

CARLETON COLLEGE

SUMMER LIBERAL ARTS INSTITUTE

RELEASE and WAIVER

The undersigned (on the Release and Waiver form) hereby acknowledges that participation in Carleton College's Summer Liberal Arts Institute may involve inherent risk of injury and assumes all such risks. The undersigned hereby agrees to participate in the above named activity for which or in connection with which the College has made available any equipment, facilities, lab experiments, grounds, travel or personnel for such programs or activities. The undersigned does hereby release and forever discharge Carleton College, its trustees, officers, agents, employees, and volunteers of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequence thereof, resulting from or any way connected with the above named activity.

By the execution of this agreement, I accept and assume full responsibility for any and all injuries, damages, and losses of any type, and I hereby fully and forever agree to indemnify and hold harmless Carleton College, its trustees, officers, agents, employees, and volunteers from any and all claims, demands, damages, rights of action, present and future, whether known or unknown, anticipated or unanticipated, resulting from or arising out of the participant's participation in this program.

By initialing the online form, I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon me, any minor on whose behalf I am signing, and any of my or our heirs, executors, administrators, and representatives in the event of death or incapacity.

Student Materials

I hereby authorize the College, its employees and agents, to take and use photos, posters, drawings, quotes, renderings, written materials, voices, sounds, video recordings, audio clips or accompanying written descriptions, in any media that may now or hereinafter exist. Carleton College will not materially alter the original images. I agree that Carleton College owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as College-sponsored websites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-college uses, from now until the end of time. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.

By initialing the online form, I release Carleton College and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages, or liability which I may ever have in connection with the taking of or use of the material.

***IF YOU DO NOT WANT YOUR MATERIALS USED BY CARLETON AS OUTLINED HEREIN, WE MUST RECEIVE THIS REQUEST IN WRITING. OTHERWISE, CARLETON COLLEGE MAY USE ANY SUCH MATERIALS TAKEN DURING THIS PROGRAM FOR CURRENT OR FUTURE PUBLICATIONS.**

CODE OF CONDUCT

For More Extensive Information on the topics listed in this document, please see the Student Handbook and Code of Conduct Website:

https://apps.carleton.edu/handbook/community/?policy_id=6131

Participants in the Carleton Summer Liberal Arts Institute (SLAI) and their parent(s) and/or legal guardian(s) understand that their acceptance of admission to and attendance at any Carleton College SLAI program constitutes a binding agreement to abide by all provisions contained in this Code of Conduct as well as all other rules and policies of Carleton College and the SLAI office. Participants and their parent(s) and/or legal guardian(s) also understand that they will be subject to all local, state, and federal laws. If a student violates any of these expectations or rules, Carleton has the right to take action with the student that may include being released from the program.

Community Standards

At Carleton College we celebrate both individuality and a strong sense of shared community values. Students who enter this academic and social community make a commitment to healthy exchanges of ideas and acknowledge that living in a community requires tolerance, compromise, and sensitivity to others. It is important to treat others with respect, dignity and understanding in order to create a community where civility is valued. At times each student will have to renegotiate personal boundaries and fit individual freedoms into the broader context of responsibility to the student community and the values of the College. In addition, Carleton College is not an isolated sanctuary apart from the rest of society. Consequently, all students are subject to local, state, and federal law, as are other residents of Northfield, MN.

Statement on Diversity

Carleton College aspires to provide a liberal arts education that equips students with the skills to lead a fully realized life in a diverse and changing world. A Carleton education recognizes that the world's people differ in their race and ethnicity, culture, political and social worldviews, religious and spiritual understandings, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social and economic classes.

It is essential to our high academic standards that we be committed to creating a diverse campus community because:

- Carleton has a responsibility to educate talented and diverse students, and we have a strong commitment to underrepresented groups.
- Carleton students must meaningfully encounter difference in order to grow personally and live fruitfully in society and contribute to its work.

The core principles of a liberal arts education are based on mutual respect, communication, and engagement, which commits us to create and affirm a culture of respect for people in all aspects of their lives. Carleton seeks to provide a welcoming and safe living and learning space, while we also recognize that the pursuit of a liberal arts education can involve discomfort and disagreement. Carleton affirms that the college and its community grow in understanding when established views are challenged. A community that fosters diversity of thought and an open exchange of ideas can only emerge from the participation of individuals with different backgrounds and worldviews. Because creative and talented people come from many places and have many backgrounds, Carleton College is dedicated to attracting and retaining a diverse faculty, staff, student body, and Board of Trustees and sees this as among our

highest priorities. Carleton's commitment to diversity will sustain and enrich the learning and living environment that defines the institution and its place in the world.

Respect and Non-Discrimination

Carleton College and the SLAI office are committed to providing an environment of civility and mutual respect where participants can freely explore ideas. Participants and their parent(s) and/or legal guardian(s) understand that living in a community requires tolerance, compromise, sensitivity, and respect. Participants and their parent(s) and/or legal guardian(s) will demonstrate these values by treating oneself and all others with dignity and understanding; this includes the acceptance, even celebration, of our differences and treating everyone in a fair and non-prejudicial manner. Threats to personal safety, well-being, or disruptions to the learning and/or residential environment will not be tolerated. All participants will have access to program facilities and opportunities without regard to race, color, creed, religion, sex, national origin, sexual orientation, disability, or financial consideration.

Academic Honesty and Personal Integrity

Participants in the Carleton SLAI are expected to do their own work and be truthful in their interactions with College officials, Professors, and SLAI staff. The following actions are prohibited:

- Cheating, plagiarism, misuse of library privileges, and/or unlawful duplication and/or distribution of copyrighted materials.
- Knowingly providing false information to the College and/or SLAI office.
- Forgery, alteration, or misuse of documents, records, or identification.

Carleton College Values

Student Development

The mission of the College is "to liberate individuals from the constraints imposed by ignorance or complacency and prepare them broadly to lead rewarding, creative, and useful lives." In that spirit, students are routinely challenged in the classroom and in their daily lives to test boundaries, take risks, and stretch themselves. Over time, all students engage in a wide range of developmental tasks, including:

- Enhancing academic skills.
- Defining and re-defining educational and career goals.
- Formulating personal identity.
- Adjusting to community/group living.
- Developing appropriate self-management, health, and wellness skills.
- Analyzing, forming or confirming values.
- Developing a mature style of relating to others and exploring interpersonal relationships.
- Accepting the consequences of one's actions.
- Understanding and developing appreciation for cultural and lifestyle differences.
- Developing a sense of fairness and compromise.
- Developing skills to work effectively in groups and participate in an enterprise larger than oneself.

Self-Governance and Personal Freedom

Fundamental to a Carleton experience is the value of self-governance. Most students come directly from home and secondary school environments that are much more structured than life at Carleton. Personal freedom is both an opportunity and a challenge. In the exercise of personal choices, students assume certain responsibilities:

- Taking ownership of their actions and expressions of opinion.
- Ensuring that their actions or the actions of others do not infringe upon the rights of others or the fundamental integrity of the living and learning environment.
- Respecting the rights of others to the same freedom of expression claimed for themselves.

A Safe and Healthy Living-Learning Community

Carleton College has a deep commitment to providing a safe and secure environment, in which students can live, learn, work and pursue their interests. Threats to personal safety, compromises of the learning environment, and disruptions of students' rights to live with a reasonable degree of peace are cause for concern and intervention.

Academic Freedom

As an institution dedicated to learning and teaching, Carleton College is committed to the principle of free expression and exploration of ideas in an atmosphere of civility and mutual respect. The College therefore also embraces the related principle that all members of its community shall have access to its educational facilities, activities, information resources, and employment without regard to race, color, creed, religion, sex, national origin, and marital status, and sexual orientation, status with regard to public assistance, age, or disability. These principles guide the College's relationships with individuals and should guide the interaction of all members of the community.

Open Discourse

A diverse student body, faculty, and staff participating in a learning community of civil and open discourse provide the most productive environment for genuine liberal learning. Carleton recognizes and affirms the desirability for individuals to have the support of others who share their backgrounds or values, as well as the concomitant necessity for each person to take the risks, and accept the challenges inherent in engaging in genuinely open conversation with others who are different from oneself.

The Educational Process

Although the College attempts through its policies to limit or eliminate certain behaviors and actions that may be hurtful to others, Carleton cannot guarantee that the environment will always be comfortable for all members of the community. Often, the educational process is disturbing and unsettling. When one's ideas are under attack and one's values are being challenged, the effect may be simultaneously painful and highly educational. Thus, behavior that is disturbing or unsettling to an individual or group is not necessarily discriminatory. In this regard, it is imperative that teachers and students be able to take controversial positions without fear, in accordance with the principle of academic freedom.

Civility

All discourse, as well as treatment of individuals--in offices, classrooms, residences, or any other setting or mode of communication--should be respectful of the individual, whether or not there is disagreement on matters of substance, taste, politics, or evidence. Creating and sustaining a climate of civility in an institution of voluntary membership is the responsibility of each individual.

Freedom from Discrimination

While the nature of an academic community is to provide a milieu for the expression, criticism and discussion of the widest range of opinions, it does not provide license for bigotry in the form of demeaning, discriminatory speech or actions. Thus, the presentation of a reasoned or evidenced claim about a societal group that offends members of that group is to be distinguished from a gratuitous denigrating claim about, or addressed to, an individual or group. The former is bona fide academic behavior while the latter may demean, degrade or victimize in a discriminatory manner and, if so, undermines the above principles.

Discriminatory speech and actions are especially abhorrent when they are made anonymously, for anonymity precludes the possibility of an exchange and exploration of ideas; moreover, such an anonymous message--by the very nature of its delivery--is a threat to the recipient. Discrimination by one person against another is also particularly abhorrent when the first person is in a position of power with respect to the second, whether in the academic, administrative, political, or social hierarchy on the campus.

Sexual Misconduct Policy

General Provisions and Applications

Carleton College prohibits all forms of sexual misconduct, including sexual assault, sexual harassment, sexual exploitation, stalking, intimate partner violence, and other sexually inappropriate conduct. Sexual misconduct can be committed by a person of any gender against a person of any gender. Sexual misconduct can be committed by friends, current or former intimate partners, acquaintances, or non-acquaintances.

The Policy Against Sexual Misconduct applies to all Carleton faculty, staff, students, and visitors. The Policy applies in connection with any College program, whether on or off campus, including academic, educational, extra-curricular, athletic, residential, employment (including work-study), and other College activities and programs.

Carleton College is committed to creating a community free of sexual misconduct, to providing avenues for those affected by sexual misconduct to obtain assistance, and to providing clear and fair complaint and investigation procedures.

The SLAI staff, Security, and/or appropriate Carleton personnel will promptly investigate all reports of sexual misconduct, harassment, intimidation, and/or bullying and take prompt action to end that behavior and prevent its recurrence. Action may include dismissal from the program with the student being sent home at their own expense. Sexual misconduct and/or bullying behavior may also constitute a crime; where appropriate, instances of these behaviors will be referred to a law enforcement agency.

*For further information, please see the Sexual Misconduct Prevention and Response Web site:
https://apps.carleton.edu/dos/sexual_misconduct/policy_procedure/*

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SLAI PROGRAM: EXPECTATIONS, RULES, AND REGULATIONS

Respect for Individuals and Personal Property

We expect students to treat all members of the College community with care, respect and dignity. The following conduct is prohibited:

- Any violation of Carleton Community Standards.
- Physical, verbal or psychological abuse, harassment, bullying, intimidation or other conduct (whether willful, negligent, or otherwise) that threatens or endangers the health, wellbeing, or safety of oneself or of any person on College-owned or leased property, or at College-sponsored or supervised functions.
- Sexual misconduct, including sexual assault, sexual harassment, or sexually inappropriate behavior. (See Policies Against Sexual Misconduct)
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or an organization.
- Attempted or actual theft of or damage to College or personal property.
- Intentional disruption of the teaching, research, and/or residential environment or any College activities.
- Use of cell phones during the academic day or during other organized activities without stated approval from the faculty, staff, or student leader.
- Any disorderly, aggressive, or obscene conduct
- Refusal to comply with the directions of a SLAI or College official or this Code of Conduct.
- Unauthorized use of College facilities, including but not limited to:
 - Unauthorized access to buildings or other facilities
 - Improper possession, use, or duplication of keys or key cards
 - Unauthorized use of or access to computers and/or computer systems

Carleton and SLAI staff are responsible for striving to maintain a safe community for all SLAI participants. It is our expectation that students attending SLAI follow our respect and non-discrimination policies in regard to SLAI staff as well as all Carleton staff and faculty. SLAI staff include: Administrative Staff, Faculty, Research Assistants (RAs), and Program and Community Assistants (PACAs).

Health, Safety, and the Law

Students are expected to make sound decisions regarding the health and safety of themselves and others and to comply with laws applicable to all residents of Northfield. The following conduct is prohibited:

- **Alcohol:** Use of alcohol or drugs is prohibited during and in connection with the SLAI program. Students found with such substances, or found attempting to purchase and/or use such substances, will be immediately dismissed from the program.
- **Drugs:** The use, possession, sale, transfer, distribution, manufacture or cultivation of any controlled substance, except prescription drugs used by the person for whom and for the purpose for which they were prescribed.
- **Smoking:** The law recognizes smoking as a legal activity for persons over the age of 18. Smoking is prohibited from taking place inside any Carleton facility. Campus signage indicates building distance and appropriate external locations for legal smoking.
- **Dangerous implements or materials:** The use or possession of explosives, firecrackers, firearms, BB guns, explosive materials, other dangerous instruments or materials, or knives with blades in excess of four inches on campus property.

- **Safety and Security:** Misusing or tampering with fire alarm systems, fire extinguishers, or other security equipment, or compromising any College security system. (See also Fire Safety in the Housing and Residential Living section.)

Compliance with College Policies

Many programs and facilities have established policies and procedures that govern student behavior. Students are expected to comply with all written policies of the College, which include but are not limited to:

- Motor vehicle policy.
- Residential life policies.
- Computing and telecommunications policies.
- Library policies.
- Policies governing the use of recreational facilities and activities.
- Policies governing student organizations and club sports.
- Dining hall and meal plan policies.
- Smoking policy.
- Student records policy.

Campus Living

Our expectations about student behavior in the residence halls and in relation to program staff and one another, are similar to those of a private preparatory school. Because most of the students in the program are under the age of 18, the directions given by SLAI staff must be obeyed and followed. It is necessary to adhere to the following rules because of the brevity of the program and the need to have participants fresh and rested to do good work in their classes and on research projects.

Failure to comply with these rules may result in dismissal from the program at your family's expense. Please read the following rules with your parents/guardians.

Staying on Campus

The Summer Liberal Arts Institute (SLAI) is a residential program that requires full-time residence at the College, including weekends, for the duration of the program. While at Carleton, students are required to remain on campus and in Downtown Northfield. The Downtown Northfield area is defined as the area surrounding Division St South, between 2nd Street W and 6th Street. This allows students to visit Bridge Square as well as the Family Fair grocery store. While walking to Downtown Northfield students are required to maintain a "buddy system" and are not permitted to travel alone. Field trips and weekend activities are considered part of the program for all students and will be chaperoned by SLAI staff.

Only in cases of emergency or with the approval of the SLAI staff and parental clearance, may students take time away from the program. No exceptions will be made.

Curfew

We are obligated to obey the curfew law established by the City of Northfield. This law prohibits minors from being out of their residence halls after midnight.

Housing

Students will be carefully assigned to rooms based on their living habits and preferences. Students may not change rooms unless approved by SLAI staff. Unauthorized room changes may result in disciplinary action or dismissal from the program.

Men and women live in **separate Residence Halls** (with accommodations for non-binary students). Students will have access only to their assigned residence halls. Sayles Hill Campus space will be available for group activities or studying before 10 p.m. on weeknights and midnight on weekends or during organized activities planned by residential staff members. Students are prohibited from entering the residential hall of another gender. Students are also prohibited from entering the residential hall assigned to full-time Carleton students.

Quiet Hours

Quiet hours in the dormitories begin at 11 p.m. Sunday through Thursday, and at midnight on Friday and Saturday. Special exemptions may be made for field trips or faculty/campus events.

The following hours will be maintained during program operations:

<p><u>SUNDAY – THURSDAY</u> 10 p.m.- All students must be in their dormitories 11 p.m.- All students must be in their rooms Midnight- Lights Out</p>	<p><u>FRIDAY – SATURDAY</u> Midnight- All students must be on their floors 1 a.m.- Lights Out</p>
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Visitation

Family members of program participants who would like to visit their students can do so during designated visiting hours, generally on Sunday and Thursday evenings, if there are no mandatory program events. Designated times will be listed on the official program schedule.

Transportation Policies

If you bring a car to SLAI it must be left parked in the designated area throughout the program. All car keys must be given to the SLAI staff for the duration of the program. No one may drive or ride in cars brought to campus by program participants for the duration of the program.

Utilizing Lyft, Uber, and other transportation means without the approval of a parent/guardian and SLAI staff member is prohibited.

Climbing on Buildings/Structures Policies

Climbing on any building or structure, including the water tower, scaffolding, roofs, tall trees, etc. is prohibited. Violation of this rule may result in a fine of up to \$250 and/or other disciplinary sanctions. The College is not responsible for injuries resulting from climbing.

Common Area Kitchens

When using common area kitchens, residents should clean up after themselves immediately. All items stored in common area refrigerators should be clearly labeled with resident name, room number, and date.

Emergency Notification

Emergencies can happen without warning. Being prepared to handle accidents or disasters is an individual and an organizational responsibility. Carleton College has developed a tiered emergency response and evacuation program to alert you in the event of an emergency on campus. Carleton’s tiered system incorporates a written Emergency Response and Evacuation Plan, a text messaging and email system (CarlAlert), and web-based alerts via Carleton’s home page. The campus warning system broadcasts alerts via a secure network that continues to operate during a disaster. All students will be required to sign up via CarlAlert Registrations Page.

Responses to Alleged Violations of College and SLAI Policies

Parental Notification

While the SLAI office prefers to communicate directly with students to process and solve any policy violations or disciplinary issues, parental notification may be made as appropriate and in the direction of SLAI staff. Among other things, should a student receive a sanction or violate any previously stated policy that suggests any future violation may lead to suspension, the SLAI office has discretion to determine whether the student or a college official should notify parents about the student's status or other serious concerns. Parents will be contacted in the case of serious policy violations or expulsion from the SLAI.