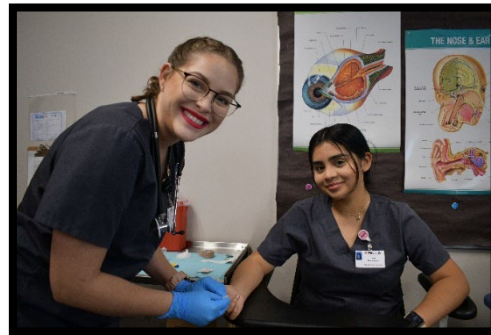




***Workforce Continuing Education  
College and Career Readiness  
Personal Enrichment and Lifelong Learning Institute  
Small Business Center***



*New SCC President, Dr. "Sandy" Stewart*



***Instructor Guide 2023-2024***

*Van Dusen Hall, First Floor  
Sandhills Community College  
3395 Airport Road, Pinehurst, North Carolina, 28374*

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## Division of Workforce Continuing Education Office Hours

Monday – Friday 8 a.m. – 5 p.m.

*During the summer term, the registration services desk will be closed on Friday afternoons beginning at 12 p.m. noon.*

### About this Guide:

Welcome to the Division of Workforce Continuing Education at Sandhills Community College (SCC). This guide provides our Workforce Continuing Education instructors with information supporting the facilitation and instruction of Workforce Continuing Education courses at SCC. It is comprehensive but not all-inclusive.

### Guide for College & Career Readiness Instructors

College and Career Readiness (CCR) instructors are issued an additional guide that provides rules, regulations, and policies related to CCR programs.

### Sandhills Community College Website

The college has a resourceful website containing information about college services, programs, policies, facilities, and personnel. The college website is <http://www.sandhills.edu>.

The Workforce Continuing Education Division has a dedicated website at:

<http://www.sandhills.edu/continuing-education/> providing information about Workforce Continuing Education programs and offerings. The “Resources” link at:

<http://www.sandhills.edu/continuing-education-resources/> provides links to information that supports Workforce Continuing Education instructors.



The **2023-24 Holiday Schedule** will be posted and available on the college website.

**IMPORTANT:** Workforce Continuing Education classes meet all year excluding national or state holidays; some exceptions may apply. Workforce Continuing Education students will not have the same breaks and schedules as curriculum/college-credit program students. There are no fall and spring breaks in Workforce Continuing Education.



August 1, 2023

Dr. Fallon McIver Brewington  
Vice President  
for Workforce Continuing Education



Dear Colleagues,

The Division of Workforce Continuing Education at Sandhills Community College welcomes you to the 2023-24 academic year.

I look forward to serving along beside you as we begin our new academic year at Sandhills Community College in the Division of Workforce Continuing Education (WCE). Over the past year, we have learned that our model has to change to be student centered and focused and to break down silos that hinder us from helping ALL students attain their educational goals no matter how or where their journey with us is beginning. Thinking outside of the box to best serve our students and help them achieve success efficiently and effectively should continue to be our goal. In fact, it must be our goal.

Our students have so many more options for continuing their education and preparing for the workforce, but we want them **HERE** with **US!** You are more than just an instructor here. You are part of the Sandhills Community College family that is like no other. As part of our family, we ask that you take some time to review Sandhills Community College’s website and to read our **MISSION** and **CORE VALUES**. In addition, WCE’s Core Values are ***Student Success, Community, Leadership, Innovation, and Teamwork***. WCE’s vision is *to ensure economic mobility through innovative workforce, professional, and personal development education that provides student-centered learning, in every stage of life, for continuous transformation of our students and community*. You were chosen because we feel that your personal values align with our values and your knowledge and experience can help us achieve our vision. Thank you for continuing to be a part of the Sandhills Community College family and helping our students achieve success.

Please review this instructor guide as it provides you with an overview of existing policies, procedures and practices impacting instruction and adhere to college guidelines for providing a safe and healthy learning environment for our students. The most up-to-date guidelines can be found at <https://www.sandhills.edu/safetyatsec/>. Contact your program director or coordinator if you have any questions and feel free to stop by my office at any time to discuss suggestions or concerns.

We thank you for your knowledge, experience, innovation, and leadership you bring to our students and campus community. Have a great academic year!

Sincerely,

Dr. Fallon Brewington, Vice President, Division of Workforce Continuing Education  
[brewingtonf@sandhills.edu](mailto:brewingtonf@sandhills.edu)/910.246.2858/Van Dusen Hall 124

## **Sandhills Community College Mission Statement**

The mission of Sandhills Community College (SCC) is to provide educational opportunities of the highest quality to all the people of the Sandhills. The college is committed to the **five core values** of INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. These values guide and direct SCC as it seeks:

- To welcome students of all ability levels and to provide programs that prepare them for employment or for transfer;
- To provide training for local businesses and to contribute constructively to the economic well-being of the region;
- To contribute to the cultural and artistic richness of the community and to the educational needs of our retired population;
- To create a campus environment that celebrates its faculty and staff and contributes to their personal and professional development.

## **Ethical Guidelines**

SCC employees must always act in a manner that is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, and commitment to the service of the community. They prohibit the use of one's college position for personal gain and any activities that would lead to conflicts of interest, or the appearance thereof.

SCC's faculty and staff members must act in ways that, if subjected to public scrutiny, would reflect well on their integrity and on the integrity of the college.

Public employment should not be used for personal gain or private advantage. Therefore, instructors must avoid conflicts of interest. Promotion of one's business or private interests is prohibited.

## **Goals**

### **For-Credit Academic Programs**

To educate students for professional and personal opportunities by providing technical and transfer programs that include distinct general education competencies and to offer these programs through a variety of course delivery modes.

### **Support Services**

To provide comprehensive student and academic support programs that help students meet their career, academic, and personal goals.

### **Access and Opportunity**

To ensure access and opportunity for students who are underprepared for college-level work through developmental studies and adult literacy programs; to prepare students for employment and/or for collegiate studies; and to promote student learning and success through various course delivery modes in credit and noncredit courses.

### **Economic Development**

To provide the training needed to help recruit businesses to our community and to drive entrepreneurial growth; to promote workplace learning; to enable local businesses to become more

productive; and to provide credit and noncredit courses and programs that enable students to become competitive contenders for employment opportunities.

### **Campus and Community Life**

To provide opportunities for student involvement, cultural enrichment, lifelong learning, and community service while honoring our core values.

### **Campus Resources**

To ensure that the college has the necessary financial, human, technological, and physical resources, including having funds to advance the excellence of its programs; hiring faculty and staff of the highest quality who reflect its diverse community and exhibit its core values; providing appropriate technology; and ensuring that the campus is clean, safe, and beautiful.



Dedman Leadership Class 2019

Sandhills Community College is an Equal Opportunity College

## Workforce Continuing Education (WCE) Staff Phone Numbers

<b>Registration Contacts &amp; WCE Administration</b>		<b>Phone-in Registration:</b>	<b>910.695.3980</b>
Campus Switchboard	Pinehurst Campus		910.692.6185
<b>*Campus Assistance/Security*</b>	Pinehurst/Hoke		910.690.2762
Hoke Center Switchboard	Hoke Center		910.875.8589
Toll-free College Line and Fax	1-800-338-3944		910.692.6998
Coordinator, Registration Services & Records	JoEllen Richter		910.693.2070
Registration Services Specialist	Mary Feehley		910.695.3766
Customer Service Registration Assistant	Sherill Boyte		910.693.2677
Director, Business & Registration Operations	Amy Caliri		910.695.3998
Senior Director, Workforce Continuing Education Compliance and Accountability	Kimberly Blue		910.695.3979
Associate Vice President, Workforce Continuing Education	Michelle Bauer		910.695.3912
Vice President, Workforce Continuing Education	Dr. Fallon Brewington		910.246.2858
<b>Personal Enrichment and Lifelong Learning Institute</b>			
Director	Danaka Bunch		910.695.3775
Coordinator	Meg Wilkins		910.695.3771
<b>College &amp; Career Readiness</b>			
Director	Matt Thewes		910.695.3784
Chief High School Equivalency Examiner/Specialist	Sara Fusonie		910.695.3933
Program Coordinator: Hoke Co.	Delia Burnett		910.848.4300
Program Coordinator: Moore Co.	Beckie Kimbrell		910.695.3779
English Language (ELA) Coordinator	Isabel Cain		910.695.3980
Online HSE Preparation	Beckie Kimbrell		910.695.3779
Program Support Operations	Chesney Crowley		910.695.3861
<b>Student Success &amp; Support Programs</b>			
Director, FNS Education and Training Navigator and Career Development	Maria Motta		910.695.3917
Director, WCE Career & College Promise, Student Success, & Data Support	Jason Levister		910.695.3778
<b>Career Training, Construction, &amp; Healthcare</b>			
Sr. Director, Career Training, Construction Programs	Lori Degre		910.695.3939
Director, Healthcare Programs	Sandy McKay		910.695.3974
Director, Medical Assistant Program	Melinda Morgan		910.695.3913
Director, Workforce Skills Training	Jenny Troyer		910.695.3926
<b>Business &amp; Industry: Advanced Manufacturing and Customized Training</b>			
Director	Dr. Jared Little		910.695.3925
Coordinator	Tess Regan		910.246.4117
<b>Public Safety Programs</b>			
Sr. Director, Public Safety/Law/EMS	Denise Cameron		910.695.3944
Director, Fire & Rescue Training	Donnie Smith		910.695.3774
Coordinator	Hannah Butner		910.695.3776
<b>Small Business Center &amp; Dedman Leadership Institute</b>			
Director	Megan Barnett		910.695.3938



## Inclement Weather Policy

Decisions to close the college for inclement weather and other emergency situations will be made by the college administration.

Missed classes or class time should be rescheduled with respect to the following:

1. Convenience for students
2. Approval from the director/coordinator
3. Accordance with course learning objectives

Directors and coordinators will discuss options for making up instructional time. Once determined, the schedule changes must be communicated promptly to students and noted on the student daily attendance record.

When severe weather is in the area or forecast, instructors should:

1. Check the college's website at [www.sandhills.edu](http://www.sandhills.edu) or either call the college (910-692-6185) to receive a message about a closure, delay, or reopening.
2. Be in contact with their program director for any specific instructions.
3. Obtain announcements on the following local and regional radio and television stations:

WTVD-TV (11)	Durham	WAZZ-AM 1490	Fayetteville
WRAL-TV (5)	Raleigh	WFLB-FM 96.5	Fayetteville
Carolina 14-TV (14)	Raleigh	WKML-FM 95.7	Fayetteville
WNCN-TV (17)	Raleigh	WZFX-FM 99.1	Fayetteville
WUKS-FM (107.7)	Fayetteville	WIOZ-FM 102.5	Southern Pines

Instructors: please remind your students on the first day of class to always refer to the college's website about college closures/delays/re-openings due to inclement weather: <https://www.sandhills.edu/> .

Workforce Continuing Education students may opt to receive emergency alerts and inclement weather notifications by completing the online form at the bottom of the Workforce Continuing Education webpage at <https://www.sandhills.edu/continuing-education/> .



## **CAMPUS SAFETY INFORMATION**

*Campus Safety policies and procedures are posted on the college website links below and summarized for reference in the last section of this guide.*

### **Campus Security and Safety Procedures**

Sandhills Community College operates a campus security division with a trained police force. Please refer to the college website at [www.sandhills.edu](http://www.sandhills.edu), and access the tabs labeled “Student Resources” and “Security” to review security services and safety procedures.

### **Campus Police Staffing/Hours; Campus Police Phone: 910-690-2762 (non-emergency)**

Campus Police and Security are staffed from 6 a.m.-1 a.m. Monday through Friday, from 7 a.m.-7 p.m. Saturday, and from 8 a.m.-5 p.m. Sunday unless otherwise notified by email. Evening instructors may call if needing an escort.

### **Emergency Response Procedures; Call 9-1-1 for Emergencies**

Emergency response procedures are provided in another section of this guide and on the college website at <http://www.sandhills.edu/safety-security/security-sandhills-community-college/>

### **Workplace Violence, Firearms, Drugs & Alcohol, Domestic Violence, and Sexual Harassment, and Title IX Policies and information**

are provided in another section of this guide and on the college website at

<http://www.sandhills.edu/safety-security/security-sandhills-community-college/>

## **INSTRUCTOR EMPLOYMENT RECORDS**

### **Instructor Contracts**

Contracts must be signed, dated, and submitted to the Workforce Continuing Education office **prior** to the beginning date of the class unless there is an exception. Should an instructor find a contract or scheduling error, they should notify their program director immediately so that a revised contract can be generated.

### **Instructor Credentials**

Credentialed instructors have a responsibility to provide documentation of credential or qualification updates and to inform the college immediately when any credentials have been revoked or expired.

### **Payroll Checks**

Payroll checks are issued by the Business Office on the last working day of the month according to the payment schedule listed on the contract and within a one-month delay cycle. (Example: June class stipend is paid in July)

## COURSE RECORDS AND ACCOUNTABILITY

### Course Syllabus or Outline

The program director will provide a course syllabus or outline. This may include objectives and student learning outcomes to be reviewed and/or distributed to students. The syllabus should also include attendance standards and any specific information relevant to course administration and expectations. Please address the inclement weather policy and inform students to access the college website when in question about college closings.

### Enrolled Students on Attendance Roster

Instructors are responsible for ensuring that all students present in class are listed on the attendance roster (“blue roster”).

### Student Signatures

Students may be asked to sign a log-in form on their first day of class and only once. It is important that student signatures be obtained as part of the local student attendance verification process. Students attending contact hour classes must sign-in and out of daily time logs.

### Non-enrolled Students

Any student who shows up for class and whose name *does not appear* on the attendance roster should be instructed to promptly contact Registration Services at 910.695-3980 or the program director/coordinator. Non-enrolled students may not attend class until they are enrolled and registered. Instructors **should not** add non-enrolled students to the blue roster.

### Late Registration Students

If a student not on the roster brings in a registration statement with the course designated as “N” (new course added), the instructor may enter the student onto the roster (documenting on next available row) on the first day of entry. Also, Workforce Continuing Education program staff may email an instructor to notify and approve a late-entering student.

### Attendance Rosters

The attendance roster is the official document for recording student attendance. Instructors enter attendance information as directed and must have the roster available at each class meeting. As soon as the class has ended, the instructor signs and dates the roster on or after the last class day.

### Symbols to be used for attendance:

A = Absent

E = Entry (the first day a student enters class)

NA = Never attended (note on roster beside student name)

DR = Dropped (Drop after and on the third consecutive absence, example: Day 1: A Day 2: A, Day 3: **DR**)

Refer to the Course Record Checklist posted online for reference.

For most classes, a student must be in attendance for 75 percent (%) of the class meetings to satisfy participation standards unless specified otherwise in the course syllabus.

College and Career Readiness instructors enter student contact hours into an online attendance program.

### **Class Cancellations and Schedule Changes (by program or instructors)**

#### **CANCELLING CLASS DUE TO LOW ENROLLMENT**

The decision to cancel a class due to low enrollment will be considered approximately five (5) business days prior to the first class meeting. Students are encouraged to register at least one week before the class begins. Sometimes there are exceptions to this standard.

Instructors will be promptly notified if a class is cancelled due to low enrollment as soon as it is possible to make such a decision; as a result, instructional contracts will be voided.

#### **CLASS SCHEDULE OR LOCATION CHANGE**

It is the expectation that the class will run as schedule and in the appropriate location. Necessary schedule or location changes will be coordinated by the program director and promptly communicated to students.

#### **CLASS CANCELLATIONS BY INSTRUCTOR**

If an instructor encounters an emergency and must cancel a class without sufficient notice, the following steps must be taken immediately:

1. **Notify** program coordinator/director.
2. **Notify** the Workforce Continuing Education Front Desk at 695-3980.
3. **If known ahead of time:** inform students and post sign on door with cancellation date.

### **Public Safety Courses**

#### **WAIVERS AND ELIGIBILITY**

Public Safety program students who are eligible for class fee waivers *must be verified*. As part of this verification process, it is the instructor's responsibility to have the students document their public safety agency (i.e., name of fire or police department) **and** the position held (i.e., volunteer, or paid firefighter or police officer); this documentation must accompany the attendance roster and a template is often provided for this information on the class receipt or sign-up form. *Public Safety Instructors: Contact the program coordinator to obtain this specific class sign-up form. Note: The department number is acceptable for Moore and Hoke County agency members; all others must write in their department name (on sign-up form).*

Public Safety instructors have access to the *Course Record Guidelines for Workforce Continuing Education Public Safety Instructors at Sandhills Community College* for more specific instruction. This document is available through the program, in workroom and located on the college's website in the Public Safety section.

## **Grading**

There is one grading standard that applies to most Workforce Continuing Education classes. Occupational classes that run 96 or more hours and are tied to licensure or credentials may have specific objectives and standards. Those will be reviewed by the director and reflected on the course syllabus. College and Career Readiness have separate standards as provided in program guidance.

### **GENERAL GRADING STANDARD**

A grade of **“S” for “satisfactory”** is provided as a basis for attending at least 75 percent (75%) of the class days and meeting course objectives. This standard will vary for occupational classes with specific proficiencies and credential requirements.

A grade of **“U” for “unsatisfactory”** will be provided if a student does not meet the requirements of passing the course.

### **INCOMPLETE “I” GRADE**

A grade of **“I” for “incomplete”** may be submitted for eligible students who were not able to complete all necessary course requirements by the course end date but have an approved extension to complete work. Instructors must contact their program director before approving and administering an “I” grade to coordinate the extended, instructional arrangement.

Once the work is complete within the extended timeframe and at a satisfactory level as validated by the instructor, the program director will enter the grade. Students not completing their course work by the extended deadline will receive an “unsatisfactory” final grade.

### **GRADING FOR CREATIVE LIVING AND COMMUNITY SERVICE CLASSES**

Creative Living, personal enrichment classes offered under the CSP 4000 prefix are not held to the same grading and attendance standards as listed in this section. These students will receive an “S” for satisfactory regardless of attendance or performance.

Community service classes are offered at Sandhills and may be subject to general grading standards; example: “Alive at 25” (driving education class).

## **Workforce Continuing Education Units (CEUs)**

The Southern Association of Colleges and Schools’ Commission on Colleges (SACS) defines the CEU (Workforce Continuing Education Unit) as follows: “One Workforce Continuing Education Unit is ten (10) contact hours of participation in an organized Workforce Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction.” The Workforce Continuing Education Division will provide the Workforce Continuing Education Unit (CEU) certificate for appropriate programs and students as applicable.

To receive full CEU credit and a CEU certificate from the college, in compliance with SACS standards, students must attend 100% of class meetings with successful completion. For example, if a class meets 24 hours, it is worth 2.4 CEU credits. If a student is to earn 2.4 CEUs then he or she must attend 24 hours of instruction. The student should advise the instructor that he/she wishes to receive CEU credit on the first day of class.

At the last class meeting, instructors must check to make certain that all students seeking CEU credit have attended every class meeting. After ensuring that attendance requirements have been met, the instructor documents each student eligible to receive full CEU credit and attaches the list to the class roster or as directed by the program director. When the Workforce Continuing Education program director or staff member receives and verifies the eligible students, CEU certificates will be processed and mailed to qualifying students.

### **Scheduling of Classroom Breaks**

A class is entitled to a 10-minute break for each 60 minutes of instruction. Instructors may decide when to take breaks, but breaks may not be saved or “banked” and used for longer break periods or early class dismissal. Programs typically have built-in extended breaks (30 minutes or more) for classes running longer hours; this break time is not factored into the class instructional time.

### **Class Visitation**

Classes are subject to unannounced visits or observations from college personnel as well as state auditors. Instructors should always have the attendance record in class.

### **Course Evaluations**

At the last class session, students may be asked by the director to complete a course evaluation.

Instructors may also be asked to provide feedback to the college based on their instructional experience; this may include assessment of the college, program or college staff, facilities, and services. Instructors are encouraged to give any feedback regardless of a survey instrument. Instructor feedback is valuable to course planning and improvement.



*U.S. Citizenship Class*

## CLASSROOM/INSTRUCTIONAL SUPPLIES AND SUPPORT

### Classroom Supplies

Prior to the beginning of a course, instructors should notify their respective program director to obtain course supplies. This would include any supplies needed to maintain a healthy and safe classroom environment. Supplies will be delivered to the Division of Workforce Continuing Education office workroom, so they can be retrieved by the instructor. Instructors will not be reimbursed for supplies bought without their director's approval.

### Audiovisual Equipment

Instructors should notify their directors in advance for using (AV) equipment in class. Many classrooms are already equipped with instructional technology. Testing those technologies out well in advance will help the first class day run more smoothly. Off-campus instructors may have limited resources and should contact their program director for special arrangements at off-campus locations.

### Duplication Services/Copiers

Handouts for students can be reproduced using the copiers in the Workforce Continuing Education office workrooms; however, large, individual sets should be reproduced through the on-campus Print Shop located in McKean Hall. The Print Shop copiers are designed to handle larger volume projects. Instructors may mail, email, or scan their documents directly to the Print Shop ([shead@sandhills.edu](mailto:shead@sandhills.edu)) or contact the Workforce Continuing Education office for copy pick-up and delivery times. Print Shop phone number is 695-3880. Directors will provide **copy codes** to their instructors.

**COPY & FAX MACHINE UNIT:** The workroom has a large, combined unit for copying and receiving/sending faxes; incoming faxes are automatically printed by the copier and delivered on the same output tray for copies; instructors need to be mindful of incoming faxes and should give any faxes - that may end up in a copy stack - to a front office staff member.

### Books and Supplies

Textbooks needed for a course will be arranged through the coordinator or director. Students may purchase textbooks at the SCC Bookstore (located in the Dempsey Student Center), which also sells school supplies, gifts, school logo items, cards, and books of general interest. Hours of operation vary according to semester, registration, examinations, or holidays. **Students are advised to call 910-695-3789 or check the bookstore website at [www.sandhills.bncollege.com](http://www.sandhills.bncollege.com) to confirm the hours of operation before arriving on campus to purchase books.** Textbooks also can be ordered online through the SCC Bookstore website, [www.sandhills.bncollege.com](http://www.sandhills.bncollege.com).

Materials needed by students for class may be purchased at the place of their choice. *Students are free to purchase materials or supplies from any specific individual or company.* Products made by students with their own supplies become the property of the students. Items produced using non-consumable materials purchased by the college become the property of SCC.

## Field Trips

All field trips require a completed Field Trip Transportation Authorization (see the program director for a form). Requests, including an attached roster of the students participating, should be submitted at least three (3) working days prior to the scheduled trip. A license check is required for all drivers.

**STUDENT CODE OF CONDUCT** <http://www.sandhills.edu/student-code-of-conduct-sandhills-community-college/> The Code of Conduct applies to all students enrolled at SCC. The complete version may be found online through the college's website, [www.sandhills.edu](http://www.sandhills.edu), by accessing "Student Resources" and then clicking on "Catalog & Student Handbook."

The SCC Code of Conduct holds students responsible for:

- Knowing college policies;
- Protecting college property from loss, damage, or destruction;
- Registering vehicles and properly displaying student stickers;
- Abiding by posted parking regulations;
- Complying with campus rules prohibiting firearms, smoking, drugs, and alcohol;
- Knowing that acts such as stealing, fraud, forgery, gambling, fighting, and possession of dangerous weapons of any kind are not permitted and that any such violation may result in expulsion from the college on the FIRST offense;
- Paying fees and/or fines as required;
- Respecting the rights and safety of others;
- Providing accurate information when registering, testing, or seeking financial assistance;
- Maintaining behavior that is conducive to effective learning and teaching;
- Understanding that the college reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the college.

## 96+hour Occupational/Skills-based Classes: Conduct Expectations and Guidance

Instructors in semester term classes (96+ hours) are *encouraged* to develop a classroom code of conduct agreement listing behavioral standards expected of students. A good example of a standard would be "smart phone texting is prohibited during class lecture but allowed during breaks" or "students are not allowed to talk during lab while observing fellow students."

Academic standards are addressed in course syllabi but may be revisited as they relate to behavioral expectations in learning experiences. Instructors who provide conduct standards up front set the stage for a respectful environment, promoting academic and professional success.

In addition, instructors may have students sign a statement attesting to their acknowledgement of such standards and their intent to follow conduct standards. Instructors should provide a copy of all behavioral conduct standards or code to students along with the course syllabus. Any code of conduct and/or contract must be approved first and by the program director. *See the program director for an example of a classroom conduct agreement.*



**Disciplinary Action:** SCC emphasizes counseling and guidance in promoting good student conduct, but disciplinary action is sometimes the only option. Questions or concerns on this should be directed to the program director and the Associate Vice President of Workforce Continuing Education & Workforce Development.

## **CHILDREN & NON-STUDENT VISITORS IN CLASSROOMS**

### **CHILDREN**

Children under the age of eighteen (18) are not allowed to accompany their parents or guardians to Workforce Continuing Education classes except under an exceptional circumstance and with approval of the instructor.

### **ADULT NON-STUDENTS**

Only registered students should be present in the class. Students are not allowed to bring guests or “friends” to class unless the instructor approves and there is a special circumstance or arrangement. Only registered students may participate and engage in a class; any guest may observe.

Sandhills Community College welcomes prospective students who are exploring learning opportunities. Students interested in offerings should be directed to Registration Services in the Workforce Continuing Education Office, first floor of Van Dusen Hall or by calling 910.695.3980.

*Campus safety policy and procedures are highlighted and included on the following pages. Refer to the Sandhills website for more campus safety information at [www.sandhills.edu](http://www.sandhills.edu).*

**Thank you for teaching at Sandhills Community College!**



**Creative Living Class: Yoga on the Lawn**

## EMERGENCIES

*If you have an emergency, dial 9-1-1*

Call 911 in *ALL* emergencies; this will contact campus police

### What is an emergency?

An emergency is any **immediate threat to life and/or property** that requires immediate response from police, fire, or ambulance personnel. If you consider a situation to be an emergency, then it is an emergency. **If in doubt, err on the side of safety and call 9-1-1.**

If you encounter an emergency – call 911 or ask someone to do so – this will alert and activate our campus police department and EMS public services. Campus police and public safety personnel are staffed on campus during weekdays, evenings, and weekends.

### STEPS TO REPORTING AN EMERGENCY – from start to finish

- Dial 911
- Stay on the line with the dispatcher.
- Provide the address, campus location, and a description of the emergency.
- Provide the phone number at your location (if you know it) or your cellphone number
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.
- After emergency personnel arrive and take control of the situation and classroom is in order, excuse yourself to make your department phone contact(s).
- Contact your program director and contact the Workforce Continuing Education Office at 695-3980 once your class has dismissed; complete an incident report form and submit to your program coordinator within 24 hours (Report form in instructor folder and online under Faculty/Staff/Workforce Continuing Education Instructor Resources)

### HANDLING SPECIFIC EMERGENCY SITUATIONS ON CAMPUS

#### Witnessing a Crime – How to report

If a crime is occurring on campus, you must contact campus police by dialing 911. If a crime has already occurred and immediate medical attention is NOT needed, you can reach campus police at ext. 3831 or by calling 910-690-2762.

#### Active Shooter

The college provides active shooter training to all personnel. If notified of an “active shooter,” take the following steps:

1. Protect yourself. Take cover immediately; lock or barricade yourself and your students inside a secure area, if possible.
2. Call 911. Remain out of sight from the suspects if possible. Report the suspect(s) movement to 911 Dispatcher and provide description(s) if possible.
3. Shelter in place or EVACUATE if safe to do so, or if instructed to do so by emergency responders.

### **Medical Emergencies**

Police and Public Safety at the College are not medical technicians but WILL RESPOND to medical emergencies on campus. Any medical emergency should be reported by **calling 911**.

### **Illness or injury to Students/Instructors/Staff**

Emergency treatment for job-related injury or medical illness may be obtained by **calling 911**. The center will dispatch the appropriate emergency response personnel. The Police and Public Safety Department will respond and arrange for transportation if required.

Police and Public Safety will complete an injury/illness form for all medical incidents relating to students, instructors, or staff.

MINOR INJURIES: for minor injuries, non-emergency, there is a **first aid kit** located in the workroom across from the big copier in the 2<sup>nd</sup> drawer (marked). *Even for non-emergency medical incidents, instructors should still complete an Incident Report and submit to the program coordinator.*

## **WORKPLACE VIOLENCE, FIREARMS, DRUGS & ALCOHOL, DOMESTIC VIOLENCE & SEXUAL HARASSMENT, and TITLE IX POLICIES**

*All policies related to these areas are posted online at [www.sandhills.edu](http://www.sandhills.edu) and in the college's annual catalog also posted online. Any individual at the college can also report a concern at: <http://www.sandhills.edu/incident-reporting/>*

### **Workplace Violence**

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify police immediately **by contacting 911**. Employees or contracted personnel who recognize early warning signs of workplace violence should evaluate the situation and report their concerns to their immediate supervisor and/or campus security by dialing "0" for the campus operator.

### **Firearms, Weapons on Campus**

Anyone on the SCC campus who is found in possession of a firearm or other weapon covered by N.C. House Bill 1008 (1993) will be reported immediately to campus security police. The college will comply fully with existing NC laws that make the possession of firearms on campus a Class I Felony and ALL weapons on campus unlawful. The College has a ZERO TOLERANCE for firearms or weapons on campus that are in possession of non-police individuals, accessible, and not in secured, compartments in secured, locked vehicles. When in question, contact Campus Safety and Security for additional information at 695-3831. Safety policies are communicated on the college's website, in the college's personnel manual, and in the student handbook.

### **Drugs & Alcohol**

In accordance with the Drug Free Schools and Communities' Act of 1989 (Public Law 101-226), SCC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral of prosecution.

### **Domestic Violence and Sexual Assault Policy**

Sandhills Community College recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC exhibits zero tolerance toward violence on campus including sexual assault, sexual violence, domestic violence, interpersonal violence, and stalking. Sandhills Community College will support policies that are in accordance with the U.S. Department of Education, Section 485 of the Higher Education Act, the Student Right-to-Know, the Violence Against Women Act, and the SaVE Act of 2014, and Title IX. Sandhills Community College will support these policies and increase awareness through educational prevention seminars, special literature, and counseling. The **Title IX Policy** is addressed in the following section and available on the college website. More information on the Sexual Assault Policy is covered on the college's website and in printed college resources.

## **Title IX**

As a responsible instructor, it is your duty to report information about possible discrimination or harassment, including (but not limited to) incidents of sexual assault/gender-based harassment. This allows us to insure those adversely impacted receive information about rights and resources and may aid in identifying patterns of concerns to inform prevention efforts and/or accountability. Not all reported incidents lead to a further action or disciplinary process. **Incident reporting:** first complete the online reporting form found at <http://www.sandhills.edu/incident-reporting/>; next, contact your program director/coordinator by phone and email. (See reporting a Sexual Assault below.)

Sandhills Community College and the Title IX policy provide several resources and services to ensure someone gets the support needed. Whether someone is a student, faculty or staff member, instructor or guest, a person has the right to file a complaint through the college's Title IX Coordinator and/or explore other options.

The Title IX Coordinator for Sandhills Community College is in Stone Hall Office 110, by email at [alstonc@sandhills.edu](mailto:alstonc@sandhills.edu), or by phone at 910-246-2868. Please refer to the following webpage that provides more information and support: <http://www.sandhills.edu/title-ix/>.

### **Reporting a Sexual Assault:**

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety at (910) 695-3831 or "0" from a college phone, Vice President for Workforce Continuing Education and Workforce Development at (910) 695-3767, Dean of Instruction at (910) 695-3715, or Dean of Student Services at (910) 695-3714; any of these individuals will also contact the Title IX Coordinator in the Human Resources Department.

### **Campus Resources, Support, and Training on Policies**

Sandhills Community Colleges provides a variety of resources and training exercises available to all personnel that addresses workplace violence, firearms, sexual harassment, and discrimination. **Instructors should contact Human Resources (246-2868)** if they have any questions and should refer students who may approach them for assistance or information to Human Resources, to the college's community resources web page below, or to the following professional counselors on staff:

**Anita Mashburn** can be reached at 910.695.3968, office located in 229 Stone Hall, Pinehurst Campus

**Rosa McAllister-McRae** can be reached at 910.875.5804; office located at the Hoke Center, 112 Johnson Hall; email: [mcallisterr@sandhills.edu](mailto:mcallisterr@sandhills.edu)

**Community Resources** for students are posted online at:

<http://www.sandhills.edu/safety-security/safe-scc-sandhills-community-college-4/>

## REPORTING AN INCIDENT or CONCERN

**NON-EMERGENCY INCIDENTS:** If you encounter an unusual incident with a student or any other person on campus, or witness anything that concerns you, please report the incident online by going to [www.sandhills.edu](http://www.sandhills.edu), click on “my SCC” and “report a concern.” This reporting tool ensures that all incidents are reported, and the appropriate personnel notified. Such incidents may not be limited to accident, injury, crime, or a security matter involving campus police. Please provide your program director with the same information as soon as possible; you can use the following template below.

**INDIVIDUAL CONCERNS:** Any person that you encounter who wishes to formally notify the college of an incident or concern(s) can do so by going to the website area: [www.sandhills.edu](http://www.sandhills.edu), click on “my SCC” and “report a concern.” Any concern or incident brought forward through this reporting link will be addressed and followed-up by a college official and the appropriate department.

**CONTACTING YOUR PROGRAM DIRECTOR OF INCIDENTS:** Please contact your program director by phone and email as soon as you are able following any incident (emergency or non-emergency). If you cannot get to a computer to process an electronic report submission, please use the template on the last page of this document; report the details and communicate this to your program director as soon as possible. The template is available as a form on the Workforce Continuing Education webpage and there is one in your instructor folder. The most efficient way to report a concern or incident is through the online report tool referenced above.

**College Policy:** *SCC reserves the right to deny admission or readmission to students whose presence on campus is disruptive to other students, faculty, or staff.*

# Incident Reporting Form (Instructors)

Division of Workforce Continuing Education and Workforce Development  
Sandhills Community College  
Sometimes the extraordinary happens!

If you encounter an **emergency – call 911 or ask someone to do so** – this will alert and activate our campus police department and EMS public services. Campus police and public safety personnel are staffed on campus during weekdays, evenings, and weekends.  
**security phone: 910.690.2762**

## REPORTING AN INCIDENT or CONCERN

**NON-EMERGENCY INCIDENTS:** If you encounter an unusual incident with a student or any other person on campus, or witness anything that concerns you, please report the incident online by going to [www.sandhills.edu](http://www.sandhills.edu), click on "my SCC" and "report a concern." This reporting tool ensures that all incidents are reported, and the appropriate personnel notified. Such incidents may not be limited to accident, injury, crime, or a security matter involving campus police. Please provide your program director with the same information as soon as possible; you can use the report template below.

**INDIVIDUAL CONCERNS:** Any person that you encounter who wishes to formally notify the college of an incident or concern(s) can do so by going to the website area: [www.sandhills.edu](http://www.sandhills.edu), click on "my SCC" and "report a concern." Any concern or incident brought forward through this reporting link will be addressed and followed-up by a college official and the appropriate department.

**CONTACTING YOUR PROGRAM DIRECTOR OF INCIDENTS:** Please contact your program director by phone and email as soon as you are able following any incident and when class has dismissed (emergency/non-emergency). Please use the template below to document details and to guide communication via telephone, email, or complete and give this to your program director as soon as possible.

Term:	Year:	Class Title:	Instructor:	Incident Date:	Incident Time:

### COMPLETE THIS INFORMATION TO THE BEST OF YOUR ABILITY:

Location of Incident: \_\_\_\_\_

Name of student(s) or individual(s) involved in the incident:  
\_\_\_\_\_  
\_\_\_\_\_

Description of Incident/emergency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_

Contact the Workforce Continuing Education office for any assistance at 695.3980. (Please use back if needed.)