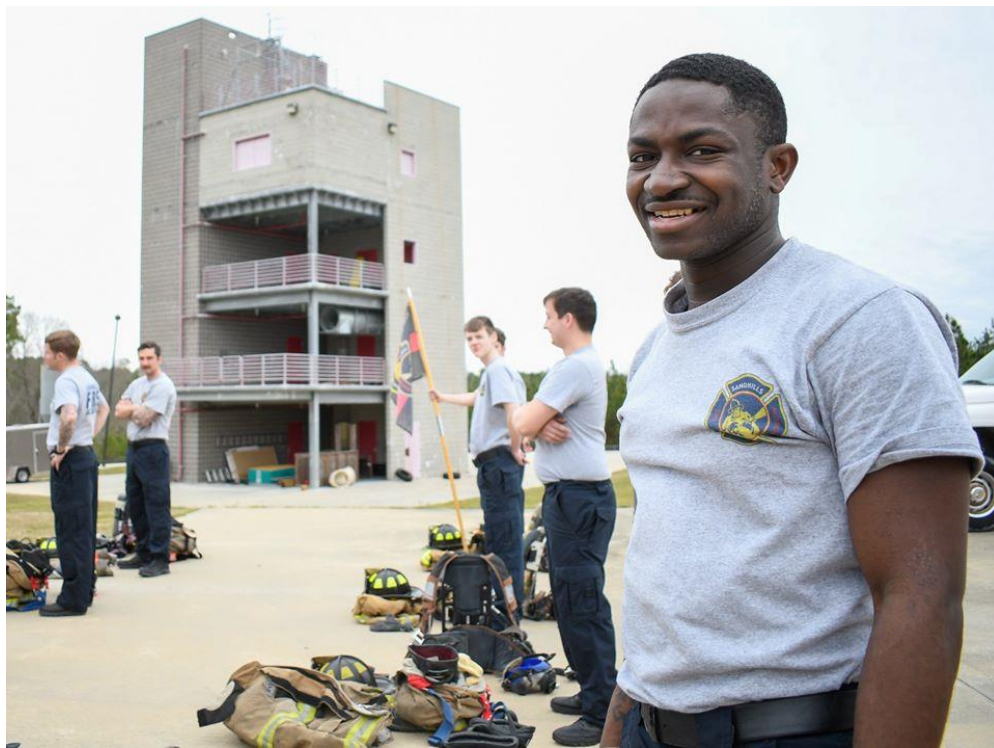




Division of Continuing Education



Instructor Guide 2020-2021

**Workforce Continuing Education, College & Career Readiness, The Center for Creative Living
& Lifelong Learning, Small Business Center & Dedman Leadership Institute**

*Sandhills Community College
Division of Continuing Education
3395 Airport Road, Pinehurst, NC 28374
910-695-3980*

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Division of Continuing Education Office Hours

Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 4:00 p.m.

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

ABOUT THIS GUIDE:

Welcome to the Division of Continuing Education at Sandhills Community College. This guide provides our continuing education instructors with information supporting the facilitation and instruction of continuing education courses at Sandhills Community College (SCC). It covers policies and procedures but is not intended to be all inclusive. Instructors should speak with their program director and refer to the general college catalog or website for additional information. This guide and the college catalog are available on the college website at www.sandhills.edu.

Instructor Folder

Instructors are provided with a black folder which they may use to contain this guide along with any handy references while in the classroom or on campus (i.e., class syllabus). There is a course record checklist that will be provided in this folder. These folders are in the Continuing Education Workroom (Van Dusen Hall) for pick-up or your director will provide one.

College & Career Readiness Instructors

College and Career Readiness (CCR) instructors will be provided with an additional guide that provides rules, regulations, and policies related to CCR programs.

Sandhills Community College Website

The college has a resourceful website that contains information including services, programs, policies, facilities, and personnel. Questions about college policies or procedures related to students, instructors, and courses should be addressed with the program director or the senior director of compliance and accountability for Continuing Education.

Continuing Education Webpage: The Continuing Education Division has a dedicated website at: <http://www.sandhills.edu/continuing-education/> providing information about Continuing Education programs and offerings. The “Resources” link at: <http://www.sandhills.edu/continuing-education-resources/> provides links to information that support Continuing Education instructors.

The **2020-21 Holiday Schedule** will be posted and available on the college website.

IMPORTANT: Continuing Education classes meet all year excluding national or state holidays; some exceptions may apply. 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 Continuing Education.

August 1, 2020

Dear Colleagues,

The Division of Continuing Education at Sandhills Community College welcomes you to the 2020-21 school year.



Andi Korte, Vice President
for Continuing Education
and Workforce
Development

We look forward to another great school year in Continuing Education and Workforce Development. The 2020 year during Covid-19 has brought unprecedented changes to our campus community, but I am so proud of the way our instructors, staff, and students have turned challenges into opportunities. No one could have ever imagined or planned where we would be now, but I am encouraged by the collaboration and creativity among our staff and instructors for assuring our students will continue to receive the best education.

As we continue to grow and maintain our commitment of providing our students with the best educational opportunities and support services, we appreciate and value the remarkable and talented instructors who choose Sandhills to share their knowledge, skills, and expertise. As one of our instructors, we ask that you take some time to review Sandhills Community College's website and to read our MISSION and CORE VALUES. You were chosen because we feel that you exemplify these values. Also, review this instructor guide as it provides you with an overview of existing policies, procedures and practices impacting instruction. 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 the commitment, creativity, and enthusiasm you bring to our students and campus community. Have a great school year!

Sincerely,

A handwritten signature in cursive script that reads "A. Korte".

Andi Korte

Vice President, Division of Continuing Education & Workforce Development

kortea@sandhills.edu/910.695.3767/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 act at all times 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. Even the casual exchange of business cards can be misinterpreted by others and should be avoided.

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.

Sandhills Community College is an Equal Opportunity College

Division of Continuing Education (CE) Staff Contact Information
Offices in first floor of Van Dusen Hall at Sandhills Community College

General Contact Numbers

Campus Switchboard (Main Campus).....	692-6185; Hoke Center.....	875-8589
Phone-in Registration, Local.....		695-3980
Information/Registration Services: Amanda Rovetta.....		695-3766
Continuing Education FAX.....		692-6998
Toll-free.....		800-338-3944
VP Continuing Education & Workforce Development, Andi Korte.....		695-3767
Associate Dean CE Operations, Lori Williams.....		695-3769
Sr. Director CE Compliance and Accountability, Kimberly Blue.....		695-3979
Director CE Business Operations and CE Registrar, Rhonda Gamble.....		695-3776

College and Career Readiness (CCR)

Director.....	Nicole Worley, 695-3784
LEIS Coordinator.....	Yvonne Petersen, 695-3933
Program Coordinator: Hoke.....	Deb Sikes, 878-4300
Program Coordinator: Moore.....	Beckie Kimbrell, 695-3779
English Language Acquisition (ELA).....	Isabel Cain 695-3980
HSE Testing/Transcripts (GED/HiSET).....	Tess Regan, 695-3777
Minor Interviews/Enrollment/Exit Interviews.....	Tess Regan, 695-3777
Online HSE Preparation.....	Beckie Kimbrell, 695-3779
CCR Program Support.....	Meg Wilkins, 695-3771

Student Success and Support Programs

Director, WIOA Education Navigator.....	Maria Campbell, 695-3917
Director, Student Success, Scholarships, and Data Support.....	Jason Levister, 695-3778

Career Training, Career Development, and Online Training

Career Training & Allied Health Programs.....	Lori Degre, 695-3939
Career Development/Pre-employment Training.....	Jenny Troyer, 695-3926
Technology Training, Online Ed2Go courses.....	Jenny Troyer, 695-3926

Business and Industry: Advanced Manufacturing and Customized Training

Customized Training.....	Ronnie Patton, 695-3925
Advanced Manufacturing Programs.....	Deneane Smith, 246-4117

Public Safety Programs

Fire and Rescue Training.....	Michelle Bauer, 695-3774
EMS and Law Enforcement Training.....	Denise Cameron, 695-3944
Public Safety Program Information and Support.....	Amy Caliri, 695-3998

Center for Creative Living & Lifelong Learning Institute (LLI)

Center for Creative Living/LLI Director.....	Danaka Bunch, 695-3775
Alive at 25 Defensive Driving Course.....	Danaka Bunch, 695-3775

Small Business Center & Dedman Leadership Institute

Director.....	Teresa Reynolds, 695-3938
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**PLEASE REFER TO SANDHILLS WEBSITE/DIRECTORY FOR STAFF EMAIL ADDRESSES. **

Inclement Weather Policy

Decisions to close the college for inclement weather and other emergency situations will be made by the college administration. Missed classes should be rescheduled with the director/coordinator or made up in accordance with the best judgement of college/division administration and communicated to students as soon as possible. Make-up classes may include extra or extended class sessions, and once determined, must be noted on the class roster/student attendance record.

When severe weather forces a departure from regular class scheduling, **personnel should check the college's website** at www.sandhills.edu or may either call the college (910-692-6185 or 910-246-2865) to hear a recorded message about a closure, delay or reopening, contact their program coordinator, or listen for 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:
www.sandhills.edu

CONTINUING EDUCATION STUDENTS MAY OPT TO RECEIVE EMERGENCY ALERTS AND INCLEMENT WEATHER NOTIFICATIONS BY COMPLETING THE ONLINE FORM AT THE BOTTOM OF THE CONTINUING EDUCATION WEB PAGE OR AT LINK:
https://docs.google.com/forms/d/e/1FAIpQLSeiNE6joONGR_aZL2dJu0PpoPAMiXoMXXyZBzZD2Lb6vovipw/viewform

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, and access the tabs labeled “Student Resources” and “Security” to review security services and safety procedures.

Campus Police Staffing/Hours; Campus Police Phone# 695-3831 (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 695-3831 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 Continuing Education office **prior** to the beginning date of the class unless there is an exceptional circumstance with an arrangement until a contract can be generated. Should an instructor find a contract or scheduling error, he/she should notify their program director immediately so that a revised contract can be processed.

Instructor Credentials

Upon initial hiring, Continuing Education program directors, coordinators, and/or Human Resources Staff may request copies of or access to instructor credentials or qualifications required to teach a credentialing class. It is the instructor’s responsibility to provide documentation of credential or qualification updates and to inform the college immediately when any credentials have expired.

Payroll Checks

Payroll checks are issued by the Business Office 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

Refer to the Course Record Checklist posted online and in the Instructor Folder

Course Syllabus

Your program director will provide you with a course syllabus, an outline of course topics, objectives, and student learning outcomes to be reviewed and/or distributed to students. It should also include attendance specifications 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.

Student Registration

Students may register either by walk-in, mail, or phone. *Students will have the option to register online – coming soon in 2020-2021!*

Instructors are responsible for ensuring that all students are listed on the attendance roster. Any student whose name does not appear on the attendance roster should be sent to the Continuing Education office. Instructors **should not** add names to the roster unless the student brings a signed form authorizing placement in the class (blue slip). **All students must sign the attendance roster or sign-up form.** College and Career Readiness students sign a class receipt form and/or a daily time log. Continuing Education program staff may email an instructor to add a late entry student to a pre-printed roster.

Attendance Rosters

The attendance roster is the official document for recording student attendance. Instructors enter attendance information as directed below and must have the roster available at each class meeting. As soon as the class is completed and progress documentation completed on the course roster, the instructor signs and dates the roster on the last class day, and never before a class ends.

Symbols to be used for attendance:

A = Absent

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

NA = Never attended

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

For satisfactory completion of certain courses, a student must be in attendance for 75 percent (%) of the class meetings unless certification requirements specify additional attendance.

Attendance rosters are legal documents from which the Division of Continuing Education's budget funding is determined. It is important that student signatures be obtained as part of the student membership verification process. The program director or coordinator will provide specific directives for obtaining student signatures. Also, instructors will be given daily time logs for those classes that report seated, contact hours per student. Contact hours must be maintained via a daily student sign-in/sign-out time log.

College and Career Readiness instructors utilize web attendance and will receive training on that process. Other hard-copy records like student sign-in/out time logs will need to be maintained.

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 5 business days prior to the first class meeting, so students are encouraged to register at least one week before the class begins. Instructors will be notified if a class is cancelled due to low enrollment as soon as it is possible to make such determination; as a result, instructional contracts will be voided. There are sometimes exceptions to this time standard when a few students may drop right before class begins, but this is not typical.

ALTERING CLASS SCHEDULE

Class schedules, like instructor contracts, are legal and binding. It is the expectation that the class will run as scheduled. Necessary schedule or location modifications verses what is printed in the instructional agreement and published schedule should go through the appropriate director or coordinator and be immediately communicated to students if the class is in session. *Examples include changes to class locations (even if temporary) and changes to meeting times and dates.*

EMERGENCY CANCELLATIONS BY INSTRUCTOR

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

1. **Notify** program coordinator/director
2. **Notify** the Continuing Education Reception line at 695-3980.
3. **Post a sign** on the classroom door noting the cancellation or change; program coordinator or college staff can do this 8:00am-5:00pm by calling 695-3980 and putting in an immediate request (do not count on an email as an immediate request, but proceed to send one IN ADDITION TO PHONE CONTACT and type "URGENT" in the subject line). Contact your director/coordinator and the evening switchboard at 692-6185 for an evening class cancellation.

Public Safety Courses

WAIVERS AND ELIGIBILITY

Students taking public safety courses in the areas of law enforcement training, fire and rescue, and EMS may be eligible for a fee-waiver under certain conditions as approved by the state legislature and as outlined in the "Tuition and Registration Fee Waiver Reference Guide" published by the NC Community College System. *Public Safety Instructors: It is important to contact the program director/coordinator for a list of personnel and positions that are eligible for fee waivers (conditions will apply). This information is also available through the Associate Dean of Compliance and Accountability in the Division of Continuing Education, Office 125 in Van Dusen Hall.*

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 must read and sign the document *Course Record Guidelines for Continuing Education Public Safety Instructors at Sandhills Community College*. This document is available through the program, in workroom and located on the college's website in the Public Safety section.

Grading

A grade of **"S" for "satisfactory"** is provided as a basis for attending at least 75 percent of the class meetings and meeting course objectives or passing lesson modules, but this can change and vary for occupational skills-based classes requiring mastery levels, certification or pre-licensure classes where letter or numerical grades may be assigned and coursework may be tied to credentials awarded by outside agencies.

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

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 been given extra time to complete during the current or next term. **Instructors must contact their program director or supervisor before administering an "I" grade.** The "I" grading and completion exception is provided and monitored by the program; it is given based on student eligibility and course eligibility. Incomplete grades are not centrally managed on a division or college level. Once all work is complete and at a level of satisfactory, the program director has the approval to change the actual grade.

College and Career Readiness students do not receive grades.

Creative Living, community service program, or personal enrichment classes offered under the CSP 4000 prefix are not held to the same grading standards as listed in this section. These classes are considered recreational or community-based, and students are not held to the same grading and attendance standards.

Continuing Education Units (CEUs)

The Southern Association of Colleges and Schools' Commission on Colleges (SACS) defines the CEU as follows: "One Continuing Education Unit is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The Continuing Education Division will provide the 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 is worth 2.4 CEU credits, it meets 24 hours. 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 first day of class. It is helpful if instructors will address the attendance requirement 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 Continuing Education program director or staff member receives and verifies the eligible students, CEU certificates will be processed and mailed to qualifying students.

If a student, who does not meet both criteria of 100% attendance and an “S” grade, needs verification of actual class attendance or grade for employer purposes, he or she should contact the program director directly. The college can verify grades and attendance via other documentation for employment purposes. *Sandhills provides classes that may earn students CEU credits for professional development; it is the employers who award or accept CEU credits.*

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 build-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 and observation by college personnel as well as state auditors. Instructors should have a current roster and a current course syllabus available for review each class period.

Course Evaluations

At the last class session, students may be asked to complete an evaluation to determine their satisfaction with instruction. Some programs have program-specific evaluations for their students (i.e., Fire and Rescue). Evaluations are facilitated and coordinated by program staff.

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.

CLASSROOM/INSTRUCTIONAL SUPPLIES AND SUPPORT

Classroom Supplies

Prior to the beginning of a course, instructors should notify their respective program director to prepare the required requisition to obtain supplies for the class. Supplies will be delivered to the Division of Continuing Education office workroom, so they can be retrieved by the instructor. Instructors will not be reimbursed for supplies bought without college approval.

Audiovisual Equipment

Please let your program director know what audiovisual (AV) equipment you wish to use well in advance. 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. Equipment must not be removed from the classroom or division without prior approval from the program director.

Duplication Services/Copiers

Handouts for students can be reproduced using the copiers in the Continuing Education office workrooms; however, multiple copy jobs with 20 or more pages per set 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) or contact the Continuing Education office for copy pick-up and delivery times. Print Shop phone is 695-3880. Program staff 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 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.

Materials needed by students for class may be purchased at the place of their choice. *Students will not be pressured 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, 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.

Classroom /Course Code of Conduct Agreement

Instructors in longer running classes (96+ hours) are encouraged to develop a classroom code of conduct or 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 generally addressed in course syllabi but may be revisited as they relate to behavioral expectations in learning experiences. Instructors who provide behavioral standards up front set the stage for academic and social success as well as respect for the learning environment. 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 behavioral contract.*

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 Vice President of Continuing Education & Workforce Development.*

CHILDREN & OTHER NON-STUDENT VISITORS

CHILDREN

Children under the age of eighteen (18) are not allowed to accompany their parents or guardians to Continuing Education classes except under exceptional and non-routine circumstances and with prior approval of the instructor.

Students who bring accompanying children or minors to class must be notified that it is only allowed in an exceptional circumstance. Their presence in a class is not only unauthorized by college policy but may compromise the learning of the adult students. If an instructor is having difficulty with a student who brings a child or minor to class on a recurring basis, the instructor should contact the program director or coordinator promptly for assistance.

Some exceptions to this standard may apply to off-campus public safety classes at public safety training agencies that allow youth training through class observation.

ADULT NON-STUDENTS

Students should not bring other adults to class with them unless authorized by the instructor. If an adult, non-student wishes to observe a class or part of a class, this is acceptable as long as the learning environment is not disrupted for the registered students and the instructor or program director approves. Sandhills Community College welcomes prospective students who are exploring learning opportunities. Students interested in classes should be directed to Registration Services in the Division of Continuing Education, first floor of Van Dusen Hall.

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.

Thank you for teaching at Sandhills Community College!

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 cell phone 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 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/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 2nd 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 and in the college's annual catalog also posted online.

Workplace Violence

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify policy 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 at 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:** contact first Wendy Dodson, Title IX Coordinator in Human Resources at 910-246-2868 **and** by email at dodsonw@sandhills.edu; 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 a number of 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 located in Stone Hall Office 110, by email at dodsonw@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 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:

Tim Hunt can be reached at 910.695.3968; office located on the Main Campus in Pinehurst at 229 Stone Hall; email: huntt@sandhills.edu

Rosa McAllister-McRae can be reached at 910.875.5804; office located at the Hoke Center, 112 Johnson Hall; email: 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, 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, 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 through 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 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 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.

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, 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, 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 through 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 Continuing Education office for any assistance at 695.3980. (Please use back if needed.)