Haywood Community College

Campus Safety & Security Report 2016-2018

October 2019

Campus Safety & Security

HAYWOOD COMMUNITY COLLEGE

Emergency-Dial: 911

Non-Emergency-Dial:

828-593-8477

828-734-5410

828-627-4514

A Message from the Department of Safety and Security

On behalf of the College Safety and Security Department, it is my pleasure to welcome you to Haywood Community College (HCC). I want to thank you for taking the time to review our Annual Safety and Security Report.

Our department is committed to providing a safe and secure learning environment for our faculty, staff, students, and visitors. The following information is designed to provide you with guidance, answers to common questions, and help to ensure your safety and security while at HCC.

A truly safe campus can only be achieved through the cooperation of all individuals on campus. I hope you will use this information to become our partners in preventing crime. While our officers actively work to control crime, members of our campus community can help by always being alert, by taking notice of details if you ever witness criminal activity and by reporting that information immediately to College Security staff.

Our goal is to provide a safe learning environment. By working together, we can achieve that goal. I encourage you to get to know us. If you have questions, by all means, don't hesitate to ask or say "hello" to us as you see us on campus.

The College's latest crime statistics are available to the public. HCC crime stats are available on our website.

Misty Greenarch Massingale

Campus Safety Services Officer, Campus Development

Haywood Community College

Introduction

Haywood Community College Safety & Security Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act (Clery Act). This report is designed to provide you with important information about your safety and security by providing you with statistics about crimes that occur on campus. These statistics include crimes reported to Campus Security Department, Student Services, and crime information requested from local law enforcement agencies about crimes committed near our campus and non-campus properties that are reported directly to other law enforcement agencies.

All reports are taken seriously and are investigated. Action will are taken for all violations of the Student Code of Conduct.

Timely Warnings

To provide timely notice to the campus community in the event a crime that may pose a serious or ongoing threat to a member or members of the campus community, the campus will issue a timely warning and post the warning through the campus email to all students, staff, and faculty.

The purpose of these timely warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. A timely warning will be decided by case depending on all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger or threat of danger to the campus community, and the possible risk of compromising law enforcement efforts. Haywood Community College may decide not to issue a timely warning if the suspect is in custody or other facts indicate that a danger has passed and it is unlikely to reappear, or the timely warning would likely identify the victim; a report is not filed, or campus is not notified in a manner that would allow for a "timely" warning.

Haywood Community College may, in some circumstances, issue safety message. When a situation is not an emergency or does not pose an immediate threat to the campus community, but is of significant interest to campus, the college may issue an informational message in the form of a Safety Message. The intent is to make the campus community aware by providing information about a situation such as a crime or series of crimes that have been committed off-campus, the potential for inclement weather, flooding, or a major utility disruption. In these situations, the College communicates by sending a campus-wide email message to students, staff, and faculty to keep the campus community informed. Anyone with information regarding criminal activity or information that could warrant a timely warning should report the circumstances to Campus Security immediately by phone at 828.734.5410.

Regroup, Emergency and Weather Notifications
Haywood Community College also has an emergency and inclement weather alert system called "Regroup," which is used for communicating inclement weather alerts and emergency information. In the event of adverse weather, campus closings, or emergencies, subscribers can receive emails, text messages, and phone calls.

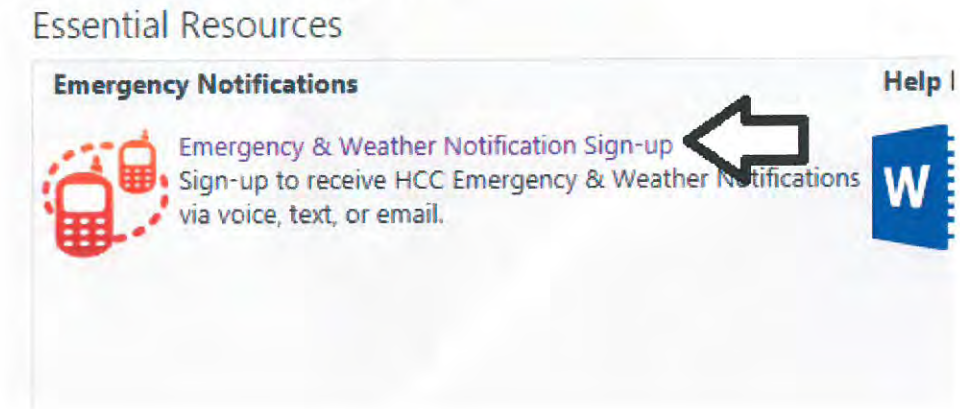
By default, all Haywood Community College students, faculty, and staff are subscribed to this service to receive email notifications to your HCC email addresses. However, to be alerted by text message, voice phone call, and/or secondary email, you must update your account. (Standard message rates apply.)

If you have not already done so, and wish to receive notifications via personal phone, texts, and/or secondary email, please complete the following steps. (This is optional, but highly recommended).

1) Go to www.haywood.edu and log into the portal by clicking on "**HCC Portal**" in the upper right-hand corner.



2) After logging in, scroll down to the **Essential Resources** area, and select the "**Emergency & Weather Notification Sign-Up**" link.



3) Finally, follow the instructions provided to sign in to your regroup account to add a phone number or alternate email address.

Haywood Community College Security Mission Statement

The Mission of the HCC Security Department is to provide a safe educational environment for faculty, staff, students, and visitors. Certified by the State of North Carolina Private Protective Service under (pursuant to N.C.G.S. 74C), it is the duty of HCC's Security Officers to enforce College Rules, Regulations, and safety policies: to work closely with local law enforcement to enforce local, state, and federal laws on campus; and to maintain an open line of communication with county-wide emergency agencies.

Security Officers are trained first responders in the event of a campus emergency, including:

- Accidents (motor vehicle and/or personal)
- Fire
- Medical Emergencies
- Civil Disorder
- Natural Disasters

Officers are in constant communication with county-wide emergency agencies.

The Security office is located in the 3500 Building Room 3517.

Hours: Monday – Friday 6:00 AM – 12:00 AM;
Saturday and Sunday– 8:00 AM – 8:00 PM

Security Phone: (828) 627-4514; Cell phone: (828) 734-5410

As part of our security staff, we have School Resource Officers who are Haywood County Sheriff's Office Deputies.

The SRO office is located on the first floor of the Student Services Building (1500 Building).

School Resource Officer (Cell): (828) 593-8477

Email: security@haywood.edu, aro-officers@haywood.edu

Partners in Law Enforcement:

Haywood County Sheriff's Office	828.452.6666
Clyde Police Department	828.627.2940
Waynesville Police Department	828.456.5363

2019 Campus Safety and Security Survey

Institution: Haywood Community College

Criminal Offenses - On Campus	2016	2017	2018
Total occurrences On Campus			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0
Arson	0	0	0

Criminal Offenses - Non Campus	2016	2017	2018
Total occurrences in or on Noncampus buildings or property			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property	2016	2017	2018
Total occurrences on Public Property			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0
Arson	0	0	0

Hate Crimes - On Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2018

Criminal offense	2018 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2017

Criminal offense	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2016

Criminal offense	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Non Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2018

Criminal offense	2018 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Non Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2017

Criminal offense	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Non Campus

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2016

Criminal offense	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2018

Criminal offense	2018 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin

Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2017

Criminal offense	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Occurrences of Hate CRIMES

Category of Bias for crimes reported in 2016

Criminal offense	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft (Does not include theft from a motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

Total occurences On Campus

Crime	2016	2017	2018
Domestic Violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Non Campus

Total occurences in or on Noncampus buildings or property

Crime	2016	2017	2018
Domestic Violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Public Property

Total occurences on Public Property

Crime	2016	2017	2018
Domestic Violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrest - On campus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0

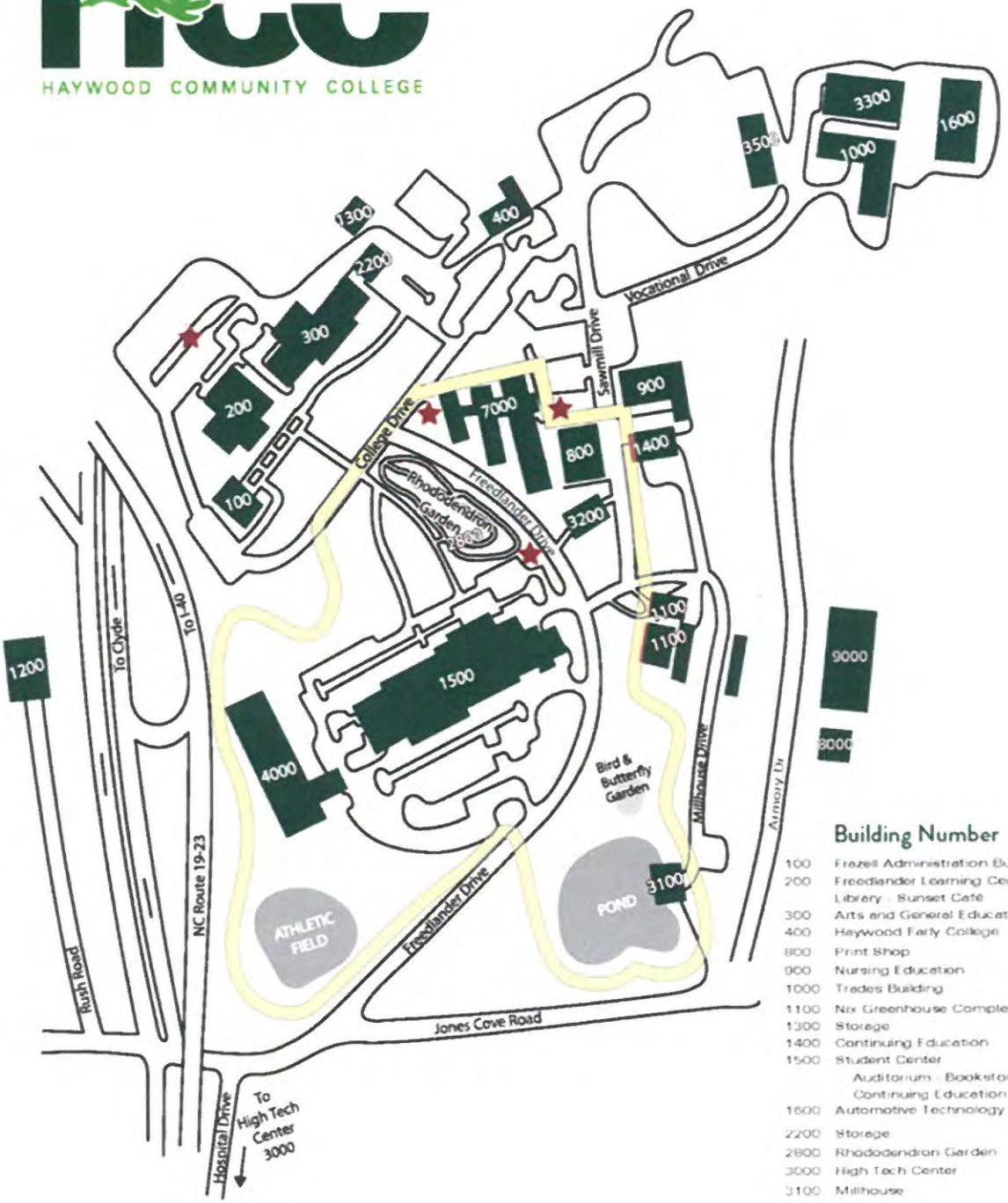
Arrest - Noncampus

Crime	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0
Arrest - Public Property			
Crime	**2016**	**2017**	**2018**
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0
Disciplinary Actions - On Campus			
Number of persons referred for Disciplinary Action			
Crime	**2016**	**2017**	**2018**
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0
Disciplinary Actions - Noncampus			
Number of persons referred for Disciplinary Action			
Crime	**2016**	**2017**	**2018**
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0
Disciplinary Actions - Public Property			
Number of persons referred for Disciplinary Action			
Crime	**2016**	**2017**	**2018**
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violation (Does not include drunkenness or DUI)	0	0	0
Unfounded Crimes			
	2016	**2017**	**2018**
Total unfounded crimes	0	0	0

2019

HCC

HAYWOOD COMMUNITY COLLEGE



Building Number

100	Frazell Administration Building
200	Freedlander Learning Center Library - Sunset Café
300	Arts and General Education Building
400	Haywood Early College
800	Print Shop
900	Nursing Education
1000	Trades Building
1100	Nix Greenhouse Complex
1300	Storage
1400	Continuing Education
1500	Student Center Auditorium - Bookstore Continuing Education
1600	Automotive Technology Center
2200	Storage
2800	Rhododendron Garden
3000	High Tech Center
3100	Millhouse
3200	Cosmetic Arts
3300	Natural Resources/Welding/Handwrought Metals
3500	Campus Services Building
4000	RCAC - Regional Center for the Advancement of Children
7000	Creative Arts Building
8000	Public Services Training Facility Burn Tower
9000	Public Services Training Facility Classroom Building
★	Emergency Call Box

Map of Campus

Emergency Call Boxes: HCC has solar-powered emergency call boxes (pole mounted with blue lights) in the following locations:

· Freedlander Learning Center/Library (200 Building) parking lot

· Between Student Services (1500 Building) and Cosmetic Arts (3200 Building)

· Creative Art Building (7000 Building) Outside upper and lower Entrances

HCC Security Services:

- Key Extraction
- Jump Starts
- Minor Repairs
- Campus Escort to vehicles, upon request

Other Services:

- Manage Traffic Flow
- Address minor maintenance issues (utility outages, etc. and notify the proper authorities
- Respond to public safety issues

None of us are invincible.

Risks, crime, and personal injury are threats we all face in daily living. But we can keep ourselves and others safe by using our heads and being aware of our surroundings. Safety is not just the responsibility of security officers or administration; everyone has a role to play. We hope this guide provides you with the tools needed to deal with these scenarios effectively.

Report It!

When reporting an incident to authorities, remember to provide the following pertinent information:

*Who? *What? *When? *Where? *Why? *How?

While on college premises, all persons are expected and required to comply with federal, state, and local laws and ordinances, as well as College policies governing conduct. Persons in violation of these standards will be subject to action deemed appropriate by the responsible authority.

HCC employees and students participating in off-campus (college-sponsored) activities must report criminal incidents to the local law enforcement agency having jurisdiction, and inform Campus Security as soon as possible after the incident. Violations of the HCC Student Code of Conduct must also be reported.

Known or suspected violations of federal and state laws and other emergencies should be reported to Campus Security. Campus Security supports the Vice President of Student Services in the enforcement and investigation of violations of the HCC Student Code of Conduct as outlined in the HCC Catalog & Handbook. HCC students agree to abide by this policy upon enrollment at the College.

When describing an incident:

- Stay objective
- Keep things in order
- Give your location

When describing a person:

- Note features, i.e., hair color, height, facial structure, build, etc. rather than solely focusing on clothes which can be changed quickly.
- Describe distinctive characteristics, such as tattoos, birthmarks, or scars.

When describing an object:

- Note of the basics: size, color, and shape.
- Jot down any other identifying characteristics; a license number, a distinguishing smell, or any other attributes that may be used to identify the object.

"Little things" can cause big problems. When in doubt, report them.

Bomb / Terror Threats

These dangers can come in a variety of shapes and forms. Know how to keep yourself and others safe.

- Listen carefully and follow the directions given by Security, Law Enforcement, or college employees.
- Try not to panic or assume the worst.
- Take drills seriously and encourage those around you to do the same.
- Don't Delay. Many disasters have been averted because an individual took the time to report something out of the ordinary.
- Don't "Joke" about a bomb threat. Doing so can cause panic, waste valuable resources, threaten your academic future, and/or get you a fast-pass to the police department.

Natural Disasters

Catastrophic events, such as tornados, hurricanes, and flooding, can leave behind varying degrees of disarray. Take natural disaster response seriously by:

- Following evacuation procedures quickly and completely.
- Comply with the directions given by trained personnel.
- Be proactive. Learn what to do in an emergency beforehand.

Cyberspace

Cyberspace is not necessarily a safe space, despite the perceived anonymity. An increasing number of technology-based threats are present in today's world. Don't get caught up in the web. Stay informed and take the proper precautions to maintain your safety.

Identity Theft

Don't give your Social Security number to unknown individuals. This information can be used to obtain sensitive, personally-identifying information, including credit reports, account information, etc. Identity theft is hard to overcome, often involving years of tracking, damage control, and re-establishing damaged credit ratings. Don't risk it!

Keep Your Stuff Safe!

- Don't leave your personal belongings unattended anywhere at any time.
- Always lock your vehicle, and if you are going to leave personal belongings inside your vehicle, don't leave them in plain view.

Hate / Bias-related Incidents

Notify Security if someone threatens you or someone else based on race, religion, gender, sexual orientation, or other characteristics. No one needs to tolerate fear or intimidation.

The Dos and Don'ts of a Crisis

- If a classmate seems ill, intoxicated or drugged, get Help Immediately! Don't worry about getting them "in trouble," their safety and well-being must be your main concern.
- Stay calm in a crisis. Quick, clear thinking can make all the difference in a bad situation.
- Don't interfere with the efforts of medical or emergency personnel. They have been trained to deal with emergencies. Stay out of their way.
- If someone is bleeding, apply pressure, and ask someone to get help.
- Don't transport a friend to the hospital. You may do more harm than good by moving someone without having medical training.
- Don't play Hero by stepping into a dangerous situation. You may get hurt, creating a more difficult scenario. Get Help.

Know What to Do

- Be prepared.
- Know the ins and outs of your campus
- Know the locations of emergency phones and call boxes.
- Memorize Security's contact numbers (save time every second counts!)
- Know where fire alarm pull boxes, fire extinguishers, and first aid kits are located at in all the buildings you frequent.

Fire Extinguishers: Understand the different types and how to use them.

Fire Alarms: Know where they are on campus, Sound them immediately when a fire is found.

Quick action save lives.

Fire Exits: Know where all the fire exits are in your buildings.

Stalkers: If someone is stalking you, report it to Security and local Law Enforcement agencies. A restraining order or some other action may be taken to keep you safe. And it makes them aware of the situation and gives them and you back some of the control of the situation.

Obscene Phone Calls: Don't engage an unknown caller in conversation or give out any personal information. Keep a record of when the calls are received and what was stated. Save any messages that you receive. And turn everything over to the proper authorities.

Walking Around: Don't walk alone, especially after dark ask for a Security escort or use the Buddy System. And stay on populated well-lit paths.

Being Followed: If you think you are being followed, head toward people, lights, or buildings.

The Element of Surprise: Make it tough for someone to take you by surprise, don't let anything distract you or interfere with your vision or hearing.

Parking Decals must be displayed in all vehicles parked on

Haywood Community College's property

Citations will be issued for the following violations:

Occupying more than one parking space

Parking in the lane of traffic

Obstructing sidewalk

Parking in restricted lot or zone

Parking on grass

Parking against the flow of traffic

Parking in visitor or handicapped space

Blocking loading zone

Not displaying a current decal

Blocking building entrances

Double parking

Parking in reserved space

Parking within 15 feet of a fire hydrant

Protruding into a lane of traffic

Reckless driving

Parking on shoulder or road

Driving in excess of the posted speed

Parking lots are designated by signs, and individual spaces are color-coded:

White outlined spaces = Student / Open

Yellow outlined spaces = Faculty / Staff

Blue outlined spaces = Handicap

Handicap spaces are marked with D.O.T. approved signs and are enforced by Law Enforcement as well as Haywood Community College Security.

A state handicapped parking violation issued by our Campus SRO can cost up to $250.00 and requires a court appearance.

Once an individual receives ten parking violations, security can charge the individual and take them to the Vice President of Student Success Services for discipline.

Parking decals clearly display the expiration date.

All state and local laws pertaining to traffic apply on all of Haywood Community College's property and will be enforced. The campus-wide speed limit is 15 MPH and no more than 10 MPH in the campus' parking lots.

Parking Safety

-Never hesitate to call Security for an escort.

-Always keep your car locked, whether you are in it or not.

-Ensure the windows are closed.

-Make a note of where you have parked.

-Park near a light, if possible, close to your building.

Alcohol and Other Drugs

The majority of safety-related incidents, from sexual assaults to fires to injuries, occur when students are under the influence. You are more likely to take unwise risks when your inhibitions are lowered, and your judgment is impaired. If you are going to drink Never leave a drink unattended, especially when you are at a bar or a party, Never drink from common sources like punch bowls, and never accept drinks from strangers cause there may be more in your drink then the ingredients you expect such as GHB, Rohypnol (Roofies), or Ketamine (Special K) otherwise known as Date Rape Drugs they are odorless and tasteless which make it easy for someone to add it to your drink and you not realize it. And while the impact is a lot worse than a hangover it, puts you into a sedated state which makes you lose inhibitions, succumb to drowsiness, slur your speech, and you forget everything that happens. You can put you in that state for four to six hours. A lot can happen in that amount of time!

Impaired Driving

One drive with or as an impaired driver can alter your life forever. You know this stuff say "NO" and don't feel bullied into accepting a ride with someone who doesn't have your best interests at heart. And, if you have had too much, don't get behind the wheel. Don't even think about it.

Haywood Community College promotes a drug and alcohol-free environment and supports this nationwide movement. Haywood Community College is committed to maintaining such an environment for all employees and students.

Sexual Misconduct

Haywood Community College strongly supports local, state, and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security, Human Recourses, or the Vice President of Student Success Services. Victims are entitled to all services of HCC and available county services. Crime statistics are gathered from Campus Security logs and incident documentation.

Registered Sex Offenders:

Pursuant to North Carolina General Statute 14-208, individuals who have reportable convictions for any sex offense are required to maintain a registration with the sheriff of the county in which they reside. Any nonresident with such a conviction who works or attends school in North Carolina is required to maintain a registration with the sheriff in the county in which that individual works or is a student. Additionally, the North Carolina Division of Criminal Statistics is responsible for compiling and keeping current a central statewide sex offender registry. Specific information as set forth in General Statute 14-208.10 is public record and is made available for public inspection. The Division of Criminal Statistics provides free public access to automated data from the statewide registry, including photographs provided by the registering sheriffs, via the internet. The public can access the statewide registry to view individual registration record, a part of the statewide registry, or the entire statewide registry. The Division may also provide copies of registry information to the public upon written request and may charge a reasonable fee for duplicating costs and mailing cost. The North Carolina Sex Offender Registry website may be accessed at the following link: http://sexoffender.ncdoj.gov/.

Crime Prevention and Awareness is addressed at Student Orientation, Student Events and safety newsletters are available throughout the year.

Faculty, staff, and students must recognize that they must take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and promotion of security.

Mental and/or Physical Abuse – "Bullying"

In order to provide a safe learning environment for students, HCC forbids any type of mental and/or physical abuse, "bullying."

Abuse is the willful, conscious intent to hurt, threaten, intimidate, or embarrass another individual. It is behavior that is repeated, intentional, and has an imbalance of power.

Examples include, but are not limited to:

Punching, Tripping, Kicking, Spitting upon, Using abusive language, including name-calling, racial and homophobic name-calling, Threatening, Sexual harassment, Ridiculing, Unwanted Teasing, Treating another unfairly, Spreading rumors, including using social media, texts, etc., Destroying property, Graffiti, Exclusion, Unwanted physical contact.

Students who are abused or witness abuse, are strongly encouraged to report it to the Vice President of Student Services, who is located in Student Service in the 1500 Building or Campus Security.

Students may also speak with the counselor in 1532 (Student Services).

Access to Haywood Community College facilities is open to students and the general public

Monday-Friday 6:00 a.m. - midnight

Saturday 8:00 a.m. - 8:00 p.m.

Sunday 8:00am-8:00pm.

Haywood Community College's Emergency Response Plan can be found on the College's website, www.haywood.edu.

It is also an attachment to this report. All college policies can also be found on the website.

Security & Safety Surveys

Haywood Community Colleges primary goal is campus safety and security. Members of the Campus Safety & Security Department regularly conduct Campus Security & Safety Surveys. These surveys look at lighting, landscape, locks, steps, walkways, roadways, etc. for any safety or security concerns. We encourage the campus community to report any safety or security about the campus climate to the Office of Campus Safety Services 828.564.5113 mgreenarch@haywood.edu.

Annual Fire Safety Policy

Haywood Community College does not have any residence facilities. Therefore, the college is not required by the Campus Safety and Security Reporting Act to maintain a fire report.

Fire Drills are performed monthly.

Missing Student Policy

Haywood Community College does not have any residence facilities. Therefore, the college is not required by the Campus Safety and Security Reporting Act to maintain a missing student policy.

Daily Crime Log

The HCC Campus Safety & Security Services Office maintains a daily crime log to record criminal incidents and alleged criminal incidents that are reported. The log contains reported incidents from the last 60 days. This log can be viewed at the Office of Campus Security located in the 3500 building.

Sources of Crime Statistics

Campus crime, arrests, and referral statistics include those reported to HCC Security Department and Office of the Vise President of Student Services. HCC also request statistics for crimes reported directly to Haywood County Sheriff's Office.

The following are some of Haywood Community College's Policies and Procedures a complete list and description of all Policies and Procedures can be found at the following link: https://www.haywood.edu/policies-and-procedures

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS SAFETY AND EMERGENCY PLANNING**	Policy 2.1.2

The safety of the College's employees, students and visitors is of the upmost importance. To that end, the Board of Trustees hereby authorizes the President to develop campus safety and emergency plans to deal with safety and/or other emergency situations that could arise at the College.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS MEDICAL EMERGENCIES**	Policy 2.1.5

I. Emergency Medical Assistance

A. The College has no facilities for medical treatment of employees or students.

B. College personnel and/or individuals present will contact emergency services by dialing 9-1-1 and request first responder services in the event of a medical emergency.

C. All accidents involving College employees are to be reported to the Human Resource Director immediately. All accident report forms must be completed within two (2) business days.

D. Students who are covered under student accident insurance should notify the Vice President of Student Services immediately. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Incident Reporting Form. Student Services will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Registrar's Office and to their instructors.

E. If emergency medical services are required off campus, established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.

F. The following procedures should be followed if an accident occurs involving a College vehicle:

1. Dial 9-1-1 if emergency services or an ambulance is needed;
2. Contact the appropriate law enforcement agency to obtain a report;
3. Obtain as much information as possible from any other parties involved in the accident; and
4. Report the accident to the Director of Campus Development, Human Resources and the appropriate supervisor.

II. HIV/AIDS and other Communicable Diseases

A. The College will assume responsibility for conducting an ongoing educational campaign designed to provide basic information about HIV/AIDS and other communicable diseases.

B. Persons infected with the HIV/AIDS virus or other communicable diseases will not be excluded from enrollment or restricted in their access to College facilities or services unless medically-based judgments, in individual cases, establish that

exclusion or restriction is necessary to the welfare of the individual or to the welfare of other persons within the College.

C. Persons who know that they are infected by the HIV/AIDS virus or other communicable diseases are urged to share that information confidentially with Human Resources (for employees) or Students Services (for students) in order that the College can respond appropriately to the health and educational needs of the individual.

D. Persons who have knowledge of, or a reasonable basis for believing that they are infected with the HIV/AIDS virus, or other communicable diseases, are expected to seek expert advice about their health situation and are obligated, both ethically and legally, to conduct themselves responsibly with consideration for the protection of other members of the community.

E. The College will widely publicize and carefully observe the safety guidelines for the handling of blood and other body fluids and secretions established by the federal or state Departments of Labor, the United States Public Health Service and other federal or state agencies issuing regulations applicable to the College in all health care facilities maintained on campus, and, where applicable, in other institutional contexts in which such fluids or secretions may be encountered.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **INSTRUCTIONAL SAFETY PRECAUTIONS**	Policy 2.1.4

Safety procedures shall always be enforced, especially in shop and laboratory facilities. The following guidelines shall be followed:

1. Course instructors shall always point out hazards in advance. This instruction shall be done as part of the regular teaching program with special emphasis placed on preventative approaches to hazards.

2. Instructors or qualified designee must always be present when shops and laboratories are being used. This requirement may be waived for business incubators associated with the college, after clients demonstrate competency in the required safety manual content.

3. For medical issues and reporting accidents, consult Policy 2.1.5 – Campus Medical Emergencies.

4. Instructors, staff, and students shall wear industrial quality OSHA compliant personal protective equipment(PPE) during work or instruction involving any of the following conditions or activities:

    a. Hot solids, liquids or molten metals.

    b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.

    c. Heat treatment, tempering or kiln firing of any metal or material.

    d. Gas or electric arc welding.

    e. Repair or service of any vehicle.

    f. Caustic or explosive chemicals or materials.

Adopted: 11-07-2017
Revised: 03-05-2019

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **WEAPONS ON CAMPUS**	Policy 2.1.6

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Adopted: 11-07-2017
Legal Reference: N.C. Session Law 2013-369; N.C.G.S. 14-269.
Cross Reference: Policy 3.4.3 – Weapons on Campus

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **ALCOHOL AND DRUGS ON CAMPUS**	Policy 2.1.7

The illegal use of controlled substances, substances that cause impairment and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

I. Visitors and Guests

All visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

For more specific definitions of "controlled substance", "alcohol" and "impairing substance", consult Policy 3.4.4 – Alcohol and Drugs on Campus.

II. Employees and Students

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using, or being under the influence of substances that cause impairment is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

For more information regarding employees, including student employees, consult Policy 3.4.4 – Alcohol and Drugs on Campus. For more information regarding students, consult Policy 5.3.5 – Alcohol and Drugs on Campus.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS SECURITY REPORTING - CLERY ACT**	Policy 2.1.8

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;

2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);

3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services; and

4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;

2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/ vandalism of property that was motivated by bias towards race, religion,

ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings, or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.

2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.

3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Vice President of Student Service's Office to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all persons with this designation. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

A. Submit crime statistics to the United States Department of Education;

B. Maintain a daily crime log (open to public inspection);

C. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;

D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.

E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Adopted: 11-07-2017
Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: http://www2.ed.gov/admins/lead/safety/handbook.pdf)
Cross Reference: Policy 5.4.2 – Campus Security Reporting Act – Clery Act

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **REPORTING CRIMES AND EMERGENCIES ON CAMPUS**	Policy 2.1.9

In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students and visitors should immediately call 9-1-1 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws should be reported to the Vice President of Student Services who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off-campus involving students, staff, or faculty participating in a College function should be immediately reported to law enforcement, the Vice President of Student Services if a student is involved, and the Director of Human Resources if faculty and/or staff is involved. The VP of Student Services and/or the Director of Human Resources will alert the President and file any required documentation related to the emergency.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **COMMUNICABLE DISEASES AND OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS**	Policy 2.1.10

I. COMMUNICABLE DISEASE

The College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those with a communicable disease on an individual basis. Communicable diseases as defined in this Policy include, but are not limited to, acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.

2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.

3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of employment.

4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.

5. Faculty and staff of the College and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.

6. A person infected with a communicable disease (including the HIV/AIDS virus whether active HIV/AIDS, HIV/AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines

that exclusion or other restrictions are necessary for the health and welfare of others at the College.

7. Included in making decisions in individual cases which restrict access to employment shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.

8. The College shall provide information regarding communicable diseases, especially HIV/AIDS.

9. Should influenza reach a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should influenza reach a pandemic level in a county contiguous to the College's Service Area, the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area, the President, after consulting with local health officials, may close the College temporarily if s/he feels it is in the best interest of the College and community. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Vice President of Student Services and employees should contact the Human Resources Office.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has had exposure to blood or body fluid may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and
5. Training.

A copy of the Exposure Control Plan is available in the office of Campus Safety Services Officer.

Adopted: 11-07-2017
Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV)
Cross Reference: Policy 3.4.5

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **SEX OFFENDER INFORMATION**	Policy 2.1.12

In accordance with the Campus Sex Crimes Prevention Act of 2000 ("Act"), the College is providing to its campus community a link to the National Sex Offender Public Website and North Carolina Sex Offender and Public Protection Registry ("Registry"). The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice of each institution of higher education in North Carolina at which the person is employed, carries a vocation or is a student. North Carolina law requires sex offenders who have been convicted of certain offenses to register with their county's sheriff. Information about sex offenders is then entered into the Registry database by the sheriff's office and transmitted to the N.C. State Bureau of Investigation. The N.C. State Bureau of Investigation collects information submitted by sheriffs in all one hundred (100) counties in the state and makes it available to the public via the Registry.

Adopted: 11-07-2017
Legal Reference: P.L. 106-386

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **ADVERSE WEATHER AND EMERGENCY CLOSINGS**	Policy 2.1.11

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take the necessary steps to deal with the situation, and notify College employees.

A. USE OF LEAVE

1. If the President closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date with supervisor approval.

2. If the College is open but the employee believes s/he cannot make it to the designated work site safely, the employee will be required to do one of the following:

   a. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;

   b. Take annual, bonus or compensatory leave; or

   c. Payroll deduction for time lost.

   Make-up time must be completed before the end of the fiscal year.

B. LOSS OF INSTRUCTIONAL TIME

Coursework for missed academic classes due to inclement weather or an emergency closing will be made-up in one of the following ways:

1. Rescheduling the course at a time convenient for the faculty and students;

2. Documenting make-up through the use of an alternate assignment; or

3. Altering or extending the semester calendar.

Adopted: 11-07-2017
Cross Reference: Policy 3.2.11

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **TOBACCO FREE CAMPUS**	Policy 2.2.1

I. Definitions

A. Tobacco Product – cigarettes, cigars, blunts, bidis, pips, chewing tobacco, snus, snuff and other items containing or reasonably resembling tobacco or tobacco products. Tobacco Products also includes e-cigarettes and vapor cigarettes.

B. Tobacco Use – smoking, chewing, dipping or any other use of tobacco products.

II. Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all College employees, students, vendors, contractors and visitors to campus.

III. Prohibition

All individuals shall comply with the Policy. Enforcing the Policy is the responsibility of the entire campus community. Failure to adhere to the Policy could result in disciplinary action (for students, see Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations; for employees, see Policy 3.3.4 – Discipline Action, Suspension and Dismissal). Visitors who violate this Policy could lose their access to campus.

IV. Public Education

The College shall post appropriate signage on the campus educating students, employees and visitors that the College is a tobacco product free campus and use other methods to further inform and educate the public of this prohibition.

Adopted: 11-07-2017
Legal Reference: N.C.G.S. § 115D-20.1

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **PROTECTION AND CARE OF COLLEGE PROPERTY**	Policy 2.2.2

It is the responsibility of all members of the College community to protect College buildings, grounds and equipment.

1. Any person who willfully damages or destroys any College property will be liable for the replacement or repair of such property and may be subject to disciplinary and legal action.

2. Employees shall promptly report in writing to their supervisors the loss of any College property or loss and/or destruction of any official College records or documents. Students and visitors should report property loss or destruction of College property, records or documents to the Vice President of Student Services.

3. Records and documents in the College's custody are for official purposes only. It is unlawful to remove, tamper or destroy records and documents from files without approval from proper authority or as otherwise authorized under the records retention schedule. Individuals who remove, tamper or destroy College records will be subject to disciplinary and legal action.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **OPERATING HOURS, FACILITY USE, AND SUPPLEMENTAL SERVICES**	Policy 2.2.3

I. Operating Hours

The Board hereby delegates to the President to develop and maintain a College Operating Hours procedure to be used by faculty, staff, students, and visitors which shall specify normal operating hours and means for access to all College facilities and grounds.

II. Facility Use

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

The Board hereby delegates to the President to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.

III. Supplemental Services

Generally, services of Haywood Community College are provided to enrolled, prospective, and former students, current full-time and part-time employees, and others having an official contract or connection to the College. The latter might include organizations for whom the College is providing space even though the College is not the official sponsor of the event or activity. The nature and extent of these spaces are governed by law and policy.

There might be occasions when the College makes a service available without a contract or official relationship to another external agency, group, or individual. These services are provided at no expense to the College, or as part of a reciprocal act for service to the College from another agency which otherwise is not available to the College without charge. The provision for such services must be approved by the President.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **HAZARD COMMUNICATION PROGRAM/CHEMICAL HYGIENE PLAN**	Policy 2.1.3

The College is committed to providing students, faculty and staff a safe and healthy work environment. As required by federal and state laws and regulations, the College's written Hazard Communication Program and Chemical Hygiene Plan shall be available to all employees, their designated representatives, and local, state and federal occupational safety and health authorities.

A written copy of the written Hazard Communication Program and the Chemical Hygiene Plan, as well as an inventory of all chemicals on campus, and the safety data sheets for those chemicals, are located in the Office of the Campus Safety Services Officer.

In complying with OSHA's Hazard Communications Standard, the College shall, among other things:

1. Develop a list of chemicals maintained on campus;
2. Label all containers that contain hazardous materials;
3. Keep Safety Data Sheets ("SDS") on file and available on request; and
4. Implement a training program to ensure that all employees are familiar with the hazardous materials on campus.

In addition, the College shall not accept any donations of hazardous materials or chemicals. All hazardous materials and/or chemicals purchased by the College must be labeled with the following information:

1. Identity of the hazardous material/chemical;
2. Appropriate hazard warning; and
3. Name and address of the manufacturer, importer or other responsible party.

A Safety Data Sheet for any hazardous materials and/or chemicals purchased by the College must be submitted to the Campus Safety Services Officer for filing upon purchase.

Adopted: 11-07-2017
Legal Citation: 29 CFR 1910.1200 and 29 CFR 1910 Subpart Z

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **VISITORS AND MINORS ON CAMPUS**	Policy 2.1.1

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

I. Visitors

A. All visitors to instructional areas must have the instructor's prior approval. Visitors unfamiliar with the campus should report to Student Services.

B. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee, and adhere to all safety guidelines for that area.

II. Minor Children

A. Minor children (non-student) are defined as children under the age of eighteen (18).

B. Students and College employees are encouraged to make child care arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.

C. Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult.

D. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school. Minor children may not enter shops, labs or other hazards areas.

III. Removal from Campus

To ensure a safe and secure campus environment, the President, his/her designees and senior administrators (Vice Presidents) have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

Adopted: 11-07-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **ADMISSIONS**	Policy 5.1.1

The College does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, political affiliation, genetic information or military/veteran status in any of its activities or operations.

I. Open Door Admissions

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least 18 years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships, or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term "accreditation" shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

For more specific information regarding certain admissions criteria, see Procedure 5.1.1.1.

II. Admissions Denials

A. Basis for Denials

1. Suspension/Expulsion from another Educational Entity.

If the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is

under a period of suspension or expulsion from another educational entity for non-academic, disciplinary reasons.

2. Safety Concern.
The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Vice President for Student Services shall document:

a. Detailed facts supporting the rationale for denying admission;
b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
c. The conditions upon which the application that is refused would be eligible to be admitted.

3. Residency for Distance Learning.
The College is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state.
Admission of applicants residing outside of North Carolina to an on-line degree, diploma, certificate program, or individual on-line courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence. A list of states that North Carolina is currently authorized to offer on-line instruction in is available at www.haywood.edu/distance_learning/heoa_consumer_information.
State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

4. Undocumented Immigrants.
An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

a. The undocumented immigrant attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.

b. The undocumented immigrant must comply with all federal and state laws concerning financial aid.

c. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.

d. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.

e. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

f. An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

5. Readmissions.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.

6. Criminal Justice Education and Training.

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E; the North Carolina Criminal Justice Education and Training Standards Commission; or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission's denial.

7. Non-Criminal Justice Education and Training Firearm Courses.

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess firearms. For purposes of this Policy, "firearm" means a handgun, shotgun or rifle that expels a projectile by action of an explosion; "proof of eligibility" means: i) a current, valid State-issued permit to purchase a firearm; ii) a current, valid State-issued concealed carry permit from North Carolina; iii) a current, valid State-issued concealed carry permit from a

state with a reciprocal concealed carry agreement with North Carolina; iv) proof of an exemption from permit requirements pursuant to N.C.G.S. § 14-415.25; or v) a background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14-269.8; -404(c); -415.1; -415.3; and -415.25.

B. Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Vice President of Student Services for a reconsideration. The written appeal shall contain the applicant's reasons why he/she should be admitted and shall include any supporting documentation. The Vice President of Student Services shall also meet with the applicant and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant's written appeal, the Vice President shall make his/her determination and provide the applicant with a written response.

If the applicant does not agree with the Vice President's determination, within five (5) calendar days following the receipt of the Vice President's determination, the applicant may file a written appeal with the President. The President shall conduct an "on the record review" and shall make a determination within ten (10) calendar days after receipt of the applicant's written appeal. The President's decision is final.

Adopted: 8-14-2017
Legal Reference: 1D SBCCC 200.95 and 400.2; NC Community College Written Memoranda CC10-026 (issued 7/12/10)

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **AMERICANS WITH DISABILITIES**	Policy 2.3.7

The College shall comply with the Americans with Disabilities Act of 1990, As Amended ("ADA"). To achieve compliance, the College shall:

1. Provide notices concerning the ADA.

2. Designate a responsible employee to coordinate ADA compliance.

3. Use reasonable means to ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective to make services, programs and activities accessible.

4. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity being offered.

5. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

6. Take appropriate steps to ensure that communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

All allegations concerning disability discrimination or harassment shall be addressed through Policy 3.3.7 – Discrimination and Harassment (employees) or Policy 5.3.4 – Discrimination and Harassment (students).

Adopted: 11-07-2017
Legal Reference: 42 U.C.S. § 12101, P.L. 110-325

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **STUDENT THREAT ASSESSMENT**	Policy 5.3.3

I. Purpose of Student Conduct Review

The College has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employees or students have a concern about a student's potential to have a negative consequence on the safety of College employees, other students or themselves, they are encouraged to report the matter to the Vice President for Student Services ("Vice President"). If warranted, a Student Assessment Team ("SAT"), a cross-functional multidisciplinary group focused on prevention and early-intervention for students exhibiting concerning behaviors, may be used to address the situation. The following procedures are outlined to guide this process.

II. Procedures for Conduct Review

A. Step One

College employees or students who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse) or displaying behavior that poses a direct threat to the health, welfare and safety of the College community are encouraged to contact the Vice President for Student Services ("Vice President").

B. Step Two

The Vice President will conduct a review based on the report. When conducting the review, the Vice President shall consider, among other things: (a) the severity of the reported behavior; (b) whether the reported behavior represents a direct threat to the health, welfare and safety of the College's community; (c) the student's academic, attendance and discipline records; (d) whether this type of behavior has been reported in the past; and (e) whether or not the reported behavior, if true, violates the Code of Student Conduct.

When conducting the review, the Vice President may: (a) speak with the student; (b) gather additional evidence or information by interviewing members of the College community; (c) compile additional documentation; and (d) review other evidentiary sources.

Based on the result of the conduct review, the Vice President may do the following: (a) treat the matter as a disciplinary action pursuant to Policy 5.3.2 – Student Code of Conduct, if a violation is believed to have occurred; (b) make a written referral of his/her findings to SAT for review; or (c) no further action is warranted. If the Vice President makes a referral to SAT, he/she shall inform the student in writing

concerning the referral and shall provide both the student and SAT with a copy of his/her conduct review findings.

III. SAT (Student Assessment Team) Review and Determination

A. Membership

Members of the SAT are:

1. Vice President of Student Services (Chair)
2. Student Services Counselor
3. Campus Development Representative
4. Campus Resource Officer
5. One at-large appointee by Vice President
6. Other appointees as needed

B. SAT Review

If referred by the Vice President, the SAT will review the concern to determine if the speech or behavior in question is creating, or may lead to, an unsafe environment and impede the success of the student in question. The SAT's report will be based on the nature of the behavior, the severity of the safety risk and the student's needs.

As a part of this evaluation, the SAT will review the Vice President's findings and may meet with the individual(s) bringing forth the concern, witnesses and the student in question. Further, the SAT may request or require that the student be evaluated by outside professional(s) to determine their suitability to be a student at the College. The student will have an opportunity to review any documentary evidence reviewed by the SAT and will be allowed to address the SAT and may be accompanied by an advocate; however, only the student will be allowed to address the SAT and not the advocate.

C. SAT Determination

Upon completion of the review, the SAT will document their written findings and determination in writing to the student. The SAT may include, but is not limited to, the following recommendations in their findings:

1. No action required.
2. Propose a resolution to address miscommunication.
3. Propose an action plan to address concerning behaviors and support student success.
4. Refer student for an external psychological assessment at the College's expense and without further recommendation for an assessment.

5. Refer the matter to Policy 5.3.2 – Student Code of Conduct to initiate appropriate disciplinary action if a violation is believed to have occurred. The SAT is not authorized to suspend or involuntary withdraw a student.

A student's failure or refusal to comply with determination of the SAT as administered by the Vice President of Student Services will constitute a basis to charge the student with an offense under Policy 5.3.2 – Student Code of Conduct and administer according to Procedure 5.3.2.2 – Discipline and Appeal Procedure for Non-Academic Violations.

All documentation associated with each concern addressed will be maintained in the student's permanent record.

D. Incident Follow-up

If warranted, the SAT, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the SAT's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

Adopted: 08-14-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **OVERVIEW OF STUDENT RIGHTS**	Policy 5.3.1

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures control over this Policy.

A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner.

C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.

D. The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies.

E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel and the right to appeal.

F. Students have the right to a voluntary medical withdrawal for their academic courses. When illness, injury or psychological/psychiatric conditions or disabilities occur while a student is enrolled that interfere with a student's ability to participate in the College's programs, a student or guardian may request a medical withdrawal from school. The Vice President of Student Services must approve all medical withdrawals.

G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College's programs and opportunities.

Adopted: August 14, 2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **PANDEMIC PLAN**	Procedure 2.1.5.2

I. PANDEMIC HEALTH EVENTS

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty and staff by working with local, regional, state and national health officials.

To do this, College employees will strive to: (a) protect the health of students, faculty, staff and visitors on the College campus and extension sites; (b) communicate with the College community and the public during the duration of a pandemic event; (c) sustain necessary College operations and services as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

II. OPERATION ASSUMPTIONS

The following assumptions are made for purposes of this Policy:

A. The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.

B. A declared pandemic health event results in travel restrictions, quarantine areas, school closures and public events/activities cancellations.

C. The College will work with local authorities to coordinate locally-based response plans.

D. It is reasonably expected that a pandemic outbreak may result in the closing of all College facilities for a period of time.

III. PANDEMIC EVENT COORDINATOR

The VP of Business Operations, in cooperation with the President's Office, will serve as the Pandemic Event Coordinator ("Coordinator"). The Coordinator will be responsible for the following:

A. Coordinating all planning efforts.

B. Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.

C. Reviewing and updating the pandemic event procedures with the Pandemic Response Team.

D. Identifying and procuring resources for responding to a pandemic event.

E. Monitoring pandemic status with local, state and national health agencies.

IV. PANDEMIC EVENT RESPONSE TEAM

The Coordinator will serve as the leader of the College's Pandemic Event Response Team ("Team"). The Team membership is as follows: Executive Team, Director of Human Resources, Director of Campus Development, and the Director of Marketing and Communications.

V. COMMUNICATIONS

A. COMMUNICATIONS TO THE PUBLIC

1. The College's Director of Marketing and Communications ("Spokesperson") will serve as the lead spokesperson for the College communicating with the media. The President will serve as alternate spokesperson and will coordinate all public communications with the College's Spokesperson. All other College employees should not attempt to speak for the College.

2. The College will utilize the notification procedures for a schedule interruption as outlined in Procedure 2.1.11-Adverse Weather and Emergency Closings. The College will distribute information by area radio and television, daily newspaper, emergency notification system, and the College's website. Website information will include College plans and, if available, links to local, state, and federal agencies to help create awareness and educate people on the pandemic event, prevention strategies and general information for the public good.

3. The College's Spokesperson will conduct media briefings and issue news releases as necessary.

B. COMMUNICATIONS TO EMPLOYEES

1. The Spokesperson will communicate with employees by email, voicemail and the College's website. Timely information and updates will be sent and posted as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.

2. The Human Resources Director and Spokesperson will communicate with employees about healthcare services and the need to maintain personal healthcare.

3. The Human Resources Director will contact employees about accounting for absences, leaves, compensation and any other personnel issues related to disruptions resulting from a pandemic health event.

C. COMMUNICATIONS TO STUDENTS

1. The Spokesperson will coordinate communication with students by student email, the College's website and the emergency notification system. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, College closing/re-opening information and other information as needed.

2. The Spokesperson will distribute to students information from public health officials that might prevent or impact an outbreak of a pandemic health event.

VI. PREVENTION

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities and schedule the following actions:

A. Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.

B. Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.

C. Instruct facility services to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.

D. Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.

E. Instruct all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more than once daily.

F. Determine the impact of the pandemic health event on the number of physical plant operations staff available and alternative methods to sanitize the campus.

Adopted: 01-22-2018

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS MEDICAL EMERGENCIES**	Procedure 2.1.5.1

A. The College has no facilities for medical treatment for students, employee and guests. However, the College has first aid kits located in each campus building.

B. In the event of a medical emergency, individuals present should contact emergency services at 9-1-1 and request first responder services. If using a campus phone dial 9 then 9-1-1.

C. All accidents involving College employees are to be reported to Human Resources immediately as well as the employees supervisor once the employee has received any immediate necessary care. All accident report forms must be completed within two (2) business days.

D. Students who are covered under student accident insurance should notify the Vice President of Student Services immediately after student has received any immediate necessary care. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Incident Reporting Form. Student Services will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Registrar's Office and to their instructors.

E. If emergency medical services are required for College students or employees participating in a College event at an off-campus location, the injured party should immediately alert officials at the event or location and/or contact 9-1-1.

F. In the event of an accident involving a College vehicle:

1. Dial 9-1-1 if emergency services or an ambulance is needed;

2. Contact the appropriate law enforcement agency to obtain an official law enforcement report;

3. Obtain as much information as possible from any other parties involved in the accident (including, if possible, insurance information); and

4. Report the accident to the appropriate supervisor and the Director of Campus Development.

Adopted: 11-14-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **DISCRIMINATION AND HARASSMENT**	Policy 5.3.4

Haywood Community College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration or in any of its academic programs and employment practices.

For issues related to sexual and gender harassment, discrimination and violence, see Procedures 5.3.4.1 – Sexual Harassment and Sexual Violence.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 5.3.4.2 – Unlawful Discrimination and Harassment.

Adopted: 8-14-2017

Legal Reference: Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitations Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **STUDENT CODE OF CONDUCT**	Policy 5.3.2

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeals Procedures for Academic-Related Violations and/or Procedure 5.3.2.2 – Discipline and Appeals Procedures for Non-Academic Related Violations.

I. Academic-Related Violations

A. **Plagiarism** – The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.

B. **Cheating** – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.

C. **Aiding Acts of Academic Dishonesty** – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

II. Non-Academic Related Violations

A. **Theft and Property Damage** – Students shall not steal or damage College property or another individual's property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

B. **Trespass to Property** – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without

permission); or remaining on the College campus after having been directed to leave by a College official.

C. **Drugs and Alcohol** – Unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.5 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.

D. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.

E. **Mental/Physical Abuse** – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons.

F. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.

G. **Sexual Harassment and Sexual Violence.** Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence.

H. **Unlawful Discrimination.** Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult Procedure 5.4.3.2 – Unlawful Discrimination.

I. **Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent, or willfully threaten to damage the property of another.

J. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employee's ability to perform the essential functions of his/her job.

K. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.

L. **Possession of Weapons** – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.

M. **Tampering with Fire Alarms** - Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

N. **Gambling** – Students may not gamble on campus or at any College-affiliated activities or events.

O. **Traffic Violations** - Violation of College regulations regarding the operation and parking of motor vehicles.

P. **Providing False Information** – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.

Q. **Disobedience / Insubordination** - Failure to comply with instructions of College officials acting in performance of their duties and failure to adhere to the terms of any discipline action.

R. **Financial Impropriety** – Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.

S. **Public Laws** – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

T. **Failure to Report Criminal Activity** - Failure to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statue or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5 – Students Alcohol and Drugs on Campus.

U. **Unauthorized Access to College Records** – Students may not access, view, copy or change official College records without expressed authority to do so.

V. **Animals on Campus** – For guidelines concerning Service Animals, Emotional Support Animals, and Pets, please refer to Policy 5.4.5. Students are expected to comply with that policy. Failure to comply could result in disciplinary action.

W. **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under Policy 7.2 – Internet and Network Acceptable Use.

X. **Violation of Policies and Procedures** – Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.

Y. **Violations of Normal Classroom Behavior** – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.

Z. **Student Threat Assessment Team** – Not complying with a recommendation or directive by the Student Threat Assessment Team pursuant to Policy 5.3.3 – Student Threat Assessment.

Adopted: 8-14-2017
Revised: 09-04-2018

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **DISCIPLINE AND APPEAL FOR ACADEMIC VIOLATIONS**	Procedure 5.3.2.1

I. OVERVIEW

The Vice President of Instruction is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first class meeting.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 6.3.2 – Standards of Student Conduct. For non-academic violations, see Administrative Procedures 6.3.2.2.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may include but are not limited to the following:

A. Re-do the assignment, or submit another assignment.

B. Additional course work;

C. Loss of credit for the assignment; or

D. Loss of credit for the class.

III. INVESTIGATION AND DETERMINATION

A. Instructor's Investigation

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. Submit an official violation report through Maxient – electronic reporting system.

2. Contact VP of Student Services and VP of Instruction to determine if the student had any previous occurrences of academic violations

3. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.

4. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.

5. Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
   a. An academic-related violation did not take place and the issue is resolved.

   b. An act of academic dishonesty did occur in the instructor's opinion.

B. Vice President of Instruction's Determination

The instructor will communicate his/her findings to the Vice President of Instruction, who will make a disciplinary determination of sanctions based on the evidence gathered in the instructor's investigation. The severity of the disciplinary sanction(s) will take into account previous offenses of academic dishonesty, which may constitute additional disciplinary action. The Vice President of Instruction, or his/her designee, will then communicate the findings and disciplinary sanctions to the student via their official College issued email address within five (5) business days of the initial finding of academic dishonesty. If an email address is not available, the Vice President of Instruction, or his/her designee, shall send his/her written findings and disciplinary sanctions to the student's mailing address on record with the College by certified mail-return receipt. The sanctions will remain in place unless modified or overturned on appeal. The Vice President of Instruction, or his/her designee, will also notify the Vice President of Student Services, and all instructors impacted by the decision, of the findings and disciplinary sanctions imposed.

IV. ACADEMIC DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Academic Review Committee

A student who disagrees with the Vice President of Instruction's decision may request an appeal before the Academic Review Committee ("Committee"). This request must be submitted in writing to the Vice President of Student Services within three (3) working days after receipt of the instructor's decision. The Vice President of Student Services shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the Reporting

Individual, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the instructor's investigation.

1. Committee Composition

Membership of the Academic Review Committee shall be composed of the following:

a. Six faculty/staff members appointed by the Vice President of Student Services.
c. The Vice President of Student Services who will serve as the chair without a vote, (unless there is a tie).
d. The Vice President of Instruction will serve on the committee in resource role, without a vote.
e. A note-taker

At least five faculty/staff members, plus the Chairperson must be present in order for the Committee to conduct business.

Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the Vice President of Student Services if necessary.

2. Committee Hearing Procedures

a. Pre-Hearing Procedural Responsibilities of the Vice President of Student Services – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President of Student Services shall send notification to the student(s) with the following information:

i. A restatement of the charge or charges.
ii. The time and place of the hearing.
iii. A statement of the students' basic procedural rights.
iv. A list of witnesses that the Vice President of Student Services or designee plans to present.
v. The names of the Committee members.

At least two (2) days prior to the hearing, the student(s) will provide the Vice President of Student Services with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President of Student Services regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

b. The following due process rights shall apply to the Committee hearing:

i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
ii. The right to produce witnesses on one's behalf.
iii. The right to request, in writing, the Vice President of Student Services to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the Vice President of Student Services.
iv. The right to present evidence.
v. The right to know the identity of the person(s) bringing the charge(s).
vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

c. The following hearing procedures shall apply:

i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

- The student(s)
- Counsel(s)
- Committee Members
- Vice Presidents, or designee

ii. Witnesses shall only be present in the hearing room when giving their testimony.
iii. The Vice President of Instruction, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee

Chairperson. All recordings will be filed in the office of the Vice President of Student Services. The Chairperson shall establish the record at the close of evidence.

vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the instructor's decision.

vii. Committee decisions shall be made by majority vote.

viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President of Student Services, in writing, with the Committee's decision.

B. Appeal to the President

A student who disagrees with the ("Committee") decisions may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. Appeals to the President will only be accepted if additional evidence is brought to light, or the student feels there were procedural errors or discrimination that impacted the decision of the committee.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student and Vice President of Student Services, and the Vice President of Instruction, within ten (10) business days from receipt of the student's appeal.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **ADVERSE WEATHER AND EMERGENCY CLOSINGS**	Procedure 2.1.11.1

Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Decisions impacting day classes will be made by 6:00 a.m. or earlier if possible. Decisions about evening classes will be made by 2:00 p.m if possible.

Haywood Early College ("HEC") students should follow the Haywood County Schools' schedule. However, if the College is open, HEC students should make every effort to attend their College classes.

Announcements regarding closures, or delayed schedules, will be posted on the College's website and on the following:

Television - WLOS

The College weather hotline will also be utilized for all weather announcements. The College's hotline number is 828-627-4517. Please call the number for additional information.

The College strongly recommends that all employees and students sign-up for alert messages through the HCC Emergency Notification System (ENS) at login.haywood.edu and www.wlos.com in order to receive College closings/delays directly to a telephone.

NOTE: Weather conditions may necessitate closing after 6:00 a.m. or after 2:00 p.m.

Adopted: 11-14-2017
Cross Reference: Procedure 3.2.11.1

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **EVENT FACILITY USE**	Procedure 2.2.3.1

Haywood Community College Event Facilities are available for use by both College employees and External User Groups. The following procedures shall be used by all parties hosting an event at the College's event facilities. For Permit requests of College space for the purposes of Campus Free Speech, Distribution of Material and Assembly, refer to Procedure 2.3.5.1.

I. College Employees Approved to Use the College's Event Facilities

Any College employee requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval. Upon approval, you will receive notification from the Coordinator of Campus Development Services and Events along with the Haywood Community College Event Facility Use Guidelines. The College employee requesting use of the College Event Facilities will be responsible for adhering to the HCC Event Facility Use Guidelines along with all College Policies and Procedures during the event.

II. External User Groups Approved to Use the College's Event Facilities

Any External User Groups requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval.

A. Terms of Use

User shall be responsible for complying with the latest version of the Haywood Community College Facility Use Guidelines and all Facility Use Contract. Violation of either of these may, at the discretion of the College, result in fines to the user.

B. Permitted Groups

The following groups shall be permitted to use the College's event facilities and grounds:

1. Student groups and College affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and

5. For-profit entities for events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College's event facilities must be in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities in violation of the N.C.G.S. § 66-58.

C. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

D. Rental and Service Fees

Rental and service fees are established herein for use of the College's event facilities by governmental entities, non-profit entities, community members and for-profit entities. The President may, in his/her discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

III. Rental and Service Fees

A. Event Facility Rental Fees

The following is a list of the available facilities for use and the event facility rental rate.

Facility Location	Weekday Hours M-F: 8am-11pm	Weekends and Holidays S-S: 8am-8pm
Student Center Auditorium	$375.00 per day	$750.00 per day
Student Center Lobby	$75.00 per day	$150.00 per day
Millhouse/Pond Area	$75.00 per day	$150.00 per day

Regional High Technology Center Auditorium	$100.00 per day	$200.00 per day
Regional High Technology Center Lobby	$75.00 per day	$150.00 per day
Regional High Technology Center Conference Rooms	$75.00 per day	$150.00 per day
Classrooms (If available)	$75.00 per day	$150.00 per day
ITV Room	$75.00 per day	$150.00 per day
Creative Arts Gallery/Multipurpose Room	$100.00 per day	$200.00 per day

B. Service Fees

The following is a list of service charges associated with event facility use. The user will be notified in advance of service fees associated with requests for additional services not included in the following list.

Service	Normal Hours (M-F, 8am-5pm)	After Hours, Weekends and Holidays
Opening (e.g., set-up) and Closing (break-down and clean-up)	Dependent upon the event needs.	Dependent upon the event needs.
Technical Support for Audio/Visual Equipment	Dependent upon the event needs.	Dependent upon the event needs.
Security	Rate determined by contracted security.	Rate determined by contracted security.
Cleaning Fee	$75.00 per event	$75.00 per event
Piano Rental	$0.00 (tuning is at the expense of the user)	$0.00 (tuning is at the expense of the user)
These fees are the minimum and are subject to change based on the size and complexity of the event		

Adopted: 11-14-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS FREE SPEECH, DISTRIBUTION OF MATERIAL AND ASSEMBLY**	Procedure 2.3.5.1

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures. These Procedures only apply to the use of College space and Designated Areas for the purpose of Campus Free Speech, Distribution of Material, and Assembly. For more information regarding College event facility use, see Policy 2.2.3.1 – Event Facility Use.

I. Definitions

A. College Members – students who are currently enrolled at the College and/or individuals currently employed by the College.

B. College Space – all outdoor areas on the College campus.

C. College Use – use of a College Space by the College for official College business and/or functions.

D. Designated Area(s):

- Area outside Main Campus Auditorium in designated parking area
- Area outside Regional High Technology Center Auditorium in designated parking area
- Grass area adjacent to the Millhouse
- Outside landing area – 2nd floor Student Services – across road from main entrance – next to steps
- Fountain area between the 200 Building (Library) and 300 Building – top of campus

E. Non-College Members – any individuals who are not currently enrolled at the College and are not currently employed by the College.

II. Speech, Distribution of Material and Assembly for College Members

A. The College is committed to making the majority of its College Space available to College Members who wish to exercise their rights of speech, distribution of material and assembly. The College maintains the right to reserve any College Space at any time, with or without prior notice, for College Use and such use will take priority over any other use.

B. All outdoor assemblies may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle or pedestrian traffic.

C. Although registration by College Members to use College Space is not required, it is recommended for planning purposes. Registration ensures that the desired space will be available on the desired date and time. For more information about registration, see Section III (B) herein.

III. Speech, Distribution of Material and Assembly for Non-College Members

A. When the College's general classes are in session during the hours of 8:00 a.m. to 9:00 p.m., Mondays through Fridays, Non-College Members shall be allowed to use the Designated Area as long as it is not already reserved or in-use by a College class or College sponsored function or event. The Designated Area is not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

B. Any Non-College Members will be allowed to use the Designated Area within the time restriction. All Non-College Member permit requests for use of Designated Area(s) for the purpose of free speech, distribution of material, and assembly shall be in accordance with the College permitting procedures for such requests and submitted to the Coordinator of Campus Development Services and Events at least five (5) business days prior to their activity on campus. The College does not restrict speech and/or activities based on content or viewpoint. The purpose of the permitting procedure is to review safety concerns and ensure there is adequate space in the Designated Area for the requested date and time. Upon request by College officials, Non-College Members will be required to provide proof of permit for use of the Designated Area. Permits will only cover one (1) day at a time. Requests for standing dates (i.e., every Tuesday) will not be honored.

C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

IV. General Rules and Regulations for Both College and Non-College Members

A. While expressing speech, distributing material or assembling, both College and Non-College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger or speech that constitutes defamation;

2. Touching, striking, approaching or impeding the progress of pedestrians in any way, except for incidental or accidental contact;

3. Obstructing the free flow of pedestrian or vehicular traffic;

4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;

5. Damaging, destroying or stealing College or private property; and

6. Possessing or using firearms, explosives, dangerous weapons or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity. Non-College Members are required to remain in the Designated Area while on campus.

B. Individuals may distribute pamphlets, booklets, brochures and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees or other College property.

C. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs and trees.

D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court) and being banned from future use. College Members may also be subject to College disciplinary action as outlined in College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

V. Polling Places on Campus

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

VI. City Sidewalks

City sidewalks that run along the borders of or within the College's campus are public forums and available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

Adopted: 12-07-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **GENERAL ADMISSIONS PROCEDURES**	Procedures 5.1.1.1

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete basic skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Enrollment Management administers all admissions requirements and enforces all College admission policies and procedures.

I. Curriculum Programs

A. Diploma and Degree Seeking Applicants

*The following information is for degree, diploma, or certificate seeking students who have completed high school, or high school equivalency, and plan to enroll in curriculum classes at the College. Students planning to enroll in curriculum courses while still in high school should see the information about the College's Career and College Promise (CCP) program in procedure 5.1.1.2., or speak with their high school guidance counselor.

For curriculum degree, diploma, or certificate seeking students, all applicants must:

1. Complete the NC Residency Determination Process online by visiting https://ncresidency.cfnc.org

   (Students who have previously received an RCN number from the Residency Determination Service (RDS) from another college should bring their number to Student Services upon applying to the College.)

2. Submit a completed application for admission to the Student Services Department. The electronic application for admission is available online at www.haywood.edu.

3 Send an official high school transcript or official high school equivalency scores from a regionally accredited institution to the Student Services Department. These transcripts must include the date the diploma was awarded, the type of diploma, and have the official seal of the school. It must be mailed or electronically transferred from the issuing school or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted. Applicants who

have completed an associate's degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.

4. Complete the College's placement test when requested to determine if developmental courses are required before enrollment into college level math or English. The computerized placement test is administered by the College through the Student Services Department. Placement testing is available to distance students through remote testing locations if desired. Students should contact Student Services in a timely manner to schedule a placement test before registration can occur. If a student is placed into developmental English or math, these courses should be completed during the first two semesters of enrollment, if at all possible. If a student places below the "cut score" on a placement test in reading, he/she must complete training in the College's College and Career Readiness department before entering a diploma or an associate degree program.

5. The placement test (or parts of it) can be waived with submission of official scores from any of the following assessments as long as they were taken within the past 5 years:

<table>
<tr><th>Test</th><th>English</th><th>Reading</th><th>Math</th></tr>
<tr><td>NCDAP</td><td colspan="2">Composite score of 151 or higher for English & Reading</td><td>7 or higher for each DMA 010-060</td></tr>
<tr><td>SAT
(Pre-March 2016)</td><td>500</td><td>500</td><td>500</td></tr>
<tr><td>SAT
(March 2016 Forward)</td><td colspan="2">Evidence Based Reading and Writing Score of 480 or higher</td><td>530</td></tr>
<tr><td>ACT</td><td>18</td><td>22</td><td>22</td></tr>
</table>

Asset	41	41	41 Numerical 41 Int. Alg.
COMPASS	70	81	47 Pre Alg. 66 Alg.
Accuplacer	Combined Score of 166 Read Comp. & Sent. Skills		55 Arith. 75 Elem. Alg.

Multiple Measures Placement

The placement test may also be waived for new incoming students who graduated from high school within the past 5 years, and submit an official high school transcript to Student Services with the following before the enrollment deadline:

a) An unweighted GPA of 2.6 or higher
b) Completion of four approved math courses in high school with a grade "C" or higher (a list of approved math courses can be obtained from the Student Services Department upon request).

- Submission of official transcripts from a high school senior's first semester is sufficient to qualify for multiple measures placement as long as the above items are satisfied.

A departmental interview is required for the following programs: Professional Crafts-Clay, Fiber, Jewelry, and Wood.

Additional admission requirements for nursing applicants are listed in the Academic Program of Study.

Residency Appeal Process

Residency and the appeals process is now regulated by the State of North Carolina. The following message regarding the residency appeal process is required of all students, and is managed by the state:

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for

in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

For more information about residency, how it's determined, and the process for appealing residency status for the state of North Carolina, visit www.ncresidency.org

6. Returning students who are eligible for readmission and who have not been enrolled at the College for two academic semesters must submit a new Application for Admission and update residency classification prior to registration. The application for admission is available at www.haywood.edu. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current college catalog.

   Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Vice President of Student Services requesting readmission.

   The College reserves the right to deny readmission to a former student including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

B. Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Please check our current catalog to review the prerequisite(s). Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College. Students seeking to change to a degree-seeking status must complete an Application Update/Change of Curriculum form for admission and follow the admission procedure for the diploma, associate degree or certificate.

All non-degrees applicants must:

1. Submit a completed Application for Admission form to the Enrollment Management Office. The application for admission is available at www.haywood.edu.

2. Meet all placement test requirements before enrolling in English or math courses.

3. Meet all prerequisites before enrolling in those courses requiring prerequisites.

4. If transfer credits or placement scores will be used to waive the College's placement test or a prerequisite, official transcripts from a regionally accredited institution must be received before registering for the course.

II. Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must:

A. Complete a Continuing Education Instant Enrollment Form available in Student Services in the Student Center.

B. Submit the Form to Enrollment Management to complete the registration process.

C. Pay tuition, institutional fees and purchase books in the Student Center.

D. Online registration for continuing education courses is available via WebAdvisor. Students who register online will also be required to pay online using a credit card.

III. Certificate Programs

All applicants must submit a completed Application for Admission to the Student Services Department. The application for admission is available at www.haywood.edu. Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs.

IV. Provisional Admissions

In certain situations, an applicant may be provisionally accepted into the College and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

V. International Students

Currently, the College does not issue the I-20 form necessary for international students with F-1 visas. If demand increases, approval for admission of international students with F-1 visas could be re-instated. Other visas for short term enrollment may be considered on an individual basis. Information and/or questions should be directed to the Director of Enrollment Management.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**	Procedure 5.3.4.1

Haywood Community College ("College") strives to make its campuses inclusive, safe and a welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on sex, gender and gender identity.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex or gender also includes sexual harassment, stalking, dating and domestic violence, or sexual violence, such as rape, sexual assault, sexual battery, and/or sexual coercion. The College's Title IX Coordinator has oversight responsibility for handling Sexual Misconduct complaints and for identifying and addressing any patterns and/or systemic problems involving Sexual Misconduct. All reports involving Sexual Misconduct should be directed to the College's Title IX Coordinator or, in the case of actions solely between employees, the College's Director of Human Resources. If the reported incident involves both an employee and a student, the Title IX Coordinator shall take the lead but shall work cooperatively with the Director of Human Resources.

I. DEFINITIONS FOR STUDENT INCIDENTS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Sexual Misconduct".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the Respondent subjectively views the conduct as discrimination or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of Sexual Misconduct to the College's Title IX Coordinator if confidentiality is requested by the Reporting Party. Campus Wellness counselors are considered Confidential Employees. If a Reporting Party is unsure of someone's duties and ability to maintain one's privacy, the Reporting Party should ask the person before he/she speaks to him/her.

B. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

C. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

D. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

E. **Rape** – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System, means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Respondent.

This definition includes any sex between a Respondent and Reporting Party. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which an individual is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the Reporting Party to demonstrate lack of consent.

F. **Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators, Vice Presidents, faculty, and staff) who directly work with students. If a student is unsure of

someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.

G. **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature for the purposes of sexual gratification without the person's expressed and explicit consent.

H. **Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; including harassment for displaying what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

I. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

J. **Preponderance of Evidence** – the College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. This standard means a reported event is more likely than not to have taken place. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

II. REPORTING

A. Reporting to Local Law Enforcement.

Individuals may report Sexual Misconduct directly to local law enforcement agencies by dialing 911. Individuals who file a criminal report may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the Reporting Party and/or the College community.

Individuals may choose not to report Sexual Misconduct to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the report.

B. Reporting to College Officials.

1. Students Complaints.

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to Sexual Misconduct may do so by reporting the concern to the College's Title IX Coordinator.

The College's Title IX Coordinator is:

Dr. Michael Coleman
Vice President for Students Services
185 Freedlander Dr.
Clyde, NC 28721
(828) 565-4220
mwcoleman@haywood.edu

For Sexual Misconduct incidents between students and employees, the Title IX Coordinator will work in partnership with the Director of Human Resources to investigate and resolve the report.

2. Employee Complaints (Further Detailed in Procedure 3.3.7.1).

All reports of Sexual Misconduct incidents solely between employees should be reported to the Director of Human Resources.

The College's Director of Human Resources is:

Marsha Stines
Director for Human Resources
185 Freedlander Dr.
Clyde, NC 28721
(828) 627-4529
mstines@haywood.edu

III. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Reporting Party or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Title IX Coordinator (student/student); 2) the Director of Human Resources (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Reporting Parties") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the report. Reports submitted after the thirty (30) day period will still be investigated; however, Reporting Parties should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such reports. The Title IX Coordinator shall assign an impartial investigator to fully investigate any reports. If any report also involves an employee, the Title IX Coordinator will collaborate with the College's Director of Human Resources. During the course of the investigation, the Title IX Coordinator may consult with other relevant College administrators and the College Attorney.

2. During the investigation, the Investigator shall meet with the Reporting Party and the Respondent separately and give each party an equal opportunity to provide evidence, including informing the Investigator of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Title IX Investigator may report information to the Title IX Coordinator that warrants temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the report shall be maintained by the Title IX Coordinator. To the extent possible, the College will keep all information relating to the report and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. Working with the Investigative Team, The Title IX Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Title IX Coordinator may grant the investigative team an additional ten (10) calendar days to complete the investigation. The Title IX Coordinator, or his/her designee, shall notify the parties of this extension.

6. Upon making the report, Reporting Parties will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Reporting Parties will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. Employee Investigations. (See Procedure 3.3.7.1)

IV. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, a Title IX Adjudicator will put forward a recommendation of finding, based on the Preponderance of Evidence, and sanctions, if warranted. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Title IX Coordinator, or his/her designee, will submit to each party a final outcome letter that will include, but not limited to, the following:

    a. Determination if the Respondent is responsible or not responsible for violating these Procedures.
    b. Sanction(s), if appropriate.
    c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Title IX Coordinator will assist in this process).
    d. Short-term College counseling services available to each party.

2. If the Adjudicator's recommendations are not accepted by either the Reporting Party or the Respondent, both may appeal and request a formal hearing. As the President's designee, The Vice President of Student Services will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

    a. Prior to the hearing, the Reporting Party and the Respondent have the right to review all evidence, including written statements by the Respondent, the Reporting Party, or witnesses. Strict rules of

evidence do not apply. The Preponderance of Evidence shall apply for the hearing.

b. Written notice including the date, time, and location of the hearing will be sent to all parties.

c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

d. The Reporting Party and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Reporting Party or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

e. Both parties have a right to a written notice of the hearing outcome.

B. Employees. (See Procedure 3.3.7.1)

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students

   a. Verbal or Written Warning
   b. Probation
   c. Administrative withdrawal from a course without refund
   d. Required Counseling
   e. No Contact Directive
   f. Suspension
   g. Expulsion (President must impose)
   h. Other consequences deemed appropriate

2. Employees – (See Procedure 3.3.7.1)

V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of Sexual Misconduct in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will

take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VI. PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that a report made in good faith will not be considered false when the evidence does not confirm the report(s) of Sexual Misconduct.

VII. AMNESTY CLAUSE

The College community encourages the reporting of misconduct and crimes by Reporting Parties and witnesses. Sometimes, Reporting Parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of various policy violations. It is in the best interest of this College that as many Reporting Parties as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers Sexual Misconduct Reporting Parties and witness's amnesty from minor policy violations.

The health and safety of every student at Haywood Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to College officials. The College may also offer amnesty or leniency to the Respondent or reporting witness with respect to other violations of College policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a Reporting Party acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Haywood Community College officials or law enforcement will not be subject to Haywood Community College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

VIII. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition

shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

IX. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

X. STUDENT EDUCATION AND ANNUAL TRAINING

All new students shall be required to participate in a primary prevention and awareness program that promotes awareness of Sexual Misconduct. This program will be held annually at the beginning of each fall semester.

At this annual training, students must receive training in the following areas:

A. Information about safe and positive options for bystander intervention skills;
B. What "consent" means with reference to sexual activities;
C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
D. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
E. The importance of preserving physical evidence in a sexual-based violent crime; and
F. Options about the involvement of law enforcement and campus authorities, including the Reporting Parties option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, all students will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file in the Title IX Coordinator's office and the Director of Human Resources' office. Other translations will be made available upon request.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **DISCIPLINE AND APPEAL FOR NON-ACADEMIC VIOLATIONS**	Procedure 5.3.2.2

I. OVERVIEW

The Vice President of Student Services is responsible for implementing these Procedures.

These Procedures apply to non-academic violations defined in Policy 5.3.2 – Student Code of Conduct. For academic-related violations, see Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence and for issues related to other forms of unlawful discrimination, see Procedure 5.3.4.2 – Unlawful Discrimination.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. **Reprimand** - A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.

B. **General Probation** - General probation occurs when a student has broken the code of conduct for the first time; however, the action is not severe enough in nature to warrant a more restrictive reprimand. A student being placed on general probation will be warned that any future offense(s) will likely constitute further, more severe reprimands."

C. **Restrictive Probation** - Restrictive probation results in loss of good standing and becomes a matter of record. While on restrictive probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Restrictive probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under restrictive probation will result in the student's immediate suspension.

D. **Restitution** - Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.

E. **Withholding Academic Records and/or the Right to Register** - Withholding official transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.

F. **Interim Suspension** - Interim suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.

G. **Disciplinary Suspension** – Disciplinary suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President of Student Services before returning to campus. Disciplinary suspension appears on the student's academic transcript.

H. **Expulsion** - Expulsion is dismissing from the College. The student may be readmitted to the College only with the approval of the President. Expulsion appears on the student's academic transcript.

I. **Group Probation** - Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

J. **Group Restriction** - Group restriction is removing College recognition during the semester which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.

K. **Group Charter Revocation** - Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

III. IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College Vice President or Dean who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fail(s) to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the College Vice President or Dean may then immediately have the student(s) removed from campus.

The College Vice President or Dean invoking the removal shall notify the Vice President of Student Services in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College Vice President or Dean's written notice, the Vice President of Student Services shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President of Student Services' opinion, the student's behavior threatens the health, safety and well-being of the College community, the Vice President of Student Services shall place the student on interim suspension pending the outcome of the disciplinary matter. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.

IV. DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

A. Incident Report

Any College employee or student may file written charges with the Vice President of Student Services against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.

B. Investigation and Determination

The Vice President of Student Services, or his/her designee, shall conduct an investigation into the charges and allegations. Within ten (5) business days after receipt of the incident report, the Vice President, or his/her designee, shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provide the student (or student representative(s)) with an

opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President of Student Services, or his/her designee may act as follows:

1. Drop the charges; or

2. Impose a sanction

C. Notification

The Vice President of Student Services, or his/her designee, shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record via Certified mail – return receipt. Notification will also be sent to the Vice President of Instruction, and any instructors impacted by the decision.

V. Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the Vice President of Student Services, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the Vice President of Student Services, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

VI. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Disciplinary Review Committee

A student who disagrees with the Vice President of Student Service's decision may request an appeal before the Disciplinary Review Committee ("Committee"). This request must be submitted in writing to the Vice President of Instruction within three (3) working days after receipt of the Vice President of Student Services decision. The Vice President of Instruction shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the Reporting Individual, the name of the student(s) against whom the

charge has been filed, and the relevant facts revealed by the Vice President of Student Services's investigation.

1. Committee Composition

   Membership of the Disciplinary Review Committee shall be composed of the following:

   a. Three faculty/staff members appointed by the Vice President of Instruction.
   b. Three student members appointed by the Student Government Association and approved by the Vice President of Instruction.
   c. The Vice President of Instruction who will serve as the chair without a vote, unless there is a tie.
   d. The Vice President of Student Services will serve on the committee in a resource role.
   e. A note-taker

   At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business. Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the Vice President of Instruction or SGA if necessary.

2. Committee Hearing Procedures

   a. Pre-Hearing Procedural Responsibilities of the Vice President of Instruction – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President of Instruction shall send notification to the student(s) with the following information:

      i. A restatement of the charge or charges.
      ii. The time and place of the hearing.
      iii. A statement of the students' basic procedural rights.
      iv. A list of witnesses that the Vice President of Instruction or designee plans to present.
      v. The names of the Committee members.

      At least two (2) days prior to the hearing, the student(s) will provide the Vice President of Instruction with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President regarding legal counsel could

result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

b. The following due process rights shall apply to the Committee hearing:

   i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
   ii. The right to produce witnesses on one's behalf.
   iii. The right to request, in writing, the Vice President of Instruction to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the Vice President of Instruction.
   iv. The right to present evidence.
   v. The right to know the identity of the person(s) bringing the charge(s).
   vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
   vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

c. The following hearing procedures shall apply:

   i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

      - The student(s)
      - Counsel(s)
      - Committee Members
      - Vice Presidents, or designee

   ii. Witnesses shall only be present in the hearing room when giving their testimony.
   iii. The Vice President of Student Services, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.

iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.

v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Vice President of Student Services. The Chairperson shall establish the record at the close of evidence.

vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Vice President of Student Service's decision.

vii. Committee decisions shall be made by majority vote.

viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President of Student Services, in writing, with the Committee's decision.

B. Appeal to the President

A student who disagrees with the ("Committee") decisions may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. Appeals to the President will only be accepted if additional evidence is brought to light, or the student feels there were procedural errors or discrimination that impacted the decision of the committee.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student, the Vice President of Student Services, and the Vice President of Instruction within ten (10) business days from receipt of the student's appeal.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **UNLAWFUL DISCRIMINATION**	Procedure 5.3.4.2

Haywood Community College ("College") strives to make its campuses inclusive, safe and a welcome learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

I. DEFINITIONS - RELATING TO STUDENTS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the Reporting Party subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Discrimination:** any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. **Harassment:** a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidating, abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

   Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. **Protected Status:** race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

D. **Preponderance of Evidence** - the College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. This standard means a reported event is more likely than not to have taken place. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation.

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisals (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a report may be subject to disciplinary action including, but not limited to, expulsion or employment termination. The College recognizes that a report made in good faith will not be considered false when the evidence does not confirm the report(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Director of Student Wellness located in the 1500 Building Office. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile

environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees. (See Procedure 3.3.7.2)

IV. REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Office of Student Services located in the 1500 Building.

For Unlawful Discrimination incidents between students and employees, the Vice President for Student Services will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints. (See Procedure 3.3.7.2)

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Reporting Party or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President of Student Services, or designee (student/student); 2) the Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing reports ("Reporting Parties") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the report. Reports submitted after the thirty (30) day period will still be investigated; however, Reporting Parties should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such reports. The Vice President of Student Services shall fully investigate any reports involving students, and will, as needed, and if the report also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President of may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the report, the Vice President shall meet with the Reporting Party and the Respondent separately and give each party an equal opportunity to provide evidence, including informing

the Vice President of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Vice President may recommend an adjudicator implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or directives that include no contact between the involved parties.

4. A confidential file regarding the report shall be maintained by the Vice President. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Vice President shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President may have an additional ten (10) calendar days to complete the investigation. The Vice President shall notify the parties of this extension.

6. Reporting Parties will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. Employee Investigations. (See Procedure 3.3.7.2)

VI. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, information will be turned over to an adjudicator who will put forward a recommendation of finding, based on the Preponderance of Evidence, and sanction(s) to both the Reporting Individual and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President will submit to each party a final outcome letter based on the recommendations of the adjudicator, that will include, but is not limited to, the following:

   a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
   b. Sanction(s);

c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).
d. Short-term College counseling services available to each party.

2. If the recommendations are not accepted by either the Reporting Party or the Respondent, both may appeal and request a formal hearing. The Vice President of Student Services will preside over the hearing as the Presiding Officer without a vote. The process for the hearing is outlined below:

a. Prior to the hearing, the Reporting Party and the Respondent have the right to review all evidence, including written statements by the Respondent, the Reporting Individual, or witnesses. Strict rules of evidence do not apply. The Preponderance of Evidence shall apply for the hearing.
b. Written notice including the date, time, and location of the hearing will be sent to all parties.
c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
d. The Reporting Party and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Reporting Party or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
e. Both parties have a right to a written notice of the hearing outcome.

B. Employees. (See Procedure 3.3.7.2)

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students.

a. Verbal or Written Warning
b. Probation
c. Administrative withdrawal from a course without refund
d. No Contact Directive
f. Suspension

g. Expulsion (President must impose)
h. Other consequences deemed appropriate

2. Employees. (See Procedure 3.3.7.2)

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **STUDENT GRIEVANCE**	Policy 5.3.6

I. GRIEVANCE PROCESS OVERVIEW

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President.

A grievance is any matter of student concern or dissatisfaction with the College's control except: (a) student discipline matters regarding academic and non-academic violations (Policy 5.3.2 – Student Conduct); (b) discrimination and unlawful harassment, including sexual harassment and sexual violence (Policy 5.3.4 – Discrimination and Unlawful Harassment); (c) a grade appeal (Policy 5.3.7 – Grade Appeal); or (d) any other matter that has a specific grievance process outlined in that policy or procedure.

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time-period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Student Services ("Vice President"). The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level.

The Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time-period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three

If the student is not satisfied with the Vice President's determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President shall provide a written decision to the student.

The President's decision is final.

Adopted: 8-14-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **CAMPUS SECURITY REPORTING – CLERY ACT**	Policy 5.4.2

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;

2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);

3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services; and

4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;

2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/

vandalism of property that was motivated by bias on race, religion ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.

2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.

3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Vice President of Student Service's Office to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

A. Submit crime statistics to the United States Department of Education;

B. Maintain a daily crime log (open to public inspection);

C. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;

D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.

E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Adopted: 8-14-2017

Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: http://www2.ed.gov/admins/lead/safety/handbook.pdf)

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **SERVICE ANIMALS AND OTHER ANIMALS ON CAMPUS**	Policy 5.4.5

I. OVERVIEW

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This Policy addresses the use of Service Animals and other animals on campus by qualified individuals with disabilities or individuals authorized to provide training.

II. DEFINITIONS

A. **Emotional Support Animal** – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal".

B. **Service Animal** – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. Service Animals are limited to service dogs and, in some cases, miniature horses.

C. **Pets** – any animal that is not an Emotional Support Animal or a Service Animal.

III. ANIMALS ON CAMPUS

Pets are not permitted within buildings and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. Subject to the

rules set forth in section IV and V below, Emotional Support Animals and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons.

IV. PROCEDURES REGARDING SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS.

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

   a. Service Animals

      Students and employees are not required to register Service Animals. However, they are encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a Service Animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus. Visitors with Service Animals are not required to register their animals.

   b. Emotional Support Animals

      Students or College employees who wish to have an Emotional Support Animal on campus must first bring appropriate documentation from a physician or mental health professional to support having an Emotional Support Animal as a result of their disability, to the Disability Services Office (students) or the Office of Human Resources (employees) to determination if their Emotional Support Animal is allowed on campus. This determination will be decided on a case-by-case basis (see Section B.2). If the Emotional Support Animal is accepted on campus, the student or employee will be required to register the animal and follow the accommodations given by the appropriate staff person.

2. Care and Supervision

   a. The care and supervision of a Service/Emotional Support Animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The Service/Emotional Support Animal (or any other animal on campus) must be under the control of the handler at all times and may not be left alone. All animals on campus must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length. In situations where a leash or other device interferes with a Service Animal's ability to perform its task or service, the Service Animal must remain under control of the handler at all times.

c. The owner and handler of any Service Animal, Emotional Support Animal, or Pet is responsible for any damage of personal property or any injuries to an individual caused by the animal.

d. The handler must ensure the animal is "housebroken" and trained and must clean up and remove all animal waste created by the animal.

e. A Service Animal, Emotional Support Animal, or Pet may not disrupt the operation of the College or any class.

B. Responsibilities of the College Community

1. Service Animals

If the need for a Service Animal is obvious, College officials may not question the presence of the animal on campus. If the need for a Service Animal is not obvious, College officials are permitted to ask the handler two questions:

a. Is the animal required because of a disability?
b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual's disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

2. Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus, provided they have documentation from a physician or mental health professional. The College is not required to grant reasonable accommodations that would result in a fundamental alteration of a program or would constitute an undue burden. Any requests for a reasonable accommodation for an Emotional Support Animal shall be directed to the Disability Service Office (students) or the Office of Human Resources (employees).

In determining request for accommodations for an Emotional Support Animal, the consideration is:

a) Does the person have a disability (i.e. a physical or mental impairment that substantially limits one or more major life activities) with supporting recent documentation from a physician or mental health professional describing the need for an Emotional Support Animal?
b) Does the Emotional Support Animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more of the identified symptoms or effects of the person's existing disability?
c) Is the request an undue burden on the College or does it fundamentally alter a College program?

C. Removal of Service Animals, Emotional Support Animals, or Pets

The College has the authority to remove a Service/Emotional Support Animal (or any other animal) from its facilities or properties if the animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training". N.C.G.S. § 168-4.5. In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal.

Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

Adopted: 08-14-2017

Revised: 09-04-2018
Cross Reference: Policy 2.2.9; Policy 3.4.9

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **STUDENTS – ALCOHOL AND DRUGS ON CAMPUS**	Policy 5.3.5

The College is committed to providing each of its students a drug and alcohol free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment and result in damage to College property.

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.

1. *Controlled Substance* means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

2. *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.

3. *Impairing Substances* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

4. *College Location* means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.

5. *Reasonable Suspicion* is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources

or credible sources (anonymous tips may only be considered if they can be independently corroborated).

B. Student use of drugs as prescribed by a licensed physician is not a violation of Policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

D. The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

E. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his/her discretion, the Vice President of Student Services may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

F. Each student is required to inform the College, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

G. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.4 – Alcohol and Drugs on Campus.

Adopted: 9-14-2017
Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, *et seq.*

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **STUDENT RIGHT TO KNOW ACT**	Policy 5.4.1

Pursuant to the Student Right to Know and Campus Security Act (the "Act"), the College is required to publicly disclose relevant graduation and transfer rate information for its students. The Act is a consumer information report designed for public access to relevant graduation and transfer information to enable students to make informed decisions regarding their college choice. The College makes available to currently enrolled as well as prospective students the graduation and transfer rate for the most recent cohort of entering students based on a one year reporting period.

The Acts' report is a cohort based study. The cohort is made up of students who enrolled as first-time college students who attended full-time (i.e., twelve [12] or more hours) and had declared themselves as degree seeking. The graduation and transfer rate for the cohort is calculated one year after the cohort's initial date of enrollment. These numbers can be misleading because many community college students attend part-time. Those students are not included in this report. Moreover, students with academic goals other than transfer or degree seeking students are not included in this report. Also not included with the report are those students who leave school to serve in the armed services, an official church mission or with a recognized foreign aid service of the Federal government.

The report is updated annually and is available in the Director of Enrollment Management's Office.

Adopted: 8-14-2017
Legal Reference: P.L. 101-542 – Student Right-To-Know Act

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS EMERGENCY INCIDENT RESPONSE**	Procedure 2.1.2.1

In the event of an emergency on the campus of Haywood Community College, pre-determined plans and procedures for orderly and expeditious campus evacuation, lock down, or seek shelter and rapid communications shall be executed. The proper execution of these plans and procedures can materially assist in the protection of property and, most importantly, the saving of lives.

Haywood Community College's Emergency Response Plan has established procedures and plans of action to enable the faculty, staff, and students to respond appropriately during emergency situations. The latest update of the HCC Emergency Response Plan can be viewed and/or downloaded from: https://www.haywood.edu/security-and-safety/security-resources

Emergency Response Needs Related to a Disability:

Students

Any student who feels he/she will need external support during an emergency, or during campus emergency drills, due to an area of disability or impairment, is encouraged to communicate with the Director of Student Wellness in order to develop a Safety Plan. Please refer to Haywood Community College's Emergency Response Plan for further explanation.

Faculty/Staff

Any member of HCC faculty or staff who feels he/she will need external support during an emergency, or during campus emergency drills, due to an area of disability or impairment, is encouraged to communicate with the Director of Human Resources in order to develop a Safety Plan. Please refer to Haywood Community College's Emergency Response Plan for further explanation.

Adopted: 11-14-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **PANDEMIC PLAN**	Procedure 2.1.5.2

I. PANDEMIC HEALTH EVENTS

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty and staff by working with local, regional, state and national health officials.

To do this, College employees will strive to: (a) protect the health of students, faculty, staff and visitors on the College campus and extension sites; (b) communicate with the College community and the public during the duration of a pandemic event; (c) sustain necessary College operations and services as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

II. OPERATION ASSUMPTIONS

The following assumptions are made for purposes of this Policy:

A. The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.

B. A declared pandemic health event results in travel restrictions, quarantine areas, school closures and public events/activities cancellations.

C. The College will work with local authorities to coordinate locally-based response plans.

D. It is reasonably expected that a pandemic outbreak may result in the closing of all College facilities for a period of time.

III. PANDEMIC EVENT COORDINATOR

The VP of Business Operations, in cooperation with the President's Office, will serve as the Pandemic Event Coordinator ("Coordinator"). The Coordinator will be responsible for the following:

A. Coordinating all planning efforts.

B. Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.

C. Reviewing and updating the pandemic event procedures with the Pandemic Response Team.

D. Identifying and procuring resources for responding to a pandemic event.

E. Monitoring pandemic status with local, state and national health agencies.

IV. PANDEMIC EVENT RESPONSE TEAM

The Coordinator will serve as the leader of the College's Pandemic Event Response Team ("Team"). The Team membership is as follows: Executive Team, Director of Human Resources, Director of Campus Development, and the Director of Marketing and Communications.

V. COMMUNICATIONS

A. COMMUNICATIONS TO THE PUBLIC

1. The College's Director of Marketing and Communications ("Spokesperson") will serve as the lead spokesperson for the College communicating with the media. The President will serve as alternate spokesperson and will coordinate all public communications with the College's Spokesperson. All other College employees should not attempt to speak for the College.

2. The College will utilize the notification procedures for a schedule interruption as outlined in Procedure 2.1.11-Adverse Weather and Emergency Closings. The College will distribute information by area radio and television, daily newspaper, emergency notification system, and the College's website. Website information will include College plans and, if available, links to local, state, and federal agencies to help create awareness and educate people on the pandemic event, prevention strategies and general information for the public good.

3. The College's Spokesperson will conduct media briefings and issue news releases as necessary.

B. COMMUNICATIONS TO EMPLOYEES

1. The Spokesperson will communicate with employees by email, voicemail and the College's website. Timely information and updates will be sent and posted as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.

2. The Human Resources Director and Spokesperson will communicate with employees about healthcare services and the need to maintain personal healthcare.

3. The Human Resources Director will contact employees about accounting for absences, leaves, compensation and any other personnel issues related to disruptions resulting from a pandemic health event.

C. COMMUNICATIONS TO STUDENTS

1. The Spokesperson will coordinate communication with students by student email, the College's website and the emergency notification system. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, College closing/re-opening information and other information as needed.

2. The Spokesperson will distribute to students information from public health officials that might prevent or impact an outbreak of a pandemic health event.

VI. PREVENTION

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities and schedule the following actions:

A. Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.

B. Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.

C. Instruct facility services to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.

D. Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.

E. Instruct all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more than once daily.

F. Determine the impact of the pandemic health event on the number of physical plant operations staff available and alternative methods to sanitize the campus.

Adopted: 01-22-2018

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **ADVERSE WEATHER AND EMERGENCY CLOSINGS**	Procedure 2.1.11.1

Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Decisions impacting day classes will be made by 6:00 a.m. or earlier if possible. Decisions about evening classes will be made by 2:00 p.m if possible.

Haywood Early College ("HEC") students should follow the Haywood County Schools' schedule. However, if the College is open, HEC students should make every effort to attend their College classes.

Announcements regarding closures, or delayed schedules, will be posted on the College's website and on the following:

Television - WLOS

The College weather hotline will also be utilized for all weather announcements. The College's hotline number is 828-627-4517. Please call the number for additional information.

The College strongly recommends that all employees and students sign-up for alert messages through the HCC Emergency Notification System (ENS) at login.haywood.edu and www.wlos.com in order to receive College closings/delays directly to a telephone.

NOTE: Weather conditions may necessitate closing after 6:00 a.m. or after 2:00 p.m.

Adopted: 11-14-2017
Cross Reference: Procedure 3.2.11.1

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS MEDICAL EMERGENCIES**	Procedure 2.1.5.1

A. The College has no facilities for medical treatment for students, employee and guests. However, the College has first aid kits located in each campus building.

B. In the event of a medical emergency, individuals present should contact emergency services at 9-1-1 and request first responder services. If using a campus phone dial 9 then 9-1-1.

C. All accidents involving College employees are to be reported to Human Resources immediately as well as the employees supervisor once the employee has received any immediate necessary care. All accident report forms must be completed within two (2) business days.

D. Students who are covered under student accident insurance should notify the Vice President of Student Services immediately after student has received any immediate necessary care. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Incident Reporting Form. Student Services will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Registrar's Office and to their instructors.

E. If emergency medical services are required for College students or employees participating in a College event at an off-campus location, the injured party should immediately alert officials at the event or location and/or contact 9-1-1.

F. In the event of an accident involving a College vehicle:

1. Dial 9-1-1 if emergency services or an ambulance is needed;

2. Contact the appropriate law enforcement agency to obtain an official law enforcement report;

3. Obtain as much information as possible from any other parties involved in the accident (including, if possible, insurance information); and

4. Report the accident to the appropriate supervisor and the Director of Campus Development.

Adopted: 11-14-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **EVENT FACILITY USE**	Procedure 2.2.3.1

Haywood Community College Event Facilities are available for use by both College employees and External User Groups. The following procedures shall be used by all parties hosting an event at the College's event facilities. For Permit requests of College space for the purposes of Campus Free Speech, Distribution of Material and Assembly, refer to Procedure 2.3.5.1.

I. College Employees Approved to Use the College's Event Facilities

Any College employee requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval. Upon approval, you will receive notification from the Coordinator of Campus Development Services and Events along with the Haywood Community College Event Facility Use Guidelines. The College employee requesting use of the College Event Facilities will be responsible for adhering to the HCC Event Facility Use Guidelines along with all College Policies and Procedures during the event.

II. External User Groups Approved to Use the College's Event Facilities

Any External User Groups requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval.

A. Terms of Use

User shall be responsible for complying with the latest version of the Haywood Community College Facility Use Guidelines and all Facility Use Contract. Violation of either of these may, at the discretion of the College, result in fines to the user.

B. Permitted Groups

The following groups shall be permitted to use the College's event facilities and grounds:

1. Student groups and College affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and

5. For-profit entities for events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College's event facilities must be in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities in violation of the N.C.G.S. § 66-58.

C. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

D. Rental and Service Fees

Rental and service fees are established herein for use of the College's event facilities by governmental entities, non-profit entities, community members and for-profit entities. The President may, in his/her discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

III. Rental and Service Fees

A. Event Facility Rental Fees

The following is a list of the available facilities for use and the event facility rental rate.

Facility Location	Weekday Hours M-F: 8am-11pm	Weekends and Holidays S-S: 8am-8pm
Student Center Auditorium	$375.00 per day	$750.00 per day
Student Center Lobby	$75.00 per day	$150.00 per day
Millhouse/Pond Area	$75.00 per day	$150.00 per day

Regional High Technology Center Auditorium	$100.00 per day	$200.00 per day
Regional High Technology Center Lobby	$75.00 per day	$150.00 per day
Regional High Technology Center Conference Rooms	$75.00 per day	$150.00 per day
Classrooms (If available)	$75.00 per day	$150.00 per day
ITV Room	$75.00 per day	$150.00 per day
Creative Arts Gallery/Multipurpose Room	$100.00 per day	$200.00 per day

B. Service Fees

The following is a list of service charges associated with event facility use. The user will be notified in advance of service fees associated with requests for additional services not included in the following list.

Service	Normal Hours (M-F, 8am-5pm)	After Hours, Weekends and Holidays
Opening (e.g., set-up) and Closing (break-down and clean-up)	Dependent upon the event needs.	Dependent upon the event needs.
Technical Support for Audio/Visual Equipment	Dependent upon the event needs.	Dependent upon the event needs.
Security	Rate determined by contracted security.	Rate determined by contracted security.
Cleaning Fee	$75.00 per event	$75.00 per event
Piano Rental	$0.00 (tuning is at the expense of the user)	$0.00 (tuning is at the expense of the user)
These fees are the minimum and are subject to change based on the size and complexity of the event		

Adopted: 11-14-2017

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE **CAMPUS FREE SPEECH, DISTRIBUTION OF MATERIAL AND ASSEMBLY**	Procedure 2.3.5.1

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures. These Procedures only apply to the use of College space and Designated Areas for the purpose of Campus Free Speech, Distribution of Material, and Assembly. For more information regarding College event facility use, see Policy 2.2.3.1 – Event Facility Use.

I. Definitions

A. College Members – students who are currently enrolled at the College and/or individuals currently employed by the College.

B. College Space – all outdoor areas on the College campus.

C. College Use – use of a College Space by the College for official College business and/or functions.

D. Designated Area(s):

- Area outside Main Campus Auditorium in designated parking area
- Area outside Regional High Technology Center Auditorium in designated parking area
- Grass area adjacent to the Millhouse
- Outside landing area – 2nd floor Student Services – across road from main entrance – next to steps
- Fountain area between the 200 Building (Library) and 300 Building – top of campus

E. Non-College Members – any individuals who are not currently enrolled at the College and are not currently employed by the College.

II. Speech, Distribution of Material and Assembly for College Members

A. The College is committed to making the majority of its College Space available to College Members who wish to exercise their rights of speech, distribution of material and assembly. The College maintains the right to reserve any College Space at any time, with or without prior notice, for College Use and such use will take priority over any other use.

B. All outdoor assemblies may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle or pedestrian traffic.

C. Although registration by College Members to use College Space is not required, it is recommended for planning purposes. Registration ensures that the desired space will be available on the desired date and time. For more information about registration, see Section III (B) herein.

III. Speech, Distribution of Material and Assembly for Non-College Members

A. When the College's general classes are in session during the hours of 8:00 a.m. to 9:00 p.m., Mondays through Fridays, Non-College Members shall be allowed to use the Designated Area as long as it is not already reserved or in-use by a College class or College sponsored function or event. The Designated Area is not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

B. Any Non-College Members will be allowed to use the Designated Area within the time restriction. All Non-College Member permit requests for use of Designated Area(s) for the purpose of free speech, distribution of material, and assembly shall be in accordance with the College permitting procedures for such requests and submitted to the Coordinator of Campus Development Services and Events at least five (5) business days prior to their activity on campus. The College does not restrict speech and/or activities based on content or viewpoint. The purpose of the permitting procedure is to review safety concerns and ensure there is adequate space in the Designated Area for the requested date and time. Upon request by College officials, Non-College Members will be required to provide proof of permit for use of the Designated Area. Permits will only cover one (1) day at a time. Requests for standing dates (i.e., every Tuesday) will not be honored.

C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

IV. General Rules and Regulations for Both College and Non-College Members

A. While expressing speech, distributing material or assembling, both College and Non-College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger or speech that constitutes defamation;

2. Touching, striking, approaching or impeding the progress of pedestrians in any way, except for incidental or accidental contact;

3. Obstructing the free flow of pedestrian or vehicular traffic;

4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;

5. Damaging, destroying or stealing College or private property; and

6. Possessing or using firearms, explosives, dangerous weapons or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity. Non-College Members are required to remain in the Designated Area while on campus.

B. Individuals may distribute pamphlets, booklets, brochures and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees or other College property.

C. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs and trees.

D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court) and being banned from future use. College Members may also be subject to College disciplinary action as outlined in College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

V. Polling Places on Campus

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

VI. City Sidewalks

City sidewalks that run along the borders of or within the College's campus are public forums and available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

Adopted: 12-07-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **GENERAL ADMISSIONS PROCEDURES**	Procedures 5.1.1.1

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete basic skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Enrollment Management administers all admissions requirements and enforces all College admission policies and procedures.

I. Curriculum Programs

A. Diploma and Degree Seeking Applicants

*The following information is for degree, diploma, or certificate seeking students who have completed high school, or high school equivalency, and plan to enroll in curriculum classes at the College. Students planning to enroll in curriculum courses while still in high school should see the information about the College's Career and College Promise (CCP) program in procedure 5.1.1.2., or speak with their high school guidance counselor.

For curriculum degree, diploma, or certificate seeking students, all applicants must:

1. Complete the NC Residency Determination Process online by visiting https://ncresidency.cfnc.org

   (Students who have previously received an RCN number from the Residency Determination Service (RDS) from another college should bring their number to Student Services upon applying to the College.)

2. Submit a completed application for admission to the Student Services Department. The electronic application for admission is available online at www.haywood.edu.

3 Send an official high school transcript or official high school equivalency scores from a regionally accredited institution to the Student Services Department. These transcripts must include the date the diploma was awarded, the type of diploma, and have the official seal of the school. It must be mailed or electronically transferred from the issuing school or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted. Applicants who

have completed an associate's degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.

4. Complete the College's placement test when requested to determine if developmental courses are required before enrollment into college level math or English. The computerized placement test is administered by the College through the Student Services Department. Placement testing is available to distance students through remote testing locations if desired. Students should contact Student Services in a timely manner to schedule a placement test before registration can occur. If a student is placed into developmental English or math, these courses should be completed during the first two semesters of enrollment, if at all possible. If a student places below the "cut score" on a placement test in reading, he/she must complete training in the College's College and Career Readiness department before entering a diploma or an associate degree program.

5. The placement test (or parts of it) can be waived with submission of official scores from any of the following assessments as long as they were taken within the past 5 years:

Test	English	Reading	Math
NCDAP	Composite score of 151 or higher for English & Reading		7 or higher for each DMA 010-060
SAT (Pre-March 2016)	500	500	500
SAT (March 2016 Forward)	Evidence Based Reading and Writing Score of 480 or higher		530
ACT	18	22	22

Asset	41	41	41 Numerical 41 Int. Alg.
COMPASS	70	81	47 Pre Alg. 66 Alg.
Accuplacer	Combined Score of 166 Read Comp. & Sent. Skills		55 Arith. 75 Elem. Alg.

Multiple Measures Placement

The placement test may also be waived for new incoming students who graduated from high school within the past 5 years, and submit an official high school transcript to Student Services with the following before the enrollment deadline:

a) An unweighted GPA of 2.6 or higher
b) Completion of four approved math courses in high school with a grade "C" or higher (a list of approved math courses can be obtained from the Student Services Department upon request).

- Submission of official transcripts from a high school senior's first semester is sufficient to qualify for multiple measures placement as long as the above items are satisfied.

A departmental interview is required for the following programs: Professional Crafts-Clay, Fiber, Jewelry, and Wood.

Additional admission requirements for nursing applicants are listed in the Academic Program of Study.

Residency Appeal Process

Residency and the appeals process is now regulated by the State of North Carolina. The following message regarding the residency appeal process is required of all students, and is managed by the state:

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for

in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

For more information about residency, how it's determined, and the process for appealing residency status for the state of North Carolina, visit www.ncresidency.org

6. Returning students who are eligible for readmission and who have not been enrolled at the College for two academic semesters must submit a new Application for Admission and update residency classification prior to registration. The application for admission is available at www.haywood.edu. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current college catalog.

   Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Vice President of Student Services requesting readmission.

   The College reserves the right to deny readmission to a former student including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

B. Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Please check our current catalog to review the prerequisite(s). Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College. Students seeking to change to a degree-seeking status must complete an Application Update/Change of Curriculum form for admission and follow the admission procedure for the diploma, associate degree or certificate.

All non-degrees applicants must:

1. Submit a completed Application for Admission form to the Enrollment Management Office. The application for admission is available at www.haywood.edu.

2. Meet all placement test requirements before enrolling in English or math courses.

3. Meet all prerequisites before enrolling in those courses requiring prerequisites.

4. If transfer credits or placement scores will be used to waive the College's placement test or a prerequisite, official transcripts from a regionally accredited institution must be received before registering for the course.

II. Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must:

A. Complete a Continuing Education Instant Enrollment Form available in Student Services in the Student Center.

B. Submit the Form to Enrollment Management to complete the registration process.

C. Pay tuition, institutional fees and purchase books in the Student Center.

D. Online registration for continuing education courses is available via WebAdvisor. Students who register online will also be required to pay online using a credit card.

III. Certificate Programs

All applicants must submit a completed Application for Admission to the Student Services Department. The application for admission is available at www.haywood.edu. Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs.

IV. Provisional Admissions

In certain situations, an applicant may be provisionally accepted into the College and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

V. International Students

Currently, the College does not issue the I-20 form necessary for international students with F-1 visas. If demand increases, approval for admission of international students with F-1 visas could be re-instated. Other visas for short term enrollment may be considered on an individual basis. Information and/or questions should be directed to the Director of Enrollment Management.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **DISCIPLINE AND APPEAL FOR ACADEMIC VIOLATIONS**	Procedure 5.3.2.1

I. OVERVIEW

The Vice President of Instruction is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first class meeting.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 6.3.2 – Standards of Student Conduct. For non-academic violations, see Administrative Procedures 6.3.2.2.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may include but are not limited to the following:

A. Re-do the assignment, or submit another assignment.

B. Additional course work;

C. Loss of credit for the assignment; or

D. Loss of credit for the class.

III. INVESTIGATION AND DETERMINATION

A. Instructor's Investigation

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. Submit an official violation report through Maxient – electronic reporting system.

2. Contact VP of Student Services and VP of Instruction to determine if the student had any previous occurrences of academic violations

3. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.

4. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.

5. Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
   a. An academic-related violation did not take place and the issue is resolved.

   b. An act of academic dishonesty did occur in the instructor's opinion.

B. Vice President of Instruction's Determination

The instructor will communicate his/her findings to the Vice President of Instruction, who will make a disciplinary determination of sanctions based on the evidence gathered in the instructor's investigation. The severity of the disciplinary sanction(s) will take into account previous offenses of academic dishonesty, which may constitute additional disciplinary action. The Vice President of Instruction, or his/her designee, will then communicate the findings and disciplinary sanctions to the student via their official College issued email address within five (5) business days of the initial finding of academic dishonesty. If an email address is not available, the Vice President of Instruction, or his/her designee, shall send his/her written findings and disciplinary sanctions to the student's mailing address on record with the College by certified mail-return receipt. The sanctions will remain in place unless modified or overturned on appeal. The Vice President of Instruction, or his/her designee, will also notify the Vice President of Student Services, and all instructors impacted by the decision, of the findings and disciplinary sanctions imposed.

IV. ACADEMIC DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Academic Review Committee

A student who disagrees with the Vice President of Instruction's decision may request an appeal before the Academic Review Committee ("Committee"). This request must be submitted in writing to the Vice President of Student Services within three (3) working days after receipt of the instructor's decision. The Vice President of Student Services shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the Reporting

Individual, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the instructor's investigation.

1. Committee Composition

Membership of the Academic Review Committee shall be composed of the following:

a. Six faculty/staff members appointed by the Vice President of Student Services.
c. The Vice President of Student Services who will serve as the chair without a vote, (unless there is a tie).
d. The Vice President of Instruction will serve on the committee in resource role, without a vote.
e. A note-taker

At least five faculty/staff members, plus the Chairperson must be present in order for the Committee to conduct business.

Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the Vice President of Student Services if necessary.

2. Committee Hearing Procedures

a. Pre-Hearing Procedural Responsibilities of the Vice President of Student Services – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President of Student Services shall send notification to the student(s) with the following information:

i. A restatement of the charge or charges.
ii. The time and place of the hearing.
iii. A statement of the students' basic procedural rights.
iv. A list of witnesses that the Vice President of Student Services or designee plans to present.
v. The names of the Committee members.

At least two (2) days prior to the hearing, the student(s) will provide the Vice President of Student Services with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President of Student Services regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

b. The following due process rights shall apply to the Committee hearing:

i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
ii. The right to produce witnesses on one's behalf.
iii. The right to request, in writing, the Vice President of Student Services to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the Vice President of Student Services.
iv. The right to present evidence.
v. The right to know the identity of the person(s) bringing the charge(s).
vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

c. The following hearing procedures shall apply:

i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

- The student(s)
- Counsel(s)
- Committee Members
- Vice Presidents, or designee

ii. Witnesses shall only be present in the hearing room when giving their testimony.
iii. The Vice President of Instruction, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee

Chairperson. All recordings will be filed in the office of the Vice President of Student Services. The Chairperson shall establish the record at the close of evidence.

vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the instructor's decision.

vii. Committee decisions shall be made by majority vote.

viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President of Student Services, in writing, with the Committee's decision.

B. Appeal to the President

A student who disagrees with the ("Committee") decisions may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. Appeals to the President will only be accepted if additional evidence is brought to light, or the student feels there were procedural errors or discrimination that impacted the decision of the committee.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student and Vice President of Student Services, and the Vice President of Instruction, within ten (10) business days from receipt of the student's appeal.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **DISCIPLINE AND APPEAL FOR NON-ACADEMIC VIOLATIONS**	Procedure 5.3.2.2

I. OVERVIEW

The Vice President of Student Services is responsible for implementing these Procedures.

These Procedures apply to non-academic violations defined in Policy 5.3.2 – Student Code of Conduct. For academic-related violations, see Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence and for issues related to other forms of unlawful discrimination, see Procedure 5.3.4.2 – Unlawful Discrimination.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. **Reprimand** - A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.

B. **General Probation** - General probation occurs when a student has broken the code of conduct for the first time; however, the action is not severe enough in nature to warrant a more restrictive reprimand. A student being placed on general probation will be warned that any future offense(s) will likely constitute further, more severe reprimands."

C. **Restrictive Probation** - Restrictive probation results in loss of good standing and becomes a matter of record. While on restrictive probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Restrictive probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under restrictive probation will result in the student's immediate suspension.

D. **Restitution** - Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.

E. **Withholding Academic Records and/or the Right to Register** - Withholding official transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.

F. **Interim Suspension** - Interim suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.

G. **Disciplinary Suspension** – Disciplinary suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President of Student Services before returning to campus. Disciplinary suspension appears on the student's academic transcript.

H. **Expulsion** - Expulsion is dismissing from the College. The student may be readmitted to the College only with the approval of the President. Expulsion appears on the student's academic transcript.

I. **Group Probation** - Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

J. **Group Restriction** - Group restriction is removing College recognition during the semester which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.

K. **Group Charter Revocation** - Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

III. IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College Vice President or Dean who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fail(s) to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the College Vice President or Dean may then immediately have the student(s) removed from campus.

The College Vice President or Dean invoking the removal shall notify the Vice President of Student Services in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College Vice President or Dean's written notice, the Vice President of Student Services shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President of Student Services' opinion, the student's behavior threatens the health, safety and well-being of the College community, the Vice President of Student Services shall place the student on interim suspension pending the outcome of the disciplinary matter. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.

IV. DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

A. Incident Report

Any College employee or student may file written charges with the Vice President of Student Services against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.

B. Investigation and Determination

The Vice President of Student Services, or his/her designee, shall conduct an investigation into the charges and allegations. Within ten (5) business days after receipt of the incident report, the Vice President, or his/her designee, shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provide the student (or student representative(s)) with an

opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President of Student Services, or his/her designee may act as follows:

1. Drop the charges; or

2. Impose a sanction

C. Notification

The Vice President of Student Services, or his/her designee, shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record via Certified mail – return receipt. Notification will also be sent to the Vice President of Instruction, and any instructors impacted by the decision.

V. Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the Vice President of Student Services, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the Vice President of Student Services, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

VI. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Disciplinary Review Committee

A student who disagrees with the Vice President of Student Service's decision may request an appeal before the Disciplinary Review Committee ("Committee"). This request must be submitted in writing to the Vice President of Instruction within three (3) working days after receipt of the Vice President of Student Services decision. The Vice President of Instruction shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the Reporting Individual, the name of the student(s) against whom the

charge has been filed, and the relevant facts revealed by the Vice President of Student Services's investigation.

1. Committee Composition

   Membership of the Disciplinary Review Committee shall be composed of the following:

   a. Three faculty/staff members appointed by the Vice President of Instruction.
   b. Three student members appointed by the Student Government Association and approved by the Vice President of Instruction.
   c. The Vice President of Instruction who will serve as the chair without a vote, unless there is a tie.
   d. The Vice President of Student Services will serve on the committee in a resource role.
   e. A note-taker

   At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business. Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the Vice President of Instruction or SGA if necessary.

2. Committee Hearing Procedures

   a. Pre-Hearing Procedural Responsibilities of the Vice President of Instruction – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President of Instruction shall send notification to the student(s) with the following information:

      i. A restatement of the charge or charges.
      ii. The time and place of the hearing.
      iii. A statement of the students' basic procedural rights.
      iv. A list of witnesses that the Vice President of Instruction or designee plans to present.
      v. The names of the Committee members.

      At least two (2) days prior to the hearing, the student(s) will provide the Vice President of Instruction with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President regarding legal counsel could

result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

b. The following due process rights shall apply to the Committee hearing:

   i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
   ii. The right to produce witnesses on one's behalf.
   iii. The right to request, in writing, the Vice President of Instruction to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the Vice President of Instruction.
   iv. The right to present evidence.
   v. The right to know the identity of the person(s) bringing the charge(s).
   vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
   vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

c. The following hearing procedures shall apply:

   i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

      - The student(s)
      - Counsel(s)
      - Committee Members
      - Vice Presidents, or designee

   ii. Witnesses shall only be present in the hearing room when giving their testimony.
   iii. The Vice President of Student Services, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.

iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.

v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Vice President of Student Services. The Chairperson shall establish the record at the close of evidence.

vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Vice President of Student Service's decision.

vii. Committee decisions shall be made by majority vote.

viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President of Student Services, in writing, with the Committee's decision.

B. Appeal to the President

A student who disagrees with the ("Committee") decisions may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. Appeals to the President will only be accepted if additional evidence is brought to light, or the student feels there were procedural errors or discrimination that impacted the decision of the committee.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student, the Vice President of Student Services, and the Vice President of Instruction within ten (10) business days from receipt of the student's appeal.

Adopted: 09-28-2017

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**	Procedure 5.3.4.1

Haywood Community College ("College") strives to make its campuses inclusive, safe and a welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on sex, gender and gender identity.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex or gender also includes sexual harassment, stalking, dating and domestic violence, or sexual violence, such as rape, sexual assault, sexual battery, and/or sexual coercion. The College's Title IX Coordinator has oversight responsibility for handling Sexual Misconduct complaints and for identifying and addressing any patterns and/or systemic problems involving Sexual Misconduct. All reports involving Sexual Misconduct should be directed to the College's Title IX Coordinator or, in the case of actions solely between employees, the College's Director of Human Resources. If the reported incident involves both an employee and a student, the Title IX Coordinator shall take the lead but shall work cooperatively with the Director of Human Resources.

I. DEFINITIONS FOR STUDENT INCIDENTS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Sexual Misconduct".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the Respondent subjectively views the conduct as discrimination or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Confidential Employee** – is not a Responsible Employee and is not required to report incidents of Sexual Misconduct to the College's Title IX Coordinator if confidentiality is requested by the Reporting Party. Campus Wellness counselors are considered Confidential Employees. If a Reporting Party is unsure of someone's duties and ability to maintain one's privacy, the Reporting Party should ask the person before he/she speaks to him/her.

B. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

C. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

D. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

E. **Rape** – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System, means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Respondent.

This definition includes any sex between a Respondent and Reporting Party. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which an individual is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the Reporting Party to demonstrate lack of consent.

F. **Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators, Vice Presidents, faculty, and staff) who directly work with students. If a student is unsure of

someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.

G. **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature for the purposes of sexual gratification without the person's expressed and explicit consent.

H. **Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; including harassment for displaying what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

I. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

J. **Preponderance of Evidence** – the College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. This standard means a reported event is more likely than not to have taken place. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

II. REPORTING

A. Reporting to Local Law Enforcement.

Individuals may report Sexual Misconduct directly to local law enforcement agencies by dialing 911. Individuals who file a criminal report may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the Reporting Party and/or the College community.

Individuals may choose not to report Sexual Misconduct to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the report.

B. Reporting to College Officials.

1. Students Complaints.

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to Sexual Misconduct may do so by reporting the concern to the College's Title IX Coordinator.

The College's Title IX Coordinator is:

Dr. Michael Coleman
Vice President for Students Services
185 Freedlander Dr.
Clyde, NC 28721
(828) 565-4220
mwcoleman@haywood.edu

For Sexual Misconduct incidents between students and employees, the Title IX Coordinator will work in partnership with the Director of Human Resources to investigate and resolve the report.

2. Employee Complaints (Further Detailed in Procedure 3.3.7.1).

All reports of Sexual Misconduct incidents solely between employees should be reported to the Director of Human Resources.

The College's Director of Human Resources is:

Marsha Stines
Director for Human Resources
185 Freedlander Dr.
Clyde, NC 28721
(828) 627-4529
mstines@haywood.edu

III. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Reporting Party or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Title IX Coordinator (student/student); 2) the Director of Human Resources (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Reporting Parties") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the report. Reports submitted after the thirty (30) day period will still be investigated; however, Reporting Parties should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such reports. The Title IX Coordinator shall assign an impartial investigator to fully investigate any reports. If any report also involves an employee, the Title IX Coordinator will collaborate with the College's Director of Human Resources. During the course of the investigation, the Title IX Coordinator may consult with other relevant College administrators and the College Attorney.

2. During the investigation, the Investigator shall meet with the Reporting Party and the Respondent separately and give each party an equal opportunity to provide evidence, including informing the Investigator of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Title IX Investigator may report information to the Title IX Coordinator that warrants temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the report shall be maintained by the Title IX Coordinator. To the extent possible, the College will keep all information relating to the report and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. Working with the Investigative Team, The Title IX Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Title IX Coordinator may grant the investigative team an additional ten (10) calendar days to complete the investigation. The Title IX Coordinator, or his/her designee, shall notify the parties of this extension.

6. Upon making the report, Reporting Parties will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Reporting Parties will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. Employee Investigations. (See Procedure 3.3.7.1)

IV. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, a Title IX Adjudicator will put forward a recommendation of finding, based on the Preponderance of Evidence, and sanctions, if warranted. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Title IX Coordinator, or his/her designee, will submit to each party a final outcome letter that will include, but not limited to, the following:

   a. Determination if the Respondent is responsible or not responsible for violating these Procedures.
   b. Sanction(s), if appropriate.
   c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Title IX Coordinator will assist in this process).
   d. Short-term College counseling services available to each party.

2. If the Adjudicator's recommendations are not accepted by either the Reporting Party or the Respondent, both may appeal and request a formal hearing. As the President's designee, The Vice President of Student Services will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

   a. Prior to the hearing, the Reporting Party and the Respondent have the right to review all evidence, including written statements by the Respondent, the Reporting Party, or witnesses. Strict rules of

evidence do not apply. The Preponderance of Evidence shall apply for the hearing.

b. Written notice including the date, time, and location of the hearing will be sent to all parties.

c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

d. The Reporting Party and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Reporting Party or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

e. Both parties have a right to a written notice of the hearing outcome.

B. Employees. (See Procedure 3.3.7.1)

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students

   a. Verbal or Written Warning
   b. Probation
   c. Administrative withdrawal from a course without refund
   d. Required Counseling
   e. No Contact Directive
   f. Suspension
   g. Expulsion (President must impose)
   h. Other consequences deemed appropriate

2. Employees – (See Procedure 3.3.7.1)

V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of Sexual Misconduct in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will

take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VI. PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that a report made in good faith will not be considered false when the evidence does not confirm the report(s) of Sexual Misconduct.

VII. AMNESTY CLAUSE

The College community encourages the reporting of misconduct and crimes by Reporting Parties and witnesses. Sometimes, Reporting Parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of various policy violations. It is in the best interest of this College that as many Reporting Parties as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers Sexual Misconduct Reporting Parties and witness's amnesty from minor policy violations.

The health and safety of every student at Haywood Community College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to College officials. The College may also offer amnesty or leniency to the Respondent or reporting witness with respect to other violations of College policy which may be disclosed as a result of such reports, depending on the circumstances involved. A bystander acting in good faith or a Reporting Party acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Haywood Community College officials or law enforcement will not be subject to Haywood Community College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

VIII. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition

shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

IX. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

X. STUDENT EDUCATION AND ANNUAL TRAINING

All new students shall be required to participate in a primary prevention and awareness program that promotes awareness of Sexual Misconduct. This program will be held annually at the beginning of each fall semester.

At this annual training, students must receive training in the following areas:

A. Information about safe and positive options for bystander intervention skills;
B. What "consent" means with reference to sexual activities;
C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
D. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
E. The importance of preserving physical evidence in a sexual-based violent crime; and
F. Options about the involvement of law enforcement and campus authorities, including the Reporting Parties option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, all students will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file in the Title IX Coordinator's office and the Director of Human Resources' office. Other translations will be made available upon request.

Adopted: 09-28-2017

Important Campus Contacts:

Campus School Resource Officers:
Aro-officers@haywood.edu
Cell 828.593.8477

Campus Security:
security@haywood.edu
Cell 828.734.5410 Office 828.627.4514

Campus Safety Services Officer:
Misty Massingale
mgreenarch@haywood.edu
Office 828.564.5113

Director of Human Resources:
Marsha Stines
mstines@haywood.edu
Office 828.627.4529

Vice President of Student Services:
Michael Coleman
mwcoleman@haywood.edu
Office 828.565.4220

Director of Campus Development:
Brek Lanning
bwlanning@haywood.edu
Office 828.565.4027

Counselor:
Susannah High
shigh@haywood.edu
Office 828.627.4504

Other contacts can be found on Haywood Community College Website Directory:

http://www.haywood.edu/directory

IMPORTANT NUMBERS

Security / ARO Office: 828-627-4514

Security Cell: 828-734-5410

ARO Cell: 828-593-8477

Emergency Services

If you have a fire, police or medical emergency, always call **9-1-1**

Other Emergency Numbers:

Ambulance – (828) 452-6600

Fire:
648-3418 - Canton
452-6600 - Center Pigeon, Clyde, Cruso, Junaluska, Maggie Valley, North Canton, Saunook
456-8611 – Waynesville

Police:
828-648-2376 (Canton, Clyde)
828-452-6666 (Maggie Valley)
828-456-8611 (Waynesville)

Haywood County Sheriff's Department— 828-452-6666

North Carolina State Highway Patrol – 1-800-445-1772

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
10800-799-4TTY (4889)

Smoky Mountain Center (Mental Health, Developmental Disability and Substance Abuse)
1-800-849-6127 Immediate Help
1-888-757-5726 Customer Service

Reach of Haywood
828-456-7898

Carolinas Poison Control Center – 1-800-800-3855

Additional Information

Haywood County Sheriff's Office

OFFICE OF THE SHERIFF
Now Located in west Waynesville at the corner of Brown Avenue and Hemlock Street
1620 Brown Avenue
Waynesville, NC 28786

Greg Christopher, SHERIFF
Email: gchristopher@haywoodnc.net

Jeff Haynes, Chief Deputy
Email: jhaynes@haywoodnc.net

Jason Smiley, Capt./Patrol/Admin.
Email: jsmiley@haywoodnc.net

Front Office 828-452-6768 (Hours: M-Th: 8a-6p, F: 9a-5p)
Emergency: 911
Dispatch: 828-452-6666 (Hours: 24 hours daily)
Toll Free: 1-800-545-1541

Crime Stoppers Tip Line: 1-877-92CRIME (1-877-922-7463)

GENERAL INFORMATION
The Haywood County Office of the Sheriff is open 24 hours a day, seven days a week regardless of holidays or adverse weather conditions. We diligently seek to maintain the highest level of integrity, honor, and professionalism during any and all situations.

JURISDICTION
With the exception of a 9-1-1 emergency, crimes or incidents are reported to the law enforcement agency that covers the area where the crime or incident took place. If your car is vandalized, if someone is harassing you, etc., you need to contact the agency covering that location.

If a crime occurs inside of Waynesville city limits, please contact the Waynesville Police Department at 456-5363.

If a crime occurs inside Canton City limits, then the report should be made to the Canton Police Department at 648-2376.

Inside Maggie Valley city limits call 926-0867 or 452-6666 and inside Clyde City limits call 648-2376.

The Haywood County Office of the Sheriff covers anything outside of the town limits. This is for criminal matters. If you have a civil paper to be delivered anywhere in the county, this must be done by the Office of the Sheriff.

CRIME PREVENTION, COMMUNITY WATCH & DARE

Deputy Heidi Warren is our DARE (Drug Abuse Resistance Education) Officer. She is also our Crime Prevention and Community Watch Deputy. You can contact her at 828-356-2880 Monday through Friday 9:00 am – 5:00 pm. You may also email her at hwarren@haywoodnc.net.

MISSING PERSON OR RUNAWAY

There is no waiting period to file a missing person or juvenile runaway report. Call the law enforcement agency where the missing person or juvenile was last seen.

OBTAINING A WARRANT

If you need to obtain a warrant for assault, trespassing, communicating threats, harassing telephone calls, or any other misdemeanor violation, go to the Magistrate's Office at the Law Enforcement Center located at 1620 Brown Avenue.

Any responsible adult can get a misdemeanor warrant provided you can explain to the Magistrate (Judge) the reason for getting the warrant and provide evidence or sworn testimony to support it. The Magistrate may require that you file a report with the corresponding law enforcement agency where the crime took place. Only a Deputy Sheriff or a Police Officer can obtain a felony warrant on your behalf.

VICTIM ASSISTANCE

For victim assistance, contact the District Attorney's Office at 454-6510. If the assistance needed stems from domestic violence, you can also contact Suzie Pressley, Domestic Violence/Sexual Assault Victim's Advocate, within the Haywood County Sheriff's Office at 452-6672 ext.2284, M-F from 9am-5pm.

SEX OFFENDER REGISTRATION

North Carolina now has a Sex Offender Registration for anyone sentenced or convicted of a sexual offense and released after January 1st, 1996. There is a public list of Sex Offenders registered in Haywood County located in the Sheriff's Office.

If you are a Sex Offender who moves into Haywood County from another county or from out of state or was convicted and released after January 1st, 1996, you must register at the Haywood County Sheriff's Office within three days.

You must also notify the Sheriff's Office of any address changes. Failure to do either will result in you being charged with a criminal offense.

Anyone who lies for a sex offender about his or her whereabouts or fails to report someone in violation of the sex offender registry can also be charged with a felony.

Sex offenders are listed by the State of North Carolina on the Internet at :
NC Sex Offenders and a listing is also kept at the Sheriff's Office for review on request. Offenses of registered sex offenders are public information by legislative mandate. Any changes to employment, academic status, address, etc. must be done in person. There are residential restrictions that apply to persons that establish residences within 1,000 feet of a public or private school or childcare center after December 1, 2006. To view these and other applicable changes, go to NC House Bills

In 2013 there are a total of 89 registered sex offenders living in Haywood County.

CHILD ABUSE TASK FORCE

The Haywood County Office of the Sheriff has two investigators who work full time on child abuse cases. If you know of a child being abused physically or sexually, contact the Task Force at 452-3088.

DOMESTIC VIOLENCE TASK FORCE

We currently have one full-time officer, Deputy Kevin Smathers and one full-time victim's advocate, Suzie Pressley who specialize in domestic violence and sexual assault cases. If you are a victim of domestic violence or sexual assault or know someone who is, contact the Domestic Violence Task Force at 452-6672 for more information.

If you are being threatened or assaulted by a person you have been married to or with whom you have had a relationship, you may be able to obtain a Domestic Violence Protective Order. The Domestic Violence Task Force can help you with this process.

Domestic Violence
The family violence laws that protect spouses from abuse also apply to people who have been in a relationship or who have a familial relationship with one another, including people of the opposite sex who are together but are not married, as well as people who have a child in common, whether or not they are together. Children are also protected against abuse from parents, the live-in partners of parents, or individuals who act as parents. In addition to physical domestic violence, threatening to cause injury, if the words cause actual fear, may constitute domestic violence.

In 1995 and 1996, the North Carolina General Assembly enacted laws strengthening existing North Carolina violence laws, primarily the Domestic Violence Act found in the North Carolina General Statutes 50B.

Domestic Violence Protection Orders

North Carolina General Statutes Chapter 50B provides that victims of domestic violence can get an order of protection from the Court. Domestic Violence Restraining Orders ("50B", restraining orders, or DVPO's) are civil orders limiting the contact a person may have with a victim and the statutes provide for two types:

An Ex Parte Domestic Violence Protective Order is a temporary order that is available if there is a danger of serious and immediate injury to a qualifying adult or a minor child. Such an order may be applied for at the Clerk of Superior Court's office during normal hours, and the victim will be required to appear before a judge to explain the need for an order of protection. If a judge finds that there is danger to the victim or a minor child, the judge can issue an emergency ex parte order of protection with any provisions the judge feels is needed to protect the victim or the minor child. Such an order is good for ten days.

If an ex parte order is requested and the judge feels it is not an emergency, a hearing date will be set. This hearing will allow the judge to decide if an order of protection should be issued without the other party being present. If the judge issues an emergency ex parte order, a hearing will still be required in order that the judge may decide whether another order, one lasting for one year, is necessary.

If a victim wishes to ask the judge for the year-long order, he or she will be required to come to court again. Otherwise, the judge will not grant the longer-lasting order, and the emergency order will expire. Once granted, this order becomes effective in every county of the state. Nevertheless, it is important that the victim keep a copy with them so that law enforcement officers in another county will be able to determine that such an order is in effect.

If the police are called, and if they have probable cause to believe that the person against whom the order is written has violated it, Section 50B-4(b) requires that they take the person into custody. He or she will be brought before a magistrate and a Magistrate's Order for Violation of a 50B obtained. The defendant will then be subject to restrictive conditions of the "48-hour" rule and its bond and conditions of release guidelines will apply.

Campus Prevention and Awareness campaigns:

Discussed with every new Employee at their Orientation

Discussed during Student Orientation

Partnership with Reach Domestic Violence Rally every October

Denim Day every April to raise awareness

HAYWOOD COMMUNITY COLLEGE

EMERGENCY RESPONSE PLAN



2019

TABLE OF CONTENTS

Introduction.....1
Campus Events.....1
Off Campus Events.....1
Public Relations.....1
Drills and Training.....1
Emergency Notification System (ENS).....2
Responsibilities Preparing for an Emergency Situation.....2
Responsibilities During an Emergency Situation.....2-3
Emergency Protocols.....3-7
S.E.L.F. Active Shooter Protocol.....3
Survey.....3
Active Shooter Evacuation.....4
Lock-down.....4
Fight-back.....5
Seek Shelter Protocol.....5
Evacuation Protocol.....6
Bomb Threat Information.....7
Fire Procedures.....7
Campus Services Response.....8
Off Campus Personnel.....8
Emergency Contacts.....8
Documenting an Incident.....9

Introduction

The purpose of the Emergency Response Plan (ERP) is to provide Haywood Community College (HCC) employees and students a reference for use in the event of an incident resulting in an emergency situation. The plan is designed to provide procedures and assign responsibilities necessary to effectively respond to an emergency on the main campus as well as off-site facilities. Since it is impossible to predict the exact circumstances surrounding an emergency situation, these procedures do not cover every emergency that might develop and it may not always be feasible to follow every procedure. Each situation will be unique. Preparation, drills, and training are crucial to ensure safety and security during an emergency.

Campus Events

When the College plans to host an event/activity that calls for many more visitors to be on campus than normal, it is the responsibility of the employee(s) over the event/activity to notify the Coordinator of Campus Development Services & Events well in advance of the event/activity. The Campus Development Department will take the necessary steps to prepare for a potential emergency incident that could involve more people than normally on the college campus.

Off Campus Events

College employees are responsible for off-campus student events and activities (field trips, student competitions, etc.) and are responsible for following the guidelines in the College Emergency Response Plan. The specific type of incidents that may be encountered will be unique to the class/field trip and as such, every situation cannot be addressed by the ERP. The College employee submitting the travel authorization request will assume the responsibility for HCC in an off campus incident, if an emergency situation occurs.

Public Relations

The Public Information Officer (PIO) shall be the only official spokesperson to respond to the media in the event of an emergency. The Campus Development Department will determine a safe location for the media and any and all assistance will be provided to aid in affective communications. Faculty and staff should refrain from speaking with the press to prevent speculation and incorrect information being shared.

Drills and Training

All drills should be taken serious and Training is a vital component of the preparedness and safety for Haywood Community College. Employees, faculty, staff and students will be oriented to the appropriate emergency response and will participate in drills and training annually. Local emergency responding agencies will be included in drills and training exercises as deemed necessary. While you are participating in a drill you should react as if it is a real life situation. Example: Lock-down drill – You should Lock door, close blinds, turn off lights, silence phones, and barricade doors.

Emergency Notification System (ENS)

Haywood Community College's Emergency Notification System (ENS) includes the use of text messaging, voice mail and e-mail to send an official College wide emergency directive to employees and students. Voice mail can be sent to a cell phone and/or a land line phone.

Individuals must sign up for this service and can do so by logging in at login.haywood.edu there is an Emergency Notifications Link under Essential Tools. It is the responsibility of the individual to keep contact information updated and edits can be made when needed.

Haywood Community College has an Emergency Notification Exterior Speaker System to notify individuals that are on the main campus grounds of an emergency situation. This consist of different sirens and tones as well as voice commands.

Responsibilities Preparing for an Emergency Situation

Employee: Read HCC Emergency Response Plan, Be familiar with the campus and campus buildings you work in and frequent often, participating in campus training sessions and drills, signing up for the college's emergency notification system, and ask questions.

Student: Read HCC Emergency Response Plan, Be familiar with the campus and campus buildings you have classes in and frequent often, participating in campus trainings and drills, signing up for the college's emergency notification system, and ask questions.

Responsibilities During an Emergency Incident

Employee Response Responsibilities

As college employees, faculty and staff are responsible for following directives given by members of the Campus Incident Command Team. Following the procedures outlined in this ERP.

During an emergency, HCC employees are the natural first responders and are encouraged to assist students as needed during an emergency. If HCC has prior knowledge of a student with specific support needs, his/her instructors will be informed through a documented Safety Plan which should be followed as written. Any questions or concerns regarding a student's Safety Plan should be communicated with the Director of Student Wellness.

If you feel you will need external support during an emergency, or during campus emergency drills, due to an area of disability or impairment, it is your responsibility to make Haywood Community College is aware of your needs. Please contact the Director of Human Resources to develop a Safety Plan.

- Understanding and using the procedures of the ERP to deal with incidences and emergency situations.
- Reporting emergency incidences and/or suspicious activity and/or individuals Campus Security.

College employees and students are urged to be aware of what is happening in their campus surroundings. Employees should talk to students about the importance of reporting observations of suspicious behavior, language/threats and/or actual incidents that appear threatening and dangerous. Every individual is responsible for reporting an incident or suspicion of an incident to campus security as quickly as possible so that appropriate action can be taken to isolate and respond to the incident.

Faculty Response Responsibilities

- Maintaining student attendance rolls and helping to account for students during sheltering and/or evacuation

Student Response Responsibilities

- Reporting incidents and suspicious activities and/or individuals to the most immediate College authority figure
- Following directives of HCC Employees and external emergency responders during an incident and the emergency response
- Being accounted for during sheltering and/or evacuation
- Following directives about staying on or leaving campus during an incident
- Refraining from use of cell phone when directed (ex: use of cell phone can detonate an explosive device and alert aggressor to your location)
- Wearing HCC identification badge.

Emergency Protocols:

S.E.L.F. Active Shooter Response which stands for Survey, Evacuate, Lock-down, Fight-back.

Survey:

Survey means being aware of your surroundings. Where you are and what is available if you need to make yourself safe and assist others to safety. Being aware and alert can mean the difference between life and death. It doesn't require extreme circumstances to Survey. And by always being aware of your surroundings the SELF Protocol will be easier to follow.

Active Shooter Evacuation:

Evacuation when possible is your first choice. If you can leave the area of danger do it. When evacuating remember these steps.

- Evacuate the area of danger and run as far as possible.
- If there is someone who needs assistance help them evacuate being aware that helping may place you or others in greater danger.
- As soon as you are safe call or text 911 and alert authorities.
- If you encounter law enforcement when evacuating immediately raise your hands over your head with your fingers spread apart and yell we are coming out.
- If evacuating through a door is not an option a first floor window can be an alternative choice.
- If above the first floor locking down and securing in place is the best option.

Remember that these same steps can be used to evacuate any location that you feel unsafe. You may be in the café, library, or tutoring lab so always be alert survey your surroundings and consider your options for evacuating.

Lock-down:

If evacuating is not an option your second choice is to Lock-Down. Also known as securing in place. If you cannot leave from the danger make your space inaccessible to the danger. When locking down remember these steps.

- Locking down requires a space that can be locked or secured. If you are not in such a place move quickly to a place where you can lock or secure the doors. If available use the door lock and remember all doors can be secured even if they do not have a lock. Use belts to tie two doors together. Tie the door hedges together. Or use a belt or electrical cable tie it around the door handle while pulling the other end tight as you stand to the side.
- In addition to a lock barricading an entrance can make a room even more secure and deter an aggressor. Stack desk, chair, or other objects to block the door or make it difficult for an aggressor to enter the space.
- After securing the space move to an area out of sight, turn off the lights, close any blinds, silence all cell phones, and plan your next actions in case the aggressor enters the room.
- Though being quiet is important it is still necessary to contact 911. Do this in a low voice or with a text.

Remember that these same steps can be used in locking down any room. You may be in the café, library, or tutoring lab so always be alert survey your surroundings and consider your options for securing in place.

Fight-back:

The last and least desirable option is to Fight-Back. However if the aggressor enters your space fighting back may be your only choice. When fighting back remember these steps.

- Only confront the aggressor if you are in immediate danger and have no other option.
- Distracting, disarming, and sub doing the aggressor may be your only choice.
- Every room has items you can use to distract the aggressor backpacks, books, water bottles, coffee cups, or similar sized items can all be thrown at the aggressor.
- If the weapon is separated from the aggressor put a large item over the weapon such as a trash can or backpack. Keeping the weapon will cause you to be seen by law enforcement as the aggressor.
- If it becomes necessary it is important that you resist forcefully and however possible.

Remember that these same steps can be used for fighting back in any room. You may be in the café, library, or tutoring lab so always be alert survey your surroundings and consider your options for actively protecting yourself.

Seek Shelter Protocol:

A severe weather related incident that poses or has the potential to pose risk to students, faculty, and staff. Example Tornado or Severe High Winds. Proceed to the nearest classroom, office, or other confined space. Remain in shelter until notified by emergency responders that it is safe to leave. It requires closing doors and windows but not locking or otherwise securing them so that emergency responders can easily gain access to provide assistance. Account for all students and employees.

Seek Shelter Guidelines

- If outdoors, proceed to the nearest classroom, office, or confined space.
- If indoors, stay in the classroom, office, or other confined space or if in the hallway, proceed to nearest classroom, office, or other confined space. Do not proceed to an auditorium, entry way, or other area with a wide roof span.
- Close windows and doors. Close blinds if possible
- Move away from windows and doors. It is preferable to sit against an interior wall for protection. Be still and quiet.
- Account for students, employees and staff
- **Do not leave the shelter until notified to do so by emergency responders**. Leaving a shelter area too soon may result greater harm.

Evacuation Protocol:

An incident requiring evacuation of some or all campus buildings / campus occupants to avoid an immediate or potential threat to students, faculty, and staff. Example: Building Fire or Hazardous Material Spill.

Evacuation from Campus, Proceed to Primary Evacuation Site, or Alternate Evacuation Site.

Evacuation from Campus: Proceed off campus following directives of Campus Incident Command Team Members. Primary purpose is to get individuals out of buildings and off of campus.

Proceed to Primary Evacuation Site: Proceed **on foot** to the NC National Armory Parking Lot and remain there until accounted for and to receive further instructions. Primary purpose is to get individuals out of buildings for such things as fire/bomb threats.

Proceed to Alternate Evacuation Site: Evacuate the building but instead of proceeding on foot to the NC National Armory Parking Lot, proceed **on foot** to Mill Pond area and remain there until accounted for and to receive further directives. Primary purpose is to get individuals out of buildings and away from the center of campus.

Evacuation Locations

Main Campus Primary Evacuation Site: NC National Armory Parking Lot

Main Campus Alternate Evacuation Site: Mill Pond area

Regional High Technology Center Evacuation Site: Parking lot closest to the Small Business Center Building 5000.

Small Business Center Building 5000 Evacuation Site: Regional High Technology Center Building 3000 Parking lot closest to the Small Business Center Building 5000.

West Waynesville Center Evacuation Site: Exit building from the closest exit and move on foot to the church parking lot at the rear of the building. This parking lot will serve as the staging area for those evacuated and provide distance and cover protection on the east side of the building.

Evacuation Guidelines

- Remain silent in order to hear important directions
- Do not use cell phone (it might detonate a bomb, alert aggressor to your location)
- Immediately leave the building and report to the designated evacuation site
- Be accounted for at the evacuation site
- Do not attempt to leave campus by vehicle unless so directed
- Do not block emergency vehicle access areas
- Return to building only when authorized to do so

Bomb Threat Information:

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call Campus Security / SRO or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact the President's office immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call Campus Security / SRO
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call Campus Security / SRO
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery

Fire Procedures:

If you discover a fire or smoke or if you hear a fire alarm:

- Evacuate the Building – Get Out – Don't Use Elevators, use the stairs.
- Close (Don't Lock) doors to contain fire
- Alert others – Activate the fire alarm (If not already activated)

CALL 911

- Location of fire
- Description of fire

Call Security 734-5410 and or SRO 593-8477 to assist w/*response*

Campus Services Response:

An incident with minimal or no risk to individuals and/or property and does or does not require external emergency responders. Example: Medical Emergency, Power outage, water line break, snow alert, unsubstantiated report of incident, minor injury, minor traffic incident, etc.

Off Campus Personnel:

This plan was prepared with the main campus in mind; however, the emergency procedures are basic and generally can be used at any facility. The exception will be that you are to call 911 first in an emergency situation then contact School Resource Officer at 828.593.8477 or Campus Security 828.734.5410 once situation is under control.

If you work at one of the off campus sites, the following suggestions will help keep you safer:

- Can you access a telephone during an emergency?
- Do you know the Address of your location?
- Do you know where the exits are located?
- Do you know where the fire extinguishers are located?
- Practice emergency evacuation procedures at the site.
- You can call 911 from any cell phone without charge. That means if you have a personal cell phone it would be safer to carry with you.
- Park in well-lit areas.
- Walk to your vehicle with others when possible.
- Have your keys ready before you reach your vehicle or building.
- Always keep your vehicle locked and valuables at home or out of site.
- Always keep work areas locked when not in use.
- While driving keep your doors locked.
- Always be aware of your surroundings.
- Always keep your keys with you. Never loan them out. Don't put your name and address on your key ring.

Emergency Contacts: (We encourage you to program into your cell phone)

The report of an incident or suspicion of an incident that needs immediate response should be made to the On Duty Security Officer who will assess the situation.

Security Officer	828-734-5410
School Resource Officer	828-593-8477
Campus Safety Officer	828-564-5113

NOTE: **Call 911 for emergencies that require immediate response from emergency agencies.**

Documenting an Incident

Once the initial report of an incident has been made and the emergency response implemented, it is important that the persons most closely involved in the incident complete a formal written report of the incident. The incident report will be submitted of the incident to the Security Officer. If warranted, the Security Officer will forward the report to the College President. The School Resource Officers/Security/ Campus Safety Services Officer will provide the Incident Report Form and assist as needed. The Campus Safety Services Officer will review the reported incidents and investigate any needed follow-up. Any corrective actions will be reported to the Director of Campus Development.

If you feel you will need external support during an emergency, or during campus emergency drills, due to an area of disability or impairment, it is your responsibility to make Haywood Community College is aware of your needs. Please contact the Director of Student Wellness to develop a Safety Plan.