

# General Policies and Procedures

## ANIMALS ON CAMPUS POLICY

Animals may not be brought on the Richmond Community College campus. Exceptions are made for animals used in class demonstrations or for class research with the instructor's approval.

Service animals are exempt from this policy provided they meet all the following guidelines:

1. The person bringing the animal on campus qualifies for accommodations under the Americans with Disabilities Act.
2. The animal is individually trained.
3. The animal is trained to do specific work or tasks.
4. The work or tasks that the animal is trained to perform are for the benefit of an individual with a disability.

Anyone with questions regarding this policy should see the Vice President for Student Development.

## CAMPUS SECURITY POLICY

The Campus Security Act requires colleges to record and report certain crimes. The Richmond Community College Campus Security Committee is responsible for developing a campus security policy; reviewing the policy regularly; and updating the policy as needed. Administrative, professional, instructional, paraprofessional, clerical, and maintenance personnel constitute the committee.

Richmond Community College is committed to providing and maintaining an atmosphere that enhances the educational process and fulfills the total mission of the College. It is the objective of the College to enable each student to pursue his/her educational goals in a safe and secure environment. RCC strives to achieve this objective in several ways:

- by maintaining a caring and helpful attitude among all staff as they address the needs of students, employees, and visitors.
- by providing educational classes relating to sexual assault, drugs, and alcohol for all students, and annual required attendance sessions for faculty and staff.
- by maintaining a safe and well-lit campus and parking area.
- by providing uniformed security patrols during designated times.
- by enforcing the rules of student conduct as published in the RCC General Catalog and Student Handbook.
- by enforcing federal and state laws and the policies of the RCC Board of Trustees.
- by continuously evaluating current policies and procedures and making timely changes to meet the needs of all persons on campus.

### RESPONSIBILITIES

Security of the RCC campus and off-campus centers is the responsibility of the RCC Security Team. The Director of Facility Services under the direction of the Vice President for Administrative Services is assigned the day-to-day responsibility to monitor the program.

The responsibility for enforcing the student conduct policies and the campus parking policy rests with the Vice President for Student Development.

The Hamlet Police Department, under contract with the College, provides uniformed officers throughout the school year to patrol the main campus. These officers are on duty primarily to deter crime and are authorized to take actions they deem necessary to ensure the secure nature of the campus. As sworn law enforcement officers, they have arrest authority if required to enforce applicable laws.

However, providing a safe and secure environment is everyone's responsibility. Students are encouraged to report to any administrative office any activity or occurrence which they feel threatens their safety or which constitutes an unsafe environment.

### SPECIFIC PROHIBITIONS

The RCC General Catalog and Student Handbook outlines certain specifically prohibited conduct by students. Students are encouraged to familiarize themselves with this listing.

Federal and state laws and RCC policy specifically prohibit the following for all persons on campus:

- the possession or use of any firearm or weapon on any College property, except those weapons carried by on-duty law enforcement officers.
- the possession or use of alcoholic beverages at any College-sponsored activity on or off campus.
- the possession, transmission, or use of any illegal narcotic or drug.
- any conduct which is considered to be sexual harassment.
- any activity, behavior, or language which threatens another or causes concern for his/her safety.
- the taking of any College or personal property without the express consent of the owner.

### PERSONAL ACTIONS TO IMPROVE SECURITY

Ensuring a safe campus is everyone's job, and there are some actions that each student can take to help RCC achieve that goal:

- do not leave purses, bookbags, backpacks or textbooks unattended.
- always lock your automobile.
- do not leave valuables, tapes, or CDs exposed in your car.

- walk with a friend to the parking lot after dark.
- ask at the main desk if you would like an escort to your car.
- report any crime you observe to the main desk personnel.
- report any suspicious behavior in buildings or parking lots.
- treat school property as if it were your own.
- suggest improvements to the RCC Campus Security Program to the Dean of Instructional Services.

### CAMPUS SECURITY ACT

Definition of crimes which must be reported to the U.S. Department of Education:

- A. Murder and Non-negligent Manslaughter\* – The willful (non-negligent) killing of one human being by another.
- B. Negligent Manslaughter\* – The killing of another person through gross negligence.
- C. Robbery – The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- D. Aggravated Assault\* – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- E. Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaching and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- F. Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding).
- G. Arson\* – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- H. Sex Offenses\* – Forcible – Any sexual act directed against another person, forcible and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.
  1. Forcible Rape\* – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  2. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
    - a. Sex Offenses – Nonforcible – Unlawful, nonforcible sexual intercourse.
    - b. Statutory Rape – Nonforcible sexual intercourse with a person who is

under the statutory age of consent.

Any of the above criminal offenses above noted with an “\*” that show evidence of prejudice based on race, religion, sexual orientation, gender disability, or ethnicity (“hate crimes”) also must be reported.

The College must report the number of arrests for the following crimes that occur on campus: liquor law violations, drug abuse violations, and weapons possessions. An arrest has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

Definitions of crimes for which arrests must be reported:

1. Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of driving under the influence or drunkenness).
2. Drug abuse violation: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
3. Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Forms for reporting these crimes are available in administrative offices.

The Annual Security Report is filed in the Office of the Dean of Instructional Services, the Student Development Office, the Learning Resources Center and the Business Office.

The complete report, which includes crime statistics, can be accessed at the RCC website, [www.richmondcc.edu](http://www.richmondcc.edu). Additional information also can be obtained from the office of the Dean of Instructional Services. Upon request, an individual may receive a written copy of the Annual Security Report from the Dean’s Office.

### **CHILDREN ON CAMPUS POLICY**

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and to insure the safety of young visitors, all children (under sixteen) must be under the direct supervision of an adult. Under no circumstances are children to be taken to class or left unattended anywhere on campus. Richmond Community College assumes no responsibility for children left without direct supervision. Students who violate this regulation are subject to disciplinary action.

### **COMPUTER POLICY**

College-owned or operated computing resources are for the use of faculty, students, staff and other authorized individuals. Exercise responsible, ethical behavior when using these facilities. The College does not attempt to articulate all required or proscribed behavior by its users. Therefore, each individual’s judgment on appropriate conduct must be relied upon. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-College related activities.
2. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family, or coworkers to use one’s account is a serious violation of these

guidelines.

3. All computer software is protected by the federal copyright law, and most are proprietary and protected by legal licensing agreements in addition to the copyright law. Everyone is responsible for being aware of the licensing restrictions for the software they use on any system.
4. Do not engage in activities to damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
5. Be considerate. Do not monopolize or misuse system resources by, for example, requesting multiple copies from printers or by playing games.
6. No one may create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
7. No one may intentionally access or damage systems or information that is not theirs, such as College records, or use any system for illegal activities.

Failure to follow the Acceptable Use Guidelines may result in the suspension or revocation of access accounts or other College disciplinary action.

### **DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION**

Under the Drug-Free Workplace Act of 1988 (Public Law 101-690), the College must provide notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions. In addition, the Drug-Free Schools and Communities Act (Public Law 101-226) requires that a college that participates in the campus-based programs (Federal Supplemental Educational Opportunity Grant and Federal Work-Study) provide information to its students, faculty, and employees to prevent drug and alcohol abuse. The College’s policy is disseminated to all students through the required ACA courses and other courses. Students employed under the Federal Work-Study program are given a copy of the College’s policy as a part of their employment packages.

### **GUARANTEE TO EMPLOYERS**

Richmond Community College guarantees that its graduates are proficient in the areas of knowledge and skills covered by their educational programs.

In the event that an employer finds a Richmond Community College graduate deficient in such an area, the employer should, within 90 days of the graduate’s employment, contact the Vice President of Student Development and/or the Vice President of Instruction at the College.

The Vice President for Student Development and/or the Vice President for Instruction will arrange to reenroll the graduate in one, two, or three courses at the College – at no charge to the graduate or the employer.

This guarantee applies to graduates of two-year degree programs and one-year diploma programs.

### **PARKING**

1. All vehicles parked on the campus by faculty, staff, or students must be registered with the College. Vehicles may be registered during registration or any time in the Student Development office in the Lee Building.
2. Registration of a vehicle does not guarantee or reserve a parking space.
3. All vehicles may be parked in designated spaces only.

4. Parking permits must be displayed on the rear view mirror of vehicles.
5. Restricted parking spaces are clearly designated and include:
  - a. Handicapped parking spaces: Use of these spaces requires a state-issued handicapped permits and can only be used by the person assigned the tag.
  - b. Visitor spaces: Use of these spaces is intended for college visitors and may not be used by faculty, staff, or students. Visitor permits are available from the college receptionist.
  - c. Faculty and Staff parking lot: Only vehicles with a faculty/staff parking permit will be allowed to park in this lot.
  - d. Fire lanes: Parking is not allowed in any space marked with yellow stripes, in order to allow access for emergency vehicles.
  - e. Other restricted spaces: These spaces throughout the campus are designated and marked for specific purposes or personnel.
6. The Hamlet City Police will enforce the usage of all restricted parking spaces, as authorized by Hamlet City Ordinance and State Law.
7. Parking in restricted parking spaces other than handicapped spaces will result in a citation from the Hamlet City Police and a \$5 fine. Parking in handicapped spaces will result in a fine of \$100. Failure to pay the fine may result in criminal prosecution. Students will not be provided transcripts, allowed to register for classes, or to graduate until all fines are paid in full.
8. The College may require a vehicle to be towed at the owners expense if:
  - a. The vehicle is parked in a fire lane and the owner cannot be identified to have it moved.
  - b. The owner of the vehicle refuses to move it from a restricted parking space.
  - c. A vehicle is left unattended, without authorization, for 24 hours or longer.
9. Driving off roads and parking lots is prohibited, except upon approval of the Director of Facility Services or the Vice President for Administrative Services.
10. Richmond Community College assumes no responsibility for damage or theft to any vehicle or its contents while it is operated, parked, or towed.

### **POLICY ON OUTSIDE GROUPS OR INDIVIDUALS**

Outside groups or individuals will not be allowed to solicit, address, recruit, or promote to students or employees on College property, except for College-sponsored activities supporting the Richmond Community College mission or as required by law.

The College reserves the right to limit the location, time, duration, and manner of presentations by outside groups or individuals.

Procedures for Approval of Outside Groups or Individuals:

1. Students
  - a. Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to students must request permission from the Vice President for Student Development.
  - b. The Vice President for Student Development will determine if the request is in compliance with the visitor policy.
  - c. If determined to be in compliance, the Vice President for Student Development will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with students.
  - d. Any deviation from this authorization will result in the group or

- individual's immediate removal from College property.
2. Employees
  - a. Groups or individuals requesting permission to solicit, address, recruit, or promote primarily to employees must request permission from the Vice President for Administration.
  - b. The Vice President for Administration will determine if the request is in compliance with the visitor policy.
  - c. If the request is determined to be in compliance, the Vice President for Administration will issue written authorization to the group or individual detailing the allowed location, times, dates, duration, and manner of contact with employees.
  - d. Any deviation from this authorization will result in the group or individual's immediate removal from College property.

### **RESTRICTED USES ON CAMPUS**

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and insure the safety of all concerned, the following are not allowed: guns, illegal drugs, camping, pet walking, swimming, boating, fishing, skateboarding, skating, and biking.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Board of Trustees of Richmond Community College that no employee or student may engage in conduct that falls under the definition of sexual harassment. No personnel, admissions, or academic standing decisions shall be made on the basis of a granting or a denial of sexual favors. All employees and students are guaranteed the right to work and study in an environment free from sexual harassment. Sexual harassment shall here forth be deemed a form of sex discrimination prohibited by North Carolina General Statutes 126-16. Any student desiring a copy of this policy should contact the Vice President for Student Development.

Additionally, no employee or student may harass another based upon national origin, race, religion age, or disability. Harassment of any kind may subject the student to disciplinary action.

### **TOBACCO-FREE POLICY**

RCC is a tobacco-free campus. While parking lots will be considered tobacco-free, this policy will not adhere to a person's tobacco use inside a personally-owned vehicle.

Tobacco use cessation classes and other assistance will continue at Richmond Community College through the NC Health and Wellness Trust in collaboration with FirstHealth until the end of the grant in 2010.

Sustaining and supporting this change is a college-wide effort. Therefore, everyone at Richmond Community College is responsible for enforcing this policy and ensuring its success.

### **WEATHER POLICY**

#### **INCLEMENT WEATHER ATTENDANCE**

The College may be closed or classes canceled in the event of inclement weather, a natural disaster, or an emergency. The decision to close the College or cancel classes will be made by the President or another administrator designated by the President. Public service announcements will inform all students, faculty, and staff of the decision. College closings will not always coincide with announced closings of public schools. If there is no announcement, the College will be in operation on a regular schedule.

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1. When the College closes, all classes at all locations are canceled.
2. If weather conditions allow for classes to begin on a delayed schedule, regularly-scheduled classes will begin at the hour designated.
3. When the College is closed, certain personnel may be expected to report for work prior to the reopening. Those personnel will be informed in advance by the vice president.
4. When the College is closed, permanent staff, including permanent Continuing Education instructors, who are not asked to report to work may use vacation, bonus or compensatory leave (non-exempt employees); take leave without pay; or make up the time.
  - (a). Fair Labor Standards Act (FLSA) non-exempt employees may work additional hours outside of their regular schedule in a work week in which less than 40 hours are worked due to scheduled or unscheduled absences; hours must be made up within the current pay period. FLSA non-exempt employees cannot make up adverse weather leave if those hours would result in the employee exceeding 40 hours of time worked for that work week.
  - (b). FLSA exempt employees may work additional hours during the work week at any time within 12 months.
  - (c). Tracking of make-up time is the responsibility of the immediate supervisor.
5. Curriculum classes that are missed due to inclement weather or not held for any reason, such as natural disasters or emergencies, must be made up. Classes may be rescheduled during break or holiday periods or may be made up through extended class sessions, individual student conferences, or outside-of-class assignments. The President will determine when and how missed classes will be made up. The Vice President for Instruction will ensure that all class make-ups are appropriately documented.
6. When adjunct instructors in Continuing Education miss classes for any reason and the actual class time is not made up, the amount of compensation and the reported student hours in membership must be adjusted accordingly. The Vice President for Continuing Education will ensure that all records are corrected.
7. College closing or delayed-opening information is available via the College website, College switchboard, AM/FM radio, and television.

**IF THERE IS NO ANNOUNCEMENT, THE COLLEGE WILL BE IN OPERATION AS USUAL.**