

2024

**Haywood Community College**  
**Campus Security & Safety Report 2021-2023**

**October 2024**

**Public Safety**



**Emergency-Dial: 911**

**Non-Emergency-Dial:**

**828.593.8477**

**828.734.5410**

**828.564.5113**

### **A Message from the Department of Public Safety**

On behalf of the Public Safety 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 our Public Safety 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 for review on our website at [www.haywood.edu](http://www.haywood.edu)

This document is produced and delivered by the Haywood Community College Public Safety Leadership Team.

**Together we can make a difference.**

## Introduction

The Haywood Community College Public Safety Leadership Team 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 be 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 a 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.

### **InformaCast, Emergency and Weather Notifications**

Haywood Community College also has an emergency and inclement weather alert system called "InformaCast," 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 HCC students and employees are enrolled in the alert system and able to receive email notifications to their HCC email address. Text messages and phone calls are also sent to the primary phone number on file with HCC, but it is strongly recommended that everyone logs into the system to ensure the contact information is correct.

To do this, please go to HCC's New Users page and follow the directions under the **HCC Emergency & Weather Alert Notification** section.

<https://www.haywood.edu/information-technology/newusers.php>

### **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 Public Safety office is located in the 1500 Hemlock Building Room.

**Security Phone:** (Cell) 828.734.5410

**Email:** [hcc-security@haywood.edu](mailto:hcc-security@haywood.edu)

Campus Safety Phone: 828.564.5113

**Email:** [mgreenarch@haywood.edu](mailto:mgreenarch@haywood.edu)

As part of our public safety staff, we have School Resource Officers who are Haywood County Sheriff's Office Officers also located in the Hemlock Building.

**School Resource Officer** (Cell): 828.593.8477

### **Partners in Law Enforcement:**

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





|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 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 2020                      |            |      |          |                    |        |                 |            |           |                 |
| Criminal offense  | 2021 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 occurrences On Campus |      |      |      |
|-----------------------------|------|------|------|
| Crime                       | 2021 | 2022 | 2023 |
| Domestic Violence           | 1    | 0    | 1    |
| Dating violence             | 0    | 0    | 0    |
| Stalking                    | 0    | 0    | 0    |

**VAWA Offenses - Non Campus**

| Total occurrences in or on Noncampus buildings or property |      |      |      |
|--|------|------|------|
| Crime  | 2021 | 2022 | 2023 |
| Domestic Violence  | 0    | 0    | 0    |
| Dating violence  | 0    | 0    | 0    |
| Stalking   | 0    | 0    | 0    |

**VAWA Offenses - Public Property**

| Total occurrences on Public Property |      |      |      |
|--------------------------------------|------|------|------|
| Crime                                | 2021 | 2022 | 2023 |
| Domestic Violence                    | 0    | 0    | 0    |
| Dating violence                      | 0    | 0    | 0    |
| Stalking                             | 0    | 0    | 0    |

**Arrest - On campus**

| Crime  | 2021 | 2022 | 2023 |
|--|------|------|------|
| 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  | 2021 | 2022 | 2023 |
|--|------|------|------|
| 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  | 2021 | 2022 | 2023 |
|--|------|------|------|
| 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  | 2021 | 2022 | 2023 |
| 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  | 2021 | 2022 | 2023 |
| 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  | 2021 | 2022 | 2023 |
| Weapons: carrying, possessing, etc.                | 0    | 0    | 0    |
| Drug abuse violations                              | 0    | 0    | 1    |



|  |             |             |             |
|--|-------------|-------------|-------------|
| Liquor law violation (Does not include drunkenness or DUI) | 0           | 0           | 0           |
| <b>Unfounded Crimes</b>                                    |             |             |             |
|  | <b>2021</b> | <b>2022</b> | <b>2023</b> |
| Total unfounded crimes                                     | 0           | 0           | 0           |

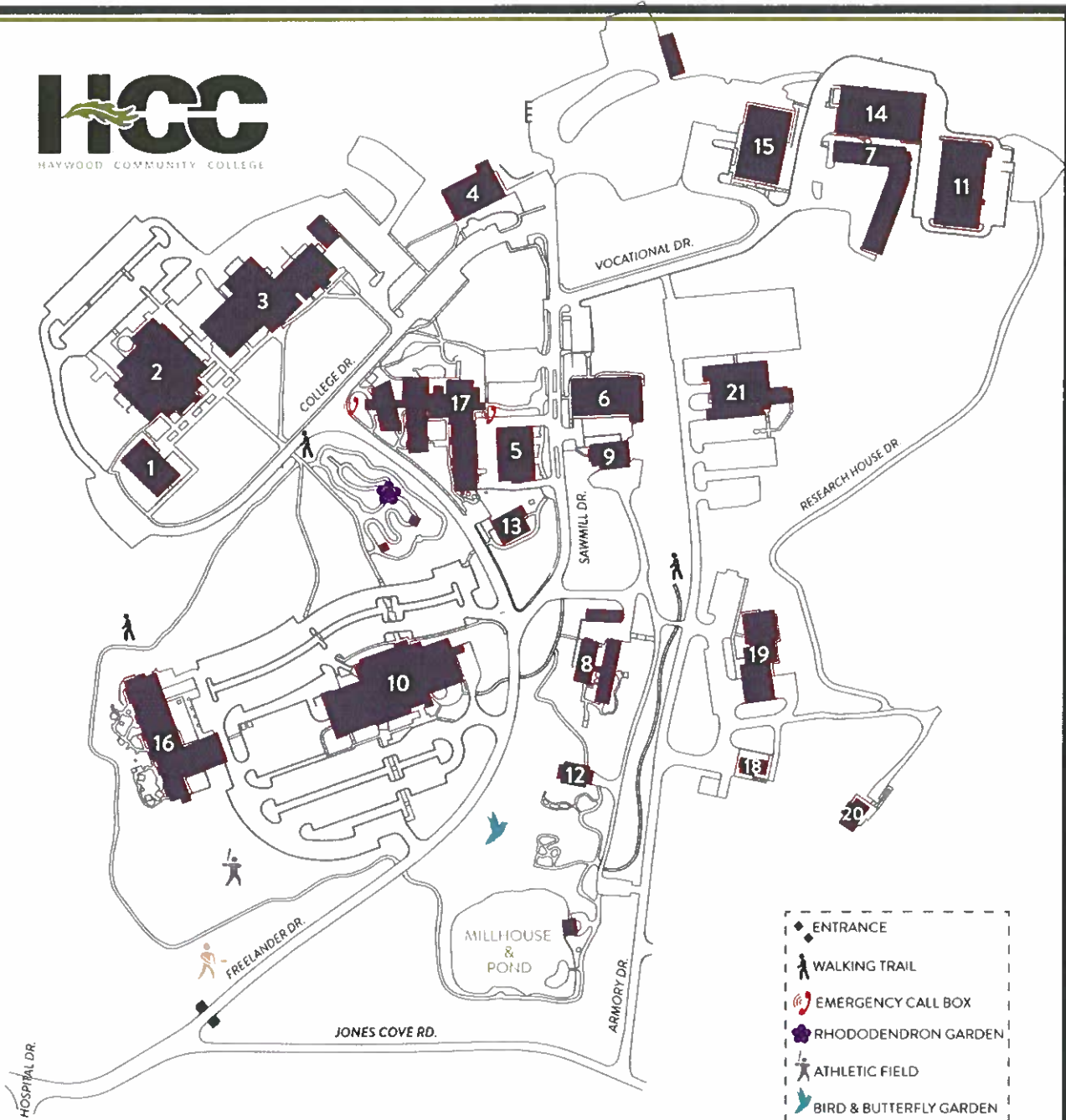
# Haywood Community College Building Information

| Building # | Building Name                                      | Tree       | Physical Address                                |
|------------|--|------------|---|
| 100        | Administrative                                     | Balsam     | 210 College Drive Clyde, NC 27821               |
| 200        | Library, Cafe, Instruction                         | Alder      | 160 College Drive Clyde, NC 28721               |
| 300        | General Education                                  | Hickory    | 108 College Drive Clyde, NC 28721               |
| 400        | Haywood Early College                              | Dogwood    | 34 College Drive Clyde, NC 28721                |
| 800        | Marketing  | Buckeye    | 75 Sawmill Drive Clyde, NC 28721                |
| 900        | Health & Human Services                            | Poplar     | 100 Sawmill Drive CLyde, NC 28721               |
| 1000       | Trades   | Birch      | 100 Vocational Drive Clyde, NC 28721            |
| 1100       | Horticulture                                       | Willow     | 30 Millhouse Drive Clyde, NC 28721              |
| 1400       | Quilting & Upholstery                              | Oak        | 80 Sawmill Drive Clyde, NC 28721                |
| 1500       | Student Services                                   | Hemlock    | 185 Freedlander Drive Clyde, NC 278721          |
| 1600       | Automotive   | Pine       | 260 Vocational Drive Clyde, NC 28721            |
| 3200       | Cosmetology  | Chestnut   | 266 Freedlander Drive CLyde, NC 28721           |
| 3300       | Natural Resources/Welding                          | Walnut     | 150 Vocational Drive Clyde, NC 28721            |
| 3500       | Campus Services                                    | Hawthorn   | 89 Vocational Drive, NC 28721                   |
| 4000       | Regional Center for the<br>Advancement of Children | Silverbell | 235 Freedlander Drive Clyde, NC 28721           |
| 6000       | Health & Human Services                            | Juniper    | 125 Sawmill Drive Clyde, NC 28721               |
| 7000       | Creative Arts                                      | Sycamore   | 105 College Drive Clyde, NC 28721               |
| 8000       | Burn Building                                      |            | 186 Armory Drive Clyde, NC 28721                |
| 9000       | Public Services Training Facility                  |            | 186 Armory Drive Clyde, NC 28721                |
| 3000       | Regional High Tech Center                          |            | 112 Industrial Park Drive Waynesville, NC 28786 |
| 5000       | Regional Business Advancement Center               |            | 144 Industrial Park Drive Waynesville, NC 28786 |
| 3400       | West Waynesville Annex                             |            | 23 Hendrix Street Waynesville, NC 28786         |



**CAMPUS** Safety





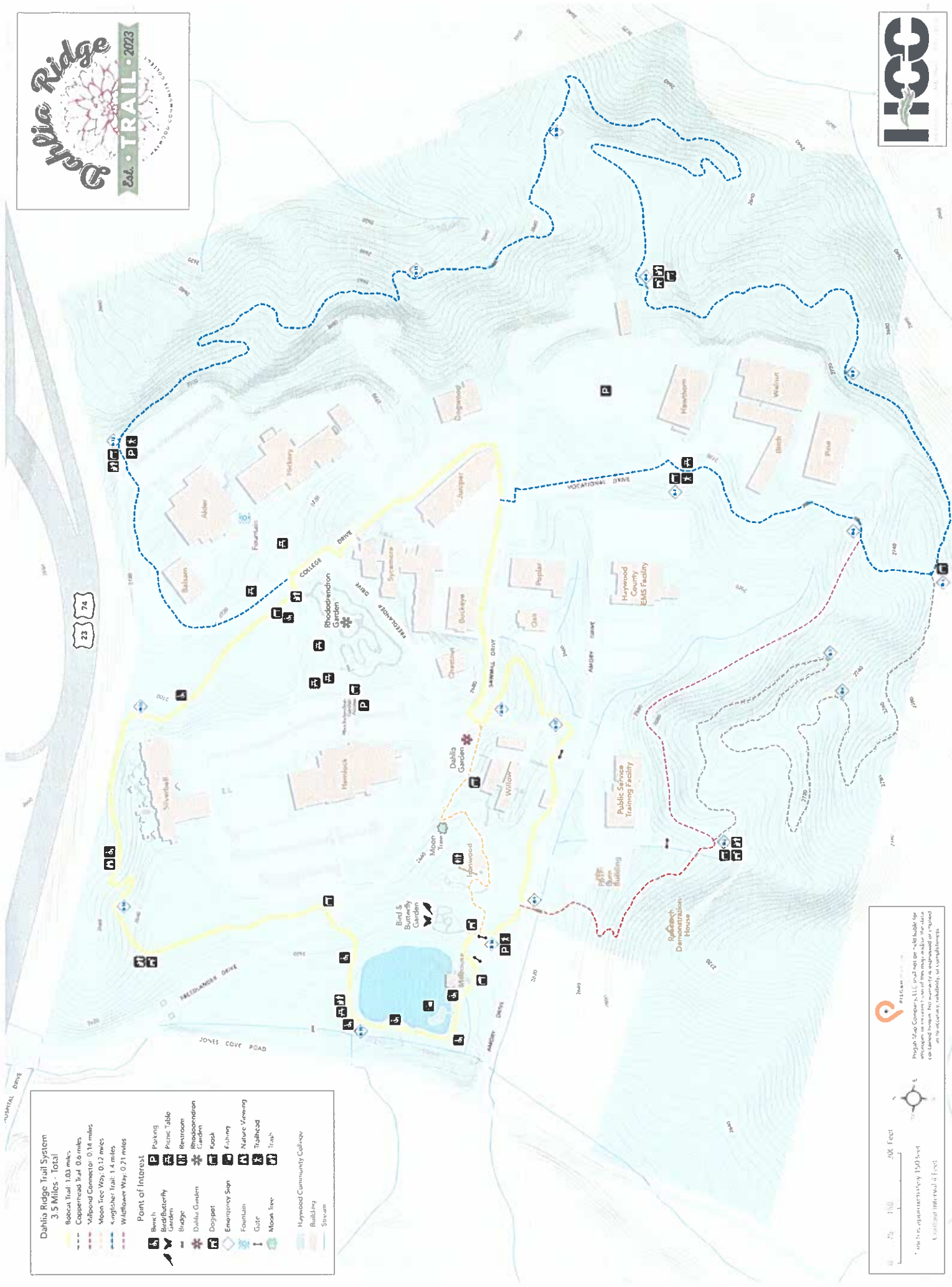
- 1 Balsam | Administrative Building
- 2 Alder | Library/Cafe/Instruction Building
- 3 Hickory | General Education Building
- 4 Dogwood | Haywood Early College
- 5 Buckeye | Print Shop
- 6 Poplar | Health & Human Services Building
- 7 Birch | Trades Building
- 8 Willow | Horticulture Building
- 9 Oak | Quilting & Upholstery
- 10 Hemlock | Student Services
- 11 Pine | Automotive

- 12 Ironwood | J.M. West, Jr. Center Home of the HCC Lumberjacks
- 13 Chestnut | Cosmetology
- 14 Walnut | Natural Resources/Welding
- 15 Hawthorn | Campus Services Building
- 16 Silverbell | RCAC
- 17 Sycamore | Creative Arts Building
- 18 PSTF: Burn Building
- 19 Public Service Training Facility
- 20 Research Demonstration House
- 21 Armory

- ◆ ENTRANCE
- 🚶 WALKING TRAIL
- 📞 EMERGENCY CALL BOX
- 🌸 RHODODENDRON GARDEN
- 🏈 ATHLETIC FIELD
- 🦋 BIRD & BUTTERFLY GARDEN
- 🏌️ DISC GOLF COURSE STARTS

**Buildings Located Off Campus:**

- 3000 RHTC: Regional High Tech Center
- 3400 West Waynesville Building: HCC West Waynesville Annex
- 5000 Small Business Center: Regional Business Advancement Center



- Dahlia Ridge Trail System**  
3.5 Miles - Total
- Bobcat Trail: 1.03 miles
  - Copperhead Trail: 0.6 miles
  - Wolfhound Connector: 0.14 miles
  - Moon Tree Way: 0.12 miles
  - Kingslayer Trail: 1.4 miles
  - Wildflower Way: 0.21 miles
- Point of Interest**
- Bench
  - Bird/Butterfly
  - Garden
  - Bridge
  - Dahlia Garden
  - Dog/Jack
  - Emergency Sign
  - Fountain
  - Gate
  - Moon Tree
  - Parking
  - Picnic Table
  - Restroom
  - Rhododendron Garden
  - Kiosk
  - Fishing
  - Nature Viewing
  - Trailhead
  - Trash
- Haywood Community College**
- Building
  - Stadium

Scale: 0 25 50 100 Feet

Vertical Interval: 150 Feet

Horizontal Interval: 1 Feet

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Program Map Company, LLC. This map is not to be used for any purpose other than that for which it was created. No warranty is made as to accuracy, reliability, or completeness.

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

- 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   | Not displaying a current decal           |
| Parking in the lane of traffic          | Blocking building entrances              |
| Obstructing sidewalk                    | Double parking                           |
| Parking in restricted lot or zone       | Parking in reserved space                |
| Parking on grass                        | Parking within 15 feet of a fire hydrant |
| Parking against the flow of traffic     | Protruding into a lane of traffic        |
| Parking in visitor or handicapped space | Parking on shoulder or road              |
| Blocking loading zone                   |  |

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

White outlined spaces = Student / Open

Purple outlined space = HEC (Haywood Early College) Only

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 20 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 Resources, 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: [North Carolina Offender Registry \(ncsbi.gov\)](https://sexoffender.ncsbi.gov/)  
<https://sexoffender.ncsbi.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 at (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](http://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 828.564.5113 [mgreenarch@haywood.edu](mailto: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 Security 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 Hemlock building.

**Sources of Crime Statistics**

Campus crime, arrests, and referral statistics include those reported to HCC Security Department and Office of the Vice 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: [Policies and Procedures \(haywood.edu\)](https://www.haywood.edu/about-hcc/policies-and-procedures.php)  
<https://www.haywood.edu/about-hcc/policies-and-procedures.php>.**

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>VISITORS AND MINORS ON CAMPUS</b> | Policy 2.1.1 |
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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 hazardous 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



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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>REMOVING STUDENTS FROM CLASS</b> | Procedure<br>2.1.1.1 |
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When it becomes necessary to notify a student in a class, which is in session, that the student needs to address some immediate issue (the following procedure should be used).

**I. Issues Not Related to Safety, Security, Conduct, Legal Matters, or Emergencies**

The party seeking the student should go to the departmental assistant's office in the department or program to find out what class the student is attending and to describe the nature of their business with the student. The departmental assistant will notify HCC Security if the party seeking the student is not associated with the College in order to ensure the safety of those on campus. The departmental assistant and/or HCC Security will escort the responsible party to the classroom, politely knock on the door, call the instructor into the hall and tell the instructor that the student needs to be excused from the class to deal with an issue. The instructor should call the student out of class and tell him/her that s/he needs to address the issue.

**II. Issues Related to Safety, Security, Conduct, Legal Matters, or Emergencies**

If there is an issue related to safety, security, conduct, legal matter, or emergency which requires one or more student's attention, HCC Security, the School Resource Officer (SRO), or a member of College Administration may remove the student(s) from class as needed. Every effort should be made not to embarrass the individuals involved and to minimize any interruption or disruption to the class. Once the individual is removed they should be escorted by HCC Security and/or the College Administrator to a private location where they can be interviewed (for safety, security, or conduct investigative purposes) or informed of the issues/information (if a legal matter or emergency requires their attention). The student will be allowed to return to class unless a member of HCC Security or College Administration instructs otherwise.

Should a student be trespassed from campus, they will be issued a Trespass Notice by a member of HCC Security, College Administration, or the SRO. The notice will inform the student how long the trespass is in effect for, and the circumstances for their return. The initial expiration date of the Trespass Notice shall be at the party's discretion, but may be modified by College Administration at any time. If the expiration date is modified, the student will be notified in writing.

Adopted: 11-14-2017

Revised: 12-11-2019

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>CAMPUS SAFETY AND EMERGENCY<br/>PLANNING</b> | Policy 2.1.2 |
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The safety of the College's employees, students and visitors is of the utmost 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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>CAMPUS EMERGENCY<br>INCIDENT RESPONSE | Procedure<br>2.1.2.1 |
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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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>HAZARD COMMUNICATION<br/>PROGRAM/CHEMICAL HYGIENE<br/>PLAN</b> | Policy 2.1.3 |
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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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>INSTRUCTIONAL SAFETY<br>PRECAUTIONS | Policy 2.1.4 |
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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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>CAMPUS MEDICAL EMERGENCIES | Policy 2.1.5 |
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**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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>CAMPUS MEDICAL EMERGENCIES</b> | Procedure<br>2.1.5.1 |
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- 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



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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>PANDEMIC PLAN | Procedure<br>2.1.5.2 |
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**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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>WEAPONS ON CAMPUS</b> | Policy 2.1.6 |
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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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>ALCOHOL AND DRUGS<br>ON CAMPUS | Policy 2.1.7 |
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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.

This Policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments, Emergency Services Classes, etc.) or college-sanctioned activities approved in writing by the President where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the College's procedures and applicable legal requirements. This Policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed healthcare provider to the student or employee who is prescribed the controlled substance and using it in the manner in which the healthcare provider prescribed it.

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  
Revised: 06-06-2023

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>CAMPUS SECURITY REPORTING -<br>CLERY ACT | Policy 2 1 8 |
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## 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



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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>REPORTING CRIMES,<br/>EMERGENCIES, AND<br/>SECURITY CONCERNS</b> | Policy 2.1.9 |
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All college employees shall adhere to the following for reporting crimes, emergencies, and security concerns. Additionally, reporting parties should complete an incident report with detailed information addressing the crime, emergency, or security concerns. The incident report is found online at: <https://www.haywood.edu/safety-and-security/index.php>

**I. Reporting Crimes and Emergencies On-Campus**

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 HCC Security who will inform the appropriate law enforcement agency and HCC administrator(s).

**II. Reporting Crimes and Emergencies Off-Campus**

Criminal incidents occurring off-campus involving students, staff, or faculty participating in a College function should be immediately reported to local law enforcement and the appropriate supervisor. The supervisor will inform the Vice President of Student Services ("Vice President") or his/her designee if a student is involved, and the Director of Human Resources if faculty and/or staff is involved. The Vice President (or his/her designee) and/or the Director of Human Resources will alert the President and file any required documentation related to the emergency. HCC Security will follow the departmental reporting procedure.

**III. Reporting Possible Security Concerns**

All possible security concerns should be immediately reported to HCC Security. HCC Security will follow departmental procedures, including notifying the appropriate HCC administration and any other party deemed necessary.

For student behavioral concerns please refer to Policy 5.3.3. – Behavioral Assessment Team.

Adopted: 11-07-2017

Revised: 02-04-2020

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>COMMUNICABLE DISEASES AND<br/>OCCUPATIONAL EXPOSURE TO<br/>BLOODBORNE PATHOGENS</b> | Policy 2.1.10 |
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**I. COMMUNICABLE DISEASE**

Communicable diseases, those that have serious effects on human health, can pose a threat to the College community. The College will take all reasonable measures to ensure the safety of members of the College community during global and local infectious disease events. "Communicable disease" is defined as an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly, or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. Examples of communicable disease include, but are not limited to, acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, coronavirus/COVID-19, and other viral diseases that reach a pandemic level, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

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.

**A. Procedure**

1. All information and records that identify student or employee as having a communicable disease shall be strictly confidential and shall not be shared or disclosed to others without express permission from the student or employee.
2. Disclosure of medical information shall be made by the President, or his/her designee, 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 confidential student or personnel information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of an individual's employment with the college.
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 the College community.
7. Included in making decisions in individual cases which restrict access to employment or a student's education, programs or activities 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, including HIV/AIDS.

#### **B. Immunizations**

Prior to admission or employment, the College may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees are excused from providing proof of one or more of the required vaccinations if the student or employee has one of the following:

- physician's written statement of immunity due to having had the infection;
- a statement of contraindication to a vaccine (accompanied by a physician's statement);
- a lab blood test/titer documenting immunity; or
- a statement of religious exemption.

Religious and medical exemption letters will be accepted in lieu of immunization information. Medical exemption letters must be accompanied by a physician's statement.

The immunizations listed here are not meant to supersede more restrictive requirements for employment or participation in a specific College program or class, such as childcare, classes that lead to a medical degree or certificate, or clinical programs.

### **C. Public Health Incidents**

Should influenza, or any other communicable disease, reach a pandemic or epidemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources. The President will engage the Pandemic Plan. (Procedure 2.1.5.2: Pandemic Plan)

Should any communicable disease reach a pandemic level within or near the College's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease:

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;
4. To the extent allowed by law, requiring or encouraging employees and students to receive testing and immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. Other specific actions deemed necessary for the safety of the College community.

The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office for reporting under this policy.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

## **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

Revised: 04-07-2020

Revised: 04-05-2022

Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code  
41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV) 1C SBCCC 200.94

Cross Reference: Policy 3.4.5

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>ADVERSE WEATHER AND<br/>EMERGENCY CLOSINGS</b> | Policy 2.1.11 |
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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

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>ADVERSE WEATHER AND<br/>EMERGENCY CLOSINGS</b> | Procedure<br>2.1.11.1 |
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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](http://login.haywood.edu) and [www.wlos.com](http://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



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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>REGISTERED SEX OFFENDERS</b> | Policy 2.1.12 |
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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.

Registered sex offenders are prohibited from entering College buildings, or sections of buildings, intended primarily for the teaching, use, or supervision of minors. The President may designate which buildings, or sections of buildings, are intended for the teaching, use or supervision of minors (i.e. day cares, early college).

Adopted: 11-07-2017  
Revised: 2-1-2022

Legal Reference: P.L. 106-386

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>SERVICE ANIMALS AND OTHER<br/>ANIMALS ON CAMPUS</b> | Policy 2.2.9 |
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## 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 determine 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**

**I. 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: 11-07-2017

Revised: 09-04-2018  
Cross Reference: Policy 3.4.9; Policy 5.4.5

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br>TRAFFIC REGULATIONS | Policy 2.3.4 |
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**I. General Provisions**

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations.

- A. Chapter 20 of the North Carolina General Statutes regarding the operation of motor vehicles on North Carolina highways shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations contained herein. These regulations shall apply on a twenty-four (24) hour basis.
- B. While on the College campus, all drivers shall comply with the School Resource Officer's legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.
- C. All vehicles operated on campus must be properly registered and display a College parking decal per the instructions on the decal. Students, faculty and staff must register their vehicles within the first five (5) business days of being hired (for employees) or within two (2) business days of class (for students).
- D. Any vehicle that is driven by or is transporting a person who is handicapped and that displays a state-issued license plate, a removable windshield placard or a temporary removable windshield placard may park in designated handicap spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard that has been issued to that individual.

**II. Specific Provisions**

- A. School Resource Officers shall have the authority to issue citations for all moving violations and handicapped parking violations. For a complete list of all moving violations, see Chapter 20 of the North Carolina General Statutes. Such moving violations include, but are not limited to:
  - 1. Reckless driving.
  - 2. Driving faster than the posted speed limit.
  - 3. Failure to obey traffic signs.
  - 4. Failure to yield right-of-way at pedestrian crossings.
  - 5. Following too closely.
  - 6. Driving while impaired or driving under the influence of alcohol or drugs.
  - 7. Failure to yield to emergency vehicles.
  - 8. Operating a vehicle that creates a safety hazard.
  - 9. Parking in a designated handicapped space without the proper license plate

or placard.

- B. School Resource Officers and other College personnel authorized by the President shall have the authority to issue parking citations for violations including, but not limited to:
1. Parking in a restricted parking lot or zone.
  2. Parking on grass (unless a sign indicates permission).
  3. Blocking any legally parked vehicle.
  4. Affixing a parking decal to a vehicle other than that for which it was issued.
  5. Parking against traffic flow.
  6. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit.
  7. Parking where protruding into a lane of traffic.
  8. Double parking.
  9. Parking on shoulder of road (unless a sign indicates permission).
  10. Parking a vehicle in any manner that creates a safety hazard.
  11. Leaving a vehicle on campus overnight without having prior permission and notifying Campus Security.

### III. Citations

The following system of citations shall be used.

- A. Moving and Handicapped Violations (Section II(A))
1. School Resource Officers have the legal authority to issue citations for all moving violations and handicapped parking violations. A fine shall be imposed as required by law.
  2. The School Resource Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.
  3. In addition, employees and students are subject to disciplinary action pursuant to Board policy.
- B. Parking Violations (Section II(B))
1. The first parking violation shall result in a citation placed on the vehicle and a five-dollar (\$5.00) fine per offense<sup>1</sup>. The fine must be paid within two weeks.
  2. A second parking violation shall result in a citation placed on the vehicle and a five-dollar (\$5.00) fine per offense<sup>2</sup>. The fine must be paid within

<sup>1</sup> G.S. 115D-21(c) permits up to \$25 per offense.

<sup>2</sup> G.S. 115D-21(c) permits up to \$25 per offense.



two weeks.

3. During the first five (5) class days of each semester, warning citations shall be issued for improper parking. Beginning with the sixth-class day, the rules outlined herein shall be enforced.
4. Student registration for new/additional courses or release of transcripts will be blocked until all parking tickets have been paid.
5. In addition, employees and students are subject to disciplinary action pursuant to Board policy.
6. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone or for third parking offense violation are subject to tow-away or immobilization by a restraining device at the full expense of the owner.
7. All proceeds of civil penalties collected shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with N.C.G.S. § 115C-457.2.

#### **IV. Appeal**

Individuals receiving a citation pursuant to Section II(B) may appeal the citation to the Campus Security Office within ten (10) calendar days of receipt of the citation. The Director of Campus Development or designee will review the matter and his/her decision shall be final.

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| HAYWOOD<br>COMMUNITY COLLEGE | ADMINISTRATIVE<br><b>AMERICANS WITH DISABILITIES</b> | Policy 2.3.7 |
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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

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| <b>HAYWOOD<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>OVERVIEW OF STUDENT RIGHTS</b> | Policy<br>5.3.1 |
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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

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| <b>HAYWOOD<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>STUDENT CODE OF CONDUCT</b> | Policy<br>5.3.2 |
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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; submitting a written work, other artistic work, or assignment that was created or generated, in whole or in part, by an artificial intelligence tool, platform, or software as one's own work; 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 statute 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  
Revised: 05-02-2023



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| <b>HAYWOOD<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>DISCIPLINE AND APPEAL FOR<br/>ACADEMIC VIOLATIONS</b> | Procedure<br>5.3.2.1 |
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## **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:

In cases resulting in the loss of credit for the assignment or class, the instructor must:

1. 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.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.

3. 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.
4. Contact Vice President of Student Services and Vice President of Instruction to determine if the student had any previous occurrences of academic violations
5. Submit an official violation report through Maxient – electronic reporting system.

**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  
Revised: 03-03-2021

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| <p style="text-align: center;"><b>HAYWOOD<br/>COMMUNITY COLLEGE</b></p> | <p style="text-align: center;"><b>STUDENT SERVICES<br/>DISCIPLINE AND APPEAL FOR NON-<br/>ACADEMIC VIOLATIONS</b></p> | <p style="text-align: center;">Procedure<br/>5.3.2.2</p> |
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## 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

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| <p style="text-align: center;"><b>HAYWOOD<br/>COMMUNITY COLLEGE</b></p> | <p style="text-align: center;"><b>STUDENT SERVICES<br/>BEHAVIORAL ASSESSMENT TEAM</b></p> | <p style="text-align: center;">Policy<br/>5.3.3</p> |
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**I. Purpose of the Student Conduct Review**

The College has an obligation to provide a safe place for its students to learn and for its employees to work. When any member of the College community (i.e. employees, students, or community members) has a concern about a student’s behavior(s), including those that potentially have a negative consequence on the safety of College employees, other students, or the student in question, they should report the matter as directed in Procedure 5.3.3.1 based on the behaviors identified.

**Behavioral Assessment Team**

The Behavioral Assessment Team (“BAT”) is a cross-functional multidisciplinary group focused on prevention and early intervention for students exhibiting concerning behaviors. Any member of HCC Security or College Administration may request a BAT meeting to review concerns related to safety, security, conduct, etc. If warranted, the BAT may be convened at the discretion of the Vice President of Student Services (“Vice President”) or his/her designee.

Procedure 5.3.3.1 details the BAT’s membership, review process, recommended determinations, outcomes, and follow-up.

Adopted: August 14, 2017

Revised: December 3, 2019

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| <p style="text-align: center;"><b>HAYWOOD<br/>COMMUNITY COLLEGE</b></p> | <p style="text-align: center;"><b>STUDENT SERVICES<br/>BEHAVIORAL ASSESSMENT TEAM</b></p> | <p style="text-align: center;">Procedure<br/>5.3.3.1</p> |
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The following procedures guide the process for the Behavioral Assessment Team (“BAT”).

**I. Procedures for Behavioral Assessment Review**

**A. Step One - Reporting**

1. College employees, students, or community members who are concerned about a student displaying the following behaviors should report detailed information to the specified staff as noted below:
  - a. Students who are displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal ideations or intent) should be reported to the Office of Student Wellness. It is the responsibility of wellness staff to communicate with HCC Security (and vice-versa) on a case-by-case basis depending on the severity and details of the circumstances. If the behaviors being displayed include actions that suggest a suicidal attempt, or pose an immediate threat to the student or others, the reporting party should contact HCC Security immediately.
  - b. Students displaying violent and aggressive behavior that pose a direct threat to the health, welfare, and safety of the College community should report to HCC security and the Vice President of Student Services (“Vice President”) or his/her designee immediately. It is the responsibility of both HCC Security and the Vice President to communicate with one another on a case-by-case basis depending on the severity and details of the circumstances.
  - c. In the event a behavioral concern involves any actions that could potentially be against the law, or a public safety concern, it is the responsibility of the report recipient to include the School Resource Officer (SRO).
  - d. In the event a behavioral concern involves the actions of an HCC employee, it is the responsibility of the report recipient to include the Director of Human Resources.

The individual who directly witnesses the behaviors noted above should complete an incident report describing the behaviors or threats in detail. All other parties, including those who were informed or previously took any action, should send detailed accounts with any additional information via email to the Office of the Vice President to be included in the report. The incident report is found online at [www.haywood.edu/security-and-safety/incident-reporting](http://www.haywood.edu/security-and-safety/incident-reporting).

2. College employees or students who are concerned about a student who is displaying normal levels of depression, anxiety, or any other behavior that does not pose a threat to themselves or others as noted in item number (1) of this procedure should complete an early intervention alert in the College’s retention

software. That intervention will be sent to the student's Success Coach and/or Academic Advisor and/or the Office of Student Wellness. It is the responsibility of the Success Coach or Academic Advisor to communicate with the Office of Student Wellness (and vice-versa) to expedite the appropriate assistance to the student.

## **B. Step Two – Incident Review**

In cases where the behavior(s) in question are referred to the Office of the Vice President, he/she will conduct a review based on the nature of 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, or his/her designee, 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 review, the Vice President, or his/her designee, 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) issue a Trespass Notice; (c) make a written referral of his/her findings to BAT for review; or (d) no further action is warranted. If the Vice President refers the matter to the BAT for review, he/she will call for a meeting of the BAT for discussion and potential action recommendations. The referral will be communicated to the student on a case-by-case basis as needed at the discretion of the Office of Vice President. The Vice President will also include any other College stakeholders at his/her discretion if deemed appropriate.

## **II. BAT Membership, Review, and Recommended Actions**

### **A. Membership**

Members of the BAT are:

1. Vice President of Student Services (Chair), Or his/her designee
2. Student Wellness Counselor
3. Director of Campus Development
4. HCC Security Officer/s
5. School Resource Officer (Law Enforcement)
6. Vice President of Instruction

7. Director of Human Resources (If Employees Involved)
8. Vice President of Business Operations (If Regional Center for the Advancement of Children is Involved)
9. Other appointees as needed

**B. BAT Review**

If referred by the Office of the Vice President, the BAT 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 or other students. The BAT'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 BAT will review the findings and may meet with the individual(s) bringing forth the concern, witnesses, and/or the student in question. Further, the BAT may request or require that the student be evaluated by outside professional(s) to determine their suitability to be a student at the College if the behaviors identified lead to an immediate concern for the safety, health, or well-being of the student themselves or the College community. If requested, the student will have an opportunity to review any documentary evidence reviewed by the BAT and will be allowed to address the BAT and may be accompanied by an advocate; however, only the student will be allowed to address the BAT and not the advocate.

All information shared with the BAT is confidential, and no member is allowed to repeat any information discussed or disclosed with any member of the campus or community unless directed by the Office of the Vice President.

**C. BAT Recommended Actions**

Upon completion of the review, the BAT will document their written findings and determination in writing to the student. The BAT 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 or substance abuse assessment at the College's expense. Should the results of the assessment indicate that it is not in the best interest of the student's health or safety to be enrolled in the College at that time, the BAT will request a withdrawal until the student can receive the appropriate help deemed necessary by a licensed mental/behavioral health professional.
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.



If a conduct violation has occurred, it is the duty of the Vice President (or his/her designee) to administer a corresponding sanction at his/her discretion.

A student's failure or refusal to comply with determination of the BAT as administered by the Office of 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 BAT, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the BAT's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

Adopted: 12-11-2019

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| <p style="text-align: center;"><b>HAYWOOD<br/>COMMUNITY COLLEGE</b></p> | <p style="text-align: center;"><b>STUDENT SERVICES<br/>DISCRIMINATION AND<br/>HARASSMENT</b></p> | <p style="text-align: center;">Policy<br/>5.3.4</p> |
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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 Rehabilitation 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.

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| <b>HAYWOOD<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>SEXUAL HARASSMENT<br/>AND SEXUAL VIOLENCE</b> | Procedure<br>5.3.4.1 |
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Haywood Community College strives to make its campuses inclusive and a safe and 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 educational programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment, sexual harassment, and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Discrimination and Harassment Procedure 3.3.7.2/5.3.4.2.

## **I. DEFINITIONS**

The following definitions shall apply to this Procedure. 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 alleged victim 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. Actual Knowledge** – notice of sexual harassment or allegations of sexual harassment by the Title IX Coordinator or any College official who has the authority to institute corrective measures on behalf of the College. Actual knowledge is not met when the only College official with actual knowledge is a Respondent.
- B. Complainant** – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. 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 a 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.

- D. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- E. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner; a person with whom the individual shares a child in common; a person with whom the individual cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the individual as a spouse under local domestic laws; or any other person who is protected under local domestic laws of the jurisdiction.
- F. **Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances over which the College exercised substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.
- G. **Formal Complaint** – a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the College investigate the allegation(s). A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections.
- H. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without the filing of a Formal Complaint. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.
- I. **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- J. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.
- K. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.
- L. **Sexual Harassment** – *quid pro quo* harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.

- M. **Stalking** – engaging in a course of conduct directed at 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.
- N. **Standard of Evidence** – the College uses preponderance of the evidence as to the standard for proof of whether a violation of this policy has occurred. 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.
- O. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that is designed to ensure equal educational access, protect the safety, or deter sexual harassment. Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security, and monitoring of certain areas of the College, and other similar measures.
- P. **Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator refers to the Vice President of Student Services. The Title IX, Coordinator's office, is in the 1500 (Hemlock) Building. The phone number is 828-565-4220, and the email is mwcoleman@haywood.edu.

## II. SCOPE AND APPLICABILITY

- A. **These Procedures apply to the conduct of and protect:**
  - 1. College students and applicants for admission into the College
  - 2. College employees and applicants for employment
  - 3. College student organizations
  - 4. Third parties participating in a College education program or activity
- B. **These Procedures apply to conduct that occurs in a College Education Program or Activity located within the United States and of which the College has actual knowledge.**

### **III. REPORTING**

#### **A. Reporting to Local Law Enforcement**

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure 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 harassment 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 make available supportive measures when necessary to protect the alleged Complainant and/or the College community.

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

#### **B. Reporting to College Officials**

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 harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

### **IV. GRIEVANCE PROCEDURES**

#### **A. Scope**

1. The use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.
2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

#### **B. Initial College Response and Assessment**

1. After receiving a report of sexual harassment, the Title IX Coordinator takes immediate and appropriate steps to:
  - a. Communicate with the individual who reported the alleged conduct;
  - b. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sexual harassment, and provide due process rights during a College investigation;

- c. Provide the individual with a copy of this Policy and Procedure; and
  - d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and, if so, initiate the investigation and resolution procedures outlined below.
  - e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.
2. The Title IX Coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:
  - a. The allegations as stated do not constitute a violation of this Policy and Procedure, even if proven; or
  - b. The alleged sexual harassment did not occur in the College's Education Program or Activity or did not occur in the United States.
  - c. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.
3. The Title IX Coordinator may administratively close a report or complaint of sexual harassment if:
  - a. The Complainant, at any time, requests withdrawal of the report or complaint;
  - b. The Respondent is no longer enrolled or employed by the College; or
  - c. The College is prevented from gathering evidence sufficient to reach a determination of responsibility.
  - d. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.
4. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be filed.

### **C. Informal Resolution**

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a Formal Complaint. The Title IX Coordinator may offer the parties the opportunity for informal Resolution, too.
  - a. Upon a request for informal Resolution, the Title IX Coordinator determines whether informal Resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.
  - b. A student's allegations of sexual harassment against a College employee are not eligible for informal Resolution.
  - c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.
  - d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal Resolution.
2. Informal Resolution is voluntary.
  - a. The Complainant and Respondent must provide written consent for informal Resolution to take place.
  - b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.
3. Informal Resolution concludes the matter only when all parties have signed a written agreement that confirms the Resolution of the allegations.
  - a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
  - b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this Procedure.
4. If a resolution agreement is not reached, the College will continue with a formal investigation.



## **D. Investigations**

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and, if so, remedy the effects of a violation.
  - a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.
  - b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date, and location of alleged incidents (if known), a statement that the Respondent is presumed not responsible. A determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor, and the right to review the evidence and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.
  - c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment.
2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses, and provide information regarding the allegations.
3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.
4. The standard of proof used in investigations is preponderance of the evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.
5. The College aims to bring all investigations to a resolution within thirty (30) business days from the date the Title IX Coordinator determines an investigation will commence.
  - a. Extensions of the timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:
    - i. The complexity and/or number of the allegations;
    - ii. The severity and extent of the alleged misconduct;
    - iii. The number of parties, witnesses, and other types of evidence involved;
    - iv. The availability of the parties, witnesses, and evidence;

- v. A request by a party to delay an investigation;
  - vi. The effect of a concurrent criminal investigation or proceeding;
  - vii. Intervening holidays, College breaks, or other closures;
  - viii. Good faith efforts to reach a resolution; or
  - ix. Other unforeseen circumstances.
- b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
- c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.
- d. The College may suspend or place on administrative leave a student or employee, pending the completion of an investigation and Resolution, when the College performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the College community.
- i. The Title IX Coordinator may recommend to the appropriate College official to implement or stay an interim suspension of a student or employee and the conditions and duration of such suspension or leave.
  - ii. In all cases in which an interim suspension or administrative leave is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal.
  - iii. Violation of an interim suspension under this Procedure is grounds for expulsion or termination.
6. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.
7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.
- a. A party may elect to change advisors during the process.
  - b. All advisors are subject to the same rules:
    - i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
    - ii. Advisors are expected to maintain the privacy of the records shared with them.

- iii. Advisors are expected to refrain from interfering with investigations.
  - iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.
8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the College does not intend to rely.
- a. The Complainant and Respondent may submit a written response to the evidence within ten days after receipt of the evidence.
    - i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
    - ii. Responses may not exceed ten double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.
  - b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.
9. Following an investigation and at least ten days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations, a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility.

## V. GRIEVANCE HEARINGS

At least ten days after the issuance of an investigation report, the College must hold a live hearing in front of a decision-maker to determine the responsibility of a Respondent. The decision-maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

- A. All parties must be able to see and hear the questioning of parties and witnesses.
- B. Any party may request a virtual hearing. If requested, the College will provide a virtual hearing.
- C. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.
- D. The parties' advisors are permitted to cross-examine the parties and any witnesses.
  - 1. The parties are prohibited from directly conducting cross-examination.

Cross-examination must be conducted by a party's advisor.

2. The decision-maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-maker disallows a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.
  3. Evidence or questions that inquire about the Complainant's sexual predisposition or prior sexual history are prohibited (i.e., rape-shield protections) unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
  4. The decision-maker may not consider statements of individuals who do not submit to cross-examination in reaching a determination of responsibility
  5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
  6. If a party does not have an advisor, the College will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.
  7. Other standard Rules of Evidence do not apply in grievance hearings under these Procedures.
- E. The College will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.
- F. The decision-maker evaluates all relevant evidence and reaches a determination regarding responsibility. The decision-maker issues their final written determination to all parties within ten (10) days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the College to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of College policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the College recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the Complainant; and the College's appeal procedures.
- G. 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. Recommendation of Expulsion
- h. Other consequences deemed appropriate

2. Employees

- a. Verbal or Written Warning
- b. Performance Improvement Plan
- c. Required Counseling
- d. Required Training or Education
- e. Recommendation of Demotion
- f. Recommendation to Suspend with or without Pay
- g. Recommendation of Dismissal
- h. Other consequences deemed appropriate to the specific violation

If the decision-maker is required to make a recommendation for student expulsion or employee suspension, demotion, or dismissal, such recommendation will be made to the appropriate College official after the time for appeal has expired. If the decision-maker recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain on suspension unless otherwise determined by the decision-maker.

**VI. APPEALS**

After the decision-maker submits their determination of responsibility to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

- A. Procedural irregularity that affected the outcome;
- B. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or
- C. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the President of the College by 5:00 p.m. eastern standard time via email or mail, within ten (10) days of receiving the decision-maker's written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within two (2) days of receiving a copy of an appeal.

The President shall conduct a review of the record, including the appeal(s) received any written statements supporting or challenging the outcome, the investigation report, the

decision-maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result.

The President's written decision is final.

## **VII. PROTECTION AGAINST RETALIATION**

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

## **VIII. PROVIDING FALSE INFORMATION**

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who knowingly 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 a determination regarding responsibility alone is not sufficient to conclude a false report or complaint was made.

## **IX. LIMITED IMMUNITY**

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants 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 harassment complainants and witnesses amnesty from minor policy violations.

## **X. FERPA (Family Educational Rights and Privacy Act)**

A student's personally identifiable information found in a student's education records will be shared only with College employees who need to know to assist with the College's response to sexual harassment.

A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the College unless:

- A. The student gives consent;
- B. The College must respond to a lawfully issued subpoena or court order; or
- C. The College is otherwise required by law to disclose.

## **XI. 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.

## **XII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING**

The Title IX Coordinator, investigators, decision-makers, and those involved in any informal resolution process shall receive annual trainings on topics including:

- A. The definition of sexual harassment for Title IX purposes;
- B. The scope of the College's educational programs and activities under Title IX;
- C. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes;
- D. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
- E. Technology to be used at live hearings;
- F. Issues of the relevance of questions and evidence, including rape-shield limitations; and
- G. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials are posted on the College's website.

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

At this annual training, students and employees 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 sex-based violence;
- E. The importance of preserving physical evidence in a sex-based violent crime; and
- F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "no-contact" or restraining orders.

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

## **XIII. RECORDKEEPING**

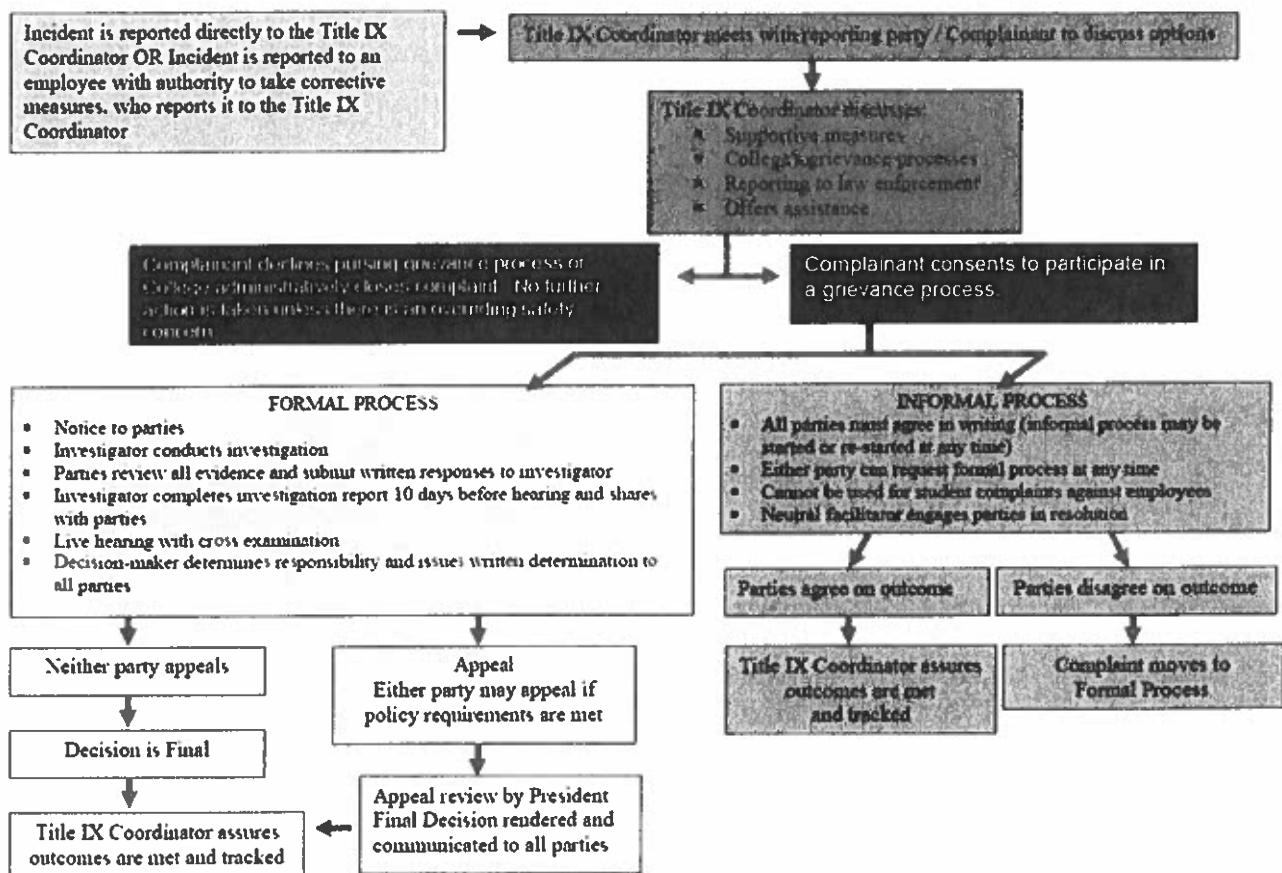
The College maintains all records of Title IX proceedings and all materials used to train

Title IX personnel for seven years.

Adopted: 08-11-2020

Legal Reference: Title IX of the Education Amendments Act of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations; Office for Civil Rights, Q&A on Campus Sexual Misconduct (September 2017)

### SEXUAL HARASSMENT / MISCONDUCT REPORTING PROCESS





|                              |   |                      |
|------------------------------|---|----------------------|
| HAYWOOD<br>COMMUNITY COLLEGE | STUDENT SERVICES<br>UNLAWFUL DISCRIMINATION AND<br>HARASSMENT | Procedure<br>5.3.4.2 |
|------------------------------|---|----------------------|

The College strives to make its campuses inclusive and a safe and 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 race, color, national origin, sex, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

For complaints related to allegations of sexual harassment, sexual assault, or sexual violence, please see Procedure 3.3.7.1/5.3.4.1

## I. DEFINITIONS

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 alleged victim 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, intimidated or 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, sex, religion, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

- D. Standard of Evidence** - the College uses the preponderance of evidence as the standard for proof of whether a violation occurred. 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 alleged Perpetrator 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, reprisal (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 complaint may be subject to disciplinary action including but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(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 College's Office of Student Wellness located in the 1500 (Hemlock) building on campus, emailing [hcc-wellness@haywood.edu](mailto:hcc-wellness@haywood.edu), or calling 828-627-4504. 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.**

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources located in the 100 (Balsam) building on campus, or by calling 828-627-4529. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

**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 the Vice President of Student Services located in the 1500 (Hemlock) building on campus, or by calling 828-565-4220.

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.**

Any employee wishing to make a report related to Unlawful Discrimination may do so by reporting the concern to the College's Director of Human Resources located in the 100 (Balsam) building on campus, or by calling 828-627-4529.

**V. INITIAL INVESTIGATION**

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President for 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 complaints ("Complainants") 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 complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Vice President shall meet with the Complainant and the alleged Perpetrator ("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 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 the directives that include no contact between the involved parties.
4. A confidential file regarding the complaint 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. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

#### **B. Employee Investigations.**

1. Employees filing complaints ("Complainants") 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 complaint. Complaints submitted after the thirty (30) day period will still be investigated; however,

Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Director of Human Resources shall fully investigate any complaints. During the course of the investigation, the Director of Human Resources may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Director of Human Resources shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Director of Human Resources 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 Director of Human Resources may 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 Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College's best interest.
4. A confidential file regarding the complaint shall be maintained by the Director of Human Resources. 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 this Procedures.
5. The Director of Human Resources 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 Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.
6. Complainants will be notified of available counseling services and other interim protective measures.

## **VI. RECOMMENDATION AND APPEAL**

### **A. Students.**

1. After the investigation is complete, the Vice President will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant 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 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;
  - 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 Vice President's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Vice President recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:
- a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard 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 the use of a speakerphone.
  - d. The Complainant 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 Complainant or the Respondent chooses to have an advocate who is an attorney, the 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.**

1. After the investigation is complete, the Director of Human Resources will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:
  - a. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
  - b. Sanction, if appropriate.

- c. Monitoring of academic schedules or workplace schedules if needed.
  - d. Short-term counseling services will be offered to each party.
2. If the Director of Human Resources' recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Director of Human Resources recommends sanctions that s/he cannot impose (i.e., termination), the matter will automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:
- a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard 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 the use of a speakerphone.
  - d. The Complainant 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 Complainant or the Respondent chooses to have an advocate who is an attorney, the 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.

### **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.

- a. Verbal or Written Warning
- b. Performance Improvement Plan
- c. Required Counseling
- d. Required Training or Education
- e. Demotion (President may impose)
- f. Suspend with or without Pay (President must impose)
- g. Termination (President must impose)
- h. Other consequences deemed appropriate to the specific violation

Adopted: 09-28-2017  
Revised: 08-11-2020



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| HAYWOOD<br>COMMUNITY COLLEGE | STUDENT SERVICES<br>STUDENTS – ALCOHOL<br>AND DRUGS ON CAMPUS | Policy<br>5.3.5 |
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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.*

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| <b>HAYWOOD<br/>COMMUNITY COLLEGE</b> | <b>STUDENT SERVICES<br/>STUDENT GRIEVANCE</b> | <b>Policy<br/>5.3.6</b> |
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## **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.

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| HAYWOOD<br>COMMUNITY COLLEGE | STUDENT SERVICES<br>STUDENT RIGHT TO KNOW ACT | Policy<br>5.4.1 |
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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 Act's 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

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

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| HAYWOOD<br>COMMUNITY COLLEGE | STUDENT SERVICES<br>CAMPUS SECURITY REPORTING –<br>CLERY ACT | Policy<br>5.4.2 |
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## 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>)



|                                      |  |                     |
|--------------------------------------|--|---------------------|
| <p>HAYWOOD<br/>COMMUNITY COLLEGE</p> | <p>ADMINISTRATIVE<br/><b>SERVICE ANIMALS AND OTHER<br/>ANIMALS ON CAMPUS</b></p> | <p>Policy 5.4.5</p> |
|--------------------------------------|--|---------------------|

## 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 determine 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

# EMERGENCY RESPONSE PLAN



2024

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## **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](http://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 hinges 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:** RHTC Parking lot closest to the Regional Business Advancement Center Building 5000.

**Regional Business Advancement Center 5000 Evacuation Site:** Regional High Technology Center Building 3000 Parking lot closest to the Regional Business Advancement 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.

## 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.





# EMERGENCY PROCEDURES

**EMERGENCIES:** Dial 911    **SRO:** 828.593.8477  
**SECURITY:** 828.734.5410    **COUNSELING:** 828.627.4504  
 828.627.2821 (24-HOUR RECORDED PHONE LINE)

## LOCATION INFORMATION

### UTILITY OUTAGE



- Loss of: Electricity/Water/Gas/Phone/Internet
- Contact Security: 828-734-5410

### FIRE



- In the event of fire alarm, smoke, or fire, evacuate the building.
- Do not use elevators, use stairs.
- Close doors (Do NOT lock) to contain fire. Alert others. Activate the fire alarm (if not already activated.)
- Call 911. Call Security 828-734-5410 or ARO 828-593-8477 to assist with response.



**EVACUATE**

### SEVERE WEATHER



- Remain calm and encourage others to do the same.
- Listen for audible warnings, monitor weather conditions.
- Move to an interior room on lowest level of building without windows and take cover.
- Stay away from doors and windows. Avoid auditoriums, labs and hazmat storage areas.
- Remain sheltered until given the all-clear.
- Report injuries by calling 911.



**SEEK SHELTER**

### SUSPICIOUS BEHAVIOR



- Take note of:
  - Location of the individual.
  - Description of the individual.
  - Other important information.
- Report any suspicious individuals immediately by calling Security 828-734-5410 or ARO 828-593-8477 to assist with response.



**SEEK SHELTER**

### BOMB THREAT/SUSPICIOUS PACKAGE



- If you discover a suspicious object/potential bomb or receive a bomb threat:
  - Do not handle the object. Evacuate the area.
  - Do not use cell phone or other electrical devices in vicinity of suspect item.
  - Be aware that there may be a second device.
- Report the object's location to Security of ARO.
- Call Security 828-734-5410 or ARO 828-593-8477 to assist with response.

### MEDICAL EMERGENCY



- Check the scene for safety. Care for illness and injuries within the scope of your training.
- CALL 911 if serious illness/injury. Call Security 828-734-5410 SRO 828-593-8477.

### SEXUAL MISCONDUCT



- For Emergencies call SRO 828-593-8477
- Seek Medical Attention if needed
- Students contact Sara Phillips, HR Director 828-627-4529
- Employees contact Sara Phillips, HR Director 828-627-4529

### HAZARDOUS MATERIAL



- Spill, leak, or strange odors remove yourself from the spill area, and keep others away.
- Always be familiar with any chemicals you are working with.
- If you have been exposed to a chemical, refer to the Safety Data Sheet (SDS) for that chemical or chemical compound. SDS copies are maintained in each laboratory and work area.
- Call 911. Call Security 828-734-5410 or ARO 828-593-8477 to assist with response.



**EVACUATE**

## ACTIVE SHOOTER RUN, HIDE, FIGHT



CALL 911 ONLY WHEN IT'S SAFE TO DO SO

### RUN

- Wherever you go, be aware of alternate exits.
- Quickly and cautiously evacuate in a direction away from the attacker.
- Don't hesitate. Seconds matter.
- Remember windows and emergency exits.
- Leave belongings behind. Keep empty hands raised and clearly visible.
- Follow all instructions from the police.
- Don't stop until you are sure you have reached a safe location.

### HIDE

- If there is no safe escape route, find a good hiding place.
- Lock and barricade the door.
- Silence cell phones.

### FIGHT

- Fight only as a last resort.
- Use available objects as improvised weapons.
- Use teamwork and surprise. A coordinated ambush can incapacitate an attacker.
- *You are fighting for your life. Don't fight fair!*

**Important Campus Contacts:**

Director of Public Safety:

Jeff Haynes

[jhaynes@haywood.edu](mailto:jhaynes@haywood.edu)

Office 828.565.4076

Campus School Resource Officers:

[aro-officers@haywood.edu](mailto:aro-officers@haywood.edu)

Cell 828.593.8477

Campus Security:

[security@haywood.edu](mailto:security@haywood.edu)

Cell 828.734.5410

Coordinator of Safety:

Misty Massingale

[mgreenarch@haywood.edu](mailto:mgreenarch@haywood.edu)

Office 828.564.5113

Director of Human Resources:

Sara Phillips

[sjphillips@haywood.edu](mailto:sjphillips@haywood.edu)

Office 828.627.4529

Vice President of Instruction and Student Services:

Dr. Wendy Hines

[whines@haywood.edu](mailto:whines@haywood.edu)

Office 828.565.4069

Vice President of Infrastructure, Operations, & Technology:

Brek Lanning

[bwlanning@haywood.edu](mailto:bwlanning@haywood.edu)

Office 828.565.4027

Counselor:

Susannah High

[shigh@haywood.edu](mailto:shigh@haywood.edu)

Office 828.627.4504

**IMPORTANT NUMBERS**

**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:**

828-648-3418 - Canton

828-452-6600 - Center Pigeon, Clyde, Cruso, Junaluska, Maggie Valley, North Canton, Saunook

828-456-8611 – 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)

1-800-799-4TTY (4889)

**Meridian (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

**REPORT A CRIME**

Except for a 9-1-1 emergency, incidents or criminal activity should be reported to the law enforcement agency that covers the area where the crime or incident took place. If a crime occurs:

Inside Waynesville city limits, please contact the Waynesville Police Department at (828) 456-5363;

Inside Canton city limits, please contact the Canton Police Department at (828) 648-2376;

Inside Maggie Valley city limits, please call Maggie Valley Police Department at (828) 926-0867;

The Haywood County Office of the Sheriff covers all criminal matters that occur outside of the town limits and within Clyde. If you have a civil paper to be delivered anywhere in the county, this also must be done by the Sheriff's Office. Please contact Haywood County Communications Center at (828) 452-6666.

**REPORT A TRAFFIC ACCIDENT**

The Sheriff's Office generally does not investigate traffic accidents. This is handled by the North Carolina Highway Patrol; you may contact them at 1-800-445-1772. If an accident occurs inside the city limits, contact the corresponding police department that covers that area.

**APPLY FOR VICTIM ASSISTANCE**

For victim assistance, please contact the District Attorney's Office at (828) 454-6510. If the assistance needed stems from domestic violence, you may also contact Suzie Pressley, Domestic Violence/Sexual Assault Victim's Advocate, at the Haywood County Sheriff's Office at (828) 452-6672, ext.2884, M-F, 9 am - 5 pm.

**HELP PROTECT MY VALUABLE POSSESSIONS**

Keep a record of brand, serial number, model number, description of all your valuable possessions. Make copies of this list and keep them in more than one safe location. You may want to attach photographs of your property to this list. If your property is stolen, this documentation can greatly assist in its recovery.

**Campus Prevention and Awareness:**

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.

**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





# CAMPUS Safety Office

## HCC Security MISSION

The Mission of HCC's Campus Security & Campus Safety office's is to provide a safe educational environment for faculty, staff, students, and visitors. 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 Services:

- key extraction
- jump starts
- campus escort to vehicles (upon request)

#### Other Services:

- manage traffic flow
- address minor maintenance issues (utility outages, etc & notify the proper authorities)
- respond to public safety issues

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 Disaster

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

**Security - 828.734.5410**  
1500 Hemlock Building - Room 1562

**School Resource Officer - 828.593.8477**  
Lower 1500 Student Services Building

**Campus Safety - 828.564.5113**  
3500 Campus Services Building - Room 3528  
Email - [mgreenarch@haywood.edu](mailto:mgreenarch@haywood.edu)



**FOR ALL EMERGENCIES REQUIRING LAW ENFORCEMENT, FIRE, AND/OR EMS DIAL 911**



## Contact Security

**For all Incidents submit a Maxient Report once Security has been contacted and incident is under control.**

### Security 828.734.5410

- Aggressive, Disruptive or Threatening Behavior
- Bomb Threats
- Criminal Activity
- Property Damage
- Lost or Stolen Property
- Danger to self or others
- Erratic Behavior
- Physical or Verbal Fights
- Fire
- Illness or Injury
- Intoxication / Substance Abuse
- Sexual Assault
- Suicidal Threats

### Maxient

- Link to Maxient Incident Report can be found under Safety & Security on HCC Website.
- Link: <https://cm.maxient.com/reportingform.php?HaywoodCC>
- A Maxient report must be completed for all incidents that take place on campus as well as off campus if it takes place during part of campus operations.

# SECURITY 828.734.5410

## 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 note of where you have parked.  
park near a light, if possible, close to your building.**

*All state and local laws pertaining to traffic apply on all of Haywood Community College's property and will be enforced.*



## PARKING

Parking decals must be displayed in all vehicles parked on Haywood Community College's property.

*\*Parking decals clearly display the expiration date.*

### **Citations will be issued for the following violations:**

- Occupying more than one parking space
- Not displaying current decal
- Parking in lane of traffic
- Blocking building entrances
- Obstructing side walk
- Double parking
- Parking in restricted lot or zone
- Parking in reserved space
- Parking on grass
- Parking within 15 feet of a fire hydrant
- Parking against flow of traffic
- Protruding into lane of traffic
- Parking in visitor and/or handicapped space
- Reckless driving
- Blocking loading zone
- Parking on shoulder or road
- Driving in excess of posted speed

**Once an individual receives 10 parking violations, security can charge the individual and take them to the Vice President of Student Success Services for discipline.**

*All state and local laws pertaining to traffic apply on all of Haywood Community College's property and will be enforced.*

### **Parking space are designated by color:**

Blue - handicapped only

Yellow - faculty & staff only

White - student/open parking

## 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 note of where you have parked.**

**park near a light, if possible, close to your building.**



# Housekeeping more than Custodial

Housekeeping is crucial to a safe workplace, and every employee has a role in housekeeping. Housekeeping can play a significant part in preventing injuries and in improving productivity. Housekeeping should be part of your daily routine in your workspace. From cleaning up spills, disposing of items not needed, keeping walkways clear. I hope you find the tips below helpful.

## Prevent Slips, Trips, and Falls

- Report/clean up any spills or leaks.
- Keep items up off the floor.
- Report any damaged flooring.

## Fire Hazards/Safety

- Make sure all walkways and exits are not obstructed.
- Do not block fire extinguishers or pull stations.
- Do not block mechanical or fire alarm panels.
- Report any electrical hazards.
- Nothing should be stored in stairwells or mechanical rooms.
- Store flammable chemicals and materials appropriately.

## Clutter

Clutter can lead to injuries or even ergonomic issues. Put all materials and equipment back where it is stored when you are finished with it. This will avoid an injury of it falling on someone, blocking emergency equipment or passageway, and give you more space within your work area for you to move more freely.

## PPE (Personal Protective Equipment)

Like your work area and equipment you use should be inspected and kept in good working order, so should your PPE. If you use any PPE in your job, make sure you always check it before use for any damage or wear that could cause it not to perform as it is supposed to.

**Always wear the required PPE or Safety equipment needed for the task you are completing.**

Campus Safety    [mgreenarch@haywood.edu](mailto:mgreenarch@haywood.edu) | 828.564.5113  
Campus Security    828.734.5410  
Campus SRO    828.593.8477



**CAMPUS** Safety



# Weather Watch vs. Warning vs. Advisory vs. Outlook

## What is the *DIFFERENCE*?

The National Weather Service uses a four-tier approach to alert the public to weather hazards. These included outlooks, advisories, watches, and warnings. With an outlook as being least threatening to a warning being the most threatening.

**OUTLOOK:** This is ranked as the least threatening, with hazardous weather occurring within the next 3 to 7 days. When an Outlook is issued, you should monitor the weather situation for updates.

**ADVISORIES:** Are ranked as less threatening, with weather conditions being less severe but could cause a significant inconvenience. When an Advisory is issued, you should exercise caution.

The expected weather condition has a pretty good chance of occurring, even a likely chance of occurring, but typically an advisory is used for less severe types of weather conditions. A Wind Advisory might be issued, or a Freezing Rain Advisory issued instead of a High Wind Warning or an Ice Storm Warning.

**WATCHES:** Are ranked more serious, there is an increased risk of a hazardous weather event, but its occurrence, location, or timing is still uncertain. When a Watch is issued, you should listen for further information and plan, prepare if the danger materializes. Watches essentially mean there is a chance this condition will happen and usually covers a large geographical area for a lengthy period of time.

**WARNINGS:** Are ranked the most serious of alerts; this means a hazardous weather event is occurring, imminent, or likely, and a threat to life or property exists. When a Warning is issued, you should take action immediately to protect life and property—more definite time periods.

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**CAMPUS** Safety



# REPORTING SUSPICIOUS ACTIVITY



## How do you determine who is a suspicious person?

- A suspicious person is anyone who acts in a manner not usual for a law-abiding citizen.
- Someone who looks lost, confused, disoriented.
- Someone who looks homeless or mentally disturbed.

**If someone approaches you, or you see someone acting in a manner that you feel is unusual, remain at a safe distance and contact Campus Security immediately.**

## What do you say to Campus Security?

- Be as descriptive as possible:
- Body Description: Race, Sex, Hair, Tattoos, Scars, etc.
- Physical Description: Color and type of clothing, shoes, hairstyle, glasses, hat, etc.
- Weapons: Mention if you notice a weapon or possibility of weapon.
- Direction/Method of Travel



HAYWOOD COMMUNITY COLLEGE  
IMPORTANT NUMBERS  
**EMERGENCY: 911**

HCC Security  
828.734.5410  
HCC-security@haywood.edu  
SRO  
828.593.8477

**REMEMBER ALL INCIDENTS SHOULD BE  
REPORTED TO SECURITY IMMEDIATELY**

Campus Safety      mgreenarch@haywood.edu | 828.564.5113  
Campus Security    828.734.5410  
Campus SRO        828.593.8477



# Winter Safety Tips

## Be Prepared

Winter will be fast approaching, and Campus Safety would like to remind you to be prepared for a safe and accident-free winter. The following list of precautions may help you avoid dangerous winter situations.

## Vehicle Winter Safety

- Keep your vehicle winterized, especially with proper antifreeze, good wiper blades, good battery, and snow tires or chains
- Keep the gas tank as full as possible
- Carry a winter car kit including matches and candles, first aid kit, shovel, jumper cables, sleeping bag or blankets, and even kitty litter for traction
- Keep your cell phone fully charged
- Dress appropriately for the weather conditions and outdoor temperatures

## For Your Personal Safety

- Slow down both driving and walking
- Take your time entering and exiting your vehicle. Look for ice patches before you put your foot down.
- Wear proper footgear. Slick soled shoes and heels are dangerous on ice and snow.
- Check the latest weather information

Campus Safety    [mgreenarch@haywood.edu](mailto:mgreenarch@haywood.edu) | 828.564.5113

Campus Security    828.734.5410

Campus SRO    828.593.8477



**CAMPUS** Safety



# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the attached checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. 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.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (attached) immediately. Write down as much detail as you can remember. Try to get exact words.
7. 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

## DO NOT

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Touch/Move a suspicious package

**CALL**

**Security 828.734.5410**

**SRO 828.593.8477**



## BOMB THREAT CHECKLIST

Date:

Time:

Time Caller Hung Up:

Phone Number where call received:

### ASK THE CALLER:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?                      Yes                      No
- Why?
- What is your name?



# BOMB THREAT CALLER INFORMATION

• Where is the caller located? (Background and level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male

### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance



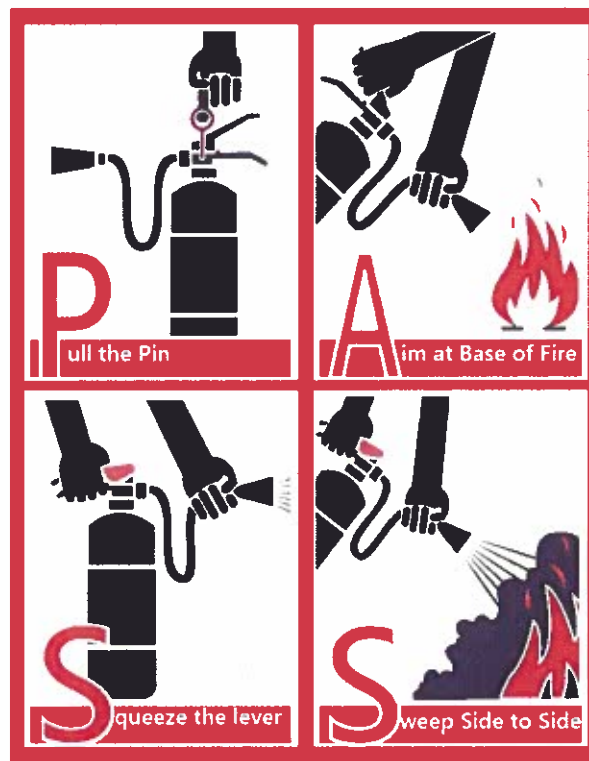




# FIRE EXTINGUISHERS

## P.A.S.S.

- **P – Pull the Pin:** With one hand, pull the pin located on the top of the extinguisher. This will allow you to activate the extinguisher.
- **A – Aim at the Base of the Fire:** Aim the nozzle or hose at the base of the fire, not at the flames themselves. This will help to extinguish the source of the fire, rather than just the visible flames.
- **S – Squeeze the Handle:** With your other hand, squeeze the handle of the fire extinguisher to release the extinguishing agent.  
Use short bursts rather than a continuous stream to conserve the agent.
- **S – Sweep from Side to Side:** Sweep the extinguishing agent from side to side across the base of the fire, keeping the nozzle or hose aimed at the base. Continue until the fire is completely extinguished.



**REMEMBER ALL INCIDENTS SHOULD BE REPORTED TO SECURITY IMMEDIATELY**

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