

Sotheby's
INSTITUTE OF ART

Sotheby's
Summer Institute—
Pre College
Student and
Family Handbook

Dear Sotheby's Summer Institute – Pre-College Students and Families,

Welcome to Sotheby's Summer Institute – Pre-College. We're so excited that you're joining us in New York City this summer!

At Sotheby's Summer Institute – Pre-College (The Institute) we strive to create an intellectually rigorous experience in which you're surrounded by new friends and faculty members who will challenge and empower how you think about the world. We recognize that a diversity of backgrounds and opinions are of the utmost importance, and we strive to promote diversity within the student body, faculty, and staff and to maintain an open and inclusive community.

The Student and Family handbook lays out all the policies and procedures of The Institute, and it is your and your parents/guardians' responsibility to be familiar with the document and abide by the expectations and responsibilities specified in the Handbook, including the Student Code of Conduct. The policies and procedures within the Handbook are designed with the safety and security of The Institute and its students in mind and are intended to foster an inclusive, respectful, and open community for all students, faculty, and staff. With that in mind, please do not hesitate to reach out if you have any questions or concerns.

Best,

Sotheby's Summer Institute Team

Please carefully read the information in this handbook before submitting your program form. By submitting the program form, students and parents acknowledge that they have read carefully, understand, and agree to be bound by all of the information and policies in the 2025 Sotheby's Summer Institute – Pre-College Student and Family Handbook.

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Sotheby's Institute of Art

Sotheby's Institute of Art is the pioneer in the study of art and its markets. Our academically innovative and professionally focused curriculum enables students to acquire specialized knowledge of art's objects, histories, and markets to impact art and related industries. The Institute is committed to fostering future generations of art business leaders and cultural stewards.

Student Expectations & Responsibilities

ACADEMIC EXPECTATIONS

Academic integrity is the cornerstone of any educational institution. The Institute strives to create an environment in which a commitment to honesty and integrity is fundamental to all members of our community.

Students are responsible for being aware of and utilizing the proper procedures for researching, writing, and presenting their work. These procedures vary from region to region, students should be familiar with ours. Faculty will inform their students of their academic expectations as they relate to the limits within which students may collaborate with or seek assistance from others on specific assignments. Students must understand that there are legal and ethical restrictions relating to creative and intellectual property and consequences to dishonesty in the professional world.

Academic dishonesty and examples of cheating include but are not limited to:

- Copying another student's work or utilizing unauthorized material.
- Submitting work previously created for another course without the faculty's knowledge or permission.
- Fabricating a citation or using a false citation.
- Any act of plagiarism; the fraudulent presentation of the work of others as original. Examples of plagiarism include, but are not limited to:
 - including a sequence of words quoted without quotation marks.
 - including a paraphrased passage from another writer's work.
 - including ideas, sound recordings, computer data or images composed or created by someone else; and,
 - theft of another student's work and presenting it as one's own.
- Aiding or abetting an act of academic dishonesty.
- Any attempt to improve academic performance by presenting misleading information and/or making deceptive statements or falsifying documents.

ACCOMMODATIONS

The Institute wants every student to succeed and strives to create a safe and inclusive environment that can support each student's individual needs. We welcome requests for student accommodation, (academic, physical, assistive technologies, or other) and strongly encourage the disclosure of this information from students and their families. The Institute asks that students and their families submit accommodation requests, any supporting documentation, and other important information that may shape a student's experience at the program as early as possible in the enrollment process in order to provide program staff with sufficient time to make any necessary arrangements, if appropriate, and ensure that all students have a fulfilling, enjoyable and safe experience.

All accommodation requests and notifications should be submitted using the program form so that we may review the request; contact the student and their family for additional information, as needed; and confer with The Institute's academic, housing, dining services, and/or other departments, as needed. The Institute values and is sensitive to individual needs and will work to accommodate reasonable requests where possible and practical.

ATTENDANCE AND PUNCTUALITY

Students are required to arrive on the first Sunday of the program and stay through the last Friday. Students are expected to participate in scheduled class and program activities (e.g. classes, guest lectures, meals, site visits and all-term events). All students are expected to attend mandatory student orientation on the first Sunday evening of the term.

Excused absences include illness or other serious matters. When illness prevents a residential student from attending class or a program activity, emergency contacts will be notified and our medical protocols will be initiated, when appropriate. Students and families must communicate any planned absences with The Institute as far in advance as possible by submitting a Special Leave Request in Orah. (See the Communications section below.)

Punctuality is essential. Students are required to arrive to class and all mandatory activities on time. Students that are absent when attendance is taken trigger The Institute's Missing Student Protocol, unless previously notified and approved by Institute staff. Students that are routinely tardy will face disciplinary action, up to and including loss of privileges or expulsion.

Attendance directly impacts student's certification and evaluation. Only students who complete the term in good standing will receive a digital certificate from The Institute. The Institute reserves the right to withhold student's certification and evaluation due to attendance issues.

BULLYING

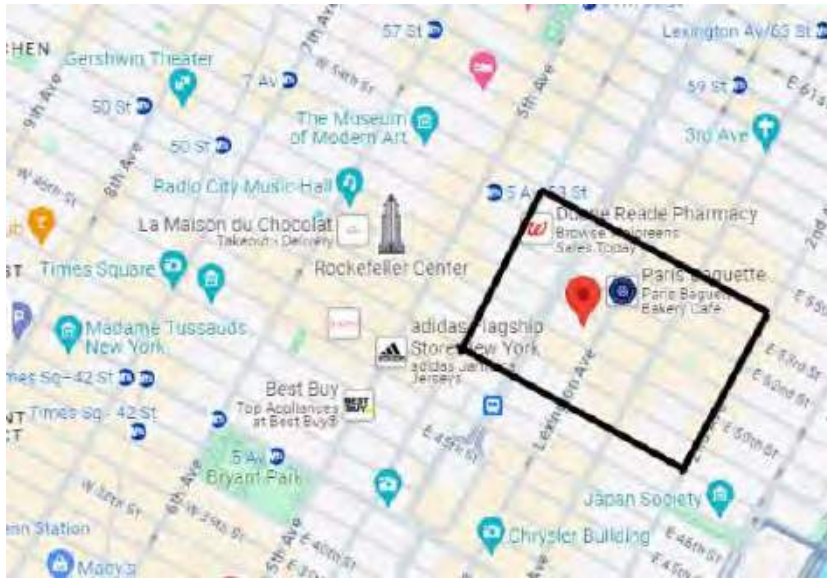
Bullying in any form is strictly prohibited on or off campus and online. Below are examples of, but not limited to, behaviors that The Institute considers bullying:

- Communicating with another person in any manner is likely to cause alarm, including electronic communication and social media.
- Physically touching another person or threatening to touch another person in a way that is offensive and/or that includes kicking, pushing, etc.
- Revealing or threatening to reveal personal information or content about another person with the intention to do harm (mental or physical).
- Demonstrating any other course of alarming conduct or repeatedly conducting acts with the purpose of seriously alarming another person.
- Defaming another community member by communicating a false statement or a statement intended to remain private, to a third party, which then exposes that community member to ridicule, hatred or loss of reputation as a result of the false statement.
- Repeated contact with an individual, student or otherwise, associated with the program that has expressed a wish to cease communication.

The Institute has found that the most common form of bullying appears online. Parents should be aware of their child's online activity including any participation in unmonitored group chats. Bullying or harassment in the group chats prior to, during, or after a student's arrival to campus may result in disciplinary action including revocation of acceptance and/or immediate dismissal from the program.

CAMPUS

The Institute has established a designated "campus neighborhood" area which includes both the residence hall as well as the academic building. Too, included in the perimeter of the "campus neighborhood" are Greenacre Park, Duane Reade, The Hugh, Chipotle, UrbanSpace, Starbucks, Ess-ABagel, Ole+Steen, Schnippers, Amazon Go, Morning Star Cafe, Sukhumvit, Peking Duck, Blank Slate Cafe, Paris Baguette, Panda Express, Shake Shack, as well as CVS, among others.



The campus boundaries as seen above are:

- South boundary – E. 48th ST.
- East boundary – 2nd Ave.
- North boundary – E. 54th ST.
- West boundary – Park Ave.

All students can move freely about the designated campus neighborhood between 7:00 a.m. and 9:30 p.m. Sunday to Thursday and 7:00am-10:00pm Friday and Saturday (except during class time and required activities).

CHECK OUT REQUIREMENTS

Students must check out with staff through the designated process to leave campus during recreational hours (typically, after class the first Thursday of the term and weekends) and must meet the following conditions:

- Students cannot check-out during mandatory residential activities.
- Students must remain within the 5 boroughs of NYC and travel must be accessible via MTA.
- Students need to travel with at least one other student.
- Checkout requests cannot exceed 4 hours.
- Checkout requests cannot extend past 9:30 p.m.
- If a checkout request does not meet the above criteria, the student must complete a Special Leave Request (see below).

The Institute uses Orah software to monitor the location of each of our students during their time in NYC. Students and families will be sent information on how to create an Orah account prior to the start of the program. Students will use their individual Orah accounts to request a check out and Residential staff will evaluate each request and either approve or deny the request. If approval is granted, students must check back in with residential staff upon returning to campus. Parent/guardians will also have their own Orah accounts where they can monitor their students' checkout requests.

SPECIAL LEAVE REQUESTS

Special Leave requests are available for students to take longer leaves (e.g., overnight, more than 4 hours etc.) from the program are highly discouraged as they will disrupt the immersive experience of the program. However, Special Leaves can be requested in Orah for approval but will first be sent to their parent/guardian for approval and then to Institute staff. A request may be granted or denied at the discretion of The Institute. All requests must be made as early as possible in Orah. Students who are caught attempting to fabricate approval of their own Special Leave request by their parent/guardian will be subject to immediate expulsion.

COMMUNICATION

The Institute will be using several apps and other forms of communication to maintain direct and clear communication with students and parents/guardians:

Orah (students and parents/guardians): Orah is an app that The Institute uses to track student whereabouts, medical alerts, student information, and other important notes about student care. Any time students leave campus they must request the leave through Orah and program staff will approve/deny the request.

Pronto (students and parents/guardians): Pronto is a direct and group text message app used throughout the program for program announcements and other communications, including emergency alerts, for students and staff. Staff will NOT distribute their personal cell phone number or text to any students or parents outside of Pronto. Pronto is the only way a student will receive a text message from staff.

Canvas (students only): Canvas is the Learning Management System used by The Institute faculty to communicate academic needs and assignments with students, and by program staff to communicate all aspects of the program for the term duration from policies to daily schedule of events through the Community Course. Students are encouraged to check their Canvas accounts multiple times throughout the day.

CURFEW

Residential students must be in their assigned room each evening by 9:30 pm Sunday to Thursday and 10:00 p.m. Friday and Saturday. Residential staff will conduct room checks at curfew. If a student is late for curfew, parents/guardians will be called immediately. Students are expected to be in their assigned room during curfew hours between 9:30 p.m.-7:00 a.m. Sunday through Thursday and 10:00 p.m.-7:00 a.m. Friday and Saturday. If students need staff assistance during curfew hours, they should call the emergency line. Curfew hours are also established as quiet hours to allow students to sleep and study undisturbed.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to use electronic devices such as laptops, tablets, and portable gaming systems on campus during recreational hours if they do not disrupt others.

Students are encouraged to have a U.S. compatible smartphone, but they are not allowed to utilize these phones during class time or at any other time that requires their attention to be directed toward program activities. Staff may request that students keep cell phones turned off and out of sight in the classroom or during designated activities. Students are never allowed to use cell phones or electronic devices in locker rooms or bathrooms. Students may not record, tape, film or photograph anywhere in campus buildings using cell phones or other electronic devices unless the individual being recorded has consented and no instructional or residential staff member prohibits such action. Use of cell phones or electronic devices for bullying, harassment, or academic dishonesty (including cheating, plagiarism, or unauthorized collaboration) is prohibited.

Cell phones and electronic devices used in violation of these policies will be confiscated. Prior to confiscation, students must turn off their phone before handing it to staff members. For first offenses, confiscated devices will be returned to students at the end of the academic day or designated activity. For second and repeated offenses, students must meet with the Dean of Students to retrieve confiscated devices. Students are responsible for maintaining the safety and security of their electronic devices while on the program.

CONFIDENTIALITY

The Institute is committed to protecting personal information and maintaining the privacy of its students and their families. The Institute will not disclose information to anyone other than those designated by the students and their families except as required by law or when there is a threat to the health and safety of the individuals and families we serve. This includes, but is not limited to, partner organizations and non-Institute teachers or administrators. Through the Program Form, students and their families will designate individuals that The Institute may contact to discuss and share information concerning student academic progress, personal behavior, and health during the program.

CONFLICT RESOLUTION

When conflicts arise between members of the community, The Institute expects affected parties to participate in a Conflict Resolution process, facilitated by staff, in a respectful and mature manner. The goal of this process is not just to end disputes, but empower community members to learn from their mistakes, solve their own problems and grow from the experience. Students are encouraged to speak to staff if a conflict is forming so that it can be addressed before it

escalates into something more complex.

DAY STUDENTS

Day students are students who join the program without residing in the dorms. There are specific guidelines around their participation.

Check-in: Day students are expected to arrive each morning at the residential facility at least 15 minutes prior to their class start time. Day students should check in with at the Welcome Desk prior to the start of class.

Late Arrivals: In the case that a day student has not checked in by their class start time, Institute staff will call both the student and parent/guardians before sending an official Absence Notification. Day students who arrive after their class start time still need to check in prior to class. If the student's class has gone off-site this may result in the student waiting until lunchtime or even until the end of the class session to rejoin the group. If this occurs, students should check in at the Welcome Desk for further instruction. Students are not allowed to join classes off-site for trips that are already in progress so students must be sure to arrive on time.

Absences: Day students who know that they will be absent on a particular day should notify Institute staff in advance of the start of the term by requesting an excused absence for that day. Unexpected absences (e.g. illness) should be communicated as early as possible that day by calling the welcome desk. Unexcused absences resulting in missing more than one full instructional day may be grounds for dismissal from the program.

Meals: Day students are expected to remain on campus and checked in for lunch on weekdays. Breakfast and Dinner will not be provided for Day Students.

Checkout: Day students are required to remain checked in and with their class for the entire day. Day students departing campus following completion of the afternoon classroom session must check out at the Welcome Desk. Day students may, however, remain with the program until curfew at 9:30 p.m. Sunday to Thursday and 10:00 p.m. Friday and Saturday. Be advised however, that Day Students planning on attending co-curricular programming will be responsible for their dinner arrangements. The period between the end of classes and curfew is largely comprised of recreational activities and cultural events, although students may also use that time to work on projects. Day students must check out at the Welcome Desk when they are leaving campus for the day.

Because the staff at the Welcome Desk enter the day students' daily departure from campus in Orah, parents should check Orah if they have any questions about their student's whereabouts. In the case that a Day Student has not checked out by curfew, staff will enact the missing student protocol (see below) until the student is found. Once a day student has signed out to go home, they are not allowed to return to campus until the next day. Day students may not board overnight.

DINING HALL AND MEALS

Students are expected to behave with maturity and responsibility when in any of the dining halls or engaged in any meal. They must return their trays, clean up after themselves and treat the dining room staff and other students with respect.

Meal Schedule consists of the following:

Residential Students will be offered breakfast, lunch and dinner from Monday through Friday, and weekend breakfast on Saturday and Sunday

Day Students will be offered lunch Monday through Friday

DIVERSITY, EQUITY & INCLUSION

The Institute is committed to fostering a culture that embraces the values of diversity, equity and inclusiveness. We believe that diversity — in all its forms — is a driver for new ideas, creativity and academic excellence. Moreover, we are dedicated to creating a climate of dignity and respect as well as recruiting and retaining a diverse group of leaders, administrators, faculty, staff and students.

Promoting a nurturing, inclusive environment means actively opposing intolerance, bigotry, bias and discrimination. The policies and educational objectives of The Institute further inclusivity and cultural effectiveness. These values are recognized, supported, and embraced fully by the program's leadership. Additionally, we recognize that the responsibility for maintaining a culture of diversity and inclusion lies with all of us.

DORM ROOMS

Students (both residential and day) should utilize common areas to congregate and socialize. Students are not permitted in dorm rooms that are not their own.

All residential students must sleep in their own beds in their assigned rooms. Students who would like to exchange room assignments must submit a request to their Residence Hall Director but will only be approved at the discretion of The Institute.

Students are not allowed to rearrange furniture in the rooms without permission from residential staff. Any furniture that is moved with permission must be returned to its original state by the end of the term. Students who do not comply will be identified and charged labor fees for returning furniture to its original location. Bunking beds is prohibited.

The Institute recommends that students keep their rooms locked when unattended. The dorm room door must not be propped open at any time. The Institute is not responsible for any personal property lost, damaged or stolen.

Liability for Damages

Students are liable for physical damage to The Institute, the residence hall, and/or the student's dorm room, whether negligently, recklessly or intentionally incurred, during the program term. Students are also liable for any charges incurred as a result of the student's violation of the policies of The Institute or the residence hall, including but not limited to lost/unreturned room key and/or ID replacement, room lockouts, property damage, vandalism, and policy violations such as smoking and tampering with fire safety equipment. Students and their families will be invoiced for these charges and must reconcile any charges immediately upon notice from The Institute. Failure to do so will result in completion certification being withheld.

DRESS CODE

The Institute expects all students to dress in a way that is appropriate for an academic environment. Students will frequently interact with professionals and in professional environments and should dress as such.

Basic principle: certain body parts (genitals, buttocks, breasts and nipples) must be covered at all times by opaque clothing.

Students must wear:

- Tops that are full-length in coverage (no crop tops).
- Bottoms consisting of pants/jeans or the equivalent (skirt, sweatpants, leggings, a dress, or shorts).
- Shoes/sandals/flip flops.

Students cannot wear:

- Clothing or accessories with violent language or imagery
- Clothing or accessories with language depicting drugs, alcohol or any illegal activity
- Clothing or accessories with images or language that creates a hostile or intimidating environment
- Swimsuits
- Accessories that could be dangerous or used as a weapon

DRUGS, ALCOHOL AND TOBACCO

Students shall not use, possess, or distribute drugs (including prescriptions not for them), alcohol, tobacco, electronic cigarettes, and other tobacco/nicotine products. Participation in an incident involving alcohol, tobacco or drugs is cause for immediate dismissal, even if the participant did not consume or intend to consume these substances. For example, a student will be in violation of the Code of Conduct if they are in the room with people using drugs. If Institute staff credibly deems that a student may be in possession of drugs, alcohol, or tobacco, residential hall staff and/or program staff may perform a search of the student's assigned dorm room or personal property for the aforementioned items. The only exception from this policy relates to medications; students may possess and use prescription and over-the-counter medications approved for use by the participant's parent or guardian.

ELECTRIC VEHICLES

Students are prohibited from renting, driving, or riding electric vehicles such as scooters, bikes, mopeds, or others from app-based rental companies such as Revel, Bird, Lime, and Spin, among others during the duration of the program.

ELEVATORS

Elevators are available for the convenience of all students. Students should be mindful not to overload the elevators. Overloading or manually holding the doors open will cause elevators to shut down. Please use the “open door” button to hold the door. Elevator repairs are expensive and in cases of vandalism, residents will be responsible for repair costs.

ENTREPRENEURIAL ACTIVITY

Students are not allowed to sell goods or services, including clothing. Students are not allowed to gamble (including online gambling) during the program.

FOOD DELIVERY

Students may utilize food delivery services to the residential hall between 5:00 p.m. and 9:30 p.m. each evening (unless participating in an all-school event). Students must promptly meet the delivery person in the lobby of the residence hall. Students are responsible for payment for food delivered to them.

GUIDELINES FOR VISITING COLLECTIONS, GALLERIES, MUSEUMS AND OTHER VENUES

The Institute affords students the opportunity to attend on-site lectures at several of the world’s most prominent collections, galleries, museums, foundations, artist studios and other art venues. All such visits by students are strictly for academic purposes and are directly related to coursework. During such visits, students are reminded that they are representatives of The Institute and as such are expected to conduct themselves, accordingly, maintaining an attentive and respectful demeanor and remaining with the class for the entire program. Students are not permitted under any circumstances to:

- Utilize visits for personal business dealings or contacts
- Write about the visits for publication (including public blog postings)
- Interview subjects for any purpose other than for scholarly research
- Discuss any site visit with a member of the press or media
- Use cell phones (inclusive of text messaging) during a visit. If you must use the phone, discreetly leave the room and please ask before taking photographs.
- Take notes in anything other than pencil to avoid any close contact mishaps or accidents
- Eat, drink, or chew gum to avoid any close contact mishaps or accidents
- Deviate from rules and regulations of the host institution

HEALTH AND WELLNESS

The Institute is a rigorous program in which students are responsible for managing their own personal health. Students and their families are encouraged to discuss and prepare for the potential challenges of attending a rigorous academic program that may be in an unfamiliar environment far from home. This preparation should include arranging for any necessary mental health support prior to the start of the program and indicating any ongoing care in the student health forms. The Institute does not provide ongoing mental health counselors for students but is prepared to handle emergency situations according to The Institute’s mental health safety plans.

If a student inflicts or threatens harm (either towards themselves or others), Sotheby’s Summer Institute – Pre-College, may in its sole discretion, send the student home at the expense of the parent/guardian.

Statement on Wellness and Safety: The Institute is committed to working with our faculty, staff, students, families, in collaboration with our university and community partners, to ensure that all who participate in our program contribute to a safe and healthy environment.

All program staff, have health and wellness responsibilities specified in their job descriptions and are required to undergo a series of pre-service trainings, including Diversity Equity and Inclusion, Mental Health, and Protection of Minors Policy, and Child Abuse and Neglect/Maltreatment Identification.

All residential life and full-time program staff are required to receive First Aid training including Cardiopulmonary Resuscitation. First Aids kits are stationed in all areas-residential and academic, and individual kits are under the care and supervision all residential staff on activities both indoor and outdoor when chaperoning students. All program staff

are expected to understand and support program disciplinary and de-escalation policies.

Health insurance: The Institute requires all students to have medical insurance that is valid in the United States.

Medical Exemptions: Exemptions to vaccination requirements for medical reasons may be granted in limited circumstances and will be evaluated on a case-by-case basis. Requests must be made with supporting documentation. Students and their parent(s) / guardian(s) are responsible for the non-refundable administrative fees associated with the third-party exemption evaluation. Exemptions might be requested for a medical condition that contraindicates a student from:

- receiving other vaccinations
- being able to share a room with other students (requiring a solo room if space permits)
- other relevant conditions

Exemption requests must be received at least 2 weeks prior to the start of term. The Institute will notify students by email if the exemption request has been accepted or rejected. In the case of an accepted medical exemption request, the student must follow all current Institute guidelines contained within this policy. To request a medical exemption, the student must submit a letter signed by a certified/licensed medical provider describing the student's medical condition. The letter must certify to the following:

- The student is the patient of the medical provider;
- The medical provider has reviewed the student's medical history;
- The student has a medical condition that contraindicates a student from one or more of the above listed circumstances

The letter must also provide contact information for the medical provider (name, address, telephone and email). The letter must be sent by email to exemptions@sia.edu

Compliance and Enforcement: All students are required to follow the policies detailed in this document in relation to any-communicable and infectious diseases. Students that do not comply are subject to disciplinary actions up to and including dismissal from the program, without a refund. If a student is dismissed from the program, the student's parent(s) / guardian(s) must arrange for their return home or for accommodation off campus at their own cost.

Medical Emergencies: In case of medical emergencies, either ambulances services will be contacted, or staff will escort students to area urgent care and/or hospitals (depending on severity of emergency) and staff will be in immediate contact with parents/guardians or emergency contact from information provided in program form.

Routine Illness: Students are expected to take commonsense precautions to prevent the spread of illness including frequent handwashing and sanitizing. In the case of a student experiencing a routine illness, staff will contact parents or guardians for consultation of appropriate care including the option of accompanying students to an urgent care or hospital facility, remaining in contact with the parents or guardians until the issue is resolved.

Self-Administration of Medication: Parents/Guardians and students are responsible for any issues that may arise as a consequence of students self-administering their medications. Students must keep their medications secure and not make them available to any other student. The Institute assumes no responsibility for securing or administering medication and shall not be liable for any consequences that may arise as a result of students securing, or failing to secure, and administering, or failing to administer, medication. Students and families must indicate any medications in the Program Form.

Medication requiring refrigeration: Students who will be bringing medication that requires refrigeration should indicate this on the Program Form. The Institute cannot be responsible for any student medication. All students will have access to a refrigerator in their room at the residential facility.

Required Proof of Immunization History: All students must provide health information including proof of immunization for Measles, Mumps, Rubella (MMR), Meningitis in the Program Form after enrollment.

Summer Institute students are not required to submit proof of COVID-19 vaccination. However, we strongly recommend that students follow [CDC guidelines for COVID-19](#) which recommend that everyone be up to date with COVID-19 vaccines including booster doses.

We reserve the right to require any vaccinations as recommended by the Center for Disease Control, Food and Drug

Administration, The World Health Organization, New York State or City agencies, and the program's accommodation provider, as deemed necessary for the prevention and control of any outbreak of communicable, infectious diseases.

Protocols for Medical Illness

Pre-Arrival Illness:

If a student falls ill with COVID-19 (or other infectious disease identified by the WHO, CDC or other government agency, or the program's accommodation provider as presenting a risk to the health and safety of The Institute community) within 48 hours before their scheduled arrival, the student may not attend the program and will be subject to the refund policy outlined in the program Terms and Conditions.

In the case of a student experiencing severe illness (requiring hospitalization), parent(s)/guardian(s) will be required to take responsibility for their student's needs and wellbeing, including healthcare and other arrangements, as well as transportation and accommodation for students who leave the program early, at their own cost.

In order to protect the health and safety of The Institute community, The Institute may require that students who present with symptoms and test positive for any infectious disease either a) isolate, until recovered/no longer contagious or b) withdraw from the in-person program with the option of completing the remainder of their course online.

Isolation: When in isolation, students may not attend classes or be in shared spaces, except for their room. When in their room with roommates, they should wear masks. Additionally, they should remain masked whenever they leave their room. Students can move freely to get food or other essentials for their well-being within campus boundaries. The student may end isolation after they are fever-free for 24 hours (without the use of fever-reducing medication) and are no longer deemed infectious.

Updates to Guidance: Policies and procedures regarding any infectious diseases may be updated at the discretion of The Institute in line with any updated guidance received from the WHO, CDC or other federal, state, or city agency, and the program's accommodation provider.

IMMIGRATION

The Institute admits, enrolls and provides financial aid to students without regard to their citizenship or immigration status.

In accordance with our confidentiality policy, The Institute will vigilantly protect the privacy of student information and records from any unauthorized disclosure. The Institute does not ask for immigration status. The Institute does not provide student visas or information on how to obtain visas for travel to the United States. We encourage international students to contact their country of origin's embassy/ government office for that information. The Institute can provide letters of invitation upon request.

INTERNET POLICIES & PROCEDURES

Internet access provided by The Institute is intended for educational use (including instruction and research), and the facilitation of communication and collaboration and other program-related purposes. Users are subject to the same standards that would be expected in a classroom and/or professional workplace (e.g., regarding pornography, spam mail, etc.). In addition, students must agree to and follow the terms and service stipulated by the residence hall facility. The Internet is a unique tool and while we encourage our students to use the web freely for academic purposes, we want to also encourage students to use the web appropriately, safely, and responsibly for one's academic work.

LAPTOP/TECHNOLOGY REQUIREMENTS & POLICIES

Students should bring a personal laptop or tablet to class. For students who do not bring a laptop or tablet, The Institute has a limited number of laptops available to lend to participants. To borrow a laptop for the term, please submit a loaner laptop request form that will be sent via email communications, and which can be found in Canvas, the students' learning management system. The technology resources at The Institute are provided to enable students, faculty, and staff to communicate, share information, and support the educational mission of The Institute. Use of The Institute's resources is a privilege and not a right and should always be legal, ethical, and consistent with the Student Code of Conduct. Use of loaned equipment is strictly limited to the student for academic purposes related to the course in which they are enrolled, and the student/parent/guardian is responsible for costs arising from loss, theft, damage, or misuse of loaned equipment.

LANYARDS/IDS/ROOM KEYS

Lanyards are distributed to students at the beginning of the program to carry their room keys and Sotheby's Summer Institute – Pre-College ID. Students are expected to always wear their Institute lanyard during the program. The charge for lost/unreturned keys and/or IDs is \$25. Families are responsible for these fees, which must be paid to The Institute directly.

MISSING STUDENT PROTOCOL

Institute staff are notified that a student is missing, the following or similar steps will be taken to ensure a student is located:

- Staff check residence hall room, dispatch staff to likely location, text/call student cell phone, search immediate area, call roommate and other students last seen with, and review latest check-outs
- Call parent/guardian
- Send schoolwide alert & continue search activities
- Alert senior team and Public Safety
- Trigger phone chain to Institute leadership to determine next steps If at any point the situation is determined to be an emergency, 9-1-1 will be called immediately.

PERSONAL PROPERTY

The Institute and residence halls are not responsible for any personal property lost, damaged or stolen during the program.

PHYSICAL SPACE/CLEANING

Residential students are responsible for keeping their residence hall rooms, library, commons spaces, and suite bathrooms clean. Students are expected to clean up after themselves in all the common areas including but not limited to the dining room, lounge, classrooms and all outside areas.

POSTAL MAIL/PACKAGES FOUND

The residential facility maintains Mail/Package facility onsite with designated access hours for students. Packages of all sizes from various shipping companies including Amazon are welcome. However, any food delivery or perishable service items are prohibited.

PROTECTION OF MINORS POLICY

The Institute acknowledges its responsibility to protect and promote the welfare of minors and is committed to adopting and complying with best practices that reflect statutory responsibilities and government guidance. The Institute's Protection of Minors policy aims to ensure that all students have a positive and enjoyable experience in a safe and student-centered environment and are protected from abuse while participating in Pre-College programs.

Introduction: The Institute is committed to the safety and wellbeing of all members of its community including its students, staff, guests, faculty, and minors (for the purpose of this policy, The Institute considers minors to be students under 18 years of age, as well as students over 18 that are participating in a Pre-College Program). The purpose of this policy is to describe The Institute's expectations of staff and other adults associated with The Institute when interacting with minors involved in its pre-College programs.

Policy Statement: The Institute acknowledges its responsibility to protect and promote the welfare of minors and is committed to adopting practices that reflect statutory responsibilities, government guidance and compliance with best practice. This policy aims to ensure that all minors have a positive and enjoyable experience in a safe and student-centered environment and are protected from abuse while participating in The Institute's Pre-College programs.

1. BEHAVIORAL EXPECTATIONS FOR INDIVIDUALS INTERACTING WITH MINORS

The behavior of The Institute's instructors, staff and other adults associated with The Institute is expected to align with The Institute's code of conduct and the specific guidelines for interacting with minors, including

The Institute's Pre-College students who are over 18 years old. Adults must be positive role models for minors, and act in a caring, honest, respectful and responsible manner.

2. GUIDELINES

Those associated with programs or activities involving minors should observe the following “dos” and “don’ts” to maintain a safe and positive experience for program participants, encourage parental confidence, and avoid mistaken allegations. These guidelines are not meant to inhibit medical (physical or mental) or other professional interactions with minors where professional standards apply.

Do

- Maintain the highest standards of personal behavior at all times when interacting with minors.
- Whenever possible, try to have another adult present when you are working with minors in an unsupervised setting.
- Conduct necessary one-on-one interactions with minors in a public environment where you can be observed.
- Listen to and interact with minors and provide appropriate praise and positive reinforcement.
- Treat all minors in a group consistently and fairly, and with respect and dignity.
- Be friendly with minors within the context of the formal program or activity while maintaining appropriate boundaries.
- Maintain discipline and discourage inappropriate behavior by minors, consulting with your supervisors if you need help with misbehaving youth.
- Follow escalation policies when appropriate.
- Be aware of how your actions and intentions might be perceived and could be misinterpreted.
- Consult with other adult supervisors or colleagues when you feel uncertain about a situation.
- Follow appropriate escalation policies if you encounter minors with drugs or alcohol.

Don't

- Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors.
- Don't have physical contact with a minor including efforts to console or comfort students especially in private locations.
- Don't use inappropriate language, tell risqué jokes, or make sexually suggestive comments around minors, even if minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.
- Don't drive students in a vehicle unaccompanied by another staff member.
- Don't strike or hit a minor or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't relate to minors as if they were peers, conduct private correspondence or take on the role of “confidant” (outside of a professional counseling relationship).
- Don't date or become romantically or sexually involved with a minor. Don't show pornography to minors or involve minors in pornographic activities.
- Don't communicate in any fashion (phone, text, email, social media) with minors outside of officially sanctioned and supported methods.
- Don't provide alcohol or drugs to minors or use them in the presence of minors.

3. DUTY TO REPORT SUSPECTED ABUSE AND/OR INAPPROPRIATE BEHAVIOR

New York State recognizes that certain professionals are specially equipped to fulfill the important role of

mandated reporter of child abuse or maltreatment. Mandated reporters are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. The Institute's staff members are mandated reporters and follow all instructions as received during their training. If they feel it is appropriate or warranted, they can also contact their HR representative.

Separate from any legal duty, any member of The Institute's community should contact the Director of Pre-College to discuss any suspicious, inappropriate or unusual conduct involving a minor while the minor is participating in The Institute's Pre-College programs that would lead a reasonable person to have concern for the current or future well-being of that particular child or other minors.

4. BACKGROUND CHECKS

All staff who have regular interaction with students will have comprehensive background checks completed before they are allowed to begin working with minors involved with The Institute's programming. This includes instructional staff, residential staff, and any other staff who will have more than incidental interaction with students. Background checks consist of a criminal background check and a check of the national sex offender registry. Returning staff who continue to work with the program undergo a criminal background check and a check of the national sex offender registry every three years. The Institute's Human Resources department, in consultation with its General Counsel, will review any adverse findings revealed during a criminal background check or national sex offender registry check and make appropriate recommendations.

5. STAFF EDUCATION PROCESSES

Each staff member both full and part-time will undergo various levels of training to ensure the understanding of The Institute's Protection of Minors Policy as well as safeguarding all minors involved with Pre-College programs.

6. FULL-TIME SCHOOL STAFF MEMBERS

All full-time staff members that work with Pre-College programs will participate in an in-person "Protection of Minors" classroom training as well as complete the NYS Mandated Reporter Online Training.

7. SEASONAL STUDENT LIFE STAFF (RESIDENTIAL STAFF)

All full-time seasonal student life staff members (including residential staff) that work with Pre-College programs will participate in an in-person "Protection of Minors" classroom training as well as complete the NYS Mandated Reporter Online Training during their orientation. This training will complement the emergency procedure and general safety training also to take place by the end of orientation.

8. INSTRUCTORS AND OTHER SEASONAL ACADEMIC STAFF

All instructors and other seasonal academic staff members will complete "Protection of Minors" online training materials and submit a sworn statement acknowledging all elements of The Institute's Protection of Minors Policy including behavioral expectations.

9. PRESENTERS, GUEST SPEAKERS, AND OTHER INCIDENTAL CONTRACTORS

All presenters, guest speakers, and other incidental contractors will be provided with the behavioral guidelines and be accompanied by another staff member who has completed Protection of Minors training.

10. ENFORCEMENT AND IMPLEMENTATION

The policy will be enforced and implemented through a collaboration of the Offices of General Counsel,

Human Resources, and Pre-College Programs. Any questions regarding this policy should be directed to the Dean of Students (studentlife@sia.edu)

SEXUAL HEALTH AND SEXUAL HARASSMENT

The Institute discourages amorous relationships between students as it may jeopardize the integrity of the residential and educational experience. All students are prohibited from engaging in romantic and/or sexual relationships with any Institute instructional or residential staff.

Students shall not engage in any form of sexual harassment. Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender. Some examples of sexual harassment include: unwelcome or inappropriate touching, threatening, or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on computers, emails, cell phones, social media, bulletin boards, etc., and making sexist remarks or derogatory comments based on gender.

Students who witness, or experience sexual harassment or violence should report the incident immediately to staff who will escalate to the Dean of Students.

Pre-College Community Standards

SOCIAL MEDIA

The Institute is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence and bullying. Students must not use social media to harass, threaten, insult, disparage and/or bully another student or a staff member. Cyber bullying has and may lead to dismissal from the program. Students and parents should be aware of the Community Guidelines posted in the residence halls, accessible in the Canvas Community Course and on the Institute's official social media sites.

The Institute aims to create a respectful and student-focused community with the goal of creating a positive learning environment for students enrolled in its programs. With that aim in mind, Institute staff are dedicated to working closely with our community to ensure that all questions and concerns are answered in a prompt and complete manner. In return, The Institute expects all stakeholders, including students, to treat our staff with respect and honor the policies and practices of Sotheby's Summer Institute.

Our Community Guidelines aim to ensure that our public-facing social media channels are inclusive and inviting for everyone. By interacting with us on social media, we require that you adhere to the Community Standards set forth below:

- We welcome your questions and encourage you to share information. However, focus on issues relevant to our school community; raise issues constructively.
- Use appropriate language.
- Do not post photos of students or other participants without their consent. If you have any questions about posting a particular photo, please check with our social media administrators.
- Do not post about concerns, problems or conflicts with individual instructors, administrators, or other community members.
- Online threats or posts that are interpreted as threats will be taken seriously, and proper authorities will be immediately notified.
- Do not post information commonly understood as confidential, such as student evaluations. Keep in mind what you post is public.
- Do not advertise any business.
- Do not publish content as your own that has been created by others.
- Our staff and administrators reserve the right to delete comments and block users who are not following the rules stated above.

These Community Standards apply to official online spaces. The Institute is not responsible for unofficial pages or groups created by students, other individuals or groups affiliated with the program.

VISITORS

Per our program policy, students may not have any outside visitors in the residential hall. This includes parents/guardians and family members. Students are welcome to visit with family during recreational hours outside of the residence hall.

STUDENT CODE OF CONDUCT

1. Students are expected to be well-behaved, always show courtesy and respect.
2. The Institute requires students to uphold high standards of academic integrity. Students are expected to demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Students must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information or forgery. Students should refer to the Academic Expectations section of this handbook with questions regarding The Institute's definition of plagiarism.
3. Students shall not take part in or facilitate discrimination or use discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap or intelligence.
4. Students are expected to respect other students and not to engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.
5. Romantic or sexual relationships between staff members and students enrolled in Pre-College programs or participating in Pre-College programs are prohibited. The Institute discourages amorous relationships between students as it may jeopardize the integrity of the program experience.
6. Students shall not engage in any form of sexual harassment in person or online. Sexual harassment, a form of gender-based discrimination, is any unwelcome verbal or physical behavior based on a person's gender. Some examples of sexual harassment include unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, body or style of dress, conditioning opportunities on sexual favors, displaying pornographic images, cartoons or graffiti on computers, emails, cell phones, bulletin boards, etc., making sexist remarks or derogatory comments based on gender.
7. Students are expected to respect property associated with The Institute. Students shall not borrow, use, or disturb items belonging to other students, staff, The Institute or others without clear prior permission. Students are expected to show respect for and take reasonable care of their classrooms, other facilities and equipment and furnishings. Students shall not engage in any unauthorized entry, use or occupation of facilities used by the Institute. Students may not possess, duplicate, or use keys to such facilities without the appropriate authority.
8. Students must follow all local, state, and federal laws. Students shall not commit acts of violence on persons or property or threaten to commit any acts of violence. Students shall not tamper with or misuse fire alarms, firefighting equipment, or safety equipment.
9. Students shall not use, possess, or distribute alcohol, nicotine/tobacco products or drugs; the only exception is students may possess and use those prescription and over-the-counter medications approved for use by the student's parent or guardian. Participation in an incident involving alcohol, nicotine/tobacco products or drugs is cause for immediate dismissal, even if the participant did not consume or intend to consume these substances. Students are reminded it is illegal for those under age 21 to purchase cigarettes, cigars, chewing tobacco, powdered tobacco, other tobacco products, or electronic cigarettes in New York City.
10. Students shall abstain from selling, purchasing, producing, or possessing for use any weapons, explosives, fireworks, or incendiary devices.
11. Students are expected to know and to follow all rules listed in this Code of Conduct, those listed in the Student Handbook, as well as the rules presented by The Institute's staff and those in positions of authority, as well as the rules presented by the residential, instructional and University staff during the program.

Violations of the Code of Conduct and other rules for students outlined in the Student and Family handbook or communicated during the program may result in disciplinary actions ranging from loss of privileges to a student being sent home at the discretion of the Institute. Student conduct violations will be investigated quickly and thoroughly by The Institute.

Decisions of the Student Conduct Committee are final and cannot be appealed. Parent/guardian(s) of students

dismissed from the program due to infractions of the rules will not receive any refunds. Upon dismissal, parent/guardian(s) of students must make arrangements at their own expense for the student's departure within 24 hours.

The Institute and members of the residential staff act in loco parentis ("in place of a parent") regarding all interactions with a residential student. This means the residential staff functions in a parent-like capacity and the student is under the jurisdiction of The Institute from the time they arrive until the time they depart at the close of the program term. This includes students who are 18 and older.

Exceptions are only when the student has the documented permission of their parents or legal guardians to be off campus for special leave. The Institute will communicate information when appropriate about a student's progress, welfare, safety, discipline, academics, and any other aspect of the program experience while enrolled in the program to the students' families/guardians (and their designees per their program forms), faculty and staff at The Institute and any other parties identified by The Institute.

From time to time, there are situations that may require immediate or nonstandard responses. In such circumstances, The Institute reserves the ability to take actions deemed in the best interest of The Institute, its faculty, staff, students, and the greater community, and to deal with individual circumstances. This Student and Family handbook does not limit the authority of The Institute to alter its rules and procedures to suit any unusual or chances circumstances.

Family Expectations and Responsibilities

The Institute believes a positive and constructive working relationship between Sotheby's Summer Institute – Pre-College and a student's parents/guardians and family is essential to the student's success. Parents / guardians and families are expected to abide by the rules and regulations of The Institute as set forth in the Student and Family Handbook. If The Institute determines that the actions of a parent/guardian or family member detract from the goals of The Institute or its students, the parent/guardian or family member may be restricted from access to campus areas and resources. Further, The Institute reserves the right to terminate enrollment of a student if The Institute concludes in its sole discretion that the actions of a parent/guardian or family member seriously interfere with The Institute's accomplishment of its educational purpose.

Failure to Comply and Disciplinary Actions

The Institute's students are expected to abide by the policies and procedures contained herein for the duration of their tenure in the program. It is expected that they and their respective families familiarize themselves with the policies, procedures and expectations of The Institute's program and while some points will be reiterated during student orientation it is a student and their family's responsibility to read and clarify any questions they may have; an ignorance of policy or expectation is not an acceptable excuse for a violation.

Any alleged violations of The Institute's policies and procedures outlined in the Student Handbook and/or the Student Code of Conduct are reported to the Discipline Council and the appropriate response will be determined. Failure to comply with the discipline process may result in further disciplinary actions. Depending on the severity of the incident, outcomes can range from a verbal warning to dismissal of the program.

Disciplinary Measures will be taken at the discretion of program staff and Discipline Council for the following:

- Warnings (Verbal and Documented)
- Residence Hall violations
- Program Violations
- Program Dismissal

Next Steps

Once you have read the information in this handbook, please complete, and submit your Program Form. By submitting the Program Form, students and parents/guardians acknowledge that they have read carefully, understand, and agree to be bound by all the information and policies in the Sotheby's Summer Institute – Pre-College Student and Family Handbook.

Disclaimer

The information published herein represents the policies and procedures of Sotheby's Summer Institute–Pre-College at the time of publication. The Institute reserves the right to change without notice any matter contained in this publication. However, all efforts will be made to notify students and families of any updates by email.