term and will serve for the full year with alternates being chosen during terms of absence

C Procedures

I All elections shall be done using a graded point system.

II Elections shall be conducted over a three day period. Voting opens on the Wednesday of the fourth week of spring term at 9 a.m. and closes on Friday of the same week at 5 p.m. Ballots will be stored in a secure location until the following Monday when they will be counted by the Elections Committee.

III Campaigning

i. Candidates for Community Council may campaign until the morning of the election. All campaign materials must be removed from the residence halls and public campus spaces before voting begins.

ii. Any materials found on the campus after this time will result in public notification of the candidate's violation of election policies.

iii. The Elections Committee shall make all final decisions regarding whether or not elections policies have been violated.

IV Official results of all elections and balloting must be publicized within 24 hours of the time the ballots are counted. For election of candidates, winners' names are included in the official results. Results shall be reported to the Community Council in writing within one week of the election. All election results are final upon being read and approved into the Community Council minutes.

V All newly elected members shall assume office at the beginning of the term following the elections.

- VI All ballots and voter lists are to be preserved for at least three years, unless otherwise specified by Community Council.
- VII Elections Committee shall develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting.

D Election Procedures

- I The Elections Committee shall conduct all Community Council elections according to the following policies:
 - a Regular Elections for year-long council seats shall be held in the fourth week of spring term and in conjunction with the Community Council President election.
 - b Any special elections will be held as needed under the discretion of Community Council.
 - c All ballots will have a “no candidate” option for each open seat on Community Council, and that option may be selected. Any candidates receiving less than the number of vote points given to “no candidate” will not be elected and those seats will remain unfilled for the elected term.
 - d In order to qualify for candidacy, students must be in good academic standing and must submit a petition in the form of a statement of intent and a Community Council nomination form with at least 15 signatures before the published deadline. All statements of intent will be published and made available to the Antioch community.
 - e All ballots shall have a “write-in candidate” option. To be considered a valid write-in candidate, each candidate must receive at least 20 write-in votes or 5% of the vote points, whichever is less. Write-in candidates must receive more vote points than “no candidate” and at least the number of the lowest scoring actual candidate’s votes in order to be elected. In a case where there are more seats than actual candidates, any write-in candidate receiving the minimum amount of points may fill the uncontested seats.
 - f All ballots will be counted using a graded point scale (X’s and checkmarks will be treated as a number one ranking. More than one X or checkmark will disqualify the ballot.)

E Voting Process

- I All ballots will include instructions on how to vote with at least the following text: “Please rank your choices in numerical order where a 1 is your first choice, 2 is your second choice, and so on, up to N*. Do not rank beyond the number of candidates you feel comfortable voting for. Do not use X’s or checks. Please read the description of NO CANDIDATE and WRITE-IN provided at the elections table before voting.” (*N=total number of candidates running. (Example: if six students are running for five Community Council seats, N will equal 6).
- II Clear and concise explanations of the voting and tallying process shall be provided at each voting table and the people working the tables shall have a clear understanding of the process.
- III Before voting, each voter must print and sign their name on a voter list. When more than one vote occurs during one election day, each voter must signify on this list which ballots they are requesting. Each voter may vote only once for each election; abuse of this is a violation of community standards and all votes made by said person for this election will be disqualified.
- IV Voters shall have access to a private booth in which to vote.
- V All votes will be counted using the following process:
 - a The total number of number 1 rankings for each candidate will be counted and recorded. Repeat this process for all number 2 rankings, number 3 and so on up to N.
 - b Graded Scale Points – Before one can obtain the total number of vote points each candidate receives, a point value for each ranking must be generated using the following formula: $(N+1)-(the\ value\ of\ the\ ranking)=vote\ points\ for\ individual\ ballots$. This will generate a graded scale so that a number 1 ranking is worth the highest amount points (N) and the last ranking will be worth only 1 point.

Examples:

All #1 votes (from the earlier example with five seats and six candidates, therefore N=6. $(6+1)-(1)=(7-1)=6$ All #2 will be calculated similarly: $= (6+1)-(2)= 7-2= 5$

c Vote Points—Total vote points must be calculated for each candidate. Calculate total vote points by using the following formula: $(vote\ rank) \times (total\ votes\ at\ rank)$. Add votes points at all ranks to generate total vote points. For example: If Candidate A receives 20 number 1 votes: $= 20 * 6 = 120$ vote points from #1 votes. If a candidate receives 10 number 2 votes: $= 10 * 5 = 50$ vote points from #2 votes.

120 vote points from #3 votes.

99 vote points from #4 votes.

50 vote points from #5 votes.

23 vote points from #6 votes.

= 342 vote points total for Candidate A

d After totaling points for all candidates, the names of the top N candidates and the name of the first runner up should be provided in case of a resignation by one of the elected members.

e Each candidate shall receive a final total of vote points after all ballots and rankings are tallied. The candidates with the highest point values shall fill their elected seats. For more information on this system, please consult the Elections committee chair or a Community Council Representative.

VI Candidates for Community Council shall be made eligible for election to both community elected and constituency elected seats.

a There will be separate ballots for staff, faculty and student voters.

b The votes for constituency elected positions will be counted separately from those for at-large elected positions. For example: Candidates A and B are both running for student positions on ComCil. Student votes are counted to decide who fills the student only seat. Everyone's votes are counted to decide who fills the community-elected seat. Candidate A receives a majority of student votes and fills a constituency elected student seat. Candidate B receives a majority of everyone's votes, and fills the community-elected student seat.

c In the event that the candidate with the most vote points for a community-elected seat also has the most points for a constituency-elected seat, that candidate will default to the community seat. The candidate next down on the constituency-elected list will fill the constituency seat. For example: Candidates X and Z are running for faculty seats on Community Council. When the community wide votes are counted, Candidate Z receives the majority of vote points. When the faculty votes are counted, the winner is also Candidate Z. Candidate Z will fill the community-elected seat, leaving the constituency elected seat

to be filled by Candidate X, who received the second most vote points in the faculty election.

- VII Until the fall of 2014, all students must run with an alternate from a different cohort who will act as a proxy in the event of their absence and when the student is on co-op. Faculty will also run with an alternate who shall act as a proxy during the faculty member's professional development term. Staff members may choose to run with an alternate to fill their position during time off.
- VIII In the event that a faculty elected seat is left unfilled by an election, the Faculty Senate may choose to appoint a faculty only representative with the permission of the sitting ComCil.
- IX In the event of the resignation of a Community Council member, the first runner up from that term's elections will take the vacant seat.

4 Events Committee

A Purpose and Duties

- I The Events Committee is responsible for hearing proposals from the community for events on campus or events affiliating themselves apart of the Antioch College Community. These events can include are but not limited to dances, speakers, performances, workshops, residence hall activities, field trips and symposia. The Events Committee will work to ensure that all funds are used appropriately and that a broad cross-section of the community is represented with equal opportunities.
- II The Events Committee is responsible for educating the community about the process of obtaining funding, coordinating publicity with communications and producing events effectively.

B Membership

- I The Community Life Events and Outreach Coordinator

- II Director of the Herndon Gallery
- III Resident Life Manager
- IV Three students approved by Community Council
- V One faculty member (appointed by the V.P. of academic affairs)
- VI The Events Coordinator
- VII A member of the facilities staff
- C Events Coordinator
- I. The Antioch College Events Committee Coordinator is responsible for overseeing and coordinating events on campus. It is a paid, quarterly position.
- II. The Antioch College Events Coordinator works with Community Council and the Events Committee to support events on campus.
- III. The Events Coordinator position shall be supervised temporarily by the Community Life Events and Outreach Coordinator pending the appointment of a full-time Community Manager. Community Council reserves the right to amend this stipulation as it sees fit.
- IV. The coordinator will assist in the performance of events by Independent Groups and others on campus. Such events may include: dances, fundraisers, dinners, field trips, speakers, performances, workshops, residence hall activities, symposia, etc.
- V. The Events Committee Coordinator will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.
- VI. The Events Committee will work to ensure that all funds are used appropriately and that a broad cross-section of the community is represented with equal opportunities.
- VII. The coordinator will also work to make certain the Events Committee educates the community about the process of obtaining funding, coordinating publicity with communications and producing events effectively.
- VIII. The Events Coordinator shall be responsible for appropriately assessing Community Governance funds for individual events.

- IX. The Events Coordinator is required to attend all Community Meetings and all meetings of the Events Committee or Community Council where relevant proposals are considered.

D Meetings and Attendance

- I The Events Committee will meet by the third week of every term and will meet at least four times throughout the term.
- II Special meetings may be called as needed at the discretion of the Events Coordinator.

E The Proposal Process

- I Any community member, residence hall, or independent group may request funding for an event or series of events. These may include, but are not limited to, performances such as bands, singers, songwriters, comedians, large gatherings sponsored by Independent Groups, dances, groups, speakers and other social events. Educational, social or cultural events that promote, support or increase the diverse climate of the campus may also be funded through the Events Committee.
- II Individuals may receive assistance to attend a conference that may be of relevance or benefit to the community. Event funding may pay for gas, lodging, conference registration and meals while at the conference. If granted funding, the individual(s) must make a formal presentation to the community upon returning from the conference. This can take the form of a presentation at Community Meeting, an article for One Morgan Place, a workshop or another idea approved by the Events Committee.
- III An individual or group must fill out an Events Proposal form and submit it to the Office of Community Life. The proposal will be heard at the next Events meeting. Community members are responsible for submitting their proposals in a timely enough manner to insure that their event can be properly supported. Reimbursement for events that have already taken place and expenses already incurred will not be allowed in the events process. A representative of the event or their designate must be present at the Events Committee meeting in which the proposal is initially heard.
- IV Allocations of funds over \$1000 must be approved by Community Council.

- V Any individual or group is eligible to receive funds unless they have outstanding past receipts for prior funding.

F The Allocation Process:

- I The Events Committee will review all proposals based on the following criteria:
 - a Evidence of planning and thoughtfulness on the proposal
 - b Scheduling and location are appropriate and beneficial to good attendance
 - c Scheduling is appropriate in relation to other activities on campus
 - d Avoidance of redundancy (too many of the same types of activities)
 - e Cost is related and appropriate to expectations of participation and audience
 - f Additional opportunities for funding and availability of funds
- II All of the proposals will then be taken into consideration in light of the resources available.
- III The Events Committee will make decisions based on consensus when possible. If consensus cannot be reached within the timeframe of the meeting, a final 2/3 majority will rule. The Events Committee may decide to fully fund an event, ask for modifications to the proposal or deny funding entirely.
- IV Proposals will be made public to the community through the Community Meeting as well as through the designated events board on campus where proposals will be posted.

5. Record Advisory Board (RAB)

A. Membership

- I. Community Council shall appoint five voting members to the Record Advisory Board (RAB): three students, one of whom is a former Record Editor (if possible), and two non-student members. A Community Government representative shall be appointed as a non-voting member. Members of Community Council cannot server on RAB in any other official capacity.

- II. A representative of Community Council shall notify RAB when a voting member of RAB officially resigns.
- III. The Record editor(s) shall serve as one ex-officio voting member.
- IV. Members will be chosen in the winter to serve for the full year with alternates being chosen during terms of absence.
- V. RAB shall meet with Community Council each year to determine any changes that may be needed in the RAB By-laws.
- VI. RAB shall elect its own Chair from among the voting members.
- VII. In the event of a RAB member's resignation, the member wishing to resign shall notify the RAB Chair, who will then report to a representative of Comcil. The Chair of RAB shall be able to appoint replacements, as necessary, subject to the retroactive approval by Community Council.

B. Duties

- I. To advise in matters concerning The Record's editorial policy.
- II. To inform Community Council of the Record editor(s), or collective of editors hired. This decision shall be final. An editor should be hired according to the Record Editor job description.
- III. To be the body of first resort for community members who have concerns regarding The Record, with unresolved concerns forwarded to Community Council.
- IV. RAB shall advise Community Council on the use of community allocated Record funds and equipment.
- V. RAB does not have the authority to exercise prior review.

6. Diversity Committee

A. Purpose

The Diversity Committee at Antioch College shall promote the acceptance, appreciation and celebration of all members of the campus community.

The mission of Diversity Committee is to empower our community to embrace human diversity in all of its manifestations by creating an educational environment that will foster collaborative exchange, meaningful interaction and value for all members of the College community.

B. Membership

Membership is open to all members of the Community. The membership will elect a chair each term. Diversity Committee meets weekly while classes are in session.

7. Independent Groups

Members of the community shall have the right to associate freely with individuals and groups. Also, community members shall have the right to organize and conduct their own meetings, in accordance to rules of behavioral conduct as outlined in Antioch's Mission Statement, Honor Code, and Civil Liberties Code.

A Independent Groups (IGs) are formed by community members for political, social, recreational, or academic purposes. The Union of Independent Groups (UIG) shall consist of delegates of all registered IGs. The Diversity Coordinator, with support from the Office Manager, shall organize monthly UIG meetings.

B Any member of the Antioch Community may start (or restart) an Independent Group.

C Criteria for beginning an Independent Group

I All IGs must register with Community Government (CG) by filling out an IG petition.

II IG proposals shall include the name of the two person(s) who will be the recognized coordinators for the term.

III IG proposals must bear the signatures of 15 people who support the IG.

IV A statement of intent shall be included on the petition by the proposed IG. This statement shall include the purpose, goals, and intentions of the proposed IG.

V All IG petitions shall be public documents.

VI All new IGs must follow this process for getting registered with CG. In addition, all continuing IGs must follow the same process at the beginning of every term, in order to maintain registration in the UIG.

VII Although an IG does not need to officially register in order to have meetings, no unregistered groups will be allowed to request funding or meeting spaces.

D No secret organizations, societies, fraternities, or groups that are involved in clandestine or suspicious activities are allowed to congregate on campus.

E Coordinators of IGs shall ultimately assume responsibility and accountability for the actions of their IGs, and as such will be expected to answer for their groups' actions in the event of any policy violations or irresponsible activities.

F IGs are not required to furnish an official list of members for Community Council.

G Space for Independent Groups

I All registered IGs shall be eligible for Community space, as it is available.

II The Council President shall be responsible for allocating available space to registered IGs. This space will be assigned for a specific period of time, not to exceed the term of the Council President.

III Establishing a "Permanent" Space - Independent groups that feel they have a need for continuous space from term to term may request that space be allocated to them "permanently." For the purposes of this policy, the word permanent shall be defined as "permanent" until overturned by Community Council following the guidelines stated below.

IV An independent group shall be eligible to be classified as eligible for "permanent" space if they meet the following criteria:

- Have been an Independent Group for three or more consecutive terms.
- Have items that need permanent storage space (supplies, books, files, etc.)

H Groups wishing to apply for permanent space should write a proposal to Community Council stating the reasons they feel their group is qualified, as well as providing a petition of 25 or more signatures from community members who agree to provide ongoing support for this UIG.

I Community Council must vote in order to accept a permanent space petition. If approved, the proposed space shall be granted to that IG until Community Council votes to remove that IG from that space and/or assign another IG to that space. This may only be done if that IG has been inactive for more than two quarters.

J IGs with permanent spaces must still register each quarter to be eligible to receive CG funds, but shall be considered IGs in all other ways.

K Independent Groups as Standing Committees

- I An independent group shall be eligible for status as a standing committee when its stated areas of interest align with its proposed committee purpose.
- II An IG which serves as a standing committee may be repeatedly delegated authority over decisions which apply to its area. Community Council should specify the nature of this authority on a case by case basis.
- III Groups wishing to act as standing committees should write a proposal to Community Council stating the reason why they feel they are qualified to fulfill the role in question, and specifying whether they intend to act as an open or closed committee.
- IV Proposals for standing committee status should include the group's decision making methods and organizational structure.

L Money for Independent Groups

- I All registered IGs shall be eligible to receive funding for individual events through the Budget Committee, subject to the approval of Community Council.
- II Receipts must be provided for all purchases on or before the end of the next to last week of a term or by special permission of the Office Manager.
- III IG may receive funding for sustained projects, or may be allocated sustained budgets for ongoing duties. Community Council must approve sustained funding.

M Guidelines for Independent Groups

- I All IGs shall abide by Antioch's Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
- a All IGs shall be responsible for abiding by Community Standards.
- II All IGs shall be responsible for any damages that occur during, or as a result of, their meetings or events they have sponsored.
- III All IGs shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
- IV If an IG is allocated space by CG, the IG is responsible for maintaining that space in a reasonable manner.

- V Damage caused by the members of an IG may result in a fine, assessed by the Community Standards Board, if a complaint is filed against the IG for damages or cleaning costs.
- VI Community Council reserves the right to revoke the registration of any IG if there has been a serious violation of community standards.
- VII Community Council must notify the community if it has revoked the registration of an IG.

8. The Student Finance Task Force

A Purpose

- I The Student Finance Task Force (SFTF) is a standing committee of Community Council with the goal of finding creative and resourceful solutions to the problem of student debt at Antioch.
- II The SFTF will explore as many options as possible in an attempt to resolve issues of student debt with the utmost expediency. Special attention will be paid to the financial hardship of students which falls outside of the purview of Financial Aid.

B Composition

I \In order to establish community-wide advocacy and to insure the greatest efficiency, the SFTF shall include at the time of assembly at least (but not limited to) one representative from each of these groups:

- a Finance
- b Co-op
- c Financial Aid
- d the student body
- e Faculty
- f Operations
- g Advancement
- h Community Life
- II As a standing committee of Community Council (ComCil), all

membership shall be subject to approval of Community Council.

- III Community members are able to recommend members via any member of ComCil.
- IV An employee of ComCil or a member of ComCil shall serve as chair.
- V The SFTF shall appoint a secretary, who will take minutes at all meetings.
- C Process
 - I SFTF can hold closed or partially closed meetings only for the express purpose of discussing specific and sensitive financial information.
 - II Minutes shall be either made public in their entirety or in the form of a summary.
 - III Community Council has access to all SFTF minutes, and may share minutes with the wider community as it sees fit.
 - IV The SFTF may request that ComCil censor summaries/minutes containing sensitive financial information from the community at large.
 - V If specific students are mentioned, their names will be omitted from the minutes by the secretary, using a pseudonym if necessary.
 - VI Resolutions shall be presented to ComCil for final implementation in the form of recommendations.
- D Longevity
 - I The subcommittee can decide to dissolve itself when it feels it has fulfilled its stated short term aims.
 - II ComCil has the power to reconstitute the committee when it sees the need, and retains full oversight of its composition (including the appointment of the Chairperson).
 - III In the event of a member's resignation, the Chairperson may appoint a new member from the same category as needed.

9. Residence Life Advisory Board (RLAB)

A Duties

- I The purpose of the RLAB is nurture community needs by providing a forum and mechanism for stakeholders in the operations and function to advise the Residence Life program.

- II To make recommendations to ComCil regarding Residence Life policies based on consensus.
- III To assist Residence Life in developing programs that promoting cleanliness, safety, academics, community and student success within the shared spaces of the residence halls.
- IV To recommend creative solutions to Residence Life regarding challenges in residence halls.
- V To perform reviews of ResLife policies (at least annually.)
- VI To host open community forums to discuss residence policy concerns (at least once per quarter.)
- VII To advise RLMs on creative solutions for student success in the residence halls.

B Membership

- I The RLAB consists of members who are stakeholders in the operations and function of Residence Life. Other membership can be added as deemed necessary by the RLAB or as appointed by ComCil. All members are voting members. Recommendations to ComCil must be by consensus. Community Life will call the first meeting of each term. The Chair of the RLAB will be voted on by all members of the committee at the first meeting of each term.
- II Dean of Community Life will serve as an ex-officio member
- III 1-2 Residence Life Manager(s) (RLMs) annually appointed by Dean of Community Life
- IV 1 Resident Assistant (RA) appointed quarterly by an RLM
- V 2 non-RA students – voted on by student body each term at or by the second hall meeting of the term using basic point-system procedures outlined in Article 3 of this document.
- VI 1 Dining Services staff member appointed annually by Dining Services Coordinator
- VII 1 Housekeeping staff member appointed annually by the Facilities Manager
- VIII 1 ComCil member (may serve dual role) appointed quarterly by ComCil

- IX 1 Diversity Committee member (may serve dual role) appointed quarterly by Diversity Committee Chair

C Process

- I Meetings should be held at least three times per quarter at as needed.
- II The RLAB operates by consensus, and any disagreements that go unresolved will move to Community Council.
- D NOTE: RLAB will be convened for a special preliminary session during the fall 2013 quarter, during which seats will be filled at the discretion of the Office of Community Life. Any recommendations for changes to the RLAB by-laws will be made in that body's end-of-term report to Community Council.

10. Community Government Personnel

A Employment Standards

- I All employees of Community Government must be matriculating students of, or on a Cooperative Education quarter from Antioch College. Community Council may vote to make exceptions to this rule under special circumstances.
- II All student employees of Community Government must be in good academic and community life standing. Students with a GPA of 2.0 or higher who are without current academic warning or probationary status are in good academic standing. Students who are without current Community Life warning or probationary status are considered in good Community Life standing.
- III All employees of Community Government must preside over their given duties with a high degree of individual responsibility and accountability.

B Hiring Procedures

- I Hiring should be done near the end of each academic quarter to fill positions at the beginning of the ensuing quarter. Specific application deadlines will be set by the Council President or the Dean of Community Life.
- II An online application process will be maintained for students returning from co-op. Application procedures by mail will be made available upon request.

- III Applications must be submitted to a member of Community Council along with a résumé.
- IV Community Council will review all applications in closed session. At this juncture Community Council may prevent any application from moving forward in the hiring process.
- V Applicants approved by Community Council will be interviewed by the Community Council President, a member of the Community Life staff appointed by the Dean of Community Life, and the Secretary of Community Council. All applicants will be asked an identical set of questions, and answers will be recorded in written summary.
- VI The team which conducted the interviews will be responsible for hiring based on consensus according to section A. of this article, Employment Standards. If consensus is not reached the decision will fall to Community Council in a closed session.
- VII The Record Editor must be hired by the Record Advisory Board, according to procedures outlined in Article 5 of this document.
- C Supervision and Payment of Community Government Employees
 - I Employees of Community Government will be delegated control over their areas of responsibility by Community Council, and thus ultimately accountable to Community Council.
 - II The Dean of Community Life will be responsible for signing the time sheets of employees.
- D Community Council President
 - I The Council President shall be elected to a one year term by an open vote of all Antioch College community members, beginning in fall quarter and continuing through the next election when possible.
 - II The Council President shall be employed by the college through the Community Government budget, and will be expected to work 15 hours per week.
 - III The Council President shall serve as an ex-officio voting member of ComCil with one vote.
 - IV The Community Council President is accountable to Community Council and is delegated thereby a singular responsibility over the functioning of Community Government projects and duties.

- V As the proxy of Community Council, the Council President is responsible for overseeing and coordinating the various goals, ongoing and temporary, undertaken by Community Government.
- VI The Council President is responsible for arranging reports out to Community Council from all employees, subcommittees and standing committees when necessary, and for maintaining clear documentation of all Community Government projects.
- VII The President shall convene and preside over meetings of Community Council, and shall formulate the agenda with the Community Council Secretary. Summaries of previous meetings and agendas for upcoming meetings will be announced by the Council President at each Community Meeting and in appropriate campus publications.
- VIII The Council President shall call any special meetings of Community Council on their initiative or on the request of any member.
- IX The Council President shall be responsible for the facilitation of weekly Community Meetings. These meetings shall be used to present information and discuss issues of concern to the community, as well as provide educational opportunities to address the college learning outcomes of deliberative action, intercultural awareness and social engagement.
- X The Council President, with the Dean of Community Life, shall publish any changes or additions to Community Government constitution or bylaws.
- XI The Council President in conjunction with Antiochiana shall maintain a file of all past editions of the constitution and bylaws.
- XII The Council President will make appointments for members of subcommittees and standing committees, subject to the approval of Community Council.
- XIII The Council President shall make recommendations to Community Council for the allocation of available Community Life space.
- XIV The Council President and members of ComCil shall make a serious effort to do community outreach, in order to best address the needs of the community. This should include, but is not limited to, maintaining regular contact with students, staff and faculty, the college president, the Dean of Community Life, Residence Life Managers and Resident Assistants, as well as other interest groups such as the alumni and the village of Yellow Springs.

E Events Committee Coordinator

- I The Antioch College Events Committee Coordinator is responsible for overseeing and coordinating all events funded by Community Government. It is a paid, quarterly position.
 - II The coordinator will assist the performance of events by Independent Groups and others on campus. Such events may include: dances, fundraisers, dinners, field trips, speakers, performances, workshops, residence hall activities, symposia, etc.
 - III The Events Committee Coordinator will work to ensure the Events Committee hears proposals from the community for events on campus or events affiliated with the Antioch College Community.
 - IV The coordinator will work to make certain the Events Committee educates the community about the process of obtaining funding, coordinating publicity with communications and producing events effectively.
 - V The coordinator must provide monthly reports on the status of funds and proceedings to the Events Committee and Community Council.
- F Student Space Coordinator
- I The Antioch College Student Space Coordinator works with the office of Community Life, Community Council and the Events Committee to maintain an orderly and enjoyable student space, and to support student events on campus when needed. It is a paid, quarterly position.
 - II The Student Space Coordinator will be responsible for planning and conducting all Student Space initiatives and special projects.
 - III The Student Space Coordinator may be required to help with organizational tasks, filing, and research to assist the office of Community Life and/or Community Government as needed.
 - IV The coordinator must work with independent groups to coordinate use of temporary student space, and with the Community Council President to allot permanent space for standing committees.

JUDICIAL PROCESS

The judicial process at Antioch College is designed to promote a community culture of accountability and respect as articulated in the Antioch College Honor Code. Restorative justice is a foundational philosophy of the College's judicial process in that it promotes an understanding of the underlying causes of an offense, the effects on those who have been harmed, and concern for all parties' needs for healing and reparation. Not all disputes are appropriately and effectively handled through restorative justice practices, however. Cases involving personal or sensitive issues such as violations of the Sexual Offense Prevention Policy are not appropriate.

Corrective action for any violation of community standards begins with a written complaint or report filed with the Office of Community Life. In the event that the violation involves an accusation of a staff or faculty member, the appropriate administrative supervisor will be contacted and informed so that further action can be taken.

In the event that the violation involves students only, the Dean of Community Life will conduct an investigation process with the assistance of appropriate College personnel, or refer the case to the Community Standards Board.

Disciplinary Action

While the College is not obligated to provide due process as it would exist in a court of law, it does recognize the need for the accused to be notified of the specific nature of the complaint, to have a hearing that is scheduled in a timely manner, to be allowed to tell their side of the story, and, if there are sanctions imposed, to find them clearly delineated and justly issued. All disciplinary action taken by the College is intended to be fair and transparent. In addition, all corrective action aims to help the student learn from their mistakes and reaffirm their status as a valued member of the community.

Process for hearing of a community standards violation:

- A. Within five business days of receiving a written complaint, the Dean of Community Life shall notify the student(s) named in the complaint regarding the nature of the alleged violation and request a meeting with each individual involved.
- B. The Dean of Community Life and additional appropriate College personnel will hear the accused student's side of the case in the context of an informal hearing. The student has the right to bring to the meeting a second party such as an academic advisor or any close associate in the Antioch community. The student also has the right to provide names of witnesses to speak on the his or her behalf at a future time.
- C. The Dean of Community Life will then conduct an investigation with all

parties, including witnesses—if necessary—for the student as well as the individual(s) bringing the complaint.

- D. Within ten business days of the hearing date, the Dean of Community Life will provide a written summary of the findings of the investigation to the student, the complainant and to witnesses.
- E. The accused student and Dean of Community life will meet to determine appropriate sanctions. At this time the student can request to participate in a restorative practice such as mediation or a restorative justice circle (*See Community Standards Board below*) in addition to or in lieu of sanctions, depending on the nature of the violation. A mediation or circle will not take place unless agreed upon by the complainant.
- F. Sanctions by the Dean of Community life may be imposed as follows:
 1. First minor offense: Letter of Concern will be sent to student and retained in the student's file in the Office of Community Life.
 2. First serious offense or second offense: Letter of Warning will be put in student's file as well as sent to the academic advisor.
 3. Subsequent and more serious offense: Student may lose housing privileges.
 4. Suspension: Repeated or serious violations such as violence or criminal activity may warrant immediate suspension, in which case the student will cease attending classes and leave campus for a specified amount of time. The College reserves the right to suspend a student without a hearing at any time if the safety of an individual or the community is considered to be in jeopardy.
 5. Expulsion: The Dean of Community life, in consultation with the President, will make the determination of expulsion.
- G. In the event that the student wishes to participate in a restorative practice, their case will follow the procedures of the Community Standards Board and begin with a preliminary meeting to determine the most appropriate practice.

Community Standards Board

Section I: Overview

The Community Standards Board (CSB) is charged with the following responsibilities:

1. To uphold Community Standards as delineated in the Honor Code and the Civil Liberties Code of Antioch College.
3. To evaluate, on a regular basis, the standards by which the Antioch community governs itself, and to recommend changes as necessary, consistent with the needs of the community.

4. To hear appeals of decisions made by the dean of community life regarding community members.
5. To facilitate restorative justice practices when appropriate and agreed upon by all parties involved in a case.

NOTE: Matters dealing with legal violations, employment contract violations, violations of professional ethics, or academic and financial questions may be referred to other appropriate bodies. CSB encourages the solution of problems by mediation or restorative practices. It will be up to the members of CSB and the dean of community life to decide whether a complaint falls within its jurisdiction or should be referred elsewhere. Consensus of the parties involved and the Board is the preferred means of decision-making. In the event that consensus cannot be reached, the case will be referred back to the dean of community life for further action.

Section II: Membership

- A. The Community Standards Board shall be composed of at least 12 members. Members of the CSB shall be selected in the following manner:
 1. Three faculty members chosen by the Vice President for Academic Affairs.
 2. Two members (and one alternate) from the staff of the Office of Community Life chosen by the dean of that office.
 3. Three members from the staff of the College chosen by the community governance body.
 4. Four students selected by the Dean of Community Life's office in conjunction with the community governance body.

Due to the possibility of multiple hearings or a member's conflict of interest, a hearing board shall consist of four people. Of these, there will be at least one faculty member, one staff member, and one student. A staff member of Office of Community Life will also serve on the hearing board. The members of each particular hearing board will be selected from the CSB membership by the CSB Chair.

- B. All members shall serve for one year. Alternates may be selected to serve in case of the extended absence of any member, including students on co-op. In all cases, alternates shall be selected in the manner prescribed in Part A. CSB may function even if all seats are not filled, as long as there is a quorum.
- C. Student members shall serve all terms, study or work, during which they reside on campus.
- D. All non-student members shall be selected, if possible, prior to the year in which they will serve. Student members shall be selected, as required, within three weeks of the beginning of each term, as required.

- E. Members shall be eligible to serve no more than two consecutive years. They may again serve after at least one year has elapsed.
- F. The Chair of Community Standards Board shall also serve as Secretary. Hearings shall be recorded and kept in an archive in the Community Life Office for no less than 7 years.
- G. The chair of CSB shall be a member of the Office of Community Life appointed by the Dean of Community Life and will serve on all hearing boards as an ex-officio member.
- H. Members of CSB are required to attend all trainings related to CSB (such as facilitation, mediation and diversity training) and to be familiar with the processes and procedures thereof, as well as all Community Standards and policies of Antioch College.

Section III: Community Standards Board Process

- A. The Chair will meet with the complainant to hear their concerns and inform the, of the options for proceeding with the case.
- B. The Chair will then meet with the respondent to explain the options for proceeding with the case and hear their concerns.
- C. The chair will then make a determination for how to proceed. The chair will schedule a hearing, a restorative justice circle, or mediation based upon the will of both parties.
- D. The chair will inform both parties in writing of the date of the hearing, circle, or mediation at least three working days in advance of the process.
- E. All participants involved must maintain strict confidentiality about all proceedings including restorative justice practices.
- F. If a party making the complaint fails to respond or to appear at the hearing (and has not asked for a postponement), CSB may decide to drop the matter. If the community member about whom a complaint has been made fails to appear after being properly notified, the board will proceed as if that individual had nothing to say on his or her behalf, although every effort will be made for both parties to be heard.
- G. Any party involved in a CSB hearing may seek advice on his or her rights in the matter, from the Dean of Community Life, legal counsel or any other source. Involved parties may have legal or informed counsel present at the hearing.

Section IV: Hearings

- A. Unless one of the parties involved wishes otherwise, all hearings will be open to all community members (CSB does not have the authority – on its own – to decide on a closed hearing). If a hearing is closed, only the following may

be present: those parties recognized by CSB as involved in the matter, their counsel, if any, and the members of CSB.

- B. All parties involved have the option of calling in witnesses: any party involved may question any witnesses. At the beginning of the hearing, all involved parties must submit a written list of witnesses they plan to call: thereafter, no additional witnesses may be called. The list should be presented in the order in which the witnesses will be called. CSB may also bring in witnesses, or may invite any person to present considerations of the larger issues involved, if any. Involved parties may not invite such persons, but may suggest that the Board invite them at its discretion.
- C. Once all testimony is heard, CSB hearing board will adjourn to closed session to decide the outcome of the case. The decision of the case will be made by consensus.
- D. A written statement of the decision shall be prepared by the Chair, and issued through the Office of Community Life to all parties involved. This statement must include the original complaint, the decision, and the action being taken, and an explanation of why the decision was made. This procedure shall be followed whether the decision is reached in consensus in open hearing or by CSB alone in closed session.
- E. If they so desire, any given member of CSB who is involved in a hearing may write a dissenting or minority opinion, and this statement will be included in the permanent file of the complaint.
- F. Sanctions will be determined, if possible, by all parties involved; otherwise, simply by members of CSB. Sanctions may take any form deemed appropriate by those taking part in the decision, within the limits of College policy and local, state, and federal law.
- G. Sanctions may include, but are not limited to: monetary fines, letters to be put into permanent files, community service, eviction from residence halls, banning from all or part of campus all or part of the time, and the recommendation of suspension or involuntary withdrawal. Antioch College undertakes to carry out the sanctions imposed through this process.
- H. Procedures/Duties of the Chair
 1. Four CSB members shall constitute a quorum for the conduct of hearings or any other CSB business.
 2. The Chair will keep a continuity file on all cases, in order to keep an accurate history of CSB decisions. These files will include the original complaint, date, time, the members who heard the case, and what the decision was.
 3. Parties involved in the hearing may speak only through or with the permission of the Chair.

4. Disruption of CSB hearings may be considered grounds for filing an additional complaint. The Chair, after making a reasonable effort to prevent or stop a disruption, may ask the offender(s) to leave, or may adjourn the hearing to another time and/or place.
5. The hearing board may call a recess at its discretion.
6. All hearings shall be audio-recorded. The recording shall be the property of the College and will be deposited with the Dean of Community Life to be kept in a confidential file. The recording will be made available only to the parties involved, to the current and future members of CSB and to the dean of community life, in the case of an appeal.
7. A hearing file shall contain recordings of all open hearings on the matter and copies of any documents submitted by any parties involved, as well as a record of final resolution of the complaint, provided the Chair has granted permission for release.

Section V: Appeals of Dean of Community Life Decisions

- A. These appeals may address the content and consequences of a decision made by the Dean of Community Life.
- B. Appeals should be directed to the chair of CSB, who will convene a CSB hearing board comprised of different members of CSB than the initial hearing board. This board will be convened within a week, provided the term does not end before this is possible.
- C. The party making the appeal shall appear before the hearing board and explain the reasons for the appeal. The hearing board should also seek information from the dean of community life and others with information pertinent to the decision.
- D. The hearing board will decide in closed session whether or not to hear the appeal. Should the hearing board decide that no appeal is warranted, they shall so state in writing. The reason(s) for not hearing the appeal must be entered in the official record.
- E. If the appeal is heard, the hearing board may uphold the decision made by the dean of community life or facilitate, according to CSB procedure, the rendering of a new decision.
- F. CSB decisions regarding appeal of a dean of community life decision are final unless other College policies permit further action.

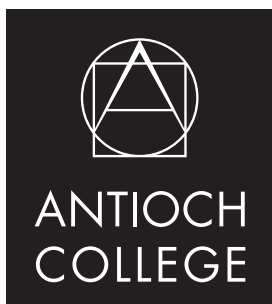
Section VI: Appeals of CSB decisions

- A. If a decision is reached by consensus among the parties involved, no appeal is possible. Participation in such a consensus indicates that all parties accept the outcome.
- B. If a decision is reached by CSB in closed session, it may be appealed for the

following reasons:

1. To determine whether the original hearing was conducted in conformity with the prescribed procedures.
 2. To determine whether the decision made was based upon substantial evidence.
 3. To determine if the sanction imposed was inappropriate for the offence.
 4. To consider new evidence – unknown to the appellant at the time of the original hearing – sufficient to alter the decision.
- C. Appeals shall be directed to the Dean of Community Life, who shall consult with the College attorney.

CAMPUS RESOURCES



THE CENTER FOR ACADEMIC SUPPORT SERVICES*

McGregor 209, in "The Writing Institute"

The Center for Academic Support Services (CASS) is designed to encourage students toward personal and academic growth, to inspire students to become engaged in and out of the classroom, to empower students to throughout their current and future experiences. CASS is available to support students in being successful throughout their time at Antioch College through a variety of services. Please contact Elecia Harvey at 937-319-6139 ext. 3303 or charvey@antiochcollege.org with any questions.

Intervention Services

- Disability Services
- Securing student accommodations
- Connecting Students to Tutors and other Resources
- Early Alert Reporting System

Enrichment Services

- Workshop Series
- Creating Plans with Students to Improve Upon Skills:
 - o Organization
 - o Time Management
 - o Study
 - o Reading Management
- Graduate School Information

TUTORIAL SERVICES

Antioch College provides tutorial services that are available to all students in mathematics, writing, Spanish, French, and Japanese. This service utilizes supplemental instruction support from faculty outside of the classroom to provide tutorial assistance during each quarter. Through tutoring, students are encouraged and positioned to acquire a deeper understanding of the content, study methods, and critical thinking skills in relation to the subject. The goal of this service is to assist students in becoming more independent, confident learners and critical thinkers.

To learn more about tutoring services at Antioch College, please contact The Center for Academic Support Services (CASS) located in McGregor 209. Elecia Harvey can be reached at 937-319-6139 ext. 3303 or charvey@antiochcollege.org.

DISABILITY SERVICES

In accordance with the American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Antioch College offers reasonable accommodations to students with documented learning, physical, and/or psychological disabilities. The Center for Academic Support Services (CASS) is dedicated to providing equal access to educational opportunities for students with disabilities. If a student has one or more documented disabilities that affects their ability to learn, they are asked to provide documentation to CASS. The information provided will be reviewed with the student to determine accommodations and approaches for effective learning. Students are required to identify their needs and register with CASS in order to receive academic accommodations at Antioch College. CASS is located in 209 McGregor Hall. Please contact Elecia Harvey at 937-319-6139 ext. 3303 or eharvey@antiochcollege.org if you are in need of any additional information.

ANTIOCHIANA

Olive Kettering Library, 2nd floor,

Scott Sanders, College Archivist

E-mail: ssanders@antiochcollege.org, Phone: 937-286-5534

Known as "Antiochiana," a term coined as early as 1898, the archives of Antioch College are over one hundred years in the making. Established in 1905 by College librarian Bessie Ladley Totten, class of 1900, Antiochiana has grown into an expansive repository of primary source materials—artifacts, rare books, manuscript collections, photographs, and official records and publications of Antioch College—all available for scholarly research.

BOOKSTORE

Olive Kettering Library, First Floor

Anna Hogarty, E-mail: ahogarty@antiochcollege.org, Phone: 937-767-1286

Hours are limited: 9-12, and 1-4 weekdays. The bookstore is closed on weekends. Students can purchase textbooks for classes and Antioch swag.

COMMUNITY BIKES

Antioch has a fleet of community bicycles available for student to ride. They are painted red and can be found around campus. The bike shop is located in the Student Union in the Sontag Fels Building.

Contact rstratton@antiochcollege.org for further information regarding this program.

THE OFFICE OF COMMUNITY LIFE

Pennell House, First Floor

The Office of Community Life is committed to enhancing the learning and personal growth of all students by fostering an appreciation of diversity, encouraging personal and civic responsibility, and providing opportunities for leadership development.

All members of the Community Life staff work as a team, sharing the responsibility of providing support to students in a variety of ways, including serving on committees and task groups and participating in event planning and community activities.

The staff of the Office of Community Life:

Louis Rosa, Dean of Community Life

Pennell House, First Floor, rear of the building

E-mail: lrosa@antiochcollege.org, Phone: 937-471-0506

Jennifer Berman

Community Standards and Outreach Coordinator

Pennell House, First Floor

E-mail: jbberman@antiochcollege.org, Phone: 937-768-3183

Nicolas K. Daily

Birch 201

E-mail: ndaily@antiochcollege.org

Jessica Martinez

North 112

E-mail: jmartinez@antiochcollege.org

Ann Carman

Pennell House, First Floor

E-mail: acrman@antiochcollege.org

Dean of Community Life

The Dean of Community Life oversees residence life, the community governance process, campus health and wellness, events, community life courses, and community outreach. The dean also contributes to inclusion and diversity initiatives on campus as well as acts as a Title IX and Clery Act officer. In addition, the dean acts as the liaison between the senior leadership of the College and students.

Community Standards and Outreach Coordinator

The Community Standards and Outreach Coordinator works with students to plan and produce events for the entire campus and wider community. The CSOC also works with the Village Partners program to link students to families and individuals in Yellow Springs to provide a network of support during a student's stay at Antioch. They also Chair the Community Standards Board and act as a Title IX officer for the College community.

Resident Life Managers

Resident Life Managers are essential educators and mentors who create a supportive and enlivening culture within the residence halls. Resident Life Managers live on campus and supervise the Resident Assistant Program.

COMPUTERS AT ANTIOCH

Help Desk, E-mail: support@antiochcollege.org, Phone: 937-768-3022

Students are expected to bring their own laptop computer to campus to facilitate learning. Communal desktop computers are also available in the Olive Kettering Library, in the Writing Institute on the second floor of McGregor, and in the residence halls.

CORETTA SCOTT KING CENTER FOR CULTURAL AND INTELLECTUAL FREEDOM

located at the corner of Livermore and Center College streets

The Coretta Scott King Center for Cultural and Intellectual Freedom (CSKC) honors the legacy of Antioch's renowned alumna Coretta Scott King by hosting programming and initiatives that support cultural and intellectual freedom on Antioch's campus. The CSKC is the site of training, speaker series, lectures, and performances that educate the community about diversity, assist in advancing social responsibility within the community, and enrich the college's curriculum.

COUNSELING SERVICES

Pennell House, Second Floor

Erin Currier, MSW, LISW-S

E-mail: ecurrier@antiochcollege.org

Julie Lineburgh, MS Ed, PCC

E-mail: jlineburgh@antiochcollege.org

For many students, issues facing college-aged students can be overwhelming and difficult to navigate; therefore, Antioch offers counseling on an as-needed basis. The counselors focus on empowering students to cope in healthy and growth promoting ways that are self-identified. Examples of potential issues that may

be addressed throughout the therapeutic process include but are not limited to: depression, anxiety, crisis management, activities of daily living, relationship issues, drug and alcohol services, conflict management, stress management, adjustment disorders, career counseling, GLTBQQIA issues and much more. Students can refer themselves to counseling or referrals can be made directly to the counselors by staff, faculty, parents, advisors, or any other concerned party. Complete confidentiality is ensured and a student must sign a release in order for any information to be disclosed to any third party. Limits to confidentiality exist if one is lethal to themselves or another person. Referrals and linkages to community resources are also available should a student need to obtain medication or more intensive services. Local area agencies frequently utilized are listed below:

- TCN Behavioral Health Services, Inc. Students can obtain psychotropic medications through this agency while retaining the College counselor in for talk therapy. With locations in both Fairborn and Xenia (about 10 minutes away), the staff at TCN are well acquainted with Antioch students and the development processes College students often encounter. For more information, visit tcn-bhs.org.
- AA/NA/SA/OA Recovering communities. When a student is trying to cope with addiction – be it chemical dependency, compulsive overeating, or sexual addiction – we encourage them to seek out recovery groups for additional support. The local community offers a range of options, where students will be able to obtain a sponsor, work the 12-step program, and receive enhancing peer support. Meeting information can be found at: meetings.intherooms.com/meetings/search?latitude=39.622202&longitude=-84.159176&proximity=100
- Dr. Robert L. Brandt is widely sought after for his specialized experience and expertise with gay/lesbian/transgender issues. For contact information and referrals, visit: wrightstatephysicians.org/physician/brandt
- Layh and Associates, a psychological center housed in Yellow Springs, mere minutes from campus, is a great resource for students needing medication management and intensive mental health services. For more information, call: 937-767-9171

DIVERSITY COMMITTEE

A standing committee of Antioch College Community Government, the Diversity Committee provides programming, education, and support in celebration of inclusion and diversity on the Antioch College campus. Members include faculty, staff, and students from areas of the College that include advancement, admissions, community life, academic support, the library, residence life, community outreach, and events. Diversity Committee meets weekly and has been instrumental in faculty hiring, reviewing the Racial Discrimination Prevention Policy, and hosting programs such as movie night at the Little Art Theatre and the celebration of Coretta Scott King's birthday.

E-MAIL

All faculty, staff, and students have been assigned an e-mail that consists of their first initial followed by their last name (all lowercase letters, no spaces or periods) @antiochcollege.org. Example: Louise Smith = lsmith@antiochcollege.org.

FARM

Kat Christen, Antioch Farmer

E-mail: farm@antiochcollege.org

Launched in July 2011, the Antioch College Farm is a forum for practicing sustainability, experiential learning, and community involvement. Situated on the former golf course on the southeast side of campus, the farm features a foodforest, greenhouse, chickens, and annual vegetables. Students can volunteer during regular weekly volunteer hours on Wednesdays and Saturdays. Hours change with the seasons. Farmer Kat Christen works with co-op and part-time work students on a variety of tasks and projects. Food from the farm is featured in the Antioch Kitchens.

GLEN HELEN ECOLOGY INSTITUTE

Nick Boutis, Executive Director

Phone: 937-769-1902, ext. 105

Glen Helen is the legacy of alumnus Hugh Taylor Birch, who, in 1929, donated the wooded glen to Antioch College in memory of his daughter, Helen. With this gift, the College accepted the responsibility of preserving the land in perpetuity. Additional gifts expanded the preserve, which now encompasses 1,000 acres, all accessible from a 25-mile network of footpaths.

Today, the land preservation mission is carried forward by Antioch College through the Glen Helen Ecology Institute, which manages the land and coordinates the educational programs of “The Glen.” On even a short walk, visitors can view spectacular wildflowers, 400-year-old trees, limestone cliffs with waterfalls and overhangs, and the beautiful yellow spring for which the town is named.

The Glen is an integral part of the legacy of the College and will be an important resource for the development of its curriculum. For Antiochians, the identity of the College and Glen Helen are inseparable. For nature enthusiasts, the Glen is a valuable resource for hiking, birding, and exploration.

See the Antioch College catalog for further information.

HEALTH INSURANCE

Louise Smith, Dean of Community Life

Phone: 937-471-0506

All students enrolled at Antioch College are required to have some form of health insurance. Students can purchase health insurance through Antioch College at the start of the academic year. Once enrolled, students will be billed within the payment plan they choose, with payments pro-rated across the year. Students will be billed automatically unless they complete an online waiver before or during orientation. Students must have existing/alternate insurance information available in order to complete the waiver. Students may not enroll in the plan except during the enrollment period just prior to the academic year and cannot leave the plan until after one year is completed. Notify the dean of community life if you wish to enroll.

INFORMATION TECHNOLOGY AT ANTIOCH COLLEGE

Andrew McKenzie, Director of Information Technology
E-mail: support@antiochcollege.org, Phone: 937-319-9948

ANTIOCH COLLEGE ACCOUNTS

Google

Antioch College uses Google Apps for Education to power our e-mail system and offer related services. Each student receives an account through the College that can be used for e-mail as well as for accessing Google Apps, which include web-based office productivity applications such as a calendar and word processor, plus 30 GB of secure online storage. By entering their e-mail address (username@antiochcollege.org) and password, students can login to nearly any Google site. For more limited functionality, a student may log on to antiochcollege.org (for online calendar). Online storage and apps are easily accessible via drive.google.com. Most Google services are accessible through the Antioch College Google account.

Access and Canvas

Antioch College uses twin systems called Access and Canvas to power registration and related functions and to facilitate the learning process. Access provides the ability to review course offerings and register, view final grades, review housing assignments, accept financial aid, and pay outstanding balances. Canvas offers a location for course documents, the ability to submit assignments and collaborate with other students online, and more. These systems are accessible at access.antiochcollege.org and canvas.antiochcollege.org, respectively.

What to bring to the College

Antioch College has a “bring your own device” policy for students, meaning the College does not require or specify any particular type of computer, operating system, or software. However, students should be aware of these general principles:

- Students and staff commonly use both laptops and desktop computers running Apple OS X or Microsoft Windows. Choosing another platform such as Linux may result in a significantly different user experience.
- In most cases, it is easier to connect wirelessly to the campus network than to connect via an Ethernet cable. Mobile devices (such as laptops and tablets) in particular should have 802.11 support in order to connect to the campus wireless network and to use Internet resources without a physical connection.
- As discussed above, through Google Apps students have access to essential office productivity software for purposes such as e-mail, calendar, word processor, spreadsheets, presentation designer, etc. However, some students, depending on technical experience and other personal factors, may prefer to install other software. At this time the College does not sell any software directly.
- Students are expected to take appropriate precautions to prevent viruses and other malware from infecting their computers when connecting to the campus network (to access the Internet, for instance) or sharing files. Vulnerability to viruses, malware, etc., will vary based on operating system and software, types of computer use, and other factors. To assess risk and answer specific questions, students should consult with the computer or software reseller or the Antioch Office of IT.
- Public computers are available in multiple campus for those who do not have their own computers. There is ample access; however, it is not round-the-clock. There are also printers available for public use during specified hours.
- The Office of IT supports College systems including the campus network, e-mail, public-use computers, and more, but cannot provide full support for student-owned devices. The IT Help Desk in Olive Kettering Library’s second floor offers tech support within its scope of expertise on a first-come, first-serve basis.
- All use of technology is subject to the Responsible Use Policy (below).

Responsible Use Policy

Responsible use of College technology includes many rules designed to protect both individual users and the College as a whole from the risks of technology. Specific rules discussed below are divided into three categories. Any violation of these rules may be grounds for receiving the most severe disciplinary action possible.

Responsible use of College-provided computers and systems

This covers College-provided computers such as those used in classrooms, the library, or public labs; and College-provided systems such as the e-mail system and other Google Apps, Access, Canvas, and any other College-administered accounts, even when accessed from private devices and networks.

- Account passwords are never to be shared. Users should not give passwords to anyone else, including any other member of the College community. The Office of IT will never ask for a user's password, users should be wary of "phishing" e-mails and other attempts by criminals to gain access to Antioch accounts by impersonating Antioch administrators.
- Under no circumstances is a student permitted to log in, or attempt to log in using legitimate or illegitimate means, to another student's or Antioch community member's account, nor may a user knowingly allow another person to access his or her account through any such means.
- A user may not impersonate any other member of the Antioch community in online systems (such as by, for example, attempting to send e-mails that appear as though they originate from another user's e-mail account, or by taking an online quiz on another student's behalf). Users must immediately report any known attempt by one party to impersonate another using campus technology.
- A user may not use College systems to propagate any information that is inappropriate, illegal, libelous, etc. (For example, a user may not send out spam via a campus e-mail address.)
- Users are expected to maintain strong passwords for all campus technology. A strong password contains no fewer than 8 characters (and ideally has more); uses a combination of uppercase and lowercase letters, numbers, and permitted symbols; does not contain a word found in the dictionary; and is updated frequently. Most College systems will enforce some of these minimum guidelines and may indicate the strength of your password.
- Users should avoid logging onto College systems and accounts from any untrusted network or (especially) from an untrusted computer.

Responsible use of technology connected to the campus network

This covers all technology, whether College- or student-owned, that is connected to any network operated by Antioch College or that creates a network with any College-owned or -operated device.

- Network bandwidth is controlled in order to preserve network stability and guarantee fair use for all users. Any attempt to circumvent these controls is considered a violation.
- Users may not run any software (such as "bots," malware, viruses, etc.) that uses the network for an illegitimate end, such as attempting to self-propagate,

attempting to access other users' data, attempting to transmit undue volumes of data, sniffing network traffic, etc. Any user who discovers their computer has been infected by such software must immediately report the incident to the Office of IT before the device can be returned to the network.

- Users may not share Internet connection (such as by creating network bridges between devices) or in any way attempt to alter the network topology. Users may not run software, such as distributed computing software, that may generate undue network traffic.
- Users may not use peer-to-peer ("P2P") software to upload/download/share files in violation of copyright. In order to use any P2P software, users must submit a request in advance to the Office of IT, and it must be approved as legitimate.
- Users may not use proxies or any related technique to obscure attempts to violate any of the above rules.

Responsible use of any and all technology by Antioch students

This covers any and all technologies used on- or off-campus by Antioch students, including everything in the above two categories.

- All technologies used by Antioch students, whether on- or off-campus, extending to all private devices, networks, etc., should follow the Honor Code. This extends to your use of social media websites, multiplayer videogaming, online forums, video websites, and more, and extends across the above categories as well. The role of technology is immaterial in evaluating Honor Code violations.

Members of the College community are strongly encouraged to contact the Office of IT through the Office of Community Life if they have any questions about whether a possible action may constitute a violation of any of these policies.

What if I have questions or need help?

Members of the College community are encouraged to contact the Office of IT with any IT support questions by emailing support@antiochcollege.org or from campus via the local "911 IT" support number: 31-911-IT (937-319-1148).

ANTIOCH KITCHENS

Isaac DeLamatre, Head Chef and Food Service Coordinator,
E-mail: idelmatre@antiochcollege.org, Phone: 937-267-1734

THE MISSION OF ANTIOCH KITCHENS

It is the mission of Antioch Kitchens to provide quality meals and service to the community. Antioch Kitchens seeks to support and engage the scholastic and life experience of the community by providing quality meals of integrity, creating

an environment of experiential learning, and providing attentive, caring service. The Kitchens strive to support the ideals of Antioch College by being mindful of products, the people who produce them and the way in which they are produced. The kitchens seek to create healthy nurturing relationships that enrich lives, and thus uphold Horace Mann's decree to win victories for humanity.

Antioch Kitchens aim to provide a comforting and relaxing environment in which guests can seek refuge. They prepare our meals with this in mind. They want their food to make people feel welcome, invigorated, and alive.

Antioch Kitchens Hours of Operation: Fall 2013

North Hall

Monday -Friday

Breakfast: 8:00 AM - 9:30 AM

Lunch: 12:00 PM - 2:00 PM

Dinner: 5:30 PM - 7:00 PM

Saturday-Sunday

Brunch: 11:00 AM - 1:00 PM

Dinner: 5:00 PM - 6:30 PM

Birch Hall

Monday-Friday

Breakfast: 8:00 AM - 9:30 AM

Lunch: 12:00 PM - 2:00 PM

Dinner: 5:30 PM - 7:00 PM

Saturday-Sunday

Closed

LGBTQ

The Antioch College Queer Center is an Independent group through Community Government. Currently, the college is working to identify space on campus to house the center.

LGBTQA resources can be found at local colleges and in the greater Miami Valley.

Dayton Pride Partnership

E-mail: pridedayton.com, Phone: 937-274-1776

Gender Program of Central Ohio

www.genderprogram.com/services.html

Phone: 614-451-0111

Rainbow Alliance, Wright State University
 3640 Colonel Glenn Hwy, 29D Student Union, Dayton, OH
www.wright.edu/studentorgs/rainbowalliance
 E-mail: wsurainbowalliance@yahoo.com
 Phone: 937-775-5565

Medical Resources:

Robert Brandt, M.D., Wright State Physicians
wrightstatephysicians.org/physician/brandt.html
 Phone: 937-245-7200

LIBRARY-OLIVE KETTERING

Jim Kapoin, Director of Library and Information Services.
 E-mail: jkapoun@antiochcollege.org, Phone: 937-769-1238

Sandy Coultier, Library Technical Assistant
 E-mail: scoultier@antiochcollege.org, Phone: 937-769-1240

Steven Duffy, Library Circulation Specialist
 E-mail: sduffy@antiochcollege.org, Phone: 937-286-3689

Richard Kerns, Librarian, Technical Services
 E-mail: rkerns@antiochcollege.org, Phone: 937-319-6213

Kevin Mulhall, Reference/Instruction Librarian
 E-mail: kmulhall@antiochcollege.org, Phone: 937-319-6213

The Olive Kettering Library provides a firm foundation for development of a modern College library to support the mission of Antioch College. Students use the library to consult or check out an array of research materials; find a quiet corner to study; interact with faculty, staff, and other students; attend instruction sessions; and enjoy the services of a robust online collection of resources made available through strong library consortium relationships.

The Olive Kettering Library has 300,000 items in its collection and provides the following services:

Instructional Support: Are you frantically searching for the “right” resource? We are available for classes or one-on-one instruction to sharpen your information seeking skills and inform you of library collections and services.

Collection Development: Collection building is a shared responsibility with faculty, staff, students, and librarians. Community comments and suggestions on the collection or any other aspect of the library are welcome and actively sought out.

Circulation and Reserves: the Information Services Desk is your place for information on circulation, library borrowing and check out/returning of materials, course reserves, electronic document delivery, holds and search requests and renewals.

OhioLINK: OhioLINK is a cooperative of 90 public and academic libraries with over 50 million items available to borrow. If an item is not available through the Antioch College Catalog, it may be requested through OhioLINK from either on- or off-campus.

Library Highlights:

- Wi-fi
- JSTOR Collection (digital library of academic journals, books, and primary sources)
- Academic Search Premier (EBSCO research database)
- Private Study Group Room
- Classroom/Lecture area
- An experienced and really nice staff
- Library Motto: There are no dumb questions.

MAIL

Mailroom located Behind the front desk of Olive Kettering Library

Contact: Anna Hogarty

The correct mailing address format for residents living on campus is as follows:

[Student's Full Name]

Antioch College

One Morgan Place

Yellow Springs, OH 45387

Mail can be retrieved in the bookstore in the Olive Kettering Library, First Floor behind the front desk. Residents receiving packages will be notified via e-mail. Proper picture identification is required for pickup. Tampering with or removing mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant of the box should be returned to the mailroom.

The mailroom is open Monday– Friday, 9 AM – 5 PM Mailboxes are reassigned each term.

MAIL DURING CO-OP AND OTHER OFF-CAMPUS PROGRAMS

The U.S. Post Office has free packets to help you notify publishers and creditors of address change. Leave a forwarding address with the Co-op Department so they

can forward all other mail. Packages shipped through UPS or other independent carriers cannot be forwarded and must be returned to sender. Magazines and third-class bulk mailings also cannot be forwarded. If you do not leave an address with the Co-op office, your mail will be forwarded to your permanent address.

POST OFFICE

A U.S. Post Office is located in Yellow Springs at 120 Corry Street, 937-767-7458.

MEDICAL RESOURCES

For referrals or assistance call Louise Smith, Dean of Community Life, 937-471-0506, or contact other Community Life staff.

Physician: Antioch College utilizes the services of the following providers in Yellow Springs:

Dr. Neha Patel, M.D.
Yellow Springs Community Physicians
1425 Xenia Avenue, Yellow Springs
937-767-7291

Tricia Narcelles, CNP
Dr. Penny Hogan (available one day per week at this office)
Springfield Regional Family Practice
716 Xenia Avenue, Yellow Springs, OH 45387
937-523-9800

Dr. Donald Gronbeck
Yellow Springs Primary Care
888 Dayton Street, Suite 106
Yellow Springs, Ohio 45387 937-767-1088

All of the above medical practices are within walking distance of the College and have agreed to try, whenever possible, to accommodate an appointment for students within 24 hours. Be sure to have your insurance information with you when you call for an appointment.

There is a myriad of physician practices nearby, addressing all manner of medical and mental health care needs.

Homeopathic Specialist:

Dr. Suzanne Croteau, D.O.
Croteau Health Practice, Inc.
100 Corry Street
937-767-2733

Chiropractic Care:

Dr. Erika Grushon, D.C.
 Yellow Springs Chiropractic
 233 Corry Street
yellowspringschiropractic.com
 937-767-7251

Gynecology and Women's Health Services:

Planned Parenthood - Dayton
 Kettering Philips Center
 224 N. Wilkinson Street, Dayton, OH 45402
plannedparenthood.org
 937-226-0780

The Women's Med Center - Dayton
 1401 E. Stroop Road, Dayton, OH 45429
womensmed.com
 937-293-3917
 800-672-6810

Dr. Keith Watson, M.D.
 Yellow Springs OB/GYN
 100 Kahoe Lane, Yellow Springs, OH 45387
premierhealthspecialists.org
 937-767-7311

Hospitals:

Greene Memorial Hospital
 Kettering Health Network
 1141 North Monroe Drive, Xenia, OH 45385
ketteringhealth.org/greene
 937-352-2000

Springfield Regional Medical Center
 Community Mercy Health Partners
 100 Medical Center Drive (at North St.), Springfield, OH 45504
community-mercy.org/springfield_regional_medical_center.asp
 937-523-1000

Urgent Care:

There are three urgent care providers nearby. Whichever one you choose, you will need to bring your driver's license, your Antioch ID and your insurance information. Hours of operation vary. Check with each provider.

Doctors' Urgent Care Office
 2131 Gateway Drive, Fairborn, OH 45324
 937-873-9500
amcareinc.com/asp/locations.asp

Kettering Urgent Care Beavercreek
 Kettering Health Network
 3371 Kemp Road, Beavercreek, OH 45431
ketteringhealth.org/locations/urgentcare.cfm
 937-458-4200

Kettering Urgent Care Xenia
 Kettering Health Network
 50 N. Progress Dr., Xenia, OH 45385
ketteringhealth.org/locations/urgentcare.cfm
 937-352-2850

Psychiatric Medications:

TCN Behavioral Health Services, Inc.

Xenia location:
 452 West Market Street, Xenia, OH 45385
 937-376-8700

Fairborn location:
 600 Dayton-Yellow Springs Road, Fairborn, OH 45324
 937-879-3400

tcn-bhs.org
 Crisis Hot Line: 937-376-8701

Note: An initial consultation with a psychiatrist is required. A missed appointment will result in discontinuance of care.

LAYH & Associates (Psychology practice)
 416 Xenia Avenue, Yellow Springs, OH 45387
 937-767-9171

**Note: Psychologist Jack Layh may have limited availability to see new patients. However, a nurse practitioner is available the 2nd and 4th Friday of every month to consult with patients regarding medications.*

ON CALL PHONE

Phone: 937-471-0517

Antioch College provides students with 24-hour access to a community or residence life staff member who can be of assistance. The Antioch On Call Phone can be called in the event of an emergency, or for room lockouts/access when security is not on duty.

RECYCLING AT ANTIOCH

Reggie Stratton, Facilities Manager

E-mail: rstratton@antiochcollege.org, Phone: 937-319-6069

Our recycling program is an important aspect of how we enact our commitment to sustainability on campus. As the College re-opened, we switched from multi-stream recycling (everything mixed together) to single stream (keeping items separate). Every floor of every building should have multiple receptacles to accommodate the following items:

- Aluminum cans
- Plastic bottles
- Glass
- White paper (8 ½ x 11) no colors or envelopes, etc.
- Office mix (Colors and envelopes)
- Cardboard
- Trash

Please do not throw trash in the recycle bins! Discard liquids and food before putting recyclables in their bins.

OFFICE OF THE REGISTRAR

McGregor Building, 2nd Floor, Office Hours: Monday – Friday, 8:30 AM – 5:00 PM

Registrar Services

Registrar services provide a comprehensive approach to functions relating to the development of the permanent record of each student at Antioch College in compliance with the Family Educational Rights and Privacy Act (FERPA) guidelines. Services listed below represent a sampling of support for prospective, current, and graduate students:

- Academic Policies
- Student Registration
- Grade Monitoring and Reporting
- Designation of Enrollment Status
- Monitoring of the Academic Calendar
- Degree/Enrollment Verifications
- Articulation of Transfer Credit
- Transcripts
- Student FERPA Rights
- Security Maintenance and Monitoring of Student Records

SECURITY

Phone: 937-251-4005

Security is on duty on campus all weekend, every weekend, and between the hours of 6:00 PM and 6:00 AM every night during the week. There is usually one security guard on campus at a time. Security can assist you with getting into a locked building, your room, or with any concerns you have about safety for yourself or someone else. Antioch Security works closely with the office of community life and the residence life managers to ensure our campus is safe for all.

You can assist security in their work in the following ways:

1. Be sure to bring your ID card with you when you leave your room.
2. Lock your room whenever you leave for more than a few minutes.
3. DO NOT prop open doors to the residence halls.
4. Alert Security if you are staying late in a building to work.
5. If there is an unknown person with no visitor's pass in the residence hall, contact security and/or the Antioch On Call Phone.

SONTAG FELS STUDENT SPACE

Located across the street from the horseshoe, in the basement of the Sontag Fels Building, the Student Space houses the office of Community Government, the Alternative Library, several piano practice rooms, the Free Store, and a performance space.

TORNADO AND SEVERE WEATHER INFORMATION

TORNADO WARNING SYSTEM

The village of Yellow Springs will sound an alarm (siren) ONLY if a tornado is in the immediate vicinity. When you hear it, TAKE COVER. The Fire Department siren will be blown as follows: Continuous steady siren for 15 seconds, silence for 15 seconds, siren for 15 seconds, silence for 15 seconds, etc. for three minutes. The all-clear will be two 30-second signals separated by a 30-second silence. The alarm (siren) is tested at noon on the first of each month.

Preparing for a Tornado. For safety updates during tornado watches or warnings, contact security at 937-251-4005.

VOTER REGISTRATION INFORMATION

The 1998 re-authorization of the federal Higher Education Act includes a

requirement that higher education institutions make a “good faith effort” to make voter registration forms available to all enrolled students. In light of Antioch’s history in the fight for social justice and intellectual freedom, the new Antioch continues to answer the call to greater service for a greater community. We support and serve as a best practice campus for the Campus Vote Project. This initiative, teaming up College students with administrators and local election officials, is designed to facilitate the voting process for College students. The Campus Vote Project helps students overcome barriers related to residency laws, registration deadlines, and strict requirements for voter identification. Antioch also furthers the cause of civic awareness by hosting programming and activities related to the United State Constitution during the annual Celebrating Constitution Day, held September 17 of each year.

THE WRITING INSTITUTE

McGregor Hall 205

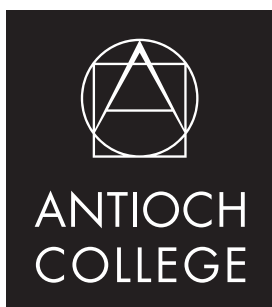
E-mail: writing@antiochcollege.org

Robin Littell

E-mail: rlittell@antiochcollege.org

The Writing Institute supports Antioch College’s Learning Outcomes by providing members of the College community with opportunities for focused study of the writing craft. Programs include writing assessment and tutorials, writing seminars, and intensive exercises in writing fiction, news, features, and poetry, as well as creative, personal essays.

RESIDENCE LIFE



INTRODUCTION TO RESIDENCE LIFE

MISSION

The mission of the Residence Life Program is to provide a sense of home to a diverse student population, while empowering them with life skills that translate beyond the walls of the residence hall. Residence Life emphasizes building a culture of respect and compassion in students' living spaces, a sense of stewardship towards facilities, and the development of civic responsibility and leadership skills that are essential for success academically and overall in the educational experience.

WELCOME TO THE RESIDENCE HALLS

We currently have three Residence Halls open: North Hall, Case Commons, and Birch Hall. On the first floor of each is a kitchen and dining hall (Antioch Kitchens) where fresh local food is prepared by a wonderful staff and the members of the building dine together. Case Commons is upper level student apartment style living with single rooms, shared bathrooms and a large common/kitchen area. All buildings are wheelchair accessible and completely smoke-free. Common areas on each hall provide space for our bi-weekly hall meetings, study groups, and socializing. The Residence Life Managers are reachable in each hall and on the first floor of Pennell House.

CULTURE OF RESPECT

While you are at Antioch, the residence halls are your home. The same halls are also home to people very different from you. The Residence Life Program provides support to enable you to appreciate and flourish in this diverse and exciting atmosphere. Our Residence Life Program provides you with a safe, clean, and well-maintained living environment that intentionally promotes involvement in educationally purposeful activities. Take advantage of the opportunities to learn from one another in formal and informal dialogue, and engage in training sessions and workshops offered to you by the Office of Community Life. The ability to bridge differences through dialogue across difference may not be something everyone who comes into this community is able to do, but it is a skill we expect you to own and utilize before you graduate. We encourage all members of the campus community to treat one another with courtesy, dignity, and respect.

Residence halls are living-learning centers. Your residence hall is your home, a place to relax and enjoy yourself. It is important, however, that an atmosphere for studying be maintained. Quiet study spaces and peer tutoring are available, and courtesy hours and quiet hours are enforced. You will find living on campus unlike any experience you have had, because at all times, you must be cognizant of what you are doing and how it may affect others who are living around you. Your acceptance of and respect for the diversity, in all aspects, of your fellow students, along with your regard for standards of good citizenship, will assure that this positive community is achieved.

RESIDENT LIFE MANAGERS

Resident Life Managers (RLMs) are full-time professional staff who live on campus to ensure that a healthy, safe, living environment is maintained, and that students can access emergency support 24/7. RLMs respond to community issues and facilitate education about, and the observance of, community standards. They are essential educators and mentors in creating a supportive and enlivening culture within the residence halls. RLMs supervise Resident Assistants, together providing a team of both professional and peer support for students. Here at Antioch, RLMs are integral to community life efforts on campus, participating in governance, teaching community life courses, ensuring representation on committees, and providing social support and mentorship to students. RLMs can be reached via the RLM on-call phone line at 937-471-0517, or by e-mail: reslife@antiochcollege.org. The Resident Life Manager Office is located on the first floor of Pennell House.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are full-time Antioch College students responsible for supporting student life and safety in specific residence halls or buildings. RAs assist Resident Life Managers in developing community, communicating important information, encouraging the development of leadership skills, forming a community environment, providing social and developmental programs, and maintaining an atmosphere conducive to academic pursuits. RAs are hired during each summer quarter.

RESIDENCE LIFE COMMUNITY

Residence Life believes that negotiating living within a community of peers is an essential skill and a valuable aspect of the residential College experience. In no other community do students have the opportunity to participate so deeply in a social environment as diverse and intentional as a residence hall. The interactions that students have in their residence hall will enhance their personal, social, and academic outcomes as students begin to navigate the sometimes challenging and always engaging relationships that form in the halls. All enrolled students are expected to live in the residence halls during Academic terms for all four years. On-campus housing is available for the duration of a student's education, and students are encouraged to participate in our residential community. In keeping with the objectives of sustainable living, all students will be expected to live in double rooms regardless of their class year. To file for exemption to the four-year residential requirement, students must fill out the Off-Campus Housing Petition. For an exception to the roommate requirement, the Single Room Request Form must be filled out. (Additional costs will be incurred for single residency, unless the request is based on medical need.) The College reserves the right to fill its residential facilities before granting exemptions from on-campus housing.

BUILDING POSITIVE ROOMMATE RELATIONSHIPS

Roommates are matched using the Housing Preference Forms, and are re-assigned during each transitional period such as upon entrance to the College, and before students depart for co-op. Living with a roommate is a rewarding, yet sometimes challenging experience. To start the year off right, residents should get to know their roommates and set ground rules for shared space and devise strategies for effective communication. Roommates should discuss a cleaning schedule, conditions for sleeping and studying, guidelines for borrowing personal items, and times for allowing visitors. If you are experiencing difficulty with your roommate and/or need assistance with setting the above guidelines, please contact first your RA, then your RLM.

EXPECTATIONS FOR RESIDENTS

Residents should hold each other accountable for their living environments. It is expected that all residents will attend all hall meetings, orientations, and special workshops that build community and provide the necessary tools for engaging conflict in positive ways. Residents who choose not to or are uncomfortable confronting a situation may contact an RA or RLM to assist. Residents should also feel comfortable contacting the campus security at 937-251-4005. In the event of an emergency, dial 911. The Residence Life team is here to help foster a healthy living environment for all.

SAFETY AND SECURITY

Crime can happen on campus just as it can happen in the community. Do not take chances and do not take your safety for granted. You can protect yourself against crime by taking simple precautions:

1. Keep your door locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or ask who it is before opening the door.
3. Never leave your room or building door propped open.
4. Always close the room windows when you leave. Do not leave any valuables within reach of an open window.
5. Keep your keys safe. Do not lend your key out to anyone and do not leave keys lying around.
6. If your room key is lost or stolen, report it to Residence Life immediately so the lock can be changed.
7. Have your keys ready as you are going out to your car or coming back in to your residence.
8. Always report any suspicious activity or persons to the Antioch College Security Officers, Resident Life Managers and/or the Dean of Community Life.

9. Do not walk alone, especially at night.
10. Avoid dark paths, shortcuts, and the nature trails after dark. Always use public walkways.
11. Carry photo identification at all times.
12. Let your roommate(s) know where you are going and when you will return.
13. If you are a victim of a crime, report the incident to Resident Life Managers, Antioch College Security and/or Dean of Community Life immediately.

RESIDENCE LIFE POLICIES AND PROCEDURES

All individuals with signed Residence Occupancy Contracts and their guests are responsible for abiding by all Community Standards and College policies, which include the following Office of Community Life Residence Life Policies and Procedures. These regulations are published to provide students with general notice of prescribed conduct. They should be read broadly, and are not designed to define misconduct in exhaustive terms. Also, all students are responsible for being familiar with and abiding by all policies contained within Antioch College publications.

Violations of community life policy and standards of conduct governing residential housing on campus, or violation of the Residence Occupancy Contract may result in disciplinary action, including, but not limited to the termination of the Residence Occupancy Contract.

Residents who have knowledge of policy violations and/or who choose to remain present during such violations may be reported, and may be found responsible for the violation(s) being documented.

In the event of a residence life policy violation, Resident Life Managers are empowered to file a letter of concern, issue a warning, or invoke probation via the Office of Community Life. In addition, Residence Life staff reserves the right to forward any violations of community standards to the Dean of Community Life who will take the appropriate disciplinary action or refer to the Community Standards Board for remedy.

1.0 Alcohol and Other Drugs

Alcohol is permitted only in rooms designated Alcohol Tolerant through the Residence Life Alcohol Tolerant Room Designation Form. All other spaces within the residence hall are alcohol-free unless temporarily being utilized for an alcohol-tolerant event, as registered through Comcil Events Board. Alcohol may not be stored in community kitchens. (*See Antioch College Alcohol and Drug Policy*)

The possession, distribution, delivery, sale, and/or use of controlled substances is illegal and grounds for criminal prosecution and may result in **IMMEDIATE REMOVAL FROM HOUSING**. The possession, delivery, distribution, sale

and/or use of prescription drugs without a prescription is prohibited. The possession, distribution, delivery, or sale of illegal drugs is prohibited. Depending on the individual circumstances which constitute the violation of this policy, the College is prepared to take disciplinary action, up to and including expulsion from the College.

2.0 Amplified and Other Musical Instruments

Students living on-campus are entitled to an environment conducive to sleep and study. Amplified instruments prohibit students from sleeping and studying and are therefore not allowed to be used in individual student rooms, apartments, or public residence areas. Other instruments must be played at a level unable to be heard outside the room. Amplifiers may be stored but may not be used. (Sontag Fels Student Space has designated music practice space).

3.0 Antennas and Satellite Dishes

External antennas and satellite dishes of any type are prohibited.

4.0 Appliances

Care should be taken not to overload electrical circuits. Even approved appliances can be dangerous when not used properly. Students should unplug appliances after use and should be especially careful not to leave appliances unattended.

Approved Appliances

- 4.1 Antioch College promotes sustainable living. As such, use of refrigerators is strongly discouraged as they increase our energy consumption. However, refrigerators that do not exceed 4.3 cubic feet are allowed. Rooms are permitted a maximum of two refrigerators.
- 4.2 Small appliances, such as curling irons, blow dryers, and irons are – with proper usage – permitted in student rooms.
- 4.3 Indoor electric grills (George Foreman Grills) and other similar items may be utilized in kitchens ONLY as long as grease is disposed of properly (i.e. not down any drain). The use of these items is not permitted in any student room.
- 4.4 Charcoal grills are allowed on campus, but while in use, they must be 25 feet from any housing structure. Grilling is NOT permitted in any of the housing courtyards or on any balconies. Lighter fluid is also strictly prohibited and may not be stored or used within the residence areas.
- 4.5 Residents may use toasters, toaster ovens, and indoor electric grills in kitchens or kitchenettes only.

Strictly Prohibited Appliances

- 4.6 Any appliance with an open heating coil or element (e.g., water boilers, hot plates and coffee coils) is a fire hazard, and as such, is absolutely

prohibited in residence hall rooms. The following items are strictly prohibited: Hibachis powered by propane, hot plates, space heaters (except those provided by Residence Life), electric skillets, soup warmers, electric grills, and gas grills. Deep fat fryers and smoke machines are not allowed.

Other Appliance Restrictions

- 4.7 Rewiring of student rooms by non-College employees is not permitted, nor is the use of extension cords (due to fire hazard). Surge protectors are permitted.
- 4.8 Students must closely attend to their food during cooking. Students may not leave any cooking food unattended in rooms, lounges, kitchens and/or grilling areas. Residents are not permitted to fry with oil on the stovetops.

5.0 Bicycles

Bicycles are a great way to get around campus and to explore the local area. Be sure to check out the “Bike Path” an 80-mile trail network that extends from eastern Cincinnati to Buck Creek State Park near Springfield. Community bikes are available for use across campus. Each is painted red, has a basket, and is marked with a “Property of Antioch College” tag. For more information, contact Reggie Stratton, Facilities Manager, or the Office of Community Life. We recommend you keep your bike locked up when not in use.

Bicycle Registration

- 5.1 All bicycles on campus must be registered with the Antioch College Bicycle Shop within two weeks of the bicycle’s arrival on campus. Registered bicycles will enter a database that lists color, brand, owner, and contains a photograph of the bike. Registered bicycles are eligible for repairs in the bicycle shop (though the ability or timeliness of bike repair is not guaranteed, and parts must be supplied or paid for by the bike owner), and receive a numbered registration sticker that must be placed on the bicycle in a visible location.

Non-registered bicycles on campus will be given a warning tag and photographed by the student bicycle shop employee and/or volunteers for future entry into the database. If the bicycle is not registered within two weeks of receiving a warning tag, the student employee is empowered to move the bicycle to long-term bicycle storage in Spalt Hall or elsewhere. Bicycles moved to long-term storage will be entered in the campus bicycle database and eligible for full registration when claimed by the owner. Unregistered bicycles left in long-term storage for seven (7) months become property of the Community Bicycle Program. Bicycles which

are falsely claimed may be returned to their rightful owner after a case is brought to the Community Standards Board.

Bicycle Traffic Rules

5.2 Bicyclists must obey all laws that apply to any vehicle on the streets. Yellow Springs Police have the power to pull you over and issue citations. All bicyclists must obey the following rules:

- Never ride double.
- Never ride through red lights.
- Never ignore STOP signs.
- Never ride out of alleyways and driveways without stopping.
- Never ride attached to the back of a vehicle.
- Never do trick riding in the street.
- Never ride at night without a headlight.
- Your bicycle **MUST** have reflectors at night.
- Never ride on sidewalks.

Bicycle Storage

5.3 Bicycles may not be hung in any way in or around any room (or apartment). Bicycles may not be attached to balconies in any way, and may not be stored or attached to stairways, railings, or walkways. If your bicycle is missing or confiscated, contact residence life. Bicycles may be stored in rooms or apartments (though not hung from hooks anchored into a wall) or kept in bicycle racks near the residence halls. Bicycles should only reside in racks at other campus buildings when their owner is near the building in question.

Bicycle Theft

5.4 Bicycles are sometimes stolen from Antioch College property. Always lock your bike while on- and off-campus. Always lock your bicycle frame to an immovable object and lock your wheels and frame together. Be certain not to block ramps and/or stairways. We suggest that you invest in a high quality lock (U-bar lock or thick chains work best).

6.0 Check-In/Check-Out

Students are responsible for having a member of the residence life team check them into (and later out of) their rooms. Failure to follow proper procedure may result in disciplinary action and/or a minimum charge of \$50, which will be applied to your account. (*See Residence Life Operations Policies Check-In/ Check-Out for details*).

7.0 Candles/Incense

Due to fire hazards, residents are not permitted to burn candles and/or incense in any campus residence hall. Even with the wick removed, candles may not be used

as decoration, and are not permitted in any student room.

8.0 Children/Dependents

Children (non-Antioch College students under the age of 18) may not live on campus or spend the night. A parental guardian waiver must be signed for any overnight guest under the age of 18. For further information, refer to Antioch College Resident Occupancy Contract (ROC).

9.0 Cleanliness

Students are required to maintain their assigned room in a clean and sanitary manner. Dishes must be promptly washed, food must be put away, and laundry must be washed regularly.

Trash/Abandoned Property

- 9.1 Trash must be placed in designated bins/dumpsters and may not be left in hallways, lounges, or on balconies.
- 9.2 Personal bags of trash should not be placed in community trash bins, such as public bathrooms, courtyards, lounges, etc. Dumpsters are available at each residence hall for personal trash disposal.
- 9.3 Residents are not permitted to leave trash or excess items in hallways or on balconies. Residents are required to remove item from the premises as requested by staff. (*See Trash/Abandoned Property*)

Dishware

- 9.4 Dishware is NOT to be removed from Antioch Kitchens under any circumstances. Dishware from Antioch Kitchens is not allowed in residential areas. Any Dishware or cutlery found in residential common areas or students rooms will be returned to the kitchen. If the problem behavior persists, fines or disciplinary action may ensue.

10.0 Cohabitation

Cohabitation is strictly prohibited. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individuals in the student's room for more than four consecutive days. Refer to the *Visitor Policy* for more information.

11.0 Cooperation with College Staff

All students are expected to respond to reasonable requests from staff members, including requests from Resident Assistants (RAs). Any form of non-compliance, including, but not limited to, verbal abuse of staff members will not be tolerated and will result in disciplinary action.

- 11.1 Failure to attend a scheduled meeting or to comply with the requests, decisions, or sanctions rendered by the Dean of Community Life and their designee, or the Community Standards Board is prohibited.
- 11.2 Providing false information, withholding information, or providing

misleading information to a College staff member – including RAs, RLMS, Dean of Community Life, or Community Standards Board members – is prohibited.

- 11.3 Acting on behalf of another person, group, or the College without authorization of prior consent is prohibited.

12.0 Damages/Vandalism

In order to avoid fines, student rooms must be in the same condition upon check-out as when they were first occupied. Residents are responsible for any damage beyond normal wear and tear. Upon check-out, all damages detected in individual rooms will be checked against the Room Condition Form (RCF), and any damages not noted there will be billed to the residents who lived in those rooms.

Common Areas

- 12.1 Students or student groups utilizing rooms or common areas will be held responsible for any damages. (This includes replacement and labor costs.)
- 12.2 When blame for damages cannot be assigned to an individual or group, all members of the hall, floor, or building may be assessed a community damage fee.

13.0 Dangerous Materials

Possession, storage, and/or use of dangerous articles or substances is not permitted anywhere in the residential area, and may violate state law. Included in this classification are: firearms; weapons (BB guns, knives, bows and arrows, and martial art implements); ammunition; fireworks; and combustible materials (including lighter fluid, propane, and dangerous chemicals). Violations of this policy may result in immediate removal from the residence without refund of rent.

14.0 Decorations

Students are encouraged to decorate their rooms in a way that will be pleasing to them. However, residents will be charged for any damages to their rooms resulting from the use of tape, glue, paste, nails, tacks, chalk, staples, plant hangers, picture hooks, or screws mounted to the walls, furniture, doors, woodwork, or glass. Scotch-brand removable mounting putty and 3M Command-brand hanging strips and hooks are permitted materials for mounting items on the wall. Limited amounts of these products are available for sale in the RLM office.

Decoration Guidelines

- 14.1 Students are welcome to decorate their residences as long as they follow the guidelines below.
- Extreme care should be taken when hanging posters and/or picture: only use RLM recommended materials.
 - Neither staples nor nails are permitted on doors, walls, ceilings, closets, or any other surface, due to the extensive damage caused upon removal.
 - Items may not be hung from the ceiling or sprinkler heads at any time or in any fashion.

- No alcohol packaging – including bottles and cans – may be displayed in common areas.
- Students are not permitted to paint, paper, or panel the walls, woodwork, or ceiling, nor refinish any of the furniture.
- Contact paper is not permitted on any surface. The use of this material will result in damage to the walls or cabinets.
- Use of installation of wood paneling, wood structures (including lofts) and/or tile is prohibited. Shelves or other items are not to be attached to walls or ceilings. Plastic tape around windows or closet areas is not permitted, as it damages the paint when removed.
- Live or cut trees are not allowed in student rooms.
- Carpet may not be affixed to the floor surface.

Requests for exceptions to these policies must be submitted in writing to Resident Life Managers and approved prior to residents making any changes.

Public Displays

14.2 The following items are permitted on public displays that can be seen from the exterior of room doors, windows, and balconies:

- Any logo, crest, motto, or slogan of any Antioch College-recognized organization.
- Any mascot or logo of any collegiate or professional sports team (includes international teams).
- Any flag (printed on fabric or paper) of any country, state, or Antioch College-recognized club.
- Any recognized calendar holiday decorations (dimensional or on paper) or any Antioch College-related events.
- Any artistic rendering or posting from a commercially and/or professionally animated (cartoon) character which is seen on TV and/or in the newspaper comic strip series.
- Any drawings or decorations that promote involvement in any Antioch College-recognized event (elections, candidate endorsements, banners, etc).

The following ARE NOT permitted on displays that can be seen from the exterior of room doors, windows, or balconies:

- Any signs, flyers, or messages that slander, threaten, intimidate, harass or embarrass any member of the Antioch College community.
- Any message which elevates one group above another.
- Any message that incites violence, uses profanity, or promotes sex, or any harrassing or “hate” language symbols.
- Any message that promotes drugs or alcohol, or use thereof.

- Any business, highway, city, state, community, or College sign or property that has been illegally obtained.
- Any commercially sold or personal business-related product advertisement or promotion. (You may not sell property out of your room or apartment).

The Office of Community Life will review any resident or staff complaints regarding offensive or questionable decorations. Appeals of decisions will be at the discretion of Dean of Community Life or their designee.

15.0 Disorderly/Disruptive Behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of all community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action.

Disorderly and/or disruptive behavior includes the use of offensive or abusive language, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely-related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals and/or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

16.0 Doors/Locks

Residents are required to lock their doors at all times. College officials reserve the right to lock any doors in the residence areas found unlocked. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of doors. Blocking any exit (door or windows) is prohibited and may result in **immediate removal from housing**. Locks may not be changed or replaced.

17.0 Door Propping

It is prohibited for fire doors, lounge doors, and interior as well as exterior doors in all Residence Hall Buildings to be propped open.

18.0 Elevators

Tampering with, damaging, misusing or rewiring elevators is prohibited. Jumping, spitting, and/or smoking in the elevator is prohibited. Elevators may not be used during building evacuations.

19.0 Endangerment

Physical violence toward another person, group, or animal is prohibited, as are actions that endanger the health, safety, or welfare of a person, group or animal. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

20.0 Fire Safety and Fire Safety Equipment

During all fire alarms, all students and guests MUST leave the building immediately and go to the designated safe zone. Failure or refusal to leave may lead to fines or arrest. Students are not to re-enter the building until instructed to do so by the Yellow Springs Police, Miami Township Fire/Rescue, or Community Life staff and/or Antioch College security staff. Students and guests refusing to vacate, or returning before they are told to do so by a College official, are subject to disciplinary action and/or a fine from the Office of Community Life.

Any student who activates a false alarm or tampers with fire or safety equipment (such as fire extinguishers, smoke detectors, sprinklers, and door alarms) is placing the lives and safety of their fellow students in danger. This is one of the most severe violations of College policy. Any student who in any way misuses fire or safety equipment is subject to severe College disciplinary action and prosecution under Ohio statutes, and will be subject to a minimum \$500 fine.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from housing.

21.0 Fireworks

See policy 13.0 Dangerous Materials.

22.0 Furniture

All rooms and apartments are furnished, and residents are responsible for all furnishings provided in their room. Furnishings may not be removed from assigned locations. Alterations and/or damage to furnishings will result in charges for replacement or restoration to original condition. Antioch College furniture may not be placed outside of the room. Placing furniture outside of the room will result in a minimum \$50 relocation fee for each piece of furniture, each time an incident is noted, and may result in disciplinary action.

- 22.1 No lofts (other than those provided by the College) or homemade bunk beds are permitted. Students can rent lofting equipment from the College for \$75 per quarter.
- 22.2 Waterbeds, pools, and Jacuzzis are not permitted.
- 22.3 Due to limited space and health and safety reasons, students are discouraged from bringing in additional furnishings. Community Life staff reserves the right to have students remove personal furnishings from a room if those furnishings are believed to pose a safety risk, roommate conflicts, impede movement within the room, or pose a fire hazard.
- 22.4 Community/lounge furniture may not be removed or relocated. If community/lounge furniture is found within a room, the residents will be fined a minimum \$50 charge for its retrieval and are subject to disciplinary action. Antioch College Security may be contacted and the student may be charged with theft.

23.0 Halogen Lamps

The use or possession of halogen lamps in the residence halls/apartments is strictly forbidden.

24.0 Harassment

All students and College employees are to be treated with respect. Use of abusive language, including, but not limited to, profanity and threats of physical contact are considered harassment and will be dealt with severely as violations of both residential life and College policies. The College Chief Operations Officer may handle adjudication in cases of harassment of College staff. Students who harass other students or staff members will face probation, dismissal from housing, expulsion from school, and/or other judicial sanctions.

- 24.1 Bullying is defined as conduct intended to cause either physical or psychological harm; is unprovoked; and may continue over a long period of time. Bullying is any behavior which is intended to hurt someone in any way or make someone feel uncomfortable or unhappy. It may be further defined as the deliberate and repeated attempt to humiliate, threaten, frighten, or hurt someone by means of verbal or physical abuse. It could encompass racial, religious, cultural, sexual/sexist, homophobic, sexual orientation, special education needs, disability and cyber- (conveyed through social websites, mobile phones, text messages, photographs and e-mail) bullying. Antioch College recognizes the potent harmful effects of bullying, such as psychological damage and even suicide. Although bullying is not a specific criminal offense, there are criminal laws which apply to harassment and threatening behavior. Bullying is not tolerated within the residence life community and will be met with appropriate disciplinary and remedial action by the Office of Community Life. (*See the Honor Code and Community Standards Board.*)

25.0 Identification

All residents and their guests are required to carry an Antioch College ID card or other picture identification at all times. This ID must be presented upon request of a College official, including Community Life staff. Presenting a false name and/or ID or impersonating a College official is prohibited. Student IDs may not be lent to anyone else.

26.0 Inspection of Rooms

College representatives have the right to inspect student rooms at any time for the proper operations of the hall, for reasons of health and safety, and when necessary in cooperation with local, state, and federal law enforcement officials. Whenever possible or practical, the College will provide 24-hours notice of room inspections.

- 26.1 Health and safety inspections of all rooms will take place at least once per academic term.

- 26.2 Access to rooms is limited to residents, staff performing assigned duties, and approved College officials concerned for the health, safety, and welfare of students.

27.0 Keys

Do not loan or give away your room or building key. All room keys are the property of Antioch College and should be returned upon check-out.

In buildings with key card access, locks can be audited at any time to determine who has accessed or attempted to access a lock. Keys will only be programmed for one term at a time. Students must be registered through the Antioch ACCESS system in order for their key card to remain activated. If the student is not registered by the ADD/DROP date, their key card will be deactivated.

- 27.1 All residents are required to have a key (and present it upon request from Community Life or Securities staff). A key is issued to each resident at check-in, after signing the Residence Occupancy Agreement. Residents are required to report a lost or stolen key immediately to the Resident Life Managers so a new key can be issued. A replacement room key carries a fee of \$50, however if the core needs to be replaced, an additional \$100 fee will be assessed. If the key is found within 10 calendar days, the charge may be removed from the student's account. A lost key card carries a charge of \$50. A key card that needs to be replaced due to normal wear and tear can be replaced for \$10. Room keys must be returned during the room check-out process to avoid fines. (*See Room Check-Out Procedure.*)
- 27.2 Using your key to try to gain access to any lock not assigned to you is prohibited.

28.0 Littering

Students may not litter in any form on College grounds, courtyards, or facilities. This includes, but is not limited to: food, cigarette butts, flyers, cans, bottles, etc.

29.0 Lockouts

Residents are allowed two lockout incidents per academic term. For each incident thereafter, a lockout fee of \$10 will be assessed to the student's account. Upon being locked out of their rooms, students should:

1. Call the RLM On-Call Phone 937-471-0517, **OR**
2. Call Security at 937-251-4005 during afterhours
(Monday – Friday, 6 PM – 6 AM, any time Saturday or Sunday)

30.0 Lofts

Residents are not permitted to elevate furniture, including by use of wood, cinder blocks, or any other material without the explicit written consent of a Resident Life Manager.

31.0 Motorcycles or Other Motorized Vehicles

Riding motorcycles, scooters, or other motorized vehicles in rooms/apartments, hallways, balconies, courtyards, lounges, and lobbies is prohibited.

- 31.1 Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Motorized vehicles may not be stored in rooms, apartments, hallways, entry areas, stairwells, bike racks, or balconies. Improperly stored vehicles will be removed at the owner's expense.

32.0 Information Technology

Networking services are provided throughout the residential community. Computer misuse is strictly prohibited. Antioch College grants College students, faculty, and staff access to its computer systems and networks in order to promote legitimate educational, research, and administrative efforts. This access imposes certain responsibilities and obligations and is granted subject to College policies and local, state, and federal laws. It is also subject to Antioch's agreements with its internet service provider.

Appropriate use is always ethical, reflects academic honesty, and shows constraint in the consumption of shared resources. Users are expected to demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Users may not use the Antioch College network for commercial purposes for financial gain of any kind.

Copyrighted files and software may not be shared over Antioch College's network. Sharing files containing copyrighted materials or sharing copyright-protected software over the network is a violation of federal copyright law: See www.loc.gov/copyright

Examples of copyrighted materials include: audiovisual works such as radio and television productions and transmissions, motion pictures, and music and sound recordings.

33.0 Pets/Animals

The Antioch College Pet Ban has been in effect since 1979. The only pet you may have in your room (provided your roommate consents) is fish. Office of Community Life staff reserve the right to require immediate removal of any pet and/or pet habitat, and to levy fines for violations, as well as charge residents for all costs incurred for pet removal and temporary housing. If the Pet Ban is violated, the students may face charges in front of the Community Standards Board (CSB) and/or fines of \$100 per day. College staff and/or an outside agency can remove the pet at any time. If a pet is discovered in a room (or apartment), Community Life Staff or facilities staff will assess the room (or apartment) and bill for inspection, cleaning, and/or carpet replacement.

- 33.1 The only exception to this policy is Emotional Support Animals. Emotional Support Animals must be petitioned for and registered with the Student Success Advisor and Residential Life. The student must honor all aspects of the Emotional Support Animal Contract, or the animal will be removed immediately and fines and/or disciplinary action will ensue. (*See Emotional Support Animals.*)
- 33.2 Pets may not visit the residential community at any time without the written consent of the Dean of Community Life. Any cost associated with the possession of an illegal pet (i.e., damaged furniture, cleaning, pest control) will be charged to the responsible party(ies).
- 33.3 Any pet-related items, including pet food, habitats, etc., for any restricted pets are also prohibited.
- 33.4 Feeding stray animals (geese, ducks, rabbits, raccoons, cats, dogs, etc.) is strictly prohibited within the residential area.
- 33.5 Under no circumstances are residents or guests allowed to harass, injure, or kill wildlife on campus (i.e., squirrels, geese, turtles, ducks, rabbits, raccoons etc).

34.0 Projectiles

Students may not throw or launch any object or substance which could damage or deface College or private property or cause personal injury or disruption. This includes throwing objects or athletic equipment inside the residence halls, throwing snowballs or water balloons in or near halls. Residents may be held responsible for damage to windows and doors of rooms even if the source of damage is unknown.

35.0 Property and Facilities Offenses

Theft, malicious destruction, defacement, damage, or misuse of College or private property or common area facilities may be reported to College Security, Resident Life Managers and/or Dean of Community Life for appropriate disciplinary action to be taken. Replacement and repair costs will be charged to the responsible party(ies).

36.0 Quiet Hours/Courtesy Hours

Loud talking or music, bouncing a ball, or other disruptive activities in rooms, courtyards, lounges, stairwells, hallways, or lobby areas is prohibited. Stereos, radios, TVs, instruments/equipment and other sound systems should not be played so loudly that it disturbs others. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Speakers may not be placed in windows or doorways. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another person or staff member at any time. Students in violation of Quiet Hours/Courtesy Hours policy may receive verbal or written warnings, educational sanctions, or fines. Repeated violations and continued disruptive behavior could lead to removal from housing.

- 36.1 Quiet Hours are enforced regardless of holidays or semester breaks
- | | |
|-------------------|--------------------|
| Sunday - Thursday | 11:00 PM - 9:00 AM |
| Friday - Saturday | 1:00 AM - 9:00 AM |
- 36.2 Courtesy Hours are enforced 24-hours a day. At no time should residents' noise level interfere with the academic pursuit in the residential community.

37.0 Railings, Balconies, Roofs and Stairwells

Climbing, jumping from, or hanging from a balcony, railing, stairwell, or roof is prohibited. Sitting or standing on a railing, stairwell, or roof is prohibited. Clothing, bikes, banners, signs, plants, grills, trash and/or other items may not be placed outside of rooms or apartments, or hung from balconies, roofs, or windows.

Clothing should be dried in a laundry room dryer, on designated College clothesline or a clothing rack within a resident's room. Under no circumstance is a clothing line to be constructed outside a student's room. This includes, but is not limited to, balconies, courtyards, and/or railings.

38.0 Restricted Areas

Some areas in the residential community are restricted and not for general student use. These include electrical and mechanical rooms or closets, air conditioning units, telephone units, custodial maintenance rooms, and storage rooms. Resident Life Managers and Dean of Community Life may designate other areas as restricted. Students are not allowed on any roof or overhang. All abandoned/closed buildings are restricted. Any unauthorized persons found there will be considered trespassing.

39.0 Sales, Solicitation, and Canvassing

Door-to-door solicitation, sales, surveys, and canvassing are not permitted in any area within the residential community. Door-to-door distribution of flyers or leaflets, as well as the placement of these items on doors or cars is prohibited. Flyers and other forms of publicity may not be distributed without the consent of the Dean of Community Life or their designee. An exception to this policy is made for Community Life staff. Students may not engage in any sales or business activities from their room or within any public area of the residential community without the written consent of the Office of Community Life.

40.0 Sexual Offense Prevention Policy (SOPP) in Residence

This policy educates and protects students and visitors from sexual assault and unwanted sexual encounters. All campus visitors must sign the policy, acknowledging their understanding and agreement. *See Sexual Offense Prevention Policy in Campus-Wide Policies Section.*

41.0 Skateboards, Rollerblades, Bicycles, and Scooters

Skateboarding, rollerblading, bicycling, and scooters are not permitted in the courtyards or near the entrances or exits of any residential building. Residents are not allowed to skateboard, rollerblade or use scooters in any of the rooms/apartments, hallways, balconies, elevators, lounges, or lobbies. At any time, residents may be asked by Community Life staff members to cease skateboarding, rollerblading, using scooters or indo boards in the residential area. Ramps of any kind are not allowed in resident rooms/apartments.

42.0 Smoking

Smoking is not allowed in any of the residence halls or in any building on campus. Smoking is permitted in designated smoking areas only. *See College Smoking Policy.*

43.0 Social Gatherings

Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as Community Life and the Residence Life Program Policies. The Residence Life staff reserves the right to disperse a gathering in any location at any time within the residential community when residents or guests are in violation of any College or Residence Life or Housing policy. The number of people (including residents) in a given room/apartment is limited as follows:

Unit Type	Maximum Occupancy Allowed
2 bed units	6 people
1 bed unit	4 people
8 bed unit (Case Commons)	16 people

Approved and advertised Community Life events are not subject to the above conditions.

44.0 Sports

In order to create a safe environment, playing or participating in sporting events in rooms, hallways, balconies, courtyards, lounges, and lobbies is prohibited. The use of athletic equipment in rooms or apartments is also prohibited, due to disruption and possible damage.

45.0 Telephones

Any alteration, damage, or misuse of existing telephone facilities is prohibited. Residents must provide RLMs with updated contact information at the beginning of each academic quarter. *See Facilities.*

46.0 Theft

Any student who takes Antioch College property for personal use will be reported to the Dean of Community Life and appropriate disciplinary action will be taken. Removing furniture from a common area of any College building may subject the individual to relocation fees and/or student conduct sanctions. Theft of personal property should be reported immediately to RLMs and/or Antioch College

Security.

The College does not assume any responsibility for the loss of, damage to, or theft of a student's personal property anywhere in the residential facilities, whether by fire, theft, or otherwise. The College also cannot be held responsible for direct or consequential damages arising from the loss of, or interruption of, any utility service provided by Antioch College or any other person or organization in connection with residence services. The student assumes all risk of all such losses.

It is strongly recommended that each individual secure insurance coverage for all items of personal property and keep their doors locked at all times.

47.0 Trash Removal & Abandoned Property

All residents are responsible for depositing their trash in the dumpsters provided outside the halls.

- 47.1 A minimum of \$40 dollars per bag for removal of trash left in and/or outside of resident rooms, apartments, public bathrooms, lounges, lobbies, or any other common areas. All residents of the room/hall may be charged.
- 47.2 Community charges may result if trash cannot be traced to a specific room or individual.
- 47.3 Items left in common areas for more than 24 hours may be treated as abandoned property and will be disposed of as trash.

48.0 Trespassing

Guests, residents, and individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so. Solicitors are considered to be trespassing. Knowingly hosting persons under trespass notice is prohibited. Attempts to enter any private space in the residential community besides your assigned room are not permitted. Individuals found trespassing will be arrested on sight.

Individuals suspected of involvement in untoward activity may, without warning, be issued a trespass notice by Campus Security or authorized staff. This notice states the individual is not to return to campus and/or residential areas at any time.

48.1 Abandoned/Closed Buildings

All unauthorized individuals entering closed or abandoned buildings will be considered trespassing, and prosecuted to the fullest extent of the law.

49.0 Visitor Policies

Resident Host is responsible for the actions of their guest(s) in the residence hall in which the host resides and will be held accountable for any violations of College/Residence Life policy and/or for any theft, injury to person or property resulting

from the behavior of their guests.

1. Residents must inform their guests about the Honor Code, the Sexual Offense Prevention Policy, the Racial Discrimination Prevention Policy.
2. Residents must alert the residence life staff via email if hosting a guest between the hours of 10 p.m. and 7 a.m. on weekdays, and between 1 a.m. and 7 a.m. on weekends. The email should include the guest's name, and the expected duration of their stay.
3. Guests may stay a total of four nights during a seven day period. Longer stays may be allowed with permission from an RLM received 48 hours in advance, or under unforeseen complicating circumstances.
4. Matters involving the problematic behavior of a guest may be managed through administrative actions (eg. Classification of guest as Persona Non Grata), through the Community Standards process, or may be referred to local law enforcement when deemed appropriate.
5. Should a guest who engages in volatile behavior be a student at another college or university, Antioch College Resident Life reserves the right to report that individual's behavior to their home institution.
6. Late guests are not to sleep in common areas or other public spaces.
7. Residents may not have overnight guests under the age of 18 unless the guest is accompanied by a legal guardian. Exceptions may be granted by an RLM.
8. Students must receive explicit permission from their roommate before hosting a guest.
9. Any guests over the age of 21 who intend to drink while on campus must show valid ID to an RA or RLM, and be informed of the alcohol policy. Failure to do so will result in removal and potential ban from campus.
10. Guests are required to pay for all meals eaten at the Antioch Dining Halls. Meal costs are \$5 Breakfast; \$7 Lunch; \$10 Dinner. Meals may be paid for at meal time by giving money directly to Chefs, or meal tickets may be bought in advance from RLMs.

RESIDENCE LIFE OPERATIONS POLICIES

Residence Occupancy Contract & Terms and Conditions

By accepting a **Residence Occupancy Contract (ROC)** from a student, the Office of Community Life agrees to attempt to provide the student with a space (on a space-available basis) within the residences and to provide the service detailed in the contract terms and conditions.

Assignments are made for each academic term. While every effort is made to satisfy individual preferences, the Office of Community Life makes no guarantee as to a particular assignment location, roommate assignment, or other such preferences.

Assignments are made without regard to race, religion, national origin, sexual orientation, or disability.

By signing the contract (ROC) the student agrees to abide by all obligations in the terms and conditions, make all required rental payments in a timely fashion, maintain proper care of the facilities, and abide by all the policies set forth by the Office of Community Life. Community Life reserves the right to change room assignments in the interest of order, discipline, health, safety, security, maximum utilization of facilities, or for the occupant's failure to pay rent. Students may also be required to change housing locations as the result of disciplinary action and/or such disciplinary action. Such action may necessitate the termination of the contract (ROC).

If a resident's contract (ROC) is terminated at any point during the academic year as the result of disciplinary action, the resident will still be fully responsible for all rent due for all contracts.

Note: Please read all materials distributed to you. You will be held responsible for knowing all policies and procedures and adhering to them.

Room Assignment Procedure

Room assignments are made using the information provided on the Housing Preference Form. This form is distributed to new students before their arrival on campus for new student orientation, and to returning-to-campus students at least three weeks before the end of each co-op.

Hall designations of quiet, substance-free, gender-specific, and gender-free change from term to term, depending on the needs of the current student body.

Antioch College offers both gender-specific and gender-free housing and restrooms. The gender-free housing option recognizes that not all students feel comfortable rooming with a person of their same legal gender, and offers the option for persons of the same or different legal sex (regardless of gender identity)

to share a room. Gender-free halls have restrooms that are shared by all residents regardless of sex or gender identity.

This option must be requested, and will not be defaulted to at any point.

Room assignments for Antioch College residents are generally made on the basis of the student's priority date, and the discretion of the Resident Life Managers. A resident's priority date is the date from which they entered as a full-time matriculating student. Therefore, class rank and accumulative credits are used for priority housing assignments. Other factors include date of receipt for housing preferences (first come-first served) and sometimes age. Building preference, roommate choice, and the availability of accommodations are taken into account at the time of assignment. No preferences are guaranteed. Submitting a Housing Preference Form means that you are willing to live in any of the residential facilities and are willing to share a room if needed. Students who are co-oping on campus or locally and request to live on campus must submit the signed **On-Campus Co-op Housing Request** form before housing assignments are made. (Note: co-op students are housed last without use of housing rank.)

Enrollment Requirement

To be eligible to live on campus, an applicant must be accepted, registered, and enrolled in a minimum of 12 credit hours at Antioch College during each academic term. This enrollment must continue each semester of occupancy in order to remain eligible to live on campus. (Note: Antioch College reserves the right to deny on-campus housing to anyone 30 years of age or older.)

Vacant Spaces

Vacant spaces (double room with one resident) may be filled at any time by the assignment or reassignment of current, new, or transferring students. Residents must ensure that the unassigned space is available and clean at all times for occupancy. Failure to make a room available for immediate occupancy may result in moving and cleaning fees.

Check-In

During the required check-in process with Resident Life Managers and/or Resident Assistants, each resident must sign the **Residence Occupancy Contract, (ROC)** receive their room key, and complete a **Room Condition Form (RCF)**. The **Room Condition Form (RCF)** is required each time a resident checks in to a new room and at the start and end of each term. This form provides residents the opportunity to record the condition of the room at the time of check-in. It is the resident's responsibility to survey the room, record its state of upkeep on the RCF, and return the form to the RLM/RA within 24 hours of check-in. All residents are **required** to complete a Residence Occupancy Contract (ROC) and a Room Condition Form (RCF) with a Resident Life Manager within 24 hours, or their spaces may be reassigned. If arriving outside of the officially-stated check-in hours, it is the student's responsibility to contact the Resident Life Managers ahead of time to receive further

instruction on check-in protocol. When residents check in they will receive a key, an ROC, and RCF, and other pertinent information from the Office of Community Life. Residents who fail to check in properly with Residence Life staff may be assessed a minimum charge of \$50 for improper check-in.

Consolidation

During the semester, certain rooms may have vacant spaces. Community Life reserves the right to consolidate rooms by requiring residents without roommates to move into other rooms with vacancies. All empty spaces must be available for immediate occupancy by new, returning and/or transferring residents at all times. The Office of Community Life will determine who needs to move. Failure to cooperate may result in a minimum improper check-out fee of \$50, and/or disciplinary action.

Room Change Requests

Residents are encouraged to meet with their Resident Assistant or Resident Life Manager regarding roommate conflicts. However, if a resident wants to request a change in assignment, they need to do the following:

1. Complete a **Room Change Request Form**, which is available from Resident Life Managers.
2. Return the completed form to the Resident Life Managers.
3. Wait to hear if the request has been approved. Do not attempt to change assignments without written approval from the Resident Life Managers.
4. Once a resident submits a Room Change Request Form, the student must be prepared to move immediately if the room change request is approved. Most residents are given 48 hours to transfer their belongings and clean their previous room.
5. Residents are required to check out of their previous assignment in compliance with the check-out procedure. In order to avoid charges, the Room Condition Form (RCF) must be completed, the room cleaned, and the key received. Residents are required to complete a new RCF when accepting a new room assignment. Check-out and check-in are the student's responsibility.

Off-Campus Housing

On-campus residency is a critical component of the Antioch experience, and campus life is often the laboratory in which complex social theory is tested and refined. Even students who feel fully connected to the Antioch community often report feeling isolated from the community experience when living off-campus.

All students are expected to live on campus all four years. Students may petition to live off-campus if they meet criteria listed below. Students who wish to petition for off campus housing must meet with the Business Office and the Financial Aid office to discuss the financial implications of living off campus. These meetings are meant to be informative and are not determining of outcome. Students must

complete an Off Campus Housing Petition and submit a statement addressing the reason for their petition. Students must then meet with the Dean of Community Life to present their petition and statement. **All petitions must be approved by the Dean of Community Life and Chief Operations officer. Petitions are due the seventh week of the term previous to the desired start of off-campus housing. No petitions will be considered after seventh week.**

To be considered for Off-Campus Housing, students **MUST** meet one of the following criteria:

- Students who over 23 years of age
- Students who are in a long-term domestic partnership.
- Students who are married.
- Students with dependent children.
- Veterans.
- Students with special needs that are documented by off-campus health professional.
- Other extraordinary circumstances that warrant an alternative living situation.

On-Campus Housing During Co-op Term

Limited on-campus housing is available for students with on-campus or local co-ops. Students must fill out the Co-op Housing Request Form and return it to Resident Life Managers. Requests will be accommodated according to space available. Room assignments and housing preferences will be made for co-oping students after all other housing assignments have been filled. Students will be charged additional amounts for room and board, equivalent to those for a study term.

Single Rooms

Students wishing to live in a single room will need to fill out a Single Room Request Form and file it with the Office of Community Life. Students in single rooms will be assessed an additional charge (double the standard room cost) per quarter and will need to reapply each term for single rooms. A person with medical needs may apply for an exemption from this fee. In the event that space is not available, the College may decline the request for single room occupancy. Smaller student rooms may be deployed at the Resident Life Managers' discretion for students with extenuating circumstances.

Liability

For the protection of personal belongings, students are encouraged to maintain insurance on the items they bring to campus.

Antioch College and the Office of Community Life are not liable for damage to or loss of personal property, or interruptions or failure of utilities and other infrastructure services. The College will not reimburse for losses created by theft, fire, water damage, mold, unforeseen accidents and/or injuries, or other circumstances that may occur.

Residents are encouraged to secure their own personal property loss insurance. To obtain insurance, take the following steps:

1. If you are a dependent, speak to your parent(s) or guardian(s) about whether personal property loss insurance can be added to existing policies while you are enrolled as a student.
2. Compare insurance companies that provide student personal property insurance plans. Ask if the insurance plan includes replacement cost value or only actual cost value (which accounts for depreciation).

Unauthorized Occupancy and Sub-Leasing

Any unauthorized occupancy which violates the Residence Occupancy Contract is strictly prohibited. This restriction includes any alterations to housing assignments without the consent of the Resident Life Managers. Sub-leasing in any form (including unauthorized room changes) is strictly prohibited. Storing personal property for others is also not permitted. Violations to this policy may result in contract termination and/or disciplinary action.

The Office of Community Life maintains full control of occupancy within residential facilities.

Closing a Facility

If it becomes necessary to close a room, hall, floor, or to completely vacate a building, the Office of Community Life will determine the appropriate steps that are necessary. If such action is warranted, the affected residents will be notified and given special priority for alternative housing accommodations.

Check-Out

Residents must check-out of their rooms within the time period stated on the Academic Calendar. Residence Halls normally close at noon two days after the end of classes. The Residence Occupancy Contract ends the day the residence halls close. Failure to comply with this check-out process may result in charges and additional daily fees. Residents who take a leave of absence or withdraw from the College must check out within 24 hours of withdrawal from the College. Failure to do so may result in charges and additional daily fees.

The following procedures are to be followed for checking out of the residence areas:

- A. Pack, clean your room, and move out.
 - Each resident who checks out is responsible for the cleanliness of the room.
 - All trash and personal items must be removed prior to check-out. The room must be in clean condition with all the required furniture. Failure to clean incurs a minimum charge of \$20 per each hour that the cleaning crew is there (with 1 hour minimum). Other charges may apply.

- B. Make an appointment with your Resident Assistant or Resident Life Manager to complete the **Room Condition Form** check-out component:
- The RLM/RA will inspect the room and furnishings for cleanliness and damage.
 - Residents will be charged for any remaining items that need removal or replacing, and for any damage to the room or its contents. The room must be in clean condition without damage and with all its required furniture.
- C. Depart room & return keys
- Close windows, turn heat/AC off, lock your door.
 - Return room keys to RLM/RA or place in secure RLM/RA mailbox.
 - Keep your key card /student ID: you will need it upon returning to campus.
 - Failure to return room keys at time of check-out will result in a minimum \$75 charge (plus \$100 core charge if applicable).

Failure to follow the check-out procedure listed above will result in a minimum \$50 fee for improper check-out. Additional fees will be charged where applicable.

Late Check-Out

On rare occasions, residents may receive approval to delay check-out beyond the published date. Residents who receive written approval to check out late will be assessed an additional fee based on the assigned location. Residents who fail to check out on the established check-out day and are not approved for late check-out (by Resident Life Manager, Dean of Community Life or their designee) will be assessed a daily additional fee, plus the \$50 improper check-out fee and any other fees applicable to the situation.

Academic Term Breaks

All residence facilities are closed during breaks between academic terms. All residents are responsible for making their own living arrangements during these times. Exceptions may be made for those who submit a written request to the Resident Life Managers in a timely manner. If exception is granted, residents will be required to move to residence hall(s) designated for occupancy during the break. The College reserves the right to impose charges and/or require participation in volunteer work projects for students who remain in residence during semester breaks.

The Office of Community Life staff may not be available during College Holidays and Breaks. Antioch College Security will be able to assist residents during this time. ***Residents should be aware that normal College services will not be available to them during semester breaks. The Office of Community Life reserves the right to close facilities as needed.***

Cancellation of Residence Occupancy Contract

The Dean of Community Life or their designee reserves the right to remove and/or cancel a Residence Occupancy Contract at any time.

Reasons for such termination may include, but are not limited to, the following: the resident has failed to keep their accounts current; the resident has failed to remain formally enrolled in Antioch College; the resident has been involved in actions or activities detrimental to the health, safety, and welfare or security of themselves or other residents; the resident has engaged in conduct that is disruptive to the residential community; the resident has failed to comply with College policies or with the terms of the Residence Occupancy Contract.

In order to request to be released from a Residence Occupancy Contract, a resident must complete (in writing) a cancellation request and submit it to the Resident Life Managers.

Unless the Residence Occupancy Contract is cancelled prior to established deadlines as set forth in the contract terms and conditions, the Residence Occupancy Contract may not be terminated without approval of the Dean of Community Life or their designee. Contract releases are rarely granted.

If a resident moves out without approval, the resident's obligation to pay rent will continue as long as the resident is enrolled at Antioch College or during the Contract period (academic term).

A resident is not released from their contractual obligation until a) they receive written notification from the Office of Community Life that the cancellation request has been approved, and b) they have completed check-out procedures with a Resident Life Manager or RA (removal of items from room, completed Room Condition Form, and returned key(s)). Residents should not sign any off-campus agreements until they have been notified in writing by the Office of Community Life that they have been released from their on-campus Contract. If a release from the Residence Occupancy Contract is granted, a \$300 cancellation fee may be required.

Cleaning Standards and Expectations for Check-Out

Residents are to have their rooms/apartments thoroughly cleaned in accordance with the established cleaning standards. If a room is not cleaned to the outlined standards, all residents of the room may be held equally responsible for the charges associated with the extra cleaning. Failure to thoroughly clean the room to the specified standards will result in a minimum of \$20 extra cleaning fee for each area (i.e., kitchen area, living area) and/or disciplinary action.

Cleaning of College Furnishings

The furniture and the tops and insides of the closets, shelves, and drawers in the rooms are to be cleaned so that all dirt, items, and/or dust is removed.

Cleaning of Walls, Windows, and Door Surfaces

The baseboards in all rooms are to be cleaned. Walls in all rooms are to be cleaned to remove any tape, dirt, and/or marks. Spider webs are to be removed from the ceiling areas. Room blinds, windows, and windowsills are to be cleaned. Both sides of the doors (closets, entry/exit) must be cleaned of all tape, residue, chalk, mildew, or other marks.

Removal of all Trash and Garbage

All trash, personal belongings, and garbage must be removed from the room. Trash should be brought directly to the dumpster.

Kitchen Area

The oven must be cleaned of all residues. The stovetop, including burner pans, must be cleaned. The sink and counter tops must be spotless. The floor must be swept. The doors and shelves of the upper and lower cabinets must be wiped down. The inside and outside of the refrigerator must be cleaned thoroughly and emptied of all food contents. The refrigerator drawers must be emptied and cleaned. Mildew around the door gaskets is to be removed.

Bathroom Area

The bathrooms are to be free of all personal items. Mirrors, sinks, and countertops should be wiped down. All trash and garbage must be removed.

Halls, Landings, and Steps

All personal belongings, trash, and garbage must be removed from these areas.

Common Area Damage

Damages, additional cleaning, or vandalism to the common areas (hallways, lounges, community baths, courtyards) of the residential facilities that cannot be assessed to an individual will be charged to all residents in that area. Examples include but are not limited to: excessive trash, pranks involving food and/or liquid, damage to community furniture, damage to elevators, and damage to fire safety equipment.

Residents are responsible for paying any common area damages billed to them while they are members of the residential community. Please help us prevent these types of charges by respecting College property. You can also help by reporting persons responsible for common area damage to the Office of Community Life.

Fee Structure For Damages and/or Cleaning

These fees are in addition to the \$20/hour minimum cleaning fee.

Cleaning Kitchen

Counter	\$25
Cabinet	\$15
Floor	\$35
Wall	\$30

Stove/oven	\$45
Refrigerator	\$45
Sink	\$20
Chair (or bench)	\$15
Trash removal	\$40/bag

Cleaning Furniture (all areas)

Chair	\$35
Loveseat	\$50
Sofa	\$65
Desk	\$20
Desk chair	\$15
Dresser	\$30
Table	\$15
Bed	\$20
Mattress	\$20

Cleaning Charges (building structure)

Interior door	\$25
Exterior door	\$35
Wall	\$30
Window	\$10

Furniture Removal/Abandoned Property

Furniture	\$200
Other items	\$40/bag

Maintenance Charges (to replace damaged property)

Entry/exit door	\$210	
Peep hole	\$30	
Hole in wall 1" - 4"	\$25 each	
Hole in wall 4" - 6"	\$50 each	
Hole in wall over 6"	\$100 each	
Light covers	\$35	
Louver door	\$85	
Interior doors	\$225	
Bottle caps, stickers on wall or door	\$75	
Room door (stickers, tape glue)	\$75	
Tape/sticky tape on walls, dart holes	\$75	
Telephone/ethernet jack	\$15	
Switch covers	\$8	
Window screen	\$45	
Blinds	\$75	
Paint job - entire room	\$500	
Toilet roll	\$15	
Toilet roll bracket	\$35	

Furniture (replacement)

Chair (lounge)	\$210
Loveseat (lounge)	\$295
Sofa (lounge)	\$700
End table (lounge)	\$195
Coffee table (lounge)	\$190
Desk	\$300
Desk chair	\$75
Dresser	\$340
Table	\$165
Bed (metal)	\$50
Bed (wooden)	\$250
Mattress	\$85
Wardrobe	\$760

Fire Safety Equipment

Smoke detector tampering, covering, or damaging	\$500
Fire extinguisher recharge	\$65 to \$500
Fire extinguisher replace	\$65 to \$500

Other Residence Life Charges and Fees

Improper check-in /check-out	\$50
Lost room key	\$75
Replaced key if lock core change is necessary	\$100
Key card replacement normal wear and tear	\$10
Key card replacement lost keycard	\$50
Furniture temporary removal and storage	\$50
Bed lofting equipment rental	\$75/term
Room lockouts (fees imposed after 2 incidents per term)	\$10/each

FACILITIES AND SERVICES**Fire Alarms/Fire Equipment**

Each housing area is equipped with a fire alarm system that is regularly inspected. Smoke detectors are located in every room.

Campus Fire Safety is a serious concern. Fire data shows that over 1,700 fires occur each year in dormitories and Greek housing, causing \$2.8 million in damages. Tragic fires, in recent years, in universities and colleges have brought a new level of awareness to the importance of fire safety in student housing (Ohio Department of Commerce: Division of State Fire Marshall).

In a residential setting, students often underestimate the danger of fire, and frequently make decisions that place themselves at risk. The Fire Safety Vandalism Policy was created for that reason. (*Refer to Fire Safety Vandalism Policy.*)

Laundry Facilities

Laundry Facilities are available on the first floor of both North Hall and Birch Hall. Washers and dryers are currently coin-operated. Misuse of laundry machines including, but not limited to, removal of items, use of machines without paying, or attempted removal of money is prohibited and will result in disciplinary action. Report malfunctioning machines to the Resident Life Managers or to Resident Assistants immediately.

Maintenance Issues

When a maintenance problem occurs, a resident should inform their RA and fill out a Facilities Request form (available at RA and RLM offices). Work orders are responded to on a priority basis (safety issues=immediate response). Once a facilities maintenance request is filed, maintenance personnel may enter the room at any time between 10:00 AM and 4:00 PM Monday through Friday. Residents need not be present for work to be performed. Students should notify the Resident Life Manager if the work is not performed within one week.

Parking/Cars

The Office of Community Life assumes no responsibility for damages that may result to any cars or personal property stored in cars parked in the residence hall parking lots. All damages should be reported to the Resident Life Managers and/or Antioch College Security. Parking lots adjacent to housing complexes are for residents and their invited guests only.

Cars may not be parked on the grass or sidewalks at any time in the residential community. All cars parked in residence hall lots MUST have a valid Antioch College registration tag. Boats and other recreational vehicles may not be parked in residence hall lots.

Unregistered cars may be towed at the owner's expense. Unauthorized vehicles and/or inoperable vehicles also may be towed.

Pest Control

Professional exterminators check rooms regularly in order to control pests. Residents can help in this effort by following sanitation guidelines. When a continual or extreme problem with pests exists, residents should contact the Residence Life Managers to arrange for a special inspection and resolution.

Telephones

There are working telephones equipped with local telephone service in each wing of Birch Hall.

The Office of Community Life must approve any additions to phone services. Residents may not secure calling cards using the phone number assigned to the room (or apartment). Antioch College owns the phone numbers assigned to rooms (and apartments). Use of the phone number to secure a personal calling card or other service may constitute fraud.

Long distance charges and/or toll calls incurred by the resident are not the responsibility of the Office of Community Life: they are the responsibility of the resident. Since the phone number belongs to the College, it is a violation of policy to incur charges to the phone number. Outgoing collect calls, or calls made on an appropriate calling card may be made from an on-campus room (or apartment) phone line.

Tampering with the College-provided phone service is prohibited and will be reported to the College Security Department, Resident Life Managers, and Dean of Community Life office.

The Office of Community Life reserves the right to disconnect or reassign telephone lines and/or services.

For long distance, you may use any calling card from any vendor.

Interruption of Services

Be advised that throughout the year there may be a need to interrupt services (water, electricity, phone, ethernet connections, etc.). When the Office of Community Life has adequate notice from inside and outside agencies (Physical Plant Department, Village of Yellow Springs, etc.) flyers and/or e-mail notices will be distributed to notify residents about the interruption of services at the earliest opportunity. There may be times that the Office of Community Life will be unable to notify you prior to interruption (emergency situations, weather-related, etc.). Interruption of services will not result in refund of rent.

Storage

While living on campus storage of personal belongings is limited to closets and drawers within the room. No other storage is available, so residents should plan accordingly. You will be moving frequently to accommodate your co-op schedule. Belongings that remain in any room at the end of a contract period will be treated as abandoned property and will be removed (and discarded) at the expense of the residents.

Storage space is for students who are currently registered and who are leaving campus to co-op or study abroad. Trunk room storage is not available for students who live off-campus or who are on leave. Storage is limited to one trunk with additional bicycle storage. In order to prevent the breakout of bed bugs and to head off other health and safety concerns, no furniture is allowed in the storage space. Contact RLM or RA for Trunk Space Storage registration guidelines.

EMERGENCY PROCEDURES

A. NOTIFICATION TELEPHONE NUMBERS

In the event of disaster or other emergency, the following emergency personnel are to be contacted.

Miami Township Fire and Rescue	911
Police Department	911
Dean of Community Life	937-471-0506
Chief Operations Officer (Tom Brookey)	937-286-6761
Facility Manager (Reggie Stratton)	937-478-2704
Campus Manager (Maurice Henry)	937-527-3187
Security Staff	937-251-4005

B. FIRE

- 1. Building Evacuation Procedures and Responsibilities (All Staff)**Secure the areas. Assist students and staff in orderly evacuation via posted primary evacuation route. Proceed to assigned locations. Close doors in each unit after evacuations. Monitor evacuation and perform roll calls and crowd control. Students shall stay with assigned staff. (Note: if primary designated route is blocked by fire, proceed to nearest exit away from fire.)
- 2. Designated Building Evacuation Reassembly Areas**
 - South Hall – McGregor Lobby
 - McGregor Hall – South Hall Lobby
 - Birch Hall – Pennell House
 - Olive Kettering Library – South Hall Lobby
 - Curl Gym – Library Lobby
 - Coretta Scott King and Case Commons – McGregor Lobby
 - Art Annex – Foundry Theatre
- 3. Residential Staff Responsibilities**
 - The residential staff will keep a flashlight and towel, unit roster and keys to be carried during evacuations.
 - Staff shall leave the floors last and shall have responsibility for making sure all students have left the unit. This will be accomplished by a room check. Staff will report the unit status to Emergency Personnel immediately upon arriving outside.
 - Staff will rendezvous with the residents of their unit at the designated location and call the roll. Names and room numbers of all students unaccounted for will be reported to security.

4. **Student Responsibilities**

- a. Students discovering a fire should pull the alarm, report location of the fire to the nearest staff member, and proceed to evacuate the building.
- b. At the sound of the alarm, each student will proceed out of the building via the designated exit. No one is to use the elevators.
- c. Every student will dress quickly and appropriately, or if it is not possible, use a blanket or coat and exit the building via the proper designated route.
- d. Each unit has a designated area outside the building where it will report and remain until further instructions are received. Roll will be taken to ascertain all students are present and accounted for. Any absences must be reported immediately to the emergency personnel on the scene.

5. **Special Notes**

- a. Staff members will assume authority for the students in their immediate vicinity, making sure they remain orderly. No one will return to the building until instructed to return.
- b. Master keys are kept at each building for immediate access of local Miami Township Fire Department.
- c. If the building cannot be re-entered, the Emergency Relocation Plan will be followed.
- d. The College safety officer/facilities maintenance supervisor will submit a written report to the College operations manager listing the time of the evacuation and areas where problems occurred during the evacuation. Copies of these reports will be maintained on file in the Security Office.

6. **Fire Watch**

In any building without a functional fire alarm system, the safety office will ensure that a loud and clear verbal fire warning is issued and is audible throughout all parts of the building. In the event there are hearing-impaired persons occupying the building, the safety officer will ensure that they are suitably notified in the event of a fire.

The safety officer is responsible for notifying the Miami Township Fire Department any time a fire alarm is not functioning.

The safety officer is required to perform fire watch tours every hour while the building is occupied. The tours must include all spaces of the building that may be occupied by students, staff, and/or visitors. The building safety officer must document these tours on a log sheet provided by the Miami Township fire Department.

7. **Classes of Fires**

- a. A Class “A” fire is one in which paper, cloth, wood, and trash are burning. It can be extinguished best by using WATER. However, a fire extinguisher that is marked “A.B.C.” that is filled with a dry chemical powder or carbon dioxide can be used. **Water will do the best job!**
- b. A Class “B” fire is one in which flammable liquids are burning. It can best be extinguished by a carbon dioxide extinguisher. A fine spray of water might add oxygen to the fire, making it burn even hotter. Get an extinguisher that is marked with a “B” in a red square for this type of fire.
- c. A Class “C” fire is one in which electrical wiring and equipment are burning or are within the blaze. **DO NOT USE A WATER OR LIQUID** extinguisher on electrical fires. Be sure to use an extinguisher marked with a “C” in a blue circle on the extinguisher.

8. **Emergency Relocation Procedures**

Following evacuation of the building, the Miami Township fire chief will, in consultation with College authorities, determine if it is safe to re-enter the building. If the building is deemed unsafe to re-enter, occupants will relocate to an alternative dorm or administrative building.

C. **TORNADO**

In the event of a tornado alert or drill, all staff and students should report to the Designated Tornado Safe Zone. Designated staff and RA's will sound the air horn and line up against the walls and sit on the floor away from windows or doors that exit to the outside. Staff needs to bring their roll call sheets to verify head count. Staff will follow building evacuation responsibilities, making sure assigned areas are clear, and that everyone has been evacuated to the basement or designated tornado-safe area. Everyone should remain seated until the all-clear announcement is given. Tornado drills are to be conducted by the safety officer annually between the months of March and April.

1. **Tornado** is a violently rotating column of air that extends from the base of a thunderstorm. A condensation funnel does not need to reach the ground for a tornado to be present. A debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado.
2. **Tornado Watch** is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually issued for four to eight hours. During the tornado watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches. Listen to a radio or newscasts for up-to-date weather information.
3. **Tornado Warning** is issued by the local National Weather Service when a tornado has been detected by Doppler radar or sighted by storm

spotters. A tornado watch does not have to be in effect for a tornado to form. If a tornado warning is issued for your area, seek safe shelter immediately. Tornado warnings are usually issued for 30 minutes.

4. **Tornado Warning System**

The village of Yellow Springs will sound an alarm (siren) **ONLY** if a tornado is in the immediate vicinity. When you hear it, **TAKE COVER**. The Fire Department siren will be blown as follows: Continuous steady siren for 15 seconds, silence for 15 seconds, siren for 15 seconds, silence for 15 seconds, etc. for three minutes. The all-clear will be two 30-second signals separated by a 30-second silence. The alarm (siren) is tested at noon on the first of each month.

Tornado Safety Acronym used:

DUCK.

D – Go **DOWN** to the lowest level

U – Get **UNDER** something

C – **COVER** your head

K – **KEEP** in shelter until the storm has passed

5. **Responsibilities**

- a. **Staff Responsibilities:** Upon receiving the warning of high winds or tornados, staff members will move students to the designated tornado safe areas and have them sit down with their backs against the wall, and close all doors. Make sure everyone is away from windows, door with glass, etc. Everyone will remain in the tornado safe areas and remain seated until safety officer or emergency personnel give the all-clear to return to normal activity.
- b. **Student Responsibilities:** Students, upon receiving warning, will proceed to the designated tornado safe area, sit with their heads down and facing the wall, and stay away from windows, doors with glass, etc. Students will remain in tornado-safe area until told to return to normal activity. Tornado Safe areas on campus are as follows:
 - South Hall – Basement
 - McGregor Hall – Basement
 - Library – Basement
 - Birch Hall – Ground Floor Hallway/Trunk Space
 - CSKC and Case Commons – CSKC Hallway
 - Curl Gym – Interior Corridors
 - Folkmanis House – Basement
 - Art Annex – Restroom,

- Foundry Theatre- Restrooms and interior corridors
- Arts and Science-Interior corridors
- Pennell House-Basement
- North Hall-interior corridors

6. Tornado Emergency Notification:

Weather alert radios will be installed in each building and monitored by a staff designee. In the event of a tornado warning, the designee will notify all building occupants of threat utilizing an air horn and occupants will immediately evacuate to tornado safe area and remain there until the all-clear is given by the safety officer or emergency personnel.

D. RETURNING STUDENTS TO THE COLLEGE IN EMERGENCY SITUATIONS

This policy refers to students who become involved in situations outside the College that require an escort back to campus. Such an emergency condition may be brought about by a student's injury, illness, or any inability to function of their own volition.

The responsibility for returning such students back to the College will be that of the dean of community life. If the dean is unavailable, a residential life manager or designee will assume responsibility for returning students to the College.

If serious illness or injury of a student is determined, an ambulance will be called and the student will be transported to the nearest emergency facility, escorted by the residential staff member. The dean of community life will report student injury to the College's chief operations officer as soon as possible after the student has been attended to.

E. BOMB THREAT PROCEDURES

In the event of a bomb threat, the following procedures should be followed:

The switchboard operator, upon receiving a bomb threat, should immediately use the bomb threat checklist. Each item on the list should be checked off as accurately as possible.

The operator will try to obtain as much information as necessary in order to report the findings to the proper authorities. Upon receiving information from the caller, the operator should immediately contact the safety officer and operations manager.

In the event a bomb threat is received after normal working hours, it will be handled by the campus security officer.

The emergency bomb squad will be called by dialing 911.

If the College safety officer or designee and emergency bomb squad personnel feel that is necessary to evacuate the building, the same procedure used for fire drills will apply for the bomb threat.

The police and emergency bomb squad will make the search for the bomb. Neither College staff nor students are permitted to assist in or make any searches.

NOTE: All bomb threats must be reported to the police and a full report must be sent to the College's chief operations officer.

FACILITIES INFORMATION

The Antioch College physical plant is one of the largest liberal arts educational real estate footprints in the U.S. The College owns and operates 1,100 acres of contiguous property, which includes 32 buildings comprising approximately 600,000 square feet of enclosed space. The buildings, generally built between 1852 and the 1950s, are energy inefficient and reflect the typical conditions found on many campuses of similar vintage.

In the fall of 2011, the College began a search for a professional group to assist with the development of a new master plan – one that translates its strategic goals and objectives into a physical plan that identifies where the College should focus its resources to meet future demands on facilities. The College remains committed to reinventing the way the community lives, learns, and behaves, while remaining environmentally sustainable and economically prudent.

To that end, much work has already been accomplished, including the renovation or restoration of five campus buildings since the College regained its independence in the fall of 2009. The Olive Kettering Library was the only College building to remain open after the 2008 closure. Crumbling bricks on the building's south-facing wall were replaced. In January 2010, College leaders rededicated South Hall after the building's interior was renovated for use as the College's central administration building. The Birch Hall dormitory and the McGregor Hall classroom/office building were both renovated in preparation for the arrival of students and faculty. In October 2011, the Board of Trustees authorized the College to move ahead with plans for a \$5.7 million renovation of North Hall, one of the three original buildings, which will serve as additional dormitory space for future Antiochians.

ANTIOCH HALL (CURRENTLY CLOSED)

Opened in 1853 and designed by A.M. Merrifield, Antioch Hall is one of the College's oldest buildings. Antioch Hall, or Main Building, went largely unchanged until 1910 when its chapel was converted into a gymnasium. The

building completed a major renovation in 1962, when its original three-story interior was gutted and enlarged to four stories, and a new front entrance was installed on what was once the rear of the building. Most recently, Antioch Hall served as an auditorium, classroom, and administrative office building.

Antioch Hall's lofty appearance and cross-shaped layout embodies the spirit and aims of Antioch's founders, the Christian Connexion. The architecture is reminiscent of the Gothic and Romanesque revival styles popular in the mid-nineteenth century. So familiar are its towers that the building is often erroneously attributed to James Renwick, architect of the Smithsonian Institution.

BIRCH HALL

Completed in 1948, Birch Hall was designed as the first of many new buildings in a campus master plan conceived by world-renowned architect Eero Saarinen, whose credits include the Gateway Arch in St. Louis and the former TWA Terminal of Kennedy International Airport in NYC. Though the rest of his plan was not followed, Birch Hall is an outstanding example of the modern Cubist style of post-WWII architecture. The building was named after Hugh Taylor Birch, a 1929 alumnus who donated Glen Helen to Antioch College to honor the memory of his daughter.

The inaugural class of students currently resides in Birch Hall, one of the College's two functioning dormitories, which can house 108 residents.

CAMPUS FARM

Situated on the approximately 35-acre former golf course on the southeast side of campus, the Antioch College Farm is a working laboratory that provides the opportunity for active participation in learning, experimenting, and applying best management practices in organic and ecological agriculture methods.

A perfect supplement to Antioch College's new Global Seminars, the farm serves as an experiential classroom where students and faculty will search for the inherent interrelationships between conscious stewardship, the use of natural resources, and the resultant impact on the health and vitality of the local and global environment.

CASE COMMONS

Case Commons, located behind the Coretta Scott King Center, is used to house visiting alumni, faculty, and parents, as well as other guests of the College, on a temporary basis.

CURL GYMNASIUM

Curl Gym, constructed in 1928, served for many decades as a site for community physical recreation and fitness activities. The gym was shuttered in 2008. Curl

Gym reopened in the summer of 2014 as the Wellness Center for Antioch College and the village of Yellow Springs.

FOUNDRY THEATRE

Located on Corry Street, on the edge of campus, the theatre building was once a foundry. Renovated in 1955, it houses a mainstage, an experimental black box theatre, a dance studio and scene shop. It will reopen in the summer of 2014 and house performance classes as well as Yellow Springs community theatre projects.

MCGREGOR HALL

McGregor Hall, constructed in 1969, was designed by two Antiochian architects, Richard Cooke '59 and Max Mercer '44. Today, McGregor houses classrooms, faculty and administrative offices, and the Writing Institute. The Gerber Seminar Room was dedicated in October 2011. Named for alumnus Peter H. Gerber '69, the space also honors the memory of Richard "Micky" McCleery, a longtime professor of political science and Gerber's mentor.

NORTH HALL

One of the three original buildings at Antioch College, North Hall is centrally located near academic buildings and administrative offices. In 2011, a \$5.7 million renovation project was launched to incorporate features that combine comfort and sustainable living.

OLIVE KETTERING LIBRARY

The Olive Kettering Library, built in 1954, is named in memory of the wife of the late Charles F. Kettering, Antioch trustee, inventor, and engineer, who developed the automobile self-starter and high-octane gasoline. The library houses a collection of more than 375,000 volumes, including an extensive collection of bound periodicals.

PENNELL HOUSE

Home of Rebecca Pennell, Horace Mann's niece and the first female professor in the United States to have the same rank and pay as her male counterparts, Pennell House now houses the office of Community Life, Residence Life on the first floor, and Counseling Services on the second floor.

SCIENCE BUILDING

Originally built in 1930, the Science Building was modified in 1959 after a fire destroyed the attic. A fourth floor was added and the current flat roof put in place. It was built entirely with funds provided by inventor and business leader Charles F. Kettering to provide not only modern lab and classroom space for the college, but

also to conduct his photosynthesis research, a project that became the Kettering Foundation. The Science Building is one of the largest on campus and will be renovated in phases.

SONTAG FELS STUDENT SPACE

Sontag Fels Student Space is located in the Sontag Fels building across the street from the horseshoe. It was most recently where WYSO was located before moving to its new home in the Kettering Building. Sontag Fels houses the Community Government office, the Record, the Free Store, spaces for independent groups, a small auditorium, the alternative library, piano practice rooms and a soda fountain.

SOUTH HALL

South Hall was built in 1852-1854 as a men's dormitory, a role it performed until it was closed in 1965. The building underwent a massive renovation beginning in 1989, however, and in 1994 it reopened as an academic facility. South Hall was rededicated on January 14, 2010, as the headquarters of the new Antioch College. Today, the building houses the Herndon Gallery, along with the offices of Admission and Financial Aid, Cooperative Education, Faculty, and Advancement.

HELPFUL INFORMATION

WELLNESS WHEEL



SOCIAL WELLNESS

Participating in positive social relationships, including friends, family, community, and work groups.

How:

- Respecting and honoring diversity; developing an understanding and appreciation of human differences
- Contributing your time and energy to activities within your community
- Learning to constructively express ideas and opinions
- Getting involved in campus life such as planning events and governance
- Developing friendships
- Attending hall activities and meetings
- Participating in the Dining Collective
- Managing personal time as well as commitments to school and work

- Being able to define and respect personal boundaries and the boundaries of others

PHYSICAL WELLNESS

Taking care of your physical health.

How:

- Developing awareness about short- and long-term impacts of chemical and substance intake
- Attending training sessions from Community Life regarding personal empowerment, safe sex, and other societal concerns
- Exercising regularly
- Walking in the Glen
- Volunteering at the Farm
- Taking Community Life fitness courses
- Dancing spontaneously
- Developing an awareness of your eating and drinking habits and how they impact your health
- Attending to your own physical care and maintenance
- Taking responsibility for your sexual choices and respecting others' boundaries

INTELLECTUAL WELLNESS

Exploring and developing your intellect.

How:

- Recognizing your individual learning style
- Exploring what interests you; opening yourself to new experiences
- Learning through new mediums by observing what is around you
- Developing active listening skills
- Applying what you learn to the larger environment
- Questioning
- Talking to your advisor
- Having lunch with your professors
- Reading books for fun
- Visiting the library often
- Using Academic Support Services, the Writing Institute, and the tutoring program

EMOTIONAL WELLNESS

Developing a positive sense of self that is open and able to experience a healthy range of emotions.

How:

- Learning to develop your own coping strategies to manage stress
- Being sensitive to your feelings and the feelings of others
- Being realistic about your expectations and time constraints
- Taking responsibility for your own behavior
- Recognizing that challenges and setbacks are an important part of your personal development
- Learning to be independent and knowing when to ask for help
- Seeing the counselor when you need to
- Calling home when you need to
- Being open to the support that is around you from fellow students, staff, and faculty
- Talking to your RAs and RLMs

SPIRITUAL WELLNESS

Finding and exploring meaning and purpose in your life.

How:

- Being open to different cultures and religions
- Engaging in and giving back to the larger community
- Spending time defining your personal values and ethics, and making decisions that complement them
- Respecting your individual identity and allowing yourself room to grow
- Participating in spiritual activities, however you define them
- Caring about the welfare of others and acting out of that care
- Attending a service at Rockford Chapel
- Sitting in the Dharma Center
- Talking to the College chaplain
- Visiting the spiritual communities of Yellow Springs

FINANCIAL WELLNESS

Accessing the resources and skills that allow you to accomplish your goals.

How this dimension may intersect with your experience:

- Developing the skills you need to manage your finances responsibly
- Learning to differentiate between necessities and luxuries
- Planning for future financial success; making responsible choices now to support your future plans
- Talking to your co-op advisor

Environmental Wellness

Developing an awareness of the environment that surrounds you and enhancing your relationship with it.

How:

- Finding satisfaction and worth in your working and living environments
- Honoring your individual living preferences while respecting the preferences of others
- Being aware of your place in the natural environment
- Working to ensure the stability and longevity of our natural resources
- Walking in the Glen
- Volunteering at the Farm
- Recycling!

100 THINGS TO DO IN THE GREATER YELLOW SPRINGS METROPOLITAN AREA

Compiled By Jennifer Berman, Community Liaison for Antioch College

- 1) **Pearl Bay Restaurant, Fairborn**
Very decent Thai, Malaysian and Indonesian food not too far from here
133 E Dayton Yellow Springs Rd., Fairborn, Ohio 45324
Telephone: 937-879-7880. Fax: 937-879-7044
Hours: Monday - Friday 11:00 AM - 9:00 PM
- 2) **Saya Korean and Japanese Restaurant, Fairborn**
Excellent Sushi and Japanese food. A little pricey, so don't go nuts.
1030 Kauffman Ave., Fairborn, OH 45324
937-879-9700
- 3) **JY Bamboo, Fairborn**
609 N Broad St., Fairborn, OH 45324
937-754-9912
- 4) **St. Francis Thrift Store, Fairborn**
Very well-organized thrift store near JY Bamboo
Has vintage furniture store (and other pricier items) nextdoor

1212 N Broad St., Fairborn, OH 45324
937-879-2567

5) **Bunny's Hasty Tasty Pancake House, Dayton**

If you're looking for good old American diner food, this is your place. Inexpensive, filling, and will kill you if you eat this too often.
3509 Linden Ave., Dayton, OH 45410
937-254-8431

6) **Thai 9, Dayton**

Wonderful fancy Thai place in the Oregon District of Dayton
Save your shekels and go for a fancy occasion.
11 Brown St., Dayton, OH 45402
937-222-3227

7) **Taqueria Mixteca, Dayton**

Authentic Tacqueria. Even serves home-made horchata!
1609 E 3rd St., Dayton, OH 45403
937-258-2654

8) **Taco Loco, Dayton**

Authentic Tacqueria. Great reputation as an authentic Mexican place.
5392 Burkhardt Rd., Dayton, OH 45431
937-254-6645

9) **Cedarland Bakery and Restaurant, Dayton**

Authentic and inexpensive Lebanese food. My friend Brett who is half Lebanese says it's the real deal. Good pairing with Valley Thrift.
4515 Linden Ave., Dayton, OH 45432
937-610-2888

10) **Garden Station, Dayton, OH**

A repurposed, rustic city park, with an interesting mixture of flowers, art, and industrial pieces (i.e., actual train tracks that run through Garden Station) used to both match and enhance the aesthetic. (from Yelp.com)
509 E 4th St., Dayton, OH 45402
937-610-3845

11) **Goodwill Outlet, Kettering**

This place is pretty filthy, but I have found some amazing treasures here, like a used gum holder souvenir from Florida ca. 1960s. It's right across from Valley Thrift and the halal grocery store.
1750 Woodman Dr., Kettering, OH 45420
937-781-9532

- 12) **Valley Thrift**
The best thrift store ever. Macklemore would cry tears of joy over this one.
1717 Woodman Dr., Kettering, OH 45420
- 13) **Village Discount Outlet**
Almost rivals Valley Thrift. They are in the same part of town, and pair nicely with Hasty Tasty Pancake House.
3680 Linden Ave., Dayton, OH 45410
(513) 825-4444
- 14) **Canal Street Tavern**
Probably the best club to hear live music in Dayton. Local musicians as well as nationally touring acts appear in this friendly, intimate club.
308 E 1st St., Dayton, OH 45402
937-461-9343
- 15) **Moose's Middle Eastern Cuisine and Deli**
Great Middle Eastern food, and not expensive.
Pair with Hartman Rock Garden or the Goodwill in Springfield, which is not on this list, but is always worth a visit.
1802 E Main St., Springfield, OH 45503
937-328-5110
- 16) **Adena Burial Ground, Enon**
Ancient burial mound right in the middle of Enon, right next to Yellow Springs. Pair with the Apple Butter Festival.
Address: Enon, OH
Directions: On Route 444 next to the police station in Enon.
Admission: Free
Hours: Anytime (Swiped from Roadside America, a great website!)
- 17) **Apple Butter Festival, Enon**
October 12 & 13, 2013
Saturday 10 AM - 6 PM Sunday 11AM -5 PM
2013 marks the festival's 36th year and the 15th year for our new Downtown site. The Enon Community Historical Society sponsors the annual Enon Apple Butter Festival as a community service project. The Historical Society makes apple butter the old-fashion way in 50-gallon copper kettles, cooked over open fires. Canning and selling of the apple butter is done at the festival in the afternoon when the butter becomes ready.
- 18) **Jungle Jim's, Fairfield**
Are you pining for pickled herring? Yearning for yucca? Craving crispy crickets? Jonesing for Jalebi? (Ok. I'll stop, but only if you promise to go

here.) This place has it all. I have never been in such a huge, wondrous food store. You must go.

5440 Dixie Hwy

Fairfield, OH 45014

(513) 674-6000

19) **Chateau Laroche, Loveland**

If you are a fan of do-it-yourself castles, this is your place. Visit roadsideamerica.com for some very colorful stories about this place near Cincinnati.

12025 Shore Rd., Loveland, OH 45140

(513) 683-4686

20) **Dayton International Peace Museum**

One of the only peace museums in the country is located right here in Dayton!

208 W Monument Ave., Dayton, OH 45402

937-227-3223

21) **Sinfully Gluten-Free, Centerville**

Apparently the best GF food you can find!

79 S Main St., Miamisburg, OH 45342

22) **Rosewood Arts Center, Kettering**

Art gallery and cultural arts center.

Address: 2655 Olson Dr., Kettering, OH 45420

Phone: 937-296-0294

Hours: Wednesday hours 8:00 AM – 9:00 PM

23) **Dayton Metro Parks**

There are too many excellent parks to list, but keep your eye out for some of them listed here. Google and check them out! There's canoeing, horseback riding, hiking, working farms, concerts, a whole bunch of very cool stuff happens in this amazing urban park system.

24) **Beavercreek Wetlands Association**

Mission: The Beaver Creek Wetlands Association seeks to protect the wetland ecosystem in the Beaver Creek watershed through partnerships, community networks and public education. BCWA supports the retention of wetlands within the protection corridor and encourages the restoration of wetland and traditional upland habitats, such as forests and prairies. BCWA promotes the use of these protected areas for education, research and recreation.

beavercreekwetlands.org

25) **Aullwood Audubon Nature Center and Farm**

Aullwood is an environmental education center in western Ohio. As an Audubon Center of the National Audubon Society, their goal is to promote the protection of birds, other wildlife and the habitats on which they depend. Aullwood offers both children and adults the opportunity to experience and appreciate the world through experience-based education. Discover the woods, streams, ponds, prairies, meadows, the Marie S. Aull Education Center and working organic farm.

<http://web4.audubon.org/local/sanctuary/aullwood/index.html>

Aullwood Audubon Center and Farm

1000 Aullwood Rd., Dayton, OH 45414

Center Phone: 937-890-7360

Aullwood Farm

9101 Frederick Pike, Dayton, OH 45414

Farm Phone: 937-890-2968

E-mail: aullwood@gemair.com

26) **Canoe launching**, on Jacoby Road, Yellow Springs

Even if you have no interest in canoeing, you have to go here. Looks like you're in a Sierra Club calendar. Stunningly beautiful.

27) **Sew Dayton**

Established in 2012 by two seamstresses - Jesy Anderson and Tracy McElfresh. This store provides top-notch customer service, answers to your sewing questions, and high-end quality but trendy fabrics. It also stocks vintage supplies, fabric, and patterns.

16 E Brown St., Dayton, OH 45402

937-234-7398

sewdayton.com

28) **Stony Creek Roasters, Cedarville**

If you need a fresh cup of coffee and need to get out of Yellow Springs, try the politically polar opposite of Yellow Springs! Stony Creek Roasters is a family-owned coffee house so you know you can always count on friendly service. They operate a local coffee shop in Cedarville, Ohio, and are conveniently located near Springfield, Xenia, Yellow Springs and Dayton. They also sell their fresh roasted coffee and organic fair trade coffee through their online store.

85 N Main St., Cedarville, OH 45314

937-697-5200

29) **The Cedarville Mound**

The Williamson Mound is a large mound in a field near Massie's Creek. In 1881, it was described as being "about forty feet high and one hundred and fifty [twelve and forty-two meters] in circumference. It is perfectly oval

in form, and has on its surface trees of a century's growth, denoting that the mound is very old. From its summit can be seen a distance of several miles in every direction." Its construction was attributed to the mysterious Mound Builders of old, who surely constructed it as a watchtower from which to observe enemies from afar. (From Wikipedia)

2750 U.S. 42, Cedarville, OH, 45314

937-374-1562

30) **Fossil Hunting at Caesar Creek**

Soak in the autumn sun while finding fossils ranging from 450 - 500 million years old along the crest of the Cincinnati Arch. Pick up your permit at the U.S. Army Corps of Engineers Visitor Center, and while you are there check out the center's display of fossils found at the park. For more information about fossil hunting at Caesar Creek, call 513-897-1050. (From Ohio Dep't of Natural Resources)

31) **Dayton Art Institute**

Great little museum full of surprises. African, Asian, and European art are all well-represented, and if your four-year-old brother is visiting, there's a great room for kids to run wild in.

456 Belmonte Park N., Dayton, OH 45405

937-223-5277

daytonartinstitute.org

Wed, Fri-Sat 10 AM - 5 PM

Thu 10 AM - 8 PM

Sun 12 PM - 5 PM

32) **Boonshoft Museum, Dayton**

Another great place to check out, especially if you have young people in tow. There's even a small zoo filled with Ohio native wildlife, which may be an attraction to some people.

2600 Deweese Pkwy., Dayton, OH 45414

937-275-7431

boonshoftmuseum.org

33) **Wright Brothers sites**

There are several sites around Dayton where you can stand on the ground upon which Wilbur and Orville Wright built their flying machines before the historic launch at Kitty Hawk. Visit voices.yahoo.com/greene-county-ohio-home-important-wright-brothers-3191817.html for more info.

34) **Oregon District, Dayton**

The hip strip of Dayton. Galleries, clubs, a great Goodwill, used record shop and more. Don't blink, but it's fun.

- 35) **Masque Gay Bar and Dance Club (Dayton)**
Fun and welcoming bar for GLBTQ and their straight allies.
34 N Jefferson St., Dayton, OH 45402
937-228-2582

- 36) **Dayton Dragons**
The minor league baseball team in Dayton
220 North Patterson, Dayton, OH 45402
937-228-2287

- 37) **Deborah's Attic in Cedarville**
A good thrift store nearby
937-766-3838
51 N Main St., Cedarville, OH 45314

- 38) **The Wescott House, Springfield**
The only Prairie-Style Frank Lloyd Wright House in Ohio.
1340 E High St., Springfield, OH 45505
937-327-9291

- 39) **Hartman Rock Garden, Springfield**
Charming and really interesting rock garden done by an eccentric retired engineer as a gift to his daughter.
1905 Russell Ave., Springfield, OH 45506

- 40) **Loft Theatre/Human Race Theatre Company**
Their Mission, from their website: The Human Race Theatre Company is the Dayton region's professional regional theatre company. As our name suggests, we present universal themes that explore the human condition and startle us all into a renewed awareness of ourselves.
Their Core Values: Affect the conscience of our society; See our audience as our partner in the creative experience; Provide a platform for artists to evolve and explore; Be an educational resource for our community
See more at: <http://humanracetheatre.org/mission.php#sthash.UPBV09Fo.dpuf>
126 N Main St., Ste 300, Dayton, OH 45402
937-461-3823

- 41) **Beavercreek Goodwill**
Great thrift store in Beavercreek as an antidote to the mall area that surrounds it.
163 N. Allison Ave., Xenia, OH 45385
937-372-0759

- 42) **The Four Columns Holding Up Nothing at the Xenia Cemetery**
Ponder it!
281 Dayton Ave., Xenia, Ohio 45385
937-372-3604

43) **Skyborn Skateland, Fairborn**

Great pre-OSHA skating rink.
5309 Haddix Rd., Fairborn, OH 45324
937-878-5291

44) **Wot-a-Dog root beer stand with carhops in New Carlisle**

Inexpensive, old-fashioned drive-through!
603 S Main St., New Carlisle, OH 45344
937-845-3663

45) **Urbana Trout Farm**

More trout than you can shake a pole at, plus locally produced products. A good stop on the way to or from the Ohio Caverns.
Address: 2624 U.S. 68, Urbana, OH 43078
Phone: 937-652-3701
Hours: Monday hours 10:00 AM–6:00 PM
FWFarms.com

46) **Jeet Indian Restaurant, Beavercreek**

The closest and best Indian restaurant. They have a daily lunch buffet which is really reasonable, and has vegetarian as well as vegan food.
2750 N Fairfield Rd., Beavercreek, OH 45431
937-431-8881

47) **India Chaat Cafe and Bombay Bazar Indian Restaurant and Grocery Store**

Fantastic, inexpensive Southern Indian food (dosas!). You know it's authentic because they have non-stop cricket games going on the big-screen TV. The grocery store here rivals big-city Indian grocery stores: fresh Indian snacks sold in bulk, hard-to-find items like fresh curry and mango leaves. A dream.
984 Miamisburg-Centerville Rd., Dayton, OH 45458
937-435-3557

48) **CJ Brown reservoir at Buck Creek State Park for swimming and fishing, Springfield**

C.J. Brown Reservoir is located at Buck Creek State Park, 2 miles northeast of Springfield, approximately 1 mile east of State Route 4 on Croft Road, and approximately 3 miles north of U.S. Route 40 on Bird Road and Buck Creek Lane. The 14-acre shoreline is suitable for swimming and fishing within the state park.

49) **Schuler's Bakery in Springfield**

A gigantic bakery in Springfield with three locations. The donuts are varied, gooey and fresh. If you want health food, stay away, but if you're craving a

good, melt-in-your-mouth Ohio donut, this is your place. They also have sheet cakes, pies, cookies, and other birthday party fare.

457 E Main St., Springfield, OH 45503

937-323-4909

50) **Foy's in Fairborn**

Amazing general store and costume/toy/magic trick shop! Foy's has three shops on this strip: one is strictly costumes, one is a general toy/fun store, one is an adult halloween store. Very fun stores for kids and adults alike. They even have a diner for a greasy burger and fries if seeing skeletons and Freddy Krueger makes you hungry.

Address: 18 E Main St., Fairborn, OH 45324

Phone:937-878-0671

51) **Tulay's Market, Fairborn.** Mediterranean store and restaurant.

2 N Second St., Fairborn, Ohio 45324

305-321-2645

A great place to eat Mediterranean food and shop for groceries!

Check it out after Foy's or Skyborn Skateland.

52) **Central Perk, Oakwood for High Tea**

Put on something lacy and experience a real "High Tea" in the Miami Valley!

2315 Far Hills Ave., Dayton, OH 45419

937-299-5282

53) **Second Hand Depot in Springfield**

3667 S. Charleston Pk., Springfield, OH 45502, 937-631-1919.

Open 12 to 5, every day but Wednesday.

They have a lot of funky architectural salvage and other fun stuff. Cluttered, not organized. Corner of Bird Rd. E. High becomes S. Charleston Pk. at Bird Road.

54) **Neon Movie Theatre, Dayton**

Wonderful independent art movie house, like our own Little Art Theatre in YS.

They very often have screenings with directors and film festivals.

130 E 5th St., Dayton, OH 45402

937-222-7469

55) **Second Street Market, Dayton**

Vendors, live music, locally produced food and crafts – this is a great place to spend a weekend morning.

600 E 2nd St., Dayton, OH 45402

937-228-2088

metroparks.org/localfood

Thu-Fri 11 AM - 3 PM

Sat 8 AM - 3 PM
937-228-2088

56) **Mendelson's Electronics Company**

From autoclave parts to desk-o-matics to clothing, this is your one-stop-shop for electronics, decommissioned Air Force equipment and much more.
340 E 1st St., Dayton, OH 45402
937-461-3525
meci.com
Mon-Sat 8:30 AM - 5 PM

57) **Carillon Park, Dayton**

Historical park filled with old artifacts, flood memorabilia, old inventions. Check to see when admission is free: Memorial Day, and maybe other days as well. Otherwise it's \$8 and worth it.
1000 Carillon Blvd., Dayton, OH 45409
937-293-2841
daytonhistory.org
Mon-Sat 9:30 AM - 5 PM
Sun 12 PM - 5 PM

58) **Hindu Temple, Fairborn**

937-429-4455
2615 Temple Ln., Dayton, OH 45431

59) **Dorothy Lane Market**

Fancy grocery store, like Whole Foods but not a big chain. There are at least two in the Dayton area, and are great for hard-to-find grocery items. They also have a very dangerously good deli/prepared meals section.
6177 Far Hills Ave., Dayton, OH 45459
937-434-1294
dorothylane.com
Mon-Sun 7 AM - 11 PM

60) **Skyborn Skateland, Fairborn**

Wonderful, old-school skating rink.
5309 Haddix Rd., Fairborn, OH 45324
937-878-5291
SkybornSkateland.com
Tue, Thu 6 PM - 8 PM Fri-Sat 7 PM - 12 AM
Sat 12 PM - 1 PM Sat 1 PM - 4 PM

61) **Wegerzyn Gardens Metropark Formal Garden**

Wegerzyn Gardens MetroPark is a formal garden park that also features a Children's Discovery Garden, recreation trails, wooded walking paths, and

a swamp forest.

1301 E. Siebenthaler Avenue, Dayton, Ohio 45414

937-277-6545

Park Hours:

April 1 - October 31, 8 AM – 10 PM

November 1 - March 31, 8 AM – 8 PM

Closed Christmas and New Year's Day

62) **Little Saigon, Dayton**

Tiny Vietnamese restaurant in a small house. Funky but excellent food, inexpensive and generous portions.

Call ahead for hours.

1718 Woodman Dr., Dayton, OH 45420

937-258-8010

63) **Linh's, Dayton**

Another great Vietnamese/Chinese place. This one's larger and has a Chinese and Vietnamese menu.

5532 Airway Rd., Dayton, OH 45431

937-252-1857

linhsrestaurant.com

64) **Clifton Opera House, Clifton**

Adorable restored old opera house just down the road!

They put on great concerts in their beautiful hall.

There is also a sweet opera house in Cedarville.

937-767-1767 or 937-342-2175 for more information

5 So. Clay Street, Clifton 45316

villageofclifton.com

65) **Wexner Center for the Arts, Columbus**

From their website: The Wexner Center opened in November 1989.

Conceived as a research laboratory for all the arts, it has emphasized commissions for new work and artist residencies since its inception. Its multidisciplinary programs encompass performing arts, exhibitions, and media arts (film/video) and have focused on cutting-edge culture from around the globe.

1871 N High St., Columbus, OH 43201

66) **CAC (Contemporary Art Center) Cincinnati**

From their website: The Contemporary Arts Center—one of the nation's oldest and most celebrated contemporary art institutions—is a non-collecting museum devoted to presenting contemporary art from around the world. The CAC's mission is based on the idea that there is an inextricable link between art and life, and that connections are made through contemporary art.

Monday: 10 AM – 9 PM (FREE after 5 PM, thanks to Macy's*)

Tuesday: Closed (CAC STORE is open 11 AM -6 PM)

Wednesday - Friday: 10 AM – 6 PM

Saturday & Sunday: 11 AM – 6 PM

The CAC is closed Thanksgiving, Christmas and New Year's Day

Admission: Adults: \$7.50 Educators, Seniors (60+) & Students: \$5.50

Members and Children under 5: FREE

**Admission is FREE on Monday nights 5–9 PM, thanks to Macy's*

<http://contemporaryartscenter.org>

67) **Taqueria Senor Pequin, Springfield**

5 stars on Yelp.com! Excellent inexpensive authentic restaurant just down the road. Call for hours.

337 W Columbia St., Springfield, OH 45504

937-323-8480

68) **Ferncliff Cemetery, Springfield**

Beautiful old cemetery where prominent and historic Springfielders are interred.

501 W McCreight Ave., Springfield, OH 45503

Phone:937-322-3491

69) **Woodland Cemetery, Dayton.**

(from their website) Founded in 1841, Woodland Cemetery is one of the nation's five oldest rural garden cemeteries and a unique cultural, botanical, and educational resource in the heart of Dayton, Ohio.

118 Woodland Avenue, Dayton, OH 45409-2892

Phone 937-228-3221

<http://www.woodlandcemetery.org/>

70) **Mad River Mountain Ski and Resort in Logan County**

From their website: Mad River Mountain is Ohio's largest ski resort. We are located only a short drive from Columbus, Dayton, and Lima in Zanesfield, OH. The resort opened in 1962 and 2012-2013 will mark our 51st season of operation. In addition to the most expansive skiable terrain in the state, Mad River Mountain is home to Ohio's largest snowmaking system. Our 133 fan guns have the ability to pump over 7000 gallons of water per minute, covering 100% of our terrain in as little as 72 hours. This ensures that no matter what your backyard looks like, ours is white. Which is why we say at Mad River Mountain, "Every day is a snow day!"

Mountain Stats:

1,460 ft. mountain elevation, 300 ft. vertical drop

144 skiable acres

24 Trails

14 lifts including 6 chair lifts, 3 handle tows, 2 rope tows, and 3 surface carpet lifts

4 Terrain Parks (one for all abilities) including the #1 Midwest Terrain Park

Capital Park
1000 Snow Valley Rd. Zanesfield, Ohio 43360
skimadriver.com

71) **River's Edge Outfitters**

RiversEdge Outfitters is located on 45 acres of riverfront property along one of the least crowded and most secluded sections of the Federal and State Designated Scenic Little Miami River. (From their website, riversedgeoutfitters.com)
Address: 3928 U.S. 42, Waynesville, OH 45068
Phone: 937-903-6468
M-F, 10-4 PM

72) **Whitewater Warehouse canoe and Kayak rental, Dayton**

Paddlesports specialty store
104 Valley St., Dayton, Oh 45404
937-222-7020

73) **Caesar Creek State Park**

Pet-friendly camping and great fossil hunting at this park!
900 Center Rd., Wilmington, OH 45177
937-488-4595
caesarcreekstatepark.com

74) **Best free rocks**

Head toward the Cemex plant on Dayton/YS Road, going West.
Turn left off Dayton YS Road on Linebaugh Road, and go down to Entrance 3.
All the rocks are free! Some have great limestone fossils.

75) **Clark County Fairgrounds Flea Market, Springfield**

Visit for fine antiques, funky flea market finds, and lots of fabulous food. The flea market features up to 2500 sellers each month at the Clark County Fairgrounds. It's been a favorite destination for treasure hunters for more than 25 years.
4401 South Charleston Pike, Springfield, Ohio 45502
Take Exit 59 from Interstate 70 to the Clark County Fairgrounds
Third Saturday and Sunday of each month, excluding June, July, and December
Two-day shows: 8 AM to 5 PM Saturday, 9 AM to 4 PM Sunday

76) **George Rogers Clark Park, Springfield**

Historic battleground, nature trails, 300-year-old maple and beech trees are some of the attractions at this old and sweet park.
937-882-6000.

Open daily from 8 AM until dark.
936 South Tecumseh Road, Springfield, OH 45506

77) **Springfield Historical Center**

117 S Fountain Ave., Springfield, OH 45502
This is a very interesting museum. Sort of like a smaller version (OK, much smaller, but still) of the Ford Museum outside of Detroit. History buffs will love this gem. Springfield was once a real hub of industry, and this museum documents its august past.
Phone: 937-324-0657
Hours: Closed Sunday and Monday, otherwise open from 9 AM - 5 PM.

78) **Packard Museum, Dayton**

Located at the original Packard dealership, this small museum is worth a stop if you're into antique cars. Car Collector Magazine voted it one of the top ten car museums in the country!
420 S. Ludlow St., Dayton, Ohio 45402
Office 937-226-1710
Fax 937-224-1918
americaspackard@americaspackardmuseum.org

80) **Air Force Museum, Dayton/Fairborn**

A giant museum featuring US history through the lens of the Air Force, ranging from the Wright Brothers' inventions to a space capsule. Great rainy day excursion.
1100 Spaatz St., Dayton, OH 45433
937-255-3286

81) **Cox Arboretum, Dayton**

Trails, ponds, climbing tower and gardens make this one of Dayton's secret gems.
6733 Springboro Pike, Dayton, OH 45449
937-434-4361
coxarboretum.org

82) **The Wilds**

The Wilds is a private, non-profit wildlife conservation center located in Muskingum County, Ohio. It is situated on 9,154 acres of reclaimed coal mine land and is home to over 25 non-native and hundreds of native species. (Wikipedia)
Area: 14.3 sq miles (37.04 km²)
14000 International Rd., Cumberland, OH 43732
Phone: 740-638-5030
While you can see lots of wild African mammals and birds here, the focus is apparently on conservation and protection of endangered species. I haven't

been yet, but have heard rave reviews about this giant park about 2 hours east of us.

83) **Diesel, Gay-friendly bar in Springfield**

Diesel Bar and Nightclub
1914 Edwards Ave., Springfield, OH 45503

84) **Tickets. Mediterranean/Greek food in Fairborn**

Good and unusual pub food in Fairborn.
7 W Main St., Fairborn, OH 45324
937-878-9022
ticketspub.com
Mon, Thu, Sat 6:30 AM - 9:30 PM
Tue-Wed 6:30 AM - 10 PM
Fri 6:30 AM - 9 PM
Sun 6:30 AM - 6:30 PM

85) **Trolley Stop, Dayton**

Inexpensive, friendly pub in the Oregon District, and the best part is the live old-time music jam every Wednesday night. Bring your banjo, mandolin, fiddle, bass or guitar! Local, national-caliber musicians Ben Cooper and Rick Good host the jam.
530 E 5th St., Dayton, OH 45402
937-461-1101
trolleystopdayton.com
Mon-Sat 11 AM - 2 AM

86) **Cedar Bog, Urbana**

Exciting bog with nature center, boardwalk and carnivorous plants, among other flora.
980 Woodburn Rd., Urbana, OH 43078
Telephone: 484-3744
www.Cedarbognp.org

87) **Yummy Burger/White Lotus, Dayton**

Inexpensive Thai food, located in a small hamburger diner right in Downtown Dayton. Adorable location, very respectable Thai food.
327 E 3rd St., Dayton, OH 45402
937-222-7030

88) **Burkey Family Restaurant in NW Dayton**

Mom and Pop classic American food diner.
Good reviews on Yelp, though I haven't gone.
670 Shiloh Springs Rd., Dayton, OH 45415
937-275-7127

89) **Morgan's Canoe Livery**

Canoe and Kayak rental close to Cincinnati
 5701 State Route 350, Oregonia, OH 45054
 513-932-7658

90) **Lalibela Restaurant and Bar Ethiopian food, Columbus**

Wonderful inexpensive restaurant with Ethiopian grocery store next door.
 Finally a place that sells injera!
 1111 S. Hamilton Road
 Columbus, OH 43227
 614-235-5355

91) **Clifton Mill** for "impossibly large pancakes"-Gabe Amrhein , Clifton

Inexpensive breakfast place situated nearby at an old water mill that still grinds its own flour.
 75 Water St., Clifton, OH 45316
 937-767-5501
cliftonmill.com

92) **Blue Jacket Books, Xenia**

Used and out-of-print books in this friendly, wheelchair-accessible shop just down 68.
 60 S Detroit St., Xenia, OH 45385
 937-376-3522
bluejacketbooks.com
 Tue-Thu 10 AM - 6 PM
 Fri 10 AM - 7 PM
 Sat 10 AM - 5 PM

93) **Cliff Park Summer Music Series, Springfield**

The Springfield Arts Council hosts this two-month-long outdoor arts festival with entertainment ranging from classical, country, and bluegrass to revival bands. Check out the Springfield Arts Council for impressive events and activities throughout the year.
 117 S. Fountain Ave., Springfield, OH,
 Open Monday through Friday, 9:00 AM to 5:00 PM
<http://www.springfieldartscouncil.org>

94) **Far East Center Asian market on Woodman and Airway**

Asian grocery store with an impressive array of produce, dry goods, and frozen foods.
 The workers are crabby, but the variety is worth the indignity. They charge for using debit or credit cards for orders under \$20, so bring cash or buy a lot. You cannot get a better price on tofu than you can here.
 The international grocery store across Woodman is smaller and somewhat

friendlier, but not by much.
 116 Woodman Dr., Dayton, OH 45431
 937-254-1250
 Mon-Sat 9 AM - 8 PM
 Sun 9 AM - 6 PM

95) **Dong Yang Oriental Food & Gifts**

500 W Main St., Fairborn, OH 45324
 937-878-6102
dongyangoriental.com
 Mon 9 AM - 7 PM
 Clean, friendly, and helpful, this is a very sweet and small Asian foods market specializing in Korean food.
 Tue-Sun 9 AM - 8 PM) Amar India Restaurant, Dayton

96) **RiverScape MetroPark**

A sweet park during the summer turns into a lovely ice skating park in the winter!
 111 E Monument Ave., Dayton, OH 45463
 937-278-2607
metroparks.org/Parks/Riverscape/

97) **Bangkok Grocery and Restaurant, Columbus**

One of the best Thai places I've been to, and it's attached to a capacious Thai grocery store. That's always a good sign. If you're headed to the Columbus Airport, this is on the way and well worth the stop.
 3277 Refugee Rd., Columbus, OH 43232
 614-231-8787
bangkokcolumbus.com
 Tue-Sat 11 AM - 8 PM
 Sun 10 AM - 8 PM

98) **National Underground Railroad Freedom Center, Cincinnati, right on the historic Ohio River**

Museum looking not only at slavery in the US., but modern slavery all over the world. Well worth the trip.
 50 E Freedom Way, Cincinnati, OH 45202
 513-333-7500
freedomcenter.org
 Tue-Sat 10 AM - 5 PM

99) **Salvation Army Near Dayton Mall**

Huge selection, well-organized, friendly staff; what's not to love?
 8065 Southwind Dr., Dayton, OH 45459
 937-433-8044
salvationarmy.org

- 100) **Woodman Deli and Grocery** right near Valley Thrift, Kettering
 Small halal grocery store with fresh meat, refrigerated and baked items as well as packaged goods.
 1721 Woodman Dr., Dayton, OH 45420
 937-258-0688 201-747-0008

GLOSSARY

Antiochian	A member of the Antioch College community
Big Olive	An informal nickname for the Olive Kettering Library
ComCil	Community Council
Co-op	Cooperative education
CSB	Community Standards Board
CSKC	Coretta Scott King Center for Cultural and Intellectual Freedom
Div Dance	A dance that occurs the last Saturday before every term ends to celebrate the transition to co-op term
Glen Helen	A 1,000-acre nature preserve across the street from campus
Horseshoe	U-shaped driveway in front of Main Building
IG	Independent Group or campus organization
The Mound	Mound of earth outside North Hall that graduates walk across during Commencement ceremonies
OMP	One Morgan Place, our weekly campus e-newsletter
RDPP	Racial Discrimination Prevention Policy
The Record	Antioch's historic newspaper
Red Square	Brick patio area between Main Building and North Hall
Antioch Review	Award-winning literary art magazine housed here on campus
SEI	Student evaluations of instruction
Small Groups	Process groups comprised of faculty, staff, and students that meet during Community Meeting

SOPP	Sexual Offense Prevention Policy
UIG	Union of Independent Groups
WYSO	Antioch University's radio station, the NPR affiliate, 91.3 FM, which was founded at Antioch College



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WWW.ANTIOCHCOLLEGE.ORG