Campus Safety
The policies and procedures in this handbook are put in place to keep faculty, staff, and students safe and ensure a peaceful campus environment. If you come upon or have a safety issue or concern, you should notify a member of the faculty, staff, or the Director of Facilities right away.

Fire Drills
Fire drills will be held twice a year, once each semester. Upon hearing the alarm sound, all students, faculty, staff and visitors are required to exit the building immediately without collecting personal belongings. Everyone on campus is expected to quietly exit the buildings from the closest exit and proceed to the closest parking lot. Faculty exit the class rooms and studios last and close doors. All persons should remain in the parking lots until a member of senior management or the fire marshal allows re-entry to the buildings.

Visitors to the School
All visitors must check in at the main reception area before entering the studios. Alumni should also check in before visiting a faculty member or other students. Alumni and visitors may not take part in any studio activity without the permission of the Dean and the faculty.

Public Safety and Crime Statistics
In accordance with legal requirements, the Lyme Academy College of Fine Arts will provide a copy of the uniform campus crime report, “Campus Safety at the College”, to any individual who sends a written request for the report to: Crime Report Request, c/o Registrar, 84 Lyme Street, Old Lyme, CT 06371

Personal Injury
While the College exercises great care with regard to student safety, it is not responsible for personal injury occurring on the college property or in connection with college activities. The college does not assume any responsibility for loss or damage to student property. Faculty and Administrators who accompany student groups on field trips and supervise activities cannot be held responsible for actions of students, injury, or loss of personal property.

Non-Fraternization Policy
The College strongly discourages any inappropriate relationships between students and non-student members of the College Community, including models, staff, members of the board, and faculty, as this constitutes a conflict of interest and places students in a potentially vulnerable position.

Sexual Harassment
The Lyme Academy College of Fine Arts is unequivocally committed to extolling the worth of all persons in the College community. We consider all expressions of sexual harassment as threats to the concept of community that we are striving to create; further, we deplore any acts of harassment pertaining to race, religion, gender, sexual orientation, disability, ethnic or cultural origins, or age.

1. The above statement is College Policy and is stated in published materials to the college community, including both Faculty and Student Handbooks.
2. Charges brought against an individual or group, filed in writing, will be investigated promptly by the Director of Student Services or the Dean and subject to the Code of Conduct.

Sexual Assault
Sexual assault, including rape by an acquaintance or stranger, is prohibited by the College and the State of CT. The College will assist in notifying the local law enforcement authorities if requested. Violators of this policy will be subject to disciplinary measures, including dismissal, following a final determination by a College disciplinary proceeding and the Dean in accordance with the Student Code of Conduct.

Criminal Actions
The College Policy for Reporting Criminal Actions: Any criminal activity involving students, faculty, or staff taking place within the college or on its premises shall be reported immediately to the Vice President of Operations at 434-5232 ext. 126. She will then call the Resident Old Lyme Trooper, 434-1986, who will conduct a thorough investigation of the incident. In case of extreme emergency please call 911 or 434-1986 directly. For incidents involving students, a written description of the incident shall be submitted by any faculty or staff member present, within one working day, to the Dean of the College. A security file of all reports will be maintained by the college.

Weapons on Campus
Possession of firearms, fireworks, weapons, and hazardous chemicals is strictly prohibited and, in many cases, violates state law. This applies to students and employees except where authorized to handle weapons or chemicals.